

**PORT OF ALLYN
REGULAR MEETING
March 7, 2016
MINUTES**

The Regular meeting was called to order at 6 p.m. with the Pledge of Allegiance

Present were Commissioners Scott Cooper, Chair; Jean Farmer, and Judy Scott; LeAnn Dennis, Operations Manager; Lary Coppola, Executive Director; Arla Shephard Bull, *Kitsap Sun*; Brianna Loper, *Mason County Journal*; County Commissioner Randy Neatherlin; Dana Rosenbach, Superintendent of the North Mason School District; and members of the public, Phil Wolfe, Linnie Griffin, Kaye Massie, Ken VanBuskirk, Kevan Moore, and Dr. Brian Peterson.

CONSENT ITEMS

- a. Minutes of Special Meeting February 15, 2016.
- b. Minutes of Special Meeting February 24, 2016.
- c. Financial Reports

Commissioner SCOTT made a MOTION to accept the consent items a, b & c. Commissioner FARMER SECONDED. MOTION CARRIED.

ACTION

- a. General Fund Vouchers #16-079 to 16-103 for \$12,052.36
- b. Payroll Vouchers #16-104 to 16-114 for \$13,860.34
- c. Water Fund Vouchers #1608 to 1610 for \$245.92

Commissioner SCOTT made a MOTION to accept the Action Items a, b & c. Commissioner FARMER SECONDED. MOTION CARRIED.

Commissioner Reports

Commissioner Judy Scott reported about the Department of Natural Resources (DNR) focus group, Sargent Oyster House tech meeting, and that Engineer Mike Ross has begun working inside. She was also able to attend a Heritage Caucus meeting to promote the Oyster House for grant funding. Commissioner Scott attended all Port meetings, the Sub-Area Planning Committee meeting, Peninsula Regional Transportation Public Organization (PRTPO) and presented a unified work planning program for PRTPO (what your tax dollars are doing) and was in attendance at the North Mason Community Voice meeting where Port Executive Director Lary Coppola was the guest speaker.

Commissioner Jean Farmer attended the four Port meetings, a town hall meeting at Public Utility District (PUD) building to discuss storm water issues and attended the Economic Development Council (EDC) luncheon.

Commission Chair Scott Cooper attended the four Port meetings and the EDC board meeting.

Executive Director's Report

Executive Director Lary Coppola reported that the Lakeland Sidewalk repair is complete, but there are some questions about WSDOT approving the change orders that funded the repair costs. He believes they will ultimately be approved.

He has given Maintenance Supervisor Don O'Keefe the go-ahead to acquire the materials and begin fabricating the modular platform for the wedding pavilion at the Kayak Park, and stated that we will price out and order the collapsible canopy this week. Mr. O'Keefe is also going to fabricate a storage shed for the modules that will be less than the 200 square feet required for a permit, and will be able to be moved with a fork lift and hauled away on a truck. That way it is not a "permanent" structure that would trigger the shoreline permit requirements.

A bridal changing room is being designed as part of that storage shed as well.

He noted that the 2'x3' road signs are all up, and we're getting positive feedback on them. He added that we now have a second winter moorage client at the North Shore, bringing our income to \$325 per month there.

The Executive Director said he bought a beautiful antique table for upstairs that can be used as a conference table for smaller meetings. The cost was \$200, and it needs to be refinished. Don O'Keefe is in the process of sanding and staining it now. It should be in place by the end of the week.

The window tinting is complete. Seems to make a positive difference where the glare is concerned.

The Allyn Community Association has engaged an electrical contractor to get the power pole in place for the Oyster House and for Allyn Days vendors. It will have a 100-amp panel, and allow them to open that part of the parking lot up for additional vendors. Rather than the Port do that project, which would have made it a Prevailing Wage job, he suggested the ACA do it because then it would be a private project. The bids the Port got when bidding it out were all just under \$5,000. The bids the ACA got from the same contractors for the very same work came in at under \$2,000. The ACA is handling all of the permitting and overseeing the installation. We had originally agreed to split the cost of this project with the ACA, and are saving about \$1,500 by letting them contract for this work rather than us.

The Executive Director has contacted the Building Industry Association of Washington, of which we are members by virtue of our membership in the Kitsap Building Association, about the possibility of the Port being eligible to enroll in their Return on Industrial Insurance program. This is private insurance that covers our L&I obligation. If we don't have any L&I claims, we get a portion of our premiums back as a rebate.

A notice about the WPPA's Community Projects Awards was included in the meeting packet. We missed this deadline last year because entries were due the first week the Executive Director was here and he didn't know about them. However, this year, we will submit the Allyn Street Lighting Project, as it may be eligible to submit in two categories – environmental and creative partnership.

