

**PORT OF ALLYN
REGULAR MEETING
December 5, 2016
MINUTES**

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

Present were Commissioners Scott Cooper, Chair; Judy Scott, and Jean Farmer; LeAnn Dennis, Operations Manager; Lary Coppola, Executive Director; Travis Merrill, Security Officer, Mendy Harlow and Tamara Klause from the Pacific NW Salmon Center, and Jeff Carey; public. Commission Chair Cooper was late in arriving due to an emergency work situation. He arrived at 6:11 p.m. The meeting was opened and conducted by Vice Chair Commissioner Scott until Commissioner Cooper arrived.

CONSENT ITEMS

- A. Minutes of Regular Meeting November 7, 2016
- B. Minutes of Special Meeting November 10, 2016
- C. Financial Reports

Commissioner FARMER made a MOTION to accept the consent items A, B & C. SECONDED by Commissioner SCOTT. MOTION CARRIED.

ACTION

- a. General Fund Vouchers #16-436 to 16-457 for \$16,090.39
- b. Payroll Vouchers #16-458 to 16-470 for \$13,488.05
- c. Water Fund Vouchers #1639 to 1641 for \$248.31

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

Commissioner reports

Judy Scott

Department of Natural Resources Director, Jessie Sims would like the Board to support grants he is applying for by writing letters of support. – they are trail and maintenance and some re-development of some Green Mountain trails. Since Commissioner Cooper arrived late Commissioner Scott had to fill him in on the letters of support requested. She also attended the PRTPO meeting and requested input for some projects going to the legislature in January.

Jean Farmer

No report

Scott Cooper

Attended a class for public meetings, he will share the information he learned with the other commissioners. He will also supply copies of the EDC meeting minutes to the other commissioners.

Executive Director

***See Attached**

OLD BUSINESS

Miss Harlow of the Salmon Center gave an update on the Quality Assurance Progress Plan (QAPP). They are working to get that cleared up.

The Commissioners discussed the January 2nd meeting, which is a holiday, and what's involved in moving a regular scheduled meeting. The Board needs to pass a resolution to move the meeting.

SECURITY REPORT

Security Officer Travis Merrill discussed his report. He is monitoring the moorage customers at the North Shore Dock. He also responded to a report about some oil in a restroom which turned out to be a can of oil left in the porta potty at the North Shore. Commissioner Scott Cooper let the audience know about a 911 call about someone in the Port parking lot, who appeared to have had a heart attack. He reported being relieved that the person involved was not a staff member. There was some discussion about Belfair post office being broken into.

NEW BUSINESS

The Executive Director discussed the fact we now have a waiting list for brick customers and he is looking into being able to have more bricks. Commission Chair Cooper read an email from Ken Van Buskirk saying he would like to re-open his complaint against Mr. Coppola. The Board will discuss it with him if he would like to attend a public meeting. The Board discussed Mr. Van Buskirk's resignation from the UGA committee. Commissioner Scott discussed the fact that the Executive Director took the initiative to call Mr. Van Buskirk to try and rectify the situation. Jeff Carey explained that the incident in question is basically a "he said, she said" situation as far as when the Executive Director and Mr. Van Buskirk went outside. Commission Chair Cooper doesn't think the Board needs to apologize but the rest is between Mr. Van Buskirk and Mr. Coppola. He said that the Board did talk to parties that were present at the meeting in May, and stated he would like the Executive Director to forward Mr. Van Buskirk's latest correspondence to the Port's attorney for a response. There was more discussion about the makeup of UGA committee in general, and the conflicts some members had, which created a contentious group of people on that committee. There was also discussion about how to get other people to work on some of these committees (speaking about how it's always the same people on all the committees). Mr. Coppola asked if he should write a response and Commissioner Cooper asked that he only forward the new letter to the attorney. Commissioner Farmer noted how many times the board has discussed this and stated they are NOT "sweeping it under the rug," as Mr. Van Buskirk maintains. They have discussed it numerous times now and have arrived at the same conclusion each time.

