

**PORT OF ALLYN  
Special Meeting  
July 5, 2017  
MINUTES**

The Regular Meeting was called to order at 6:00pm 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; Richard Bell, Ken VanBuskirk, Jeff Carey, Public; and Arla Shephard Bull and Dana Kampa, press.

**CONSENT ITEMS**

All matters listed under Consent Items have been distributed to each member of the Commissioner for reading.

- a. Minutes of Regular Meeting Minutes June 5, 2017
- b. Minutes of Special Meeting Minutes June 19, 2017
- c. Financial Reports

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

**ACTION**

- a. Payment of GF Vouchers #17-234 to 17-257 for \$18,619.85
- b. Payment of Payroll Vouchers #17-258 to 17-269 for \$14,656.26
- c. Payment of Water Fund Vouchers #1723 to 1725 for \$224.95

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

**COMMISSIONER REPORTS**

**Commissioner Judy Scott** – Attended all Port meetings, the Peninsula Regional Transportation Planning Organization (PRTPO), which sponsored a tour of Jefferson County projects. She also attended the Port of Dewatto meeting to observe. Additionally, she attended an Oyster House meeting and was happy to announce the shoreline permits are moving forward.

**Commissioner Jean Farmer** - Would like to see the Port grow, and provide greater benefits for the Executive Director position.

**Commissioner Scott Cooper** - Attended the Mason County Economic Development Council (EDC) meeting and Port meetings. He also read the letter received from Port of Dewatto (will attach to minutes).

**EXECUTIVE DIRECTOR \*See Attached**

## **SECURITY REPORT**

Security Officer Travis Merrill reported the Kayak Park restroom was damaged when someone tried to break in. Debbie Riley from Department of Health had Allyn Waterfront beach closed for a few days due to the seagull waste. The 4<sup>th</sup> of July weekend was pretty calm, with no police or incidents.

## **NEW BUSINESS**

**Resolution 380** – Commissioner Scott read the resolution that authorizes charging vessel owners \$100/ month to anchor within 100 yards/300 feet of the docks. Commissioner Scott made a MOTION approving Resolution 380 as read. Commissioner Farmer SECONDED. MOTION CARRIED.

**Resolution 381** – Commissioner Scott read the resolution authorizing grant application for the (BFPA) BIG grant from Recreation and Conservation Office (RCO) to the audience. Commissioner Farmer asked about the GO Bond. Executive Director Coppola stated we are debt free other than paying back the IDD – which is essentially an interfund loan to ourselves. Commissioner Scott made a MOTION to approve Resolution 381 as read. Commissioner Farmer SECONDED. MOTION CARRIED.

## **OLD BUSINESS**

Richard Bell from the Allyn Community Association (ACA) was introduced, and spoke about, and responded to, Commissioner's questions about building a similar structure to the one at the Port of Kingston on Port property. The Port of Kingston is allowing the ACA to use their plans for the stage they have. The ACA currently has seed money (\$20,000) to build it. He showed photos and discussed possibilities for location, uses and size. Commissioner Cooper explained that the taxpayers are from Belfair and Allyn, and Mr. bell stated that is exactly why the ACA would pay for it (donated by the ACA). More public meetings and input will be needed to move forward with plans, especially from the residents living across the bay in Victor.

## **PUBLIC COMMENT**

Jeff Carey asked about the TIP CAP survey results (if the Port received them yet). They hope to have their study complete by the end of the year (they are working on Belfair in July) the draft for Allyn is already at the county. If the board has any questions, contact Loretta Swanson at the County.

Ken VanBuskirk stated he attended the county commission briefing with the consultants doing the transportation study and said they have a list of stakeholders they will be interviewing. The list has Mr. Coppola and Commissioner Scott on it. Mr. VanBuskirk stated that a Board member should ask that the person that created the uproar with the cell phones last year be included, and that the entire Port of Allyn Board be interviewed. He also discussed the Port of Dewatto letter read into the minutes.

Arla Shepard Bull asked the Executive Director for clarification about what the BIG grant is for. He replied it was for installing water and power utilities at the Allyn Dock.

Dana Kampa from the Shelton Journal was welcomed.

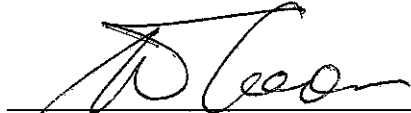
Meeting Adjourned at 6:58 p.m.

