

**PORT OF ALLYN
REGULAR MEETING
June 6, 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; Linnie Griffin, Jeff Carey, Ken Van Buskirk, Mendy Harlow and Phil Wolfe; public.

CONSENT ITEMS

- A. Minutes of Regular Meeting May 2, 2016
- B. Minutes of Special Meeting May 16, 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 #16-198 to 16-228 for \$10,751.72
- b. Payroll Vouchers #16-185 to 16-197 for \$17,821.87
- c. Water Fund Vouchers #1618 to 1621 for \$354.48

Commissioner Scott MOTION to accept Action items a, b & c. Commissioner Farmer SECONDED. MOTION CARRIED.

Commissioner reports

Judy Scott

Reported she attended the pre-application meeting for Sargent's Oyster House. She also attended and reported about the Washington Public Ports Association (WPPA) Annual Spring meeting, Mason County Historic Society presentation, Sweetwater Creek walk through and the Allyn/Belfair Urban Growth Area (UGA) Committee meeting, Peninsula Regional Transportation Public Organization (PRTPO) – application process for prioritizing and there may be some grants that the Port should consider and see if any are applicable. Mike Ross who has been helping with Sargent Oyster House has health issues so Commissioner Scott has arranged for someone else that can assist with the project in the same capacity as Mr. Ross. She also attended a Mason County Commissioner Meeting in Belfair, and another Oyster House meeting with Bill Dewey of Taylor Shellfish. The North Mason Community Voice is hosting a forum for Commissioners of Public Lands for Department of Natural Resources (DNR) candidates.

Jean Farmer

Reported attending the WPPA Spring Meeting where she attended the class for broadband/rural areas that have none and she listened to the legislative reports and updates and on the last day she reported at the Trustees meeting.

Scott Cooper

Walked the proposed Sweetwater Creek Park property with Mr. VanBuskirk and Port staff along with Commissioner Scott. He reported about the WPPA conference and thanked taxpayers for allowing the Commissioner's to go and learn. On his way back he stopped at the Luke Jensen Sports Park Mr. Coppola had visited previously and would like the Port to consider sports tourism as a possible future project for the port.

Executive Director Lary Coppola – See Attached

OLD BUSINESS

None

NEW BUSINESS

The Board rescheduled the next regular Port meeting to July 6, at 6 p.m. as it falls on the 4th of July holiday. They also rescheduled the September regular meeting to September 7, at 6pm as it falls on the Labor Day holiday.

Open Public Meeting Act (OPMA) – Commissioner Cooper discussed a group email that was sent with a picture that was from a different property than Sweetwater Creek (it was Crown Auto site), The Executive Director forwarded it to all three Commissioners creating a group email that could be misconceived as a public meeting. In order to avoid violating the OPMA, Mr. Coppola wrote a mobile device policy that states text messaging shall be avoided, as it's too easy to unintentionally violate the OPMA No Forwarding emails, to all, Commissioner Farmer agreed, stating her phone is her personal phone. The Board reviewed the draft policy Mr. Coppola provided. Commissioner Farmer would like to see an emergency clause to cover times like we just went through with former Executive Director Rusty Bonser being sick. Commissioner Scott appreciates having a policy and made a MOTION to approve the mobile device policy. Commissioner Farmer SECONDED. MOTION CARRIED.

Employee Policy – tabled as it is a large document and the Board would like to discuss it further, as some things may not apply since it was originally written for a private sector business. Commissioner Farmer would like to see annual employee reviews added. Tabled to discuss at the next work session.

Reviewed bids for the fence for the north side of the park. The Executive Director would like to use Viking Fence, which also submitted the lowest bid, as they are reliable and he has worked with them previously. The Board looked at and considered the bids, and Commissioner Cooper made sure they all included the same fees (taxes, etc.). He asked about the difference in prices, Kiwi Fencing was cheapest but they proposed cutting the posts at ground level, as opposed to digging them out as Viking proposed. Commissioner Cooper would like to see the scope of work be exactly the same and the Board agreed to instruct Mr. Coppola to get new bids for the exact same work. They discussed if they wanted to keep the old fence or surplus it? Jeff Carey stated he reuses fencing all the time, he thinks the port could re-use it. The scope of the new bid would specify pulling the posts, and knocking the concrete off them. This was tabled until the next work session. Meanwhile, we want to leave the survey stakes in place.

The Board scheduled a special meeting for June 20, at 6 p.m. to review the personnel policy and new fence bids.

PUBLIC COMMENT

Jeff Carey commented upon several things. Out of curiosity, he asked if when the Executive Director asks for bids, if the specifications are all the same and the companies that give bids just submit them all slightly different. If so, so why does he have to re-do them? Commissioner Cooper explained that it is better process for an auditor to look at. He suggested that for the employee policies, we use other ports drafts to save time, and consult MRSC as well.

He asked about the Oyster House, and what's going on with addressing, the zoning, and said he doesn't think it matches the Port's plan and zoning. Commissioner Scott responded by reading the current zoning opinion from the County which shows this project meets the requirements and doesn't need any special requirements. Mr. Wolfe said he appreciates Commissioner Scott following up even if he doesn't agree.

