

**PORT OF ALLYN
REGULAR MEETING
October 3, 2016
MINUTES**

Regular meeting was called to order at 6:00 pm with the Pledge of Allegiance

Present were Commissioners Scott Cooper, Jean Farmer and Judy Scott; Lary Coppola, Executive Director; LeAnn Dennis, staff; Bonnie Knight and Ken Van Buskirk, public.

CONSENT ITEMS

- a. Minutes of Regular Meeting September 7, 2016
- b. Minutes of Special Meeting September 28, 2016
- b. Financial Reports

Commissioner Scott made a MOTION to accept consent items a, b & c. Commissioner Cooper SECONDED. MOTION CARRIED.

ACTION

- a. General Fund Vouchers #16-360 to 16-379 for \$4,755.89
- b. Payroll Vouchers #16-380 to 16-392 for \$14,456.74
- c. Water Fund Vouchers #1633 to 1635 for \$218.14

Commissioner Scott made a MOTION to approve action items a, b and c. Commissioner Farmer SECONDED. MOTION CARRIED.

COMMISSIONER REPORTS

Scott Cooper

Stated he attended the Economic Development Council (EDC) and discussed that the director will email all the minutes and information to our Executive Director. He will also attend the Washington Public Ports Association (WPPA) Small Ports training.

Judy Scott

She attended the latest Peninsula Region Transportation Public Organization (PRTPO) meeting and noted there are several different projects under consideration that she encourages the other Board members to learn about. She also reported the latest North Mason Community Voice (NMCV) speaker discussed a new health care facility that will be coming to Belfair. It will be located on the top floor of Scott McLendon's new building and will have dental, medical and behavioral health specialists. They take insurance and the fees are based on a sliding scale to help the underprivileged. On September 29, 2016 she met with Andy Mitchell about the Sargent Oyster House and met with Barbara McFarland to learn about asbestos removal. She also mentioned a possible road improvement district up at Blacksmith Lake and would like the Port to help the citizens navigate through the permitting process. She invited the public to

attend the fundraiser the following weekend to support the Sargent Oyster House and congratulated Port of Hoodspport on their new disc golf venture. Commissioner Scott also attended the Chamber's Candidates Forum at The Hub.

Jean Farmer

Commissioner Farmer attended the Chamber's Candidates Forum. She also stated she will be unable to attend the LTAC meeting as she will be out of town and asked if another Commissioner can attend in her place.

The Board scheduled a meeting for October 25, 2016 at 6:00 p.m. to go over preliminary draft budget.

Brian Peterson

He gave a presentation about the Belfair Beautification project, detailing the use of wayfinding signs, benches and hanging flower baskets. There was a discussion about the costs, donations and logistics. The Port may be able to purchase a sign that is for the Hood Canal facilities (dock and launch). Commission Chair Cooper asked that Executive Director work with Dr. Peterson and see if we can get the expense in the 2017 budget.

EXECUTIVE DIRECTOR REPORT

*see attached

There was a brief discussion about the Belfair Lighting project. He stated that he removed the project from the Capital Budget as Department of Transportation (DOT) is already doing street lights and for the ongoing cost to the Port, felt that there are better community investments. Commissioner Cooper stated that the Port upgraded lighting at the North Shore facility.

SECURITY REPORT

Mr. Merrill read his report and discussed some details of an incident that occurred. He discussed getting a light at the overflow parking lot where there is no lighting at all which is encouraging loitering and illegal activity. The Board also discussed the neighbor that has the issue with the street light. Mr. Coppola will set up a meeting with the neighbor and a PUD3 representative to reach a satisfactory solution.

OLD BUSINESS

Review of the revised Delegation of Authority for the Executive Director. Commission Chair Cooper briefed the audience that the last delegation of authority was adopted as an emergency action when the previous director was absent. Commissioner Scott made a MOTION to accept the revised Delegation of Authority. Commissioner Farmer SECONDED. MOTION CARRIED>

NEW BUSINESS

None

PUBLIC COMMENT

County commissioner Neatherlin discussed some possible funding for shooting range and trails. The County has a grant writer at the county and she will be available for us to use also! The Executive Director stated he will become her new best friend. He also discussed the MASCOM 911 transfer issue with their new phone systems. Commissioner Neatherlin offered his services to help with the water system plan situation and the Department of Health. Mrs. Knight gave an update of the Sargent Oyster House progress and invited everyone to the fundraising dinner on October 8th. Mr. Van Buskirk stated that Irene Davis had put together historic records and Mrs. Knight assured him the records are being preserved by the historic society. He asked the Board if they had considered his letter addressing the Board from the September 7, 2016 meeting.