Respectfully Submitted,

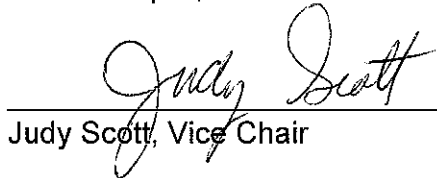


LeAnn Dennis, Operations Manager

COMMISSIONERS:



Scott Cooper, Chair



Judy Scott, Vice Chair

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Jean Farmer, Commissioner – Resigned Effective July 11, 2017



**Port of Allyn  
Executive Director's Report  
July 5, 2017**

**Report Items:**

**Schedule 22, and Policy and Procedures Updates:** We've now plowed through the entire 130 items covered in the Schedule 22 updates from the state Auditor – most of which that applied to us were simply housekeeping items – and you approved a number of resolutions in response to this. However, I believe we should undertake a complete review of all of our policies and procedures, and update them not only as called for in the resolutions, but look at and update all of our policies and procedures as needed. In addition to personnel and financial policies, we need to look at mandatory updates to IT policies regarding the protection of confidential data like credit card information. I expect this entire process to take the best part of a year to complete, but feel very strongly that it is necessary. What I intend to do is bring the updates to you to review and approve periodically as I complete them, until this project is finished.

**Procurement Cards:** As recommended in Schedule 22, we have applied to US Bank for credit cards. As per US Bank's contract with the state Department of Enterprise Services, these have lower interest rate than we pay to our current provider. There are general use cards for you all and myself, and one specifically for fleet vehicles. We also receive annual rebates on both cards for the charges we have made. In emails back and forth with US Bank, it spears approval is a bit of a formality, and I look for us to have them in hand sometime this month.

**Criminalization of Marina Rules:** As you know, in 2015, you adopted a resolution concerning criminalization of our marina rules. Rob Johnson vetted them, we made the changes he suggested, and he sent them to the County Commissioners for approval. Well it turns out, the Clerk of the Board, never put them on the Commissioner's agenda for approval. We just discovered this inadvertently at the recent WPPA meeting at Suncadia.

I spoke with Commissioner Neatherlin about this, and he said the Commissioners may want me to come and testify at one of their meetings about this. I heard back from the Clerk requesting a meeting on the 17<sup>th</sup> at 11:30 a.m. I'll be there.

**Repayment of IDD Loan:** I have transferred \$30,000 from our General Fund to the IDD fund to repay the money we borrowed from the IDD fund in 2016to cover operating expenses. Our expenses are averaging about \$25,000 a month, and we currently have right around \$80,000 in the General Fund after the transfer, plus another \$30,000 in the state pool. We will also see another spike in income in November from property tax collections, and we are also coming into our greatest revenue-generating months right now, so I was comfortable moving that money, and believe we will make it through the year without any shortfalls unless something unexpected happens.

**Inventory of Assets:** As called out in Schedule 22, and by two of the resolutions you passed, we are embarking upon putting together a complete inventory list of all the property and equipment we own. We'll be doing it in an Excel spreadsheet, so it can be easily updated.

**Computer Issues:** We believe we have finally got this sorted out, as Charles has reconfigured the Homegroup, got all the previous data migrated, and things appear to finally be running smoothly. And speaking of inventorying of our assets, he also removed the hard drives from all the old computers we had, so we can now recycle them. They are so old they have serial ports – not USB ports – so I'm pretty sure no one would buy them as surplus.

**Website Update:** Except for the Public Records Request Form, we have finished updating our website. We are also 30 percent under what we budgeted for that project. We have simplified the site by eliminating the things that didn't really get used, and reorganized it in a more user-friendly way. We've also linked it to our Facebook page, and it is scalable for mobile devices.

**Skateboard Park:** I contracted the representative for the Beard's Cove Owners Association on Monday, and he emailed me back that no decision has been made.

**Water System Issues:** We are getting close to submission on this. We have provided NWWWS with just about everything they've asked for, but need to finish writing some missing customer service policies and procedures for the system. Looking forward to getting this off my plate shortly.

Also, our water system franchise agreement with Mason County is up for renewal this year, however we don't yet know if we'll be in the June/July time frame or September/October group. We don't have to do anything more than what we've already done at the moment. They'll send us the information when we get closer.

We have already obtained an updated Evidence of Coverage insurance form from Enduris, and the county will send us their required form when it's time, so, we are good to go for the moment.

We haven't heard any more from the developer who inquired about the 17 unit condo project. This would require extending our 8" water main from its termination point at Lakeland Drive to almost the Kayak Park. I wrote a letter to the developer explaining this, and telling them they will be responsible any and all costs associated with doing so, but that we would agree to a newcomer's agreement that allowed them to recapture part of their costs should anyone tap into the extended main.

**Gazebo Bricks:** The new bricks are in place and we have commitments for more than 40 of them, which is enough to pay the entire cost of the project. We have some payments in hand and the others will be collected before the etching is done. Everything we sell from this point forward is money we can put into reserves, or use for something else.

**Derelict Vessel:** DNR has reimbursed us \$500 for our expenses concerning the derelict vessel "Scamper." According to DNR officials, there was only so much money left in the reimbursement fund and it had to be split up among all the claimants like us. Our total unreimbursed costs are around \$750 if you include moorage. The lady who bought Scamper - which is still moored at our dock - said she is waiting on a part from Ireland to be able to move it under its own power, but will get it off our dock and anchor it out until then. Meanwhile she has been billed for June at \$1 per foot per day.

