

**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.

- A. Minutes of Regular Meeting December 2, 2019
- B. Minutes of Special Meeting December 16, 2019
- C. 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

- a. Payment of GF Vouchers #200103001 to #200103028 for \$22,674.82
- b. Payment of Payroll Vouchers #200101001 to #20010012 for \$17,309.87
- c. Payment of Payroll Voucher #200102001 for \$1,040.81
- d. 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

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 office.

Updates to Comprehensive Scheme – A Public Hearing is scheduled for February 3, at the Regular Meeting. The Executive Director will do press releases and other public outreach, and then the Port will hold another an additional Public Hearing mid-month.

Update to the Policies and Procedures Manual, haven't looked at it for 3 years and Executive Director would like to look at employee procedures and cyber security. He will draft markups and updates and send those to the Board for their review.

Mid-year budget review with the changes to Operations Managers additional hours.

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

PUBLIC COMMENT

None

Good to the Order

The Executive Director has been appointed to Legislative Committee for the Washington Economic Development Association (WEDA).

Commissioner Scott would like to attend the Washington Public Ports Association's legislative day in Olympia, and there is a legislative kickoff at Alderbrook Clubhouse tomorrow at 7:30 a.m. North Mason Community Voice (NMCV) speaker will be Stephanie Rowland from the Chamber, 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:

Scott Cooper, Chair

Ted Jackson, Vice Chair

Judy Scott, Commissioner

DRAFT