The Executive Director spoke with the PUD about getting additional lights installed at the marina and the boat launch. They said it's a doable project. He had an appointment to meet with someone from the PUD on-site on Friday afternoon, but she called at the last minute to reschedule. They've been playing phone tag but he's hopeful to get it done this week.

We finally got the data security documents needed from Charles, our IT consultant. We're in good shape here as our network doesn't need any additional hardware. His recommendations are in your packets. However, what we had put together previously just about covered everything he has in there. The only exception is credit card data security. He included a link to Microsoft's credit card security site, and there are other industry standards we need to adhere to as well. We should have those sorted out and written up this week.

We are on the downhill side of the Policies and Procedures updates, and should be able to begin working on the Strategic Plan sometime in the next two weeks. The Executive Director has in my mind how he wants to do it and lay it out. It's just a case of getting it done.

He also reported that the WPPA Spring Meeting will take place on May 11-13, at Skamania Lodge. The focus will be on the recent legislative session, as well as issues which are of importance to ports. It also provides a forum for the Board of Trustees to conduct the business of the Association, as stipulated in WPPA bylaws. We need a head count for reservations.

Upcoming WPPA Seminars include the annual Port Director's Seminar: This is July 14 – 15, in LaConner. Topics are chosen based on present day relevance to port management issues.

Commissioner's Seminar: August 1-3 at Alderbrook. The Commissioner Seminar is held every other year in the summer and is open to all Port Commissioners. Topics are chosen based on present day relevance to Commission issues.

Commissioner Farmer and the Executive Director said they will be attending the Spring Meeting, but we need to know about everyone else for reservations.

Old Business

Strategic Plan discussion: The Executive Director would like to schedule another strategic planning meeting to discuss future projects. The Board scheduled for April 22nd at 5:30pm for a work session.

Sargent Oyster House Progress Report: Mr. Coppola stated that the Oyster House has a lot more interior rotting than first thought. Commissioner Scott is meeting with a grant person (Kathleen Barrantes) to see if they can secure grant funding that will cover a re-build - IF it comes to that. They will salvage as much material as can be repurposed, but are just looking at the structure behind the drywall now and do not have enough information to make a decision like that yet.

Commissioner Cooper had asked the Executive Director about Port demographics. Mr. Coppola has been working with the county departments to get

the desired information however it is not as easy a task as first thought. Information from different departments will need to be combined.

Ken VanBuskirk asked if the Port has ever considered name change.

The Board discussed the Washington Business Alliance (WBA) membership and agreed that at this point in time they are not sure how the WBA can provide services that help the Port to justify the membership fee. Chairman Scott Cooper suggested they re-visit it before 2017 budget as it's not in 2016 budget.

New Business

A lengthy discussion of a land transfer proposal with the North Mason School District (NMSD) and possible decision on the Waterwheel Park Project was scheduled. Commissioner Farmer asked that since this involved land acquisition, if the initial discussion should be held in executive session, with a decision made in open public session. Commissioner Cooper stated that since it didn't involve the direct purchase, where public discussion could impact the price, an executive session would not be appropriate.

Commission Chairman Cooper briefed the audience about the presentations, request for donations and what has transpired since. There is a grant in place from 1997 to restore the land and make it into a park and there has been \$300,000 in donations. There is a proposed, \$825,000 budget that includes plans for natural playground.

Pacific Northwest Salmon Center (PNWSC) Executive Director Mendy Harlow had talked about Dr. Brian Peterson donating the property he bought for this project back to the community for this project. Commissioner Cooper read a letter from Dr. Peterson to the audience that explained his intent. There was some confusion as to if there will be any expense to the Port, but it appears the grant will take care of that Also, maintenance will be performed by AmeriCorps volunteers.

Commissioner Farmer discussed her concerns and reservations. She would prefer the money that would go into the new park be used for Theler. She also doesn't see any reason for the Port to rush into this project and believes it needs to be vetted some more.

Commissioner Scott stated it's an opportunity to get something done in Belfair, and stated this property has a clear title, unlike the Theler which is governed under the terms of the Theler Will. She asked that since the grant money will go somewhere, why not Belfair?

Commissioner Farmer brought up that Commissioner Scott has donated her own money to the project in the past, and needs to make sure there is no conflict of interest.

Commissioner Cooper stated he thinks the NMSD should not be in the business of parks, while the port can be.

Dr. Peterson explained the uniqueness of this particular park project, comparing it to past projects he's been involved with. He stated this project has a lot of community support, explaining that the water wheel will be refurbished to

teach kids about energy since they will be creating it from the wheel, and solar panels. He said the project will help teach them how this science works. In his view, it's more than just a park incorporating science and education, as it also includes a fishing pond that is handicap accessible. Future plans include trails, and according to Peterson, the proposed park is already supported by the County Comprehensive Plan.

