

Port of Allyn  
Special Meeting  
September 21, 2015  
6:00pm

The purpose of the special meeting to approve minutes, discuss the Imprest Account, Commissioner reports, Sargent Oyster House progress, a presentation by the Conservation District and to hold an executive session to discuss litigation.

**The meeting was opened with the flag salute at 6 p.m.**

Present from the Port of Allyn were Commissioners Jean Farmer, Chair, Scott Cooper and Judy Scott; Lary Coppola, Executive Director and LeAnn Dennis; Executive Secretary, In the audience were Karen Strelloff; of the Mason Conservation District, Bonnie Knight, Cat and Mike Ross

**Approve Facility Fees:** Public input on increases to the launch fees, and establishment of and parking fees was accepted at the September 9 meeting. The Port has received no additional input from the public on this issue prior to this meeting. A MOTION was made by Commissioner Scott and SECONDED by Commissioner Cooper. Motion CARRIED.

**Imprest Account:** This account has been restricted to \$400, The Executive Director recommended raising it to \$700 to cover regular monthly expenses now being debited from there. A MOTION to do so was made by Commissioner Scott and SECONDED by Commissioner Cooper. Motion CARRIED.

**Executive Director's Report:** Executive Director Lary Coppola did a press release about the Port bowing out of Theler, He reported that the Lakeland Drive Sidewalk Project was completed and a walk-through done with all the representatives from the agencies involved. Everyone was satisfied with the quality of the work, and signed off on it. The project came in on time and less than budget. The ribbon-cutting and dedication was scheduled for September 30 at 11 a.m. The Executive Director said he would do a press release and get it to the local media.

He reported that the Pay station is complete, and staff has been trained on how the machine works and on its online monitoring procedures. The new rates will be entered, and new signs and pay envelopes, with new rates are in process.

Criminalization of the Port's Marina Rules have gone to the attorney for the final edits, and will be presented to the county commissioners for approval.

**Budget Issue Discussion:**

Items to consider for the 2016 budget include: Lighting in Belfair, the Oyster House, staff pay, increasing revenues – including answering the question of how Gazebo revenue will be affected by taking money now for 2016.

The Executive Director recommended staying with QuickBooks for one more year, and adapting the BARS spreadsheet he has acquired while we research other potential bookkeeping options for 2017. He will build a new company for 2016 using these tools.

The Executive Director suggested establishing a maintenance budget for 2016, so all facilities can be brought up to tip-top condition and then maintained there. For example, the Gazebo is going to need to be repainted inside before the next wedding season,

We will explore the possibility of selling the unetched bricks at the Gazebo as a way to generate some additional one-time revenue. The Executive Director will make contact with a company that does this..

A budget workshop was scheduled for Wednesday, October 7<sup>th</sup> at 6 p.m. He will print copies of the 2015 budget to bring to workshop, and hopefully, we will have preliminary numbers from the county by then.

**Port Branded Clothing:** A request was made for clothing sizes, colors and items so they can be ordered.

**Website:** The new website is almost ready to go live. We still need the bank's coding to take credit and debit card payments over the website.

**Computer Issues:** The Executive Director's computer crashed over the weekend, although no data was lost because everything is backed up to the cloud. He did make a request for a new one, since his is about eight years old, and our computer consultant has said it's only a matter of time before it dies. He asked for a Mac, and the commissioners agreed – with a budget of \$2,200.

**Facility Fees:** Gazebo Fees need to be updated, and the Executive Director will make recommendations on what they should be. He is also exploring the feasibility of placing an ad in a regional Wedding magazine for it. He also suggested exploring the idea of a preferred vendor list, which would restrict the Gazebo to use local providers as a method to increase revenue,

#### **Commissioner Reports:**

Commissioner Scott attended the PRTP meeting, where approval of a revised transportation plan, and a least cost planning approach was discussed. She will scan the documents and send them.

She presented a letter from Peter Overton, which details the history of Leonard Peterson so we have it documented for the play area.