PUBLIC COMMENT

It was decided that January 4th will be next meeting.

Jeff Carey asked about the parking lot light that is not working. He also stated he was told unofficially by Hood Canal Communications about other router hacking incidents. He said he doesn't want to create issues with the Port, but stated his water plan was approved prior to the Port's, and both plans have the same content except for As Built Drawings so he's not sure why the state has issues. Commissioner Scott asked about his system's capacity and Mr. Carey discussed his infrastructure, adding the he may be willing pay something to use the Port's capacity (water rights). He needs to know what the port paid for their water rights so he can figure out a good price.

GOOD OF THE ORDER

None

Adjourn 7:28 p.m.

Respectfully submitted,



LeAnn Dennis, Operations Manger

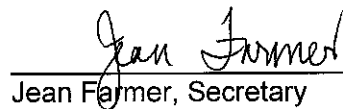
COMMISSIONERS:



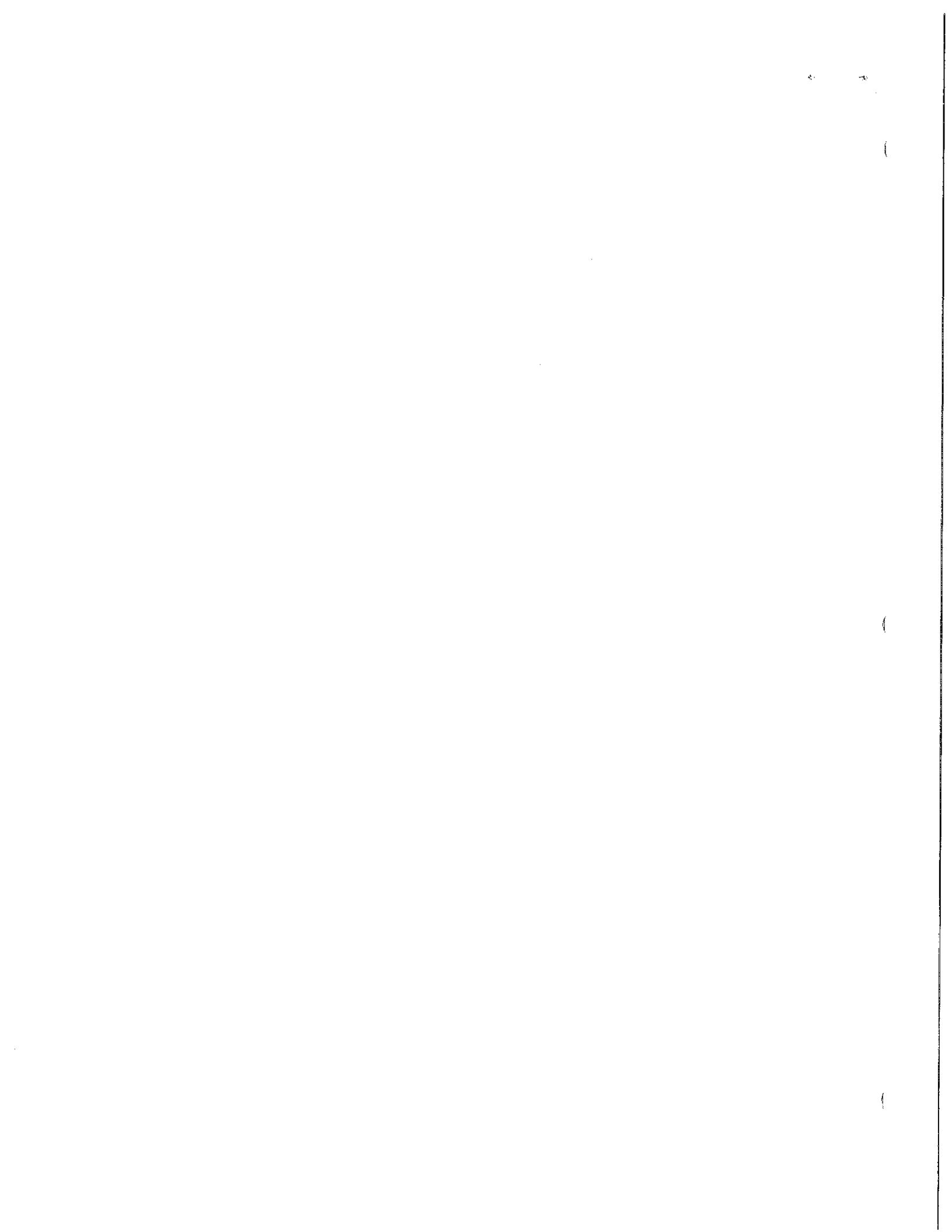
Scott Cooper, Commission Chair



Judy Scott, Vice Chair



Jean Farmer, Secretary



**Port of Allyn
Executive Director's Report
December 5, 2016**

Report Items:

Water System Issue: Due to my surgery, this has lain dormant since last month as Todd Krause from NW Water Systems was on vacation for a couple of weeks right before my surgery. At this point, we seem to have all the moving parts corralled, including the letter from the attorney we were missing. According to both Steve Holloway and Bonnie Knight, we have located all of the documentation that was originally needed to submit this when it was originally due. As I've said in previous reports, NW Water Systems says they never finished the plan because the Port never supplied information they had requested numerous times, and their position is that they had no responsibility to continue prompting us for it. We have found that to not be true. We supplied everything they asked for – more than once - and as late as September, 2014

Todd 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, but says it will require an additional 60-80 hours of their time to meet those requirements. I have been exchanging emails with Susan Clark from Ecology to clarify this, and get a list of what more is supposedly required now. What I want is a list of any updated requirements so we can complete those. However, Susan is leaving before the end of the year to accept another position, but I have asked her once again for those requirements and to bring her successor into the loop.

