

**PORT OF ALLYN
Special Meeting
December 14, 2020
MINUTES**

The purpose of the Special Meeting was to discuss the Allyn Carey Water System request, the possibility of acquiring cell phones for each Commissioner, and to discuss personnel issues including a memo between Commissioner Jackson and the Executive Director which could include an Executive Session.

The Special Meeting was originally called to order at 6:00 pm with the flag salute, however, there were some technical difficulties getting everyone signed in on the video platform, and the meeting actually started at 6:12 p.m.

Present were Commissioners Ted Jackson (Chair), Commissioner Judy Scott and Scott Cooper; Lary. Coppola, Executive Director and LeAnn Dennis, Operations Manager, staff; Ken VanBuskirk; public. Several other people tried to sign in and had continued problems signing into the zoom link. There were a couple of additional people who weren't identified except by telephone number.

Commissioner Jackson opened with the discussion of Allyn/Carey Water system proposal. He asked for the other commissioners opinions about this topic. Commissioner Cooper felt we should have some discussion about this since we would have to shut down our system for three days, and rely on our reservoir to service our customers. The question would be, could we supply adequate pressure to the customers from the reservoir alone, and thinks this may require an engineer. The Executive Director would like to know what Mr. Carey's long term plan is, and how that will impact the Port's system. Commissioner Scott agrees with getting the opinion of the engineer as well. Both said that Mr. Carey has been a part of the community for a long time, and they consider him a friend of the Port. But the Commissioners declined to make a decision as everyone feels they need more information about the ramifications of shutting down the system, and Mr. Carey's intent in relation to our long-term interests. The Commissioners agreed to revisit this in January after everyone has time to research a bit more.

Brad Carey had previously contacted each of the commissioners separately about this issue, as well as the Executive Director.

The Executive Director asked for clarity as to exactly what the Board is instructing him to do before the next meeting. They answered that they wanted information of the Port's liability for the test, and what kinds of preparations are needed if we agree to the test and take the system down for 3 days.

Commissioner Jackson moved to go into Executive Session for 15 minutes for "Personnel Issues." Commissioner Cooper read the actual RCW and asked if the intent was to go into Executive Session under Section F. He stated that didn't cover what Commissioner Jackson wanted to discuss. He then moved to go into Executive Session under Section G for 15 minutes at 6:25 p.m.

The Executive Session was called to order at 6:25 p.m.

The Executive Session ended at 6:40 pm

Commissioner Jackson called Regular Meeting back to order at 6:40 p.m..

Commissioner Jackson stated a Personnel issue was discussed, and no that action would be taken.

A discussion of Port cell phones for the Board ensued. Commissioner Cooper discussed his thoughts on why Port issued cell phones were needed. He stated he gets calls about Port business no matter what phone number he has. He believes that it may be better to have a Port issued phone that will be available for Public Records Requests if and when needed. Commissioner Jackson suggested that the board has a policy that they check their phone a couple times a week. The Executive Director will research the cost and will come up with a policy.

A discussion on the Sweetwater Park Project then took place. The Executive Director updated the Board about the match for the grant. There are four different grants and in-kind match amounts. This is a Salmon Center project - not a Port project, so they will be liable for the matches, not the Port. Commissioner Scott said she thinks it's a good project, and commented that the Port can help address a lot of the issues being raised by Commissioner Jackson. He is concerned with getting fire and police equipment in, as well as putting a park next to a school. Commissioner Scott clarified that the original grant is from ALEA funds and it is appropriate use of the property Commissioner Jackson said he'd like the project to go forward, but he would like to "tighten it up."

The next discussion was about the use of Port Facilities. Commissioner Jackson clarified it was the summer parties he had heard complaints about from constituents at the North Shore Marina, and the fact that COVID restrictions not being observed. Commissioner Cooper stated that if the neighbors are unhappy about it then maybe being good neighbors is more important than the money we made. He added that it might be appropriate for the Board to discuss any big party proposed on the dock in advance. Commissioner Jackson discussed music festivals he helped cover as a law enforcement officer and how difficult that could be. The Executive Director pointed out that this was a contract situation, and the party that leased the dock was responsible for all their guest's actions, enforcing any and all Covid regulations mandated by the Governor, obeying all laws, that they were required to add the Port as a \$1 million additional insured, and that they agreed to hold the Port harmless in the event of any legal or other issues that might arise out of their use of the dock – including defending it in court if necessary. Operations Manager LeAnn Dennis's input as someone who attended more than one of the parties was that there were far more folks involved and enjoying the parties then those that complained.

Commissioner Jackson's request that the Port acquire an HPA Maintenance Permit with WDFW was discussed. He noted that the permit was good for 6 years, is free to obtain, and covers all the facilities – including when the Port needs to work on the piers and docks. He said it's just good to have on file for any work. The Executive Director said he would work on acquiring the permit and requested that Commissioner Jackson put him in contact with the proper people at WDFW since he had connections there..

Approval of the two additional invoices on the voucher list for payment was discussed. Both of these weren't submitted by the cutoff date, but were the last two for 2020. Commissioner SCOTT made a motion to APPROVE the vouchers as read. Commissioner COOPER SECONDED. MOTION CARRIED.

Public Comment

Ken VanBuskirk stated that the board discussed items that weren't on the agenda. While this was true, any public agency is well within the law to modify a meeting agenda as needed.

He also stated that it was difficult to sign onto the meeting. He was correct on this point, and it appeared that there was a digit missing in the meeting link that caused the problem.

Additionally, he felt that the cell phone policy will need to be re-written. This was acknowledged during the discussion and the Executive Director will present an update to it as part of the ongoing effort to update all the Port's Policies and Procedures.

Mr. Van Buskirk also stated that he didn't see Sweetwater Park on the agenda, and that he still objects to moving forward with that project.

Good of the Order

Wishing everyone a Merry Christmas.

Meeting Adjourned at 7:09 p.m.

Respectfully Submitted

LeAnn Dennis, Operations Manager

COMMISSIONERS:

Commissioner Ted Jackson, Chair

Commissioner Scott Cooper, Vice Chair

Commissioner Judy Scott