Commissioner Farmer wanted to know who the lead agency would be, stating she insists on total transparency, with everything to do with the project being done in public meetings.

Dana Rosenbach, Superintendent of the NMSD discussed how the transfer of ownership between government agencies would work, and said that it would require the Port to take over the ALEA grant the school district got in 1997.

Kevan Moore of the PNWSC elaborated on the status of the grant and the transfer of ownership, stating that it would be a very transparent process. He explained the difference between the 501(c) 3 grant applications, and how the Port would apply with a different set of guidelines.

Commissioner Farmer asked for details for what managing the project means to the Salmon Center. Commissioner Scott answered that at the very minimum there would have to be an Memorandum of Understanding (MOU), addressing transfer of ownership of the property and sponsorship of the grant.

The Commissioners then questioned the restoration part of the grant to help the salmon. More discussion about details involved in cleaning up of the property ensued, along with a conversation about trees that fell in the recent windstorm, Ms. Rosenbach stated that the NMSD's insurance carrier would be dealing with that issue.

While they understood that it is critical for the grant to get a decision sooner rather than later, the Port Commissioners decided they can't make a final decision without an MOU in place as well as having an in-depth conversation with the Port's attorney. Ms. Rosenbach said the North Mason School Board will be deciding what action, if any, to take on March 17, and a motion by the Port to move forward will help.

Commissioner SCOTT made a MOTION that the Port would be willing to move forward as long as an MOU is written; it is vetted by the Port's attorney; the School Board agrees to the terms of the MOU; and other contingencies and conditions are met. Commissioner Farmer does not want to make a decision at this time, and feels the process is moving too fast to be vetted properly.

Commissioner COOPER SECONDED the motion. Commissioners COOPER and SCOTT voted in favor of the motion. Commissioner FARMER abstained from voting. MOTION CARRIED.

PUBLIC COMMENT

Linnie Griffin stated that the Executive Director's speech to the North Mason Community Voice (NMCV) was well received.

Ken Van Buskirk presented some documents and pictures to the Board about the Waterwheel Park Project and he discussed his concerns about the trees and

other property acquired by grants. He thinks the Port should move forward slowly and cautiously.

Jeff Carey expressed his concerns, wondering if the County is involved in the park project or not. He also questioned what the cost will be, and stated his belief that ongoing support and maintenance will cost more money down the road. He would like to see a 10- 20 year maintenance plan, and have those costs considered into the final decision-making process, saying public needs to know, and if the park project is still supported by the public, then do it

He also asked if the strategic planning meeting would be open to the public. The Executive Director stated it would be, and also explained the differences between the Port's Comp Plan and the strategic planning process.

Mr. Carey also noted that existing zoning of the Allyn Waterfront Park doesn't allow the Oyster House to be located on Port property. He said the Open Public Space designation, combined with legal findings on what the park is, leads him to that conclusion. He also noted he doesn't think it's allowable within 100 feet of the well located in the park. Commissioner Judy Scott disagreed with him, saying they had clarified the use with the County and state before the project proceeded forwarded. She also said that since the Oyster House will not have either running water, or rest rooms, the well location is a non-issue.

Dr. Peterson spoke more about the park project.

Phil Wolfe asked how the North Shore pay station is working out. The Executive Director answered it contributed about \$1,000 in January, and that revenue generated for January a year ago was zero. He also discussed his thoughts about the park and the Theler center, saying he thought the Port should acquire the land and move forward, noting there are maintenance grants and other ways to address Mr. Carey's concerns.

County Commissioner Randy Neatherlin thanked Commission Chairman Cooper for the executive session clarification – noting it is not allowed unless it effects the cost of property. Since it did not, it wasn't a valid reason for the Executive Session Commissioner Farmer had asked for. He also thanked the Port for moving forward to consider the Waterwheel Park project. Additionally, he also said there is no conflict of interest with Commissioner Scott's prior donation since there is no direct benefit to her at all.

Mary Swoboda thanked the Board for allowing the public to speak at the meeting and be involved. She also said to make sure the Port does the MOU correctly and to carry it out faithfully in the future as the Salmon Center has MOU's with the NMSD that have not been followed.

Ken Van Buskirk also mentioned the traffic aspects of the park.

The meeting was adjourned at 7:40 p.m.

ATTACHMENTS: Dr. Brain Peterson's Letter

Respectfully submitted,

LeAnn Dennis, Operations Manager

COMMISSIONERS:

Scott Cooper, Commission Chair

Judy Scott, Vice Chair

Jean Farmer, Commissioner