

PORT OF ALLYN AGENDA
June 5, 2017
Regular Meeting
6:00 pm

REGULAR MEETING

1. Meeting called to Order/Flag Salute

2. Consent Items: All matters listed under Consent Items have been distributed to each member of the Commission for reading and study, are considered to be routine, and will be enacted by one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Items and placed under Action Items by request.

- a. Minutes of Regular Meeting, May 1, 2017
- b. Minutes of Special Meeting, May 22, 2017
- b. Financial Reports

3. ACTION

- a. Payment of GF Vouchers #17-196 to 17-221 for \$9765.61
- b. Payment of Payroll Vouchers #17-222 to 17-233 for \$15,177.02
- c. Payment of Water Fund Vouchers #1720 to 1722 for \$217.58

4. Commissioner's Reports

5. Executive Director's Report

6. Security Report

7. New Business

Decision about moving the date of the July meeting, since the Regular Meeting falls on Monday, July 3, which is part of the July 4, holiday weekend. Action required

Discussion of and review of updates to the Port's Policies and Procedures necessitated by a Schedule 22 Update Notice - Items 32 through 52 - sent by the State Auditor's Office.

- a. Resolution 371 – Reaffirm that the Port's written travel reimbursement policy does not discriminate between Commissioners and employees. Possible Action
- b. Resolution 372 – Amend our policy and procedure to comply with Chapter 42.24 RCW, concerning the utilization of credit cards for travel expenses. This RCW requires the Commissioners to pass a resolution establishing rules and regulations including limiting the use of credit cards to authorized travel expenses only. It states that "All entities should have a written policy explaining allowable uses of credit card and charge accounts for goods and services, including restricting the use of the cards and accounts for personal use." Possible Action

- c. Resolution 373 – Create a policy and procedure stating that all purchases of goods and services using Port charge accounts and credit cards should be supported by an original receipt turned in to the Operations Manager immediately after each purchase. Submission of a fully itemized travel expense voucher by the employee or Commission member is required under Chapter 42.24 RCW when travel expenses are charged to a Port charge card. Possible Action
- d. Resolution 374 – Create a policy and procedure stating the Board of Commissioners will review Credit card activity and charges to Port charge accounts to ensure that they have not been misused and there is no fraudulent activity taking place. Possible Action
- e. Resolution 375 – Create a policy and procedure stating that if petty cash is disbursed, it must be replenished periodically (monthly or as often as warranted) by warrant or check payable to the account. The replenishment should be subject to the same review and approval as processed invoices. No other receipts may be deposited to the petty cash fund or Imprest account. Possible Action
- f. Resolution 376 - Create a policy and procedure stating that whenever an employee's appointment as custodian of the petty cash and/or Imprest accounts is terminated, the fund(s) must be reconciled, replenished and the Imprest amount turned over to the Executive Director or other disbursing officer. Possible Action
- g. Resolution 377 - Create a policy and procedure stating that the Port will have a capital asset policy that quantifies the dollar amount at which a disbursement is considered a capital expenditure and details how capital assets are recorded and tracked. Also, this policy should define the criteria for classifying small and attractive assets and their recording. Possible Action
- h. Resolution 378 - Create a policy and procedure stating that the Port will establish a system tracks all assets in a written or computerized tracking system to assist the Port identify any lost or misappropriated items. Possible Action

8. Old Business

9. Public Comment

10. Continuance or Adjournment