She noted that tomorrow is the high school dedication

Oyster House: Commissioner Scott discussed the Oyster House restoration plan. She introduced Mike Ross who has volunteered to be the engineer/planner for the project. He has done three other buildings so he has experience. He said the building is old but nothing that can't be dealt with, and will start with an assessment plan, and risk analysis. He has many accolades for projects of this nature.

Commission Chair Farmer questioned some of the budget items, noting that they seem a little low. She inquired about the five other museums in Mason

County, suggesting someone talk to them and get an idea of how much revenue they make. She also asked about grants, and match money.

Commissioner Scott reminded her that a lot of in-kind can be used for the match requirements. She also reiterated that the budget document is a draft, but that the numbers have been vetted and look good.

She stated that if the building is owned by the Port, it would be good to have the North Bay Historic Society lease the building for the purposes of permitting and fundraising. Commissioner Scott would like the Port to pay for demolition and preparation of the launch area, and have North Bay Historical Society lease so the Port can go for grants for the land preparation because that can be used for in-kind for other grants.

Commissioner Cooper asked how much roughly to put in the budget for the project. The State Capital Heritage Fund can put in a third in cash to cover the move and pilings. Commissioner Scott will try to get some figures prior to the budget meeting. Commissioner Cooper pointed out that all the funds will not necessarily come out in 2016 - some funds won't be available until 2017 but grants need to be applied for by 2016.

Commissioner Scott stated she needs to have an approval to move forward to go for a grant application that is due shortly. The board would like to read the proposed plan and has not had enough time to read the complete document. They will need a decision on the site before the first grant can be submitted. The board reviewed the proposed site in the document, and will discuss it further at the next regular meeting.

**Consent Agenda:** Commissioner Cooper made a MOTION to approve the minutes of the September 9 meeting. Commissioner Scott SECONDED. Motion CARRIED

**Presentation:** Karen Strelloff of the Mason Conservation District gave an update of what they need as a cash only match for the shoreline mitigation project that was discussed at the September 9 meeting, for the 2017 Design-only, Phase 1. She discussed what they can do, bulkhead removal, etc. Commissioner Scott clarified that the removal of the bulkhead and old launch would go towards mitigation. The grant application is due October 16, and the Port's match is estimated at \$28,000. Ms. Steriloff thought that we can submit the application while we are looking for match money and can withdraw from the grant if we don't find it. The Commissioners agreed to discuss further at the October 5, Regular Meeting.

She clarified that storm water is a retro-fit, and said to look at all the water runoff from the hill, parking area, impervious area, etc., and this project will make the water that makes it to the bay cleaner – and that it can be anything from rain gardens, special bricks, impervious concrete and more.

**Public Comment:** None

**Executive Session:** The regular meeting was recessed at 7:27 p.m. for a 30-minute executive session concerning litigation, with potential action later.

The executive session ended at 7:47 p.m. and the meeting was reconvened.

The Commissioners came out of the Executive Session and stated that there has been extensive discussion with the attorneys over legal issues the Port is a

party to. A settlement has been offered and the Commissioners are trying to decide if they should accept the offer and what the long term ramifications would be with any decision. They elected to have the Executive Director ask additional questions when he meets with the attorney on Friday and report back to the Commissioners on what their options are.

**Public Comment:** Bonnie Knight noted that in regards to the shoreline mitigation being proposed, that, the Port is not a great cause of pollution in the bay. She discussed the larger picture of what Mason Conservation is working on. The Executive Director noted there is a Kitsap County company that makes a catch basin that filters storm water, using a replaceable filter and that the drain can be completely closed off to prevent specific contaminants, such as a spill, from reaching the bay. Ms. Knight discussed conditions before the sewer was installed.

Commissioner Scott thanked the Executive Director for breaking the logjam and securing the playground permit as it was taking so long. Leslie Ring needs money for the concrete for the playground equipment and Commissioner Cooper offered to personally donate for that.

The meeting was adjourned at 8 p.m.

Respectfully Submitted by;

---

LeAnn Dennis, staff

COMMISSIONERS:

---

Jean Farmer, Chair

---

Judy Scott

---

Scott Cooper