GOOD OF THE ORDER

Operations Manager LeAnn Dennis clarified RCW 53.35.020 about publication of the Notice of Preliminary Budget and after reading the RCW, the Board changed the preliminary budget workshop from October 25th to October 10th at 6:00 p.m.

Adjourned at 7:30 pm

Respectfully submitted,



LeAnn Dennis, Office Manger

COMMISSIONERS:



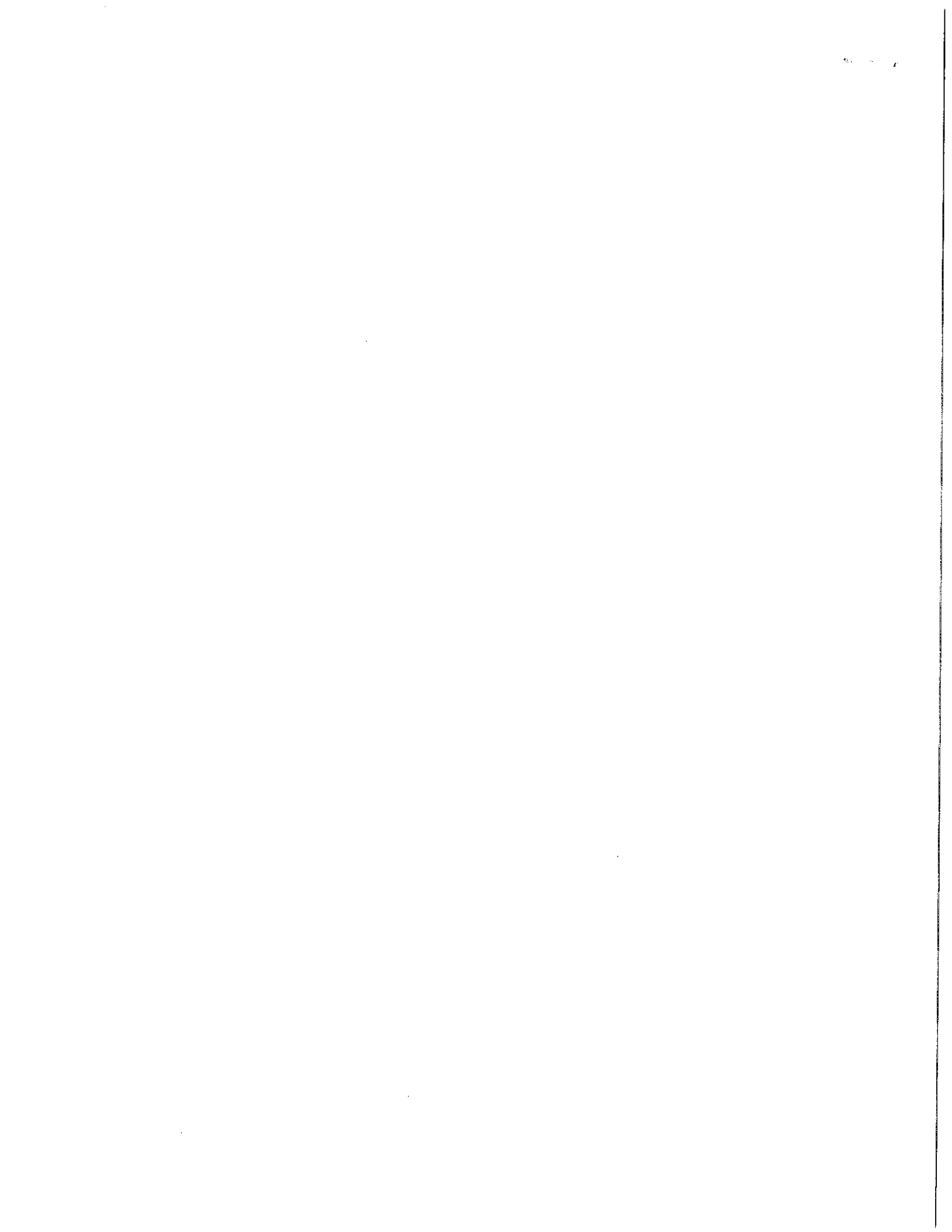
Scott Cooper, Commission Chair



Judy Scott, Vice Chair



Jean Farmer, Commissioner



**Port of Allyn
Executive Director's Report
October 3, 2016**

Report Items:

