

**PORT OF ALLYN
June 19, 2017
Special Meeting
MINUTES**

The Special Meeting was called to order at 6 p.m. In attendance were Commissioners Scott Cooper, Chair, Jean Farmer, and Judy Scott. Also attending was Lary Coppola, Executive Director. No members of the public were in attendance,

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. There were no Consent Items.

ACTION

a. Payment of GF Vouchers \$2,923.63.

MOTION made by Commissioner SCOTT to pay these vouchers. SECONDED by Commissioner COOPER. Motion PASSED with Commissioners Cooper and Scott voting in favor, and Commissioner FARMER voting AGAINST paying the invoice from the Mason County Economic Development Council.

NEW BUSINESS

a. The Commissioners discussed potential Insurance Plan options from Washington Counties Insurance Fund. No specific plan costs were available for the meeting, and the Commissioners directed the Executive Director to explore and present possible options for working with Mason County, the Port of Shelton, the Building Industry Association of Washington, Association of Washington Business, and others he thought suitable. They also directed him to contact Elizabeth Shea, an insurance consultant, about the possibility of her helping the Washington Public Ports Association establish an insurance plan specifically for its members.

b. A discussion was held about an update to, and renewal of, the Executive Director's Employment Agreement. The Commissioners made some minor wording changes to the document presented. MOTION was made by Commissioner FARMER to approve the agreement as amended. SECONDED by Commissioner SCOTT. Motion PASSED

c. A discussion of and review of updates to the Port's Policies and Procedures necessitated by a Schedule 22 Update Notice - Items 53 through 130 - and sent by the State Auditor's Office took place. While only one additional Resolution was necessary to complete the task at hand, the Executive Director felt it was important for the Commissioners to review the remaining items to be aware of the current policies and procedures in place and how items mentioned in Schedule 22 are dealt with by staff.

d. Resolution 379 - Create a policy and procedure stating that an asset list will be created and regularly updated, and that assets shall be inventoried at least every two years. MOTION made by Commissioner SCOTT. SECONDED by Commissioner FARMER. Motion PASSED.

OLD BUSINESS

None

PUBLIC COMMENT

None

CONTINUANCE OR ADJOURNMENT

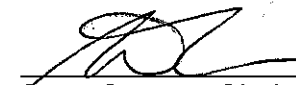
The meeting was adjourned at 7:55 p.m.

Respectfully Submitted,

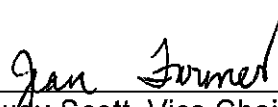


Lary Coppola, Executive Director


COMMISSIONERS:



Scott Cooper, Chair



Judy Scott, Vice Chair



Jean Farmer, Commissioner