As for the Executive Session to be held, he asks the board use good judgement discussing the formal complaint that Mr. VanBuskirk lodged against Mr. Coppola. While as a witness, he agrees that it could have been handled better, he reminded the Commissioners that there were three people involved in the dispute, and that the after a short time, Mr. Coppola and one of the other people involved shook hands and resolved their differences like gentleman.

Phil Wolfe spoke, stating he supports the idea of a Port managing another port. He asked about the stormwater problem by Isley's property, and if the issues are resolved? Executive Director Coppola described the work Zephyr's did to fix it and Commissioner Farmer said that during the last big rain, it worked - she checked. Mr. Wolfe also discussed the Oyster House, Saying it's great in this country to have a democracy and he supports where the Oyster House is going. He added that what in spite of may and may not have happened at the UGA meeting, he would like to see the Port be consistent, as he thinks it's going off in too many new directions..

Ken Van Buskirk stated that Sand Hill County Park isn't an ideal property for a sports complex, and a better idea would be to put it in the UGA up north (by the water tower) for transportation purposes. He said the intersection at Sand Hill isn't the easiest to get through. He also discussed that he can't review some of the records he's received from his records requests and he stated that some of correspondence was from personal computers. Ms. Dennis will try to work with Mr. VanBuskirk to see what he did not get and get those documents to him.

GOOD OF THE ORDER

None

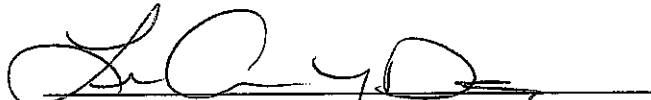
The regular meeting recessed as there was no more discussion at 7:15pm and the Board walked out to see the gazebo paint and do no business until the advertised Executive Session time of 7:30 pm. The audience was given the opportunity to stay.

The Executive Session was called to order at 7:30pm and lasted 30 minutes to discuss the formal complaint against a public employee.

The Executive Session was adjourned and the regular meeting called back to order at 8pm.

The regular meeting was Adjourned at 8:01 pm

Respectfully submitted,


LeAnn Dennis, Operations Manger

COMMISIONERS:


Scott Cooper, Commission Chair


Judy Scott, Vice Chair


Jean Farmer, Commissioner

**Port of Allyn
Executive Director's Report
June 6, 2016**

Report Items:

Gazebo Repainting: This project, which included power washing and repainting the entire structure inside and out, is now complete. Don did have some overtime on it, however, I felt that since we are on the cusp of our busy season, it was more important to get this completed as quickly as possible. He did a good job – it looks good.

Kayak Park Gazebo: Don is still working on the platforms for this. However, it's been a secondary priority to the Gazebo painting so that's been the delay. We purchased a 13' x 13' collapsible canopy that has wind panels that can be used if necessary. Cost of the canopy was \$139 plus tax. We should be able to begin promoting and booking weddings there this month.

ROI: The Building Industry Association of Washington underwriter has qualified us for enrollment, and has done the required L&I paperwork. He was here to photographically document what construction we do, so they have evidence that we do qualify should they be audited. We are still waiting for the final determination from L&I

Lawsuit Settlement: We have received all the final paperwork to settle this lawsuit at long last. Copies are in your packet. I obtained a copy of the boundary line survey from N. L. Olson and Associates and have recorded it with the county as well.

Boundary Fence: I've held off doing anything on the new boundary fence until we had all the final settlement paperwork in hand, although we have gotten 3 bids, which were in your meeting documents last month. All estimates are reasonably close, with the only difference being the cost of removing the old fence. I would like to use Viking Fence, as I've done business with them a couple of times previously and was extremely happy. Their bid is lowest for the actual fencing – but the difference is in the cost of removing the old fence. They originally wanted \$2,600 to remove the old fence and haul it away, while the other two bids were significantly lower, I was able to negotiate it down to \$700, and we can either keep the old fence to repurpose it, or they will haul it away. The good news is, the total bid is under the \$7,500 credit for this we got from Foster Pepper. Their revised bid is in your packet.

North Shore Lighting Project: I'm happy to say this project is complete. Since I haven't heard from the next door neighbor, I am assuming changing out the fixture over the Pay Station Kiosk resolved his light pollution issue.

Bond Payment: On June 1, we had a bond payment due on the water system of \$12,350.21, which we made on time. It's my understanding this was the last payment due on the GO bond. We still have some \$4,700 payments due each April, but those are repayment of a loan we made to ourselves.

Management Agreement: When we were in Skamania, I asked Guy Glenn, the ED at the Port of Ilwaco for a copy of the Management Agreement they signed with the Port of Chinook to take over management of that Port. He sent that to me, and I'm studying it in preparation for some potential discussions with the Port of Grapeview. Those documents are included in your meeting packet.

Water System Billing: Just wanted to bring you up to speed on the fact that we have made email billing available for the customers that have opted-in – which is most. We also have begun accepting credit cards for water bills and some customers have opted-in for that as well.

New Planter: As you may have noticed, we are constructing a planter in front of the building as a way to add to the curb appeal of our building. Total cost, including materials and labor is right around \$500, which came from our facilities budget.