**Enduris:** Our coverage with Enduris renews on September 1, and we have received a letter from them telling us to prepare for an overall increase of 3.9 percent for 2018. This translates into just under \$600 more than we budgeted in 2017.

**Bias Software Upgrade:** We are planning to begin moving forward this coming week to start the conversation. However, what that will entail is us filling out spreadsheets and other paperwork so they can get us set up. Once we're set up, we'll begin training. Our actual conversation date will be January 1, 2018, so we'll be on QB until year's end.

I also talked to her about payments. We won't have to make the first half of the \$4,818.75 Annual Fee until next year, so we can include that in the 2018 budget. We will have to make the \$3,805.20 one-time start-up fee sometime near the end of this year. Depending on the set-up and training times, they will invoice us near the end of those, and then we have 30 days from billing, so it's entirely possible that none of this could come due this year when all is said and done. If we haven't been billed, or it can be paid in 2018, I will budget for that.

**Renting Out Small Office:** We got this cleaned out pretty much and I'm going to have Don paint it inside as well. You asked me to recommend a rate schedule as well. What I think is appropriate is \$25 an hour, with a minimum of 2 hours. \$75 for a half day, and \$100 for all day. We have a desk there and small conference table, as well as wi-fi and a generic computer.

**Public Records Issues:** We continue in the holding pattern on this for the moment until I can continue to research additional vendors.

**Entrepreneurial Classes:** We are continuing to hold these classes here, and have had a request from the Chamber to hold them at night to try and increase attendance.

**Coder Dojo Classes:** I'm hopeful to be able to focus on this again this in time for the new school year, as this is something I strongly believe in.

**Trade Show Booth:** We have ordered the materials for ours, and for one for the Oyster House. We should have them both in time for Allyn Days.

**ROI:** We have been approved and are now enrolled in the program as of July 1. I have taken the safety class, and at that, they handed out some personnel policies we should explore adopting. They have sent me copies of them, and we can work on them when we look at the rest of our policies and procedures.

**LTAC Money:** I attended the last LTAC meeting, but felt it was basically a waste of time. All funding for what we wanted to do with this has been eliminated, but we can approach the agency of record with our needs, as well as the advantages and features of our wedding venues, and they'll supposedly incorporate it in their marketing materials. I will attempt to meet with them the next time they're in this area. They are headquartered in Hood River, Oregon, and come here only periodically.

The next LTAC meeting is July 27.

**Power and Water at Allyn Marina:** I have completed the grant application and will submit it tonight after you all approve the resolution that's on the agenda. We have until midnight to submit the application, but it did need this resolution included as part of the application. I reached out to local organizations for letters of recommendation, which I submitted as part of it, and got them from the EDC, Chamber and ACA.

The grant requires a 25 percent match, which is a little over \$101,000, but part of that can be in-kind, including our own labor and materials. I spoke with Don about running the water line down there – we need a larger line to service that many boats – and he can do that. His time and the materials would all count against the in-kind.

We could fund any balance of the match with any combination of a loan from the IDD, a GO bond, or possibly out of our Capital Budget, but we can cross that bridge when we get there.

Our RCO grant advisor told me he doesn't hold out much hope for success with this as we are competing nationally for what is a relatively small pool of money. However, I'm still optimistic. The package is solid, and if nothing else, this has been a positive learning experience, and now I know how the state grant website works, and what to expect in the future. We are also once again eligible for RCO grants in the 2018 grant cycle.

**WPPA Meeting Dates:** The Executive Director's annual seminar is up next, on July 12-14 in Long Beach. The Small Ports Seminar is October 25-27 in Leavenworth, and the Annual Meeting is November 15-17 in Seattle.

**Vacation Reminder:** I'd like to take off from July 18 to 25 – the week after Allyn Days. I'm planning a baseball game road trip with Bryce. I will take my iPad and I have Outlook on the Port's phone, so I'll still be able to be on top of any issues that arise.

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21 June 2017

To: Commissioners; Port of Allyn

Please read this letter aloud at the next regular Port of Allyn meeting and put into your minutes.

The Executive Director of the Port of Allyn, Lary Coppola approached the Executive Director of the Port of Dewatto, Leanna Krotzer and Commissioner Lynett McLean to ask how they felt about a merge. The Port of Dewatto did not approach Mr. Coppola with this desire and does not want to merge with the Port of Allyn.

We feel that Mr. Coppola misinformed his commission and community on the intent he brought to the Port of Dewatto.

Thank you for extending an invitation to us to have a joint meeting but the Port of Dewatto would like to decline.

We look forward to keeping our professional and friendly relationship with you.

Sincerely,

By direction of the  
Commission of the Port of Dewatto

A handwritten signature in black ink, appearing to read 'Leanna K. Krotzer', with a long horizontal flourish extending to the right.

Leanna K. Krotzer  
Executive Director