Water System Issue: I have been in communication with Todd Krause from NW Water Systems, and copied Steve Holloway and Bonnie Knight as well as Scott on all our communications. Long story short, NW Water Systems says they never finished the plan because the Port never supplied information they had requested several times, and they feel they had no responsibility to continue prompting us for it. I stated that I've been here a year and half and the first I even heard about the water system plan was getting the letter from DOH, so no one from NW Water Systems has contacted me during all the time I've been here.

He claims that DOH is now requiring additional items to be combined into the plan, although he wasn't specific as to what those items are. He also says it will require an additional 60-80 hours of their time to meet those requirements. I have a call into Marie Peters from DOH to clarify this, and get a list of what more is supposedly required now.

The bottom line is that I told Todd our inflexible position is that we paid them to produce a plan which they haven't done. If DOH is requiring more than the original plan called for, that's on them, because if the plan had been produced on time, none of this would even be an issue. I am also copying Joe Brogan on all of our communications with NW Water Systems so he is in the loop as well.

We are trying to coordinate a meeting to move this forward once I have any updated requirements from DOH. However, Todd is unavailable until late October, and Bonnie will be out of town when he is available. That pushes my December 1, deadline back, so I'm hopeful Steve and I can handle much of this between now and then and we can still be finished before year-end.

I'm also still trying to get with Jeff Carey and try and come to an agreement about acquiring his system, and include that in the final plan. Doing that now will save us the cost of amending the plan after the fact, as well as also give our system some redundancy in case of a failure of some component.

I will also be contacting Washington Water again about the possibility of acquiring their system as well, but wanted to hold off until we are a lot closer to the end of this process.

Water System Analysis: At our meeting on September 28, you all reviewed a copy of the revenue and expense analysis I did on our water system, along with some recommendations for revenue adjustments. Some things to consider include the fact we haven't had a rate increase since the system became operational, and that we are currently, and for years we have been, the lowest priced water purveyor in both Mason and Kitsap counties. We will need to notice and set a public hearing for the rate adjustments, so we need a date that works for you all.

2017 Budget: I have been working on this for a couple of weeks and will have a draft budget to you late next week. You all will need to meet and tweak it up, and then we need to set a public hearing and approval time so we can submit it. Obviously, having the public hearing on the same date as the water system one would be the most time and cost-efficient.

It is set up like last year, with separate budgets for the water system, IDD fund, and a Capital Projects budget. In last year's Capital Projects budget we included a lighting project for Belfair. I have eliminated that for this year. It's my understanding that lighting is part of the overall Highway 3 project now underway. Also, our cost for supplying power to the 12 streetlights here in Allyn exceeds \$3,600 per year. The original project we looked at for Highway 3 would have between 24 and 36 fixtures depending upon where the project began and ended. With 24 streetlights, this would add over \$7,500 a year to our ongoing cost for streetlight power, putting it in the range of \$10,000 a year for 10 years. I believe we can make more productive community investments for that money.

Delegation of Authority: In your meeting packet, and on the agenda for approval is a revised Delegation of Authority document that lays out exactly what authority the Executive Director has to conduct the Port's business. Having a current one of these is considered a WPPA Best practice. The revisions are what we discussed at our September 28, meeting and are highlighted in red.

Public Records Issues: We are still working on a plan to make all our documents available on the Port's website so we can refer Public Records Requests to the website and eliminate the substantial redundant cost of researching and producing those documents multiple times. The problem as you know, is that we don't have the bandwidth to archive all the documents, but we can upload them to a cloud server of a vendor that specializes in managing this process, and just have a link on our site for anyone who wants to make a Public records request.

Public Records Requests have cost us in excess of \$6,000 so far this year, plus legal costs for advice in dealing with it all. WPPA suggested a vendor - Next Request - that can possibly handle all of this for us, so I began exploring that - and other options as well. I came across another one - Gov QA that is managing some portions of the process for the City of Port Orchard and others. I've had some brief discussions with them as well. I've come to find out there are a number of these providers. I have also contacted a number of other Port Directors I know at smaller Ports like ours and asked what they're doing - and of course, everyone is doing it differently.