Chamber Program: I will be the main program speaker at this month's North Mason Chamber meeting on June 22, to talk about what it is we're doing and where we're going. It will be at 11:30 at Theler. We are also scheduled to host a Chamber after hours at the Gazebo. We're still working on the date, as Stephanie originally wanted to set it for September or October, and I want it in warmer weather, so she is trying to work it out for us.

Kitsap Water Trails: At the May 2 meeting, you asked me to look into getting Mason County listed with the Kitsap Water Trails effort. I met with Kathleen Gordon, ED of the Silverdale Chamber and the person heading this up. She got us listed, and included in the promotional materials for the event on June 19. Mason County is also now included on the water trails page on the Kitsap Peninsula Visitor & Convention Bureau's website.

Updated Personnel Policies: I have updated the Personnel Policies and Procedures Manual as well as written a separate document to establish policies and procedures to deal with mobile devices – specifically for their use for text messaging and email - so we don't run afoul of the Open Public Meetings Act and the Public Records Act. A copy of the Mobile Device Policy is included in your packet. The modification to the Personnel Policies and Procedures Manual adds the Mobile Device Policy verbatim to the section on Communications. I also fixed some typos in the document, but made no other substantial changes. A copy of the entire document is also in your packet. You need to approve both of these documents, and they are on tonight's agenda for approval.

Sweetwater Park Project: Commissioners Cooper and Scott, along with LeAnn and myself walked this property with Ken Van Buskirk on May 16. As things stand today, nothing new has happened since our last meeting. We have let the NMSD know we would not be moving forward until the state Dept. of Ecology issues a "No Further Action" letter stating the cleanup is complete. The Salmon Center did ask us to sign an MOU for the project to help them get a grant. We declined to do that. However, we did supply them with a letter for their grant packet saying that once a No Further Action letter was issued by the state Dept. of Ecology, that the Commissioners had indicated a willingness to enter into negotiations about an MOU, but we did not commit to signing one in that letter. A copy of the letter is in your packet.

Gazebo Bricks: We have approximately 33 bricks in the Gazebo with no etching. We can sell these and have them etched. The cost of etching would be around \$900. I believe we can sell them for \$100 each, which would give us a reserve of \$2,400. Would you like me to proceed marketing these bricks?

Strategic Plan Development: While we cancelled our previously scheduled meeting Strategic Planning meeting, I would like to schedule another, but suggest we not set it for a Friday afternoon.

As you know, after we originally met and discussed a number of Sports Tourism options, I traveled to Vancouver and met with the Executive Director of the Southwest Washington Youth Soccer Association. She is in charge of scheduling 318 different soccer teams and over 2,400 players every 8 weeks on a number of different fields in two counties.

She also connected me to the Executive Director of the Washington Timbers FC, which is owned by the Portland Timbers Soccer team, and is the resident team at the Harmony Sports Complex in Vancouver. It is a combination Baseball and Soccer facility. He gave me a tour and talked to me at length about how they financed it, and its revenue streams.

Clark County owns and operates the Luke Jensen Sports Park, which is also a combination Soccer and Baseball facility. On the way back from our WPPA meeting in Skamania, Commissioner Cooper visited Luke Jensen Sports Park, and I believe understood why I was so enthusiastic about developing something similar here.

It has 4 fields altogether, but two of them are turf fields that do double duty as both baseball and soccer fields – and the largest one can also be used for football - depending on the time of the year.

I'm learning a lot about how the "business" of sports tourism works, and am more convinced than ever that such a project is a great fit for our community, and fits our economic development mission.

I have spoken with Commissioners Neatherlin and Jefferys to gauge the County's interest in partnering with us on this – with Sand Hill Park as a potential site for the project since we wouldn't have to acquire any land, and they have additional, undeveloped land available there. They both stated that the County would be interested in working with us if we were to move forward. I will continue reporting on this as I develop more information.

WPPA Finance and Administration Seminar: Just a reminder that this will take place June 14 through 17, in Spokane. This is held yearly in June. Topics are chosen based on relevance to Port finance and administrative representatives. We still need a head count for reservations.

Port Director's Seminar: I have made reservations to attend this annual meeting, which is July 14 & 15, in LaConner. Topics are chosen based on present day relevance to Port management issues.

North Shore Pay Station: Just an FYI, in the month of May, we took in \$2,353 at the pay station. 35 transactions included the \$5 for parking fee, which is new, unbudgeted revenue, while 34 didn't. To the ones where we were able to capture license numbers of the vehicles that parked and didn't pay, we have drafted a letter and will send a \$5 invoice. Also, of that total, 13 of the transactions were \$75 annual launch passes, and 14 paid for moorage at our \$1 per foot rate. So we made the payment on the machine and actually put a little over \$2,000 in our pocket for May. However, the really good news is that YTD we have taken in \$3,857 at the machine, and the annual cost of the lease is \$3,480. So we are \$377 in the black - with 7 months left to go in the year, including two major holidays - July 4 and Labor Day weekends – as well as summer salmon fishing and crab season still ahead of us.

