

**PORT OF ALLYN
Regular Meeting
January 06, 2020
MINUTES**

The Regular Meeting was called to order at 6:00 p.m. with the Flag Salute. Present were Commissioners Ted Jackson (Chair), Scott Cooper; and Judy Scott. Staff present were LeAnn Dennis, Operations Manager; Lary Coppola, Executive Director, Travis Merrill, Security Officer; Kaye Massie, public

CONSENT ITEMS

All matters listed under Consent Items have been distributed to each member of the Commissioner for reading.

Minutes of Regular Meeting December 2, 2019
Minutes of Special Meeting December 16, 2019
Minutes of Special Meeting December 23, 2019

Commissioner JACKSON made a MOTION to approve the minutes. SECONDED by Commissioner SCOTT. MOTION CARRIED. Commissioner COOPER corrected the Minutes to read Commissioner SCOTT nominated Commissioner COOPER as vice chair.

ACTION

Payment of GF Vouchers #200103001 to #200103028 for \$22,674.82
Payment of Payroll Vouchers #200101001 to #20010012 for \$17,309.87
Payment of Payroll Voucher #200102001 for \$1,040.81
Payment of Water Fund Vouchers: #200104001 to 200104003 \$85.94

Commissioner JACKSON made a MOTION to accept Action items a, b, c & d. SECONDED by Commissioner SCOTT. MOTION CARRIED.

COMMISSIONER REPORTS

Commissioner Scott attended the Port meetings in December and no community meetings.

Commissioner Jackson attended the Port meetings and is working on high resolution cameras for the Port.

Commissioner Cooper attended Port meetings and EDC.

SECURITY REPORT Security Officer Travis Merrill discussed one of the workers for the clam digs as he has been here at night and appeared to be living in his car. However, Mr. Merrill was able to verify he works for the tribes. The rest of the month was quiet.

EXECUTIVE DIRECTOR REPORT *SEE ATTACHED

OLD BUSINESS *see Executive Director Report

NEW BUSINESS

United Angels did not attend to present their proposal to rent the small office.

The Commissioners scheduled a Public Hearing for Updates to Comprehensive Scheme of Harbor Improvements for February 3, at the Regular Meeting. The Executive

Director will do a press release and then the Port will hold an additional Public Hearing at a Special Meeting on February 10.

Update to the Port's Policies and Procedures: These haven't been reviewed for 3 years and the Executive Director would like to look at employee procedures and cyber security. He will do a mark up and draft updates and send them to the Board for their review at the October 5 meeting or sooner if they are completed.

The Executive Director would like to schedule a mid-year budget review. With the addition to Operations Manager's hours, as well as other things that may occur between the budget adoption, and mid-year, he feels this would be a prudent action.

The employee agreement for LeAnn Dennis was updated to take sick leave pay out of the final payout if her employment is terminated. Commissioner SCOTT made a MOTION to approve the draft employment contract with that change. Commissioner COOPER SECONDED. MOTION CARRIED

PUBLIC COMMENT

None

GOOD OF THE ORDER

Mr. Coppola has been appointed to Legislative Committee for the Washington Economic Development Authority.

Commissioner Scott would like to attend Port legislative day and there is a legislative send-off event at Alderbrook Clubhouse tomorrow at 7:30 a.m. The January NMCV speaker will be Stephanie Rowland and February will be Jim Rothlin from the Port of Bremerton.

Meeting Adjourned at 6:27 p.m. Respectfully Submitted,

LeAnn Dennis, Operations Manager

COMMISSIONERS:

Ted Jackson, Chair

Scott Cooper, Vice Chair

Judy Scott, Commissioner