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've also copied Joe Brogan on all of our communications with NW Water Systems so he is in the loop as well, because before this is all over, we may need to involve our attorney, as we may have a claim for damages of some sort.

I'm still hopeful we can still be finished before year-end.

Kitsap Bank Cash Management: One of the suggestions made by the State Auditor was for us to sweep our Holding Account weekly and transfer the money to the County. I checked with Kitsap Bank and we have the ability to do this electronically online. However, it is an additional \$20 per month, and 12 cents per transaction. The problem is, some weeks, we don't deposit \$20. Also, the cost of driving a check to Shelton is \$21.28 for mileage, plus an employee's time. I spoke with Dave Jeffcoat at the Bank, and we came up with a solution using the bank's commercial bill payer product. Cost is \$10 per month for unlimited transactions.

Credit Card Fraud Issue: We took the necessary steps to have the card cancelled as well as dispute any and all charges that aren't ours. They also issued us a new card with a new number, although we haven't received the card itself yet. We still haven't gotten a final resolution from Kitsap Bank, but expect to this coming week.

The main problem is that Kitsap Bank will no longer issue generic cards like we had, but We have also set up charge accounts for Don to use, so he really doesn't have any need to use a card at this point.

Gazebo Bricks: Thanks to the reaction to the story I wrote for the NBR, we have oversold the bricks we had available, and have created a waiting list. We are also exploring the possibility of being able to add additional bricks. I'll get a cost worked out on that and see if it pencils before our next meeting, and report back.

Public Records Issues: The 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

is still in process, but to be honest, has taken a back seat to my surgery, but I'll be on it this coming week.

Also, in response to the mobile device issue, I believe I have found some software we can use to transcribe the existing text messages. As soon as I'm able to ascertain if it will work with your devices, and get a cost, I'll make a decision on how to proceed.

One issue we did have was that my cell phone had died before it was transcribed. However, LeAnn says we do have the screen shots of what was on it, and there were only a couple of conversations covered in the PRR, so we should be good.