One option several of the other smaller Ports are using is archiving software. The most common type is for email archiving. I'm looking for providers and costs for this as well.

Our primary cost above that annual fee for one of these vendors would be the one-time cost for labor to find, scan, and upload as many documents as possible to the vendor's server, and that would be about it. We could actually bring in a minimum wage temp to do the scanning and uploading, while our staff would have to locate the actual documents.

I am still researching what other Ports do and how they handle dealing with this, so I think we should hold off on any decision until we have more information. However, I am budgeting \$10,000 for Public Records Requests in 2017, whether we use a vendor, or continue to handle it ourselves..

Strategic Plan Issue: One of the items you all said you wanted to move forward with is the entrepreneurial classes. I met with Bill Hoke today, who ran the Washington CASH program, and discussed a possible curriculum and potential costs. I will meet with Lynn Longan and try to secure some of the grant funding the EDC has received for this kind of program. I'll report back after she and I talk.

2017 Comprehensive Scheme of Harbor Improvements: Once the budget is finished, I'll get to work on updating this. Since you all have given me the strategic outline of what the project priorities are, I can now move forward with it. Also, developing the final draft of the Strategic Plan will be based upon the Comprehensive Scheme as well.

New Computer: I have ordered a new, 15" Dell Laptop that I will use with a large monitor in the office as my primary computer, but will be able to use remotely if needed. Dell says it will be delivered before the 24th. I have configured it so we should get a good long time out of it. It has all the latest versions of the software we use, works with Office 365, and has everything else we'll need for the foreseeable future. The total delivered cost was \$940.98. We got a 40 percent discount on it for being members of the Homebuilders Association.

I am also looking for a good deal on a used Mac for graphics work. Wet Apple (Read: Dee - which charges \$100 per hour for this) is getting a bit testy about doing our work for free. I've had them doing it to both save money, and avoid the conflict of interest issue. I should be able to find what we need so I can do that work, for around \$500 or less.

While we budgeted \$3,200 for computer hardware this year and will still have about half of that left after buying a Mac, we have more than exhausted our budget for software and repair keeping my 10-year old Gateway running. I'm also budgeting for a new machine for LeAnn in 2017, as hers isn't too far behind my Gateway in age or condition, and is currently having to use a remote hard drive as its primary hard drive.

2017 Calendar: Speaking of graphics, I have included a copy of what our 2017 promotional calendar will look like in your meeting packets. These were a huge hit last year, and I've found a couple of different vendors that will save us approximately 70 percent over what we paid for printing them last year. The photos are from the collection we used as part of our submission to WPPA for the innovation and community partnership awards this year. The only requirement is that we give the photographer – an Allyn resident, Ron Quinn – a photo credit on the calendar. He didn't charge us for doing the originals either.

First Right of Refusal: As directed, I wrote a letter to Denise Ogren stating we would like the first right of refusal to purchase her property if and when she decided to sell it, and followed it up with a phone call. She was very cordial, complimenting me on the friendly tone of the letter, and said she would think about it and get back with me.

Voice Mail: We now have a voice mailbox set up for each of you. You each need to record your personal greeting, so it can be activated and you can be located in the directory. It also records the messages in your mailbox and emails you the voice file.

ROI: The Building Industry Association of Washington underwriter successfully submitted our application for enrollment, and told me last month that all we are waiting for is the final approval from L&I. However, I also found out I will have to attend a mandatory safety class L&I requires. I also got a phone call from BIAW's program auditor requesting some additional documentation. We should be set to go with this in January.

Power and Water at Allyn Marina: I talked with the PUD person in charge of this kind of thing to figure out exactly what we need to write the specs to put this out to bid. He told me we need to hire an engineer to do that as they don't provide that service, and then to have the engineer contact them so they can be sure to make adequate power available. Rather than spend the money for an engineer, since whatever we do has to comply with the National Electrical Code and Washington State Code - and be inspected - what I'm going to do is put it out to bid as a design/build contract. I also got some quotes for the power/water kiosks. They are about \$3,500 each – and we need 6 of them – so I'll be looking for grant money as well.

Gazebo Bricks: As you know, we have 33 bricks in the Gazebo with no etching. The cost of etching all of them would be around \$900. I think we will postpone this until Spring and market this a lot harder than we had time for this summer.

Sweetwater Park Project: As things stand today, nothing new has yet happened since our last meeting.