The one place we need to be especially diligent about is email. One option several of the other smaller Ports are using is specialized email archiving software. I'm looking for providers and costs for this as well as talking to other Port Directors for recommendations about how they manage this and what they use. I think we should hold off on any decision until we have more information.

Entrepreneurial Classes: There was some miscommunication about this and the grant to fund it. The county applied for the original grant at the request of the North Mason Chamber – not the EDC. The Chamber will receive the lion's share of the grant and work with the contractor, Enterprise for Equity, to schedule the classes. The EDC will manage it in Shelton only. I've had several conversations with everyone involved and we will be full partners with the Chamber in doing this in North Mason, with future classes also being held here.

Coder Dojo Classes: This is a national program that teaches computer coding to kids. When Dona Keating was here for our strategic planning retreat last year, she discussed this and you all said you wanted to explore doing it. Judging from the reactions to our outreach efforts on social media, we've gotten a fair amount of positive recognition in the county for organizing this - including a nice story in the *Journal*. The first class was this past Saturday, and we had a total of 31 people register - 14 students as well as 1-non student child, 10 parent/guardians, 2 volunteering parents and 4 community volunteers. However, only about 22 people actually showed up. Not bad for a first effort on a Saturday two weeks before Christmas. We will pursue this again after the holidays, as there was a lot of community interest on social media. Timing was just wrong.

New Computer for LeAnn: Both of LeAnn's computers – her desktop upstairs and the laptop she uses here – are on their last legs. I'd like to order her the same machine and monitor setup as my new one. However, I'm also putting off any major purchases until after we receive our property tax revenues in April. The problem is, I'm not certain hers will last that long. Unless it totally dies sooner, I'm thinking of ordering it the day after our credit card billing cutoff in March. Since we have to pay with a credit card, but it isn't billed until we take delivery – which can be as long as 3 weeks - we won't need to pay for it until after we get our property tax revenues in April. The total cost, including a big monitor, new keyboard and mouse will be right around \$1,100.

We will also receive a 40 percent discount on it from Dell for being members of the Homebuilders Association

Computer/Router Issue: It appears our router – not our computers - was hacked over the weekend. The DNS numbers were changed and it was apparently used to send out massive spam. After not having phones or Internet much of the day, Hood Canal Communications came out this afternoon and did a firmware patch to the router that is a simple fix. However, as old as the router is, there is no guarantee it will solve the problem over the long term. I told HCC to bring us a new, state-of-the-art router with the best security available. I also called Charles and he is going to install malware and intrusion protection on both our machine and the new router. Both are scheduled for Wednesday morning.

2017 Calendar: We should have these back from the printer this week sometime.

Voice Mail: Scott and Jean still need to record your personal greeting for your voice mail, 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: I haven't scheduled the mandatory safety class for this yet but hope to this week as of yet. Once again, blame that on the budget, Comp Scheme, computer issues, and surgery. It's near the top of my priority list however.

Power and Water at Allyn Marina: Getting the RFP finished and posted on the MRSC Small Works Roster should happen this coming week. It's one of those things that didn't get finished prior to my surgery due to the budget and comp scheme.

We're going to do is put it out to bid as a design/build contract. I've been talking to the county grant writer looking for potential grant money for this as well. She suggested incorporating this into a part of a larger grant request. We discussed the feasibility of including a pay station for the boat launch, removing the old boat ramp, and paving both lower parking lots as well.

Sweetwater Park Project: As things stand today, nothing new has yet happened since our last meeting. While I understand there has been some movement, since we are not the property owners, and have no official standing in this project, we are out of that particular loop. However, I believe Mendy would like to report to you on this.

Surgery Recovery Schedule: Finally, I originally expected to be out of the office for 2 weeks, but it's taking a little longer than I thought to get through this. I will be in the office part time Monday, Wednesday and Friday of this week and hopefully pretty much back full time the following week except for Physical Therapy appointments. I've been taking my laptop home with me and am working from there as well. I will also be available via phone and email.

