

**PORT OF ALLYN
Special Meeting
September 1, 2017
MINUTES**

The Regular Meeting was called to order at 6 p.m. with the Pledge of Allegiance. Present were Commissioners Scott Cooper, Chair; Delmer Griffey, Commissioner; and Judy Scott, Commissioner; LeAnn Dennis, Operations Manager; Lary Coppola, Executive Director; 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 August 7, 2017
- b. Financial Reports

Commissioner Griffey made a MOTION to accept Consent items a. and b. Commissioner Scott SECONDED. MOTION CARRIED.

ACTION

- a. Payment of GF Vouchers #17-308 to 17-328 for \$6,662.82
- b. Payment of Payroll Vouchers #17-329 to 17-340 for \$14,258.51
- c. Payment of Water Fund Vouchers #1730 to 1733 for \$227.52

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

COMMISSIONER REPORTS

Commissioner Judy Scott: She attended the Port meeting. In Oyster House news reported attending the August 9, Shoreline Permit meeting for the Oyster House, and reported that a Conditional Use Permit has been issued. She manned the Oyster House booth at the Taste of Hood Canal. She added that the North Bay Historical Society netted \$1,400 from the Oyster House's Allyn Days, booth, and that they will have a booth at Oyster Fest. The Oyster House also received \$500 on behalf of the late Michael O'Sullivan; and finally, a volunteer will do a restoration of the windows. She also attended the North Mason Community Voice meeting about the Belfair Mobility Plan.

Commissioner Cooper: Attended the Port meeting. Attended the Taste of Hood Canal, working at both the Fire District exhibit and spent some time working at the Port's booth. He stated he would be on vacation until September 16.

EXECUTIVE DIRECTOR

***See Attached**

SECURITY REPORT

No report submitted

OLD BUSINESS

The possible Skate Park at Beard's Cove could be potentially located at Santa Maria Park. Commissioner Cooper briefed everyone that this was a suggestion by former Commissioner Jean Farmer. The Port will need to do a feasibility study and take public input. Meanwhile, the Executive Director will look for grant money.

Commissioner Scott said she would support the project if other local entities like service clubs get behind the project. She thinks it would make more sense for this board to pursue if they did. Commissioner Griffey questioned potential long-term obligations and maintenance.

Mr. Ken Van Buskirk requested via email that, "Commissioner Cooper I (Mr. Van Buskirk) would like to formally request that your board authorize an investigation of the attached letter as soon as possible."

The letter he referred to and attached was a draft of a letter written by the Executive Director of the Port of Dewatto. Commissioner Cooper stated that the Port of Allyn Board has already spent considerable time delving into this issue, considered it over, and that he doesn't believe it is appropriate to read a draft letter into our minutes, since draft letters are not considered official communications.

The Port of Dewatto Board also directed their Executive Director not to send the long, draft version. She was directed to sustainably shorten it, and that would be the "official" letter for the record. That letter was read into our record on July 5, 2017.

Commissioner Scott discussed the Port of Dewatto meeting where this took place, noting she was in attendance for the discussion of this issue, and explained the situation about the two different letters (short version, long version).

The Commissioners believe that for our Board to put any more time or effort into a draft letter concerning an issue that is already closed would be both a waste of time and taxpayer dollars. The Board also stated that if they were to conduct a formal "investigation" of one of its employees, they would hire an outside professional. However, they also believe that to spend taxpayer dollars on such an investigation for a situation that has already been dealt with, and is considered over, would be a blatant misuse of public funds.

The Board also unanimously felt it would not be appropriate to read the draft letter into these minutes or spend any more time on this issue.

The Executive Director noted that for all the time and effort Mr. Van Buskirk has put into this matter, that not once has he bothered to ask him - or anyone else from the Port of Allyn - about their side of this issue.

NEW BUSINESS

Potential RV parking at the North Shore was discussed. The Port has received some requests for this, and the Executive Director wanted to know what the Board thought. They directed him to investigate and see what it would take, get some public input about it, knowing the neighbors may not support it, but to see if there is a need, and support. They also suggested he check the size of the property, as Commissioner Griffey thinks it's big enough to widen, and there may be a possibility of acquiring the property next door.

PUBLIC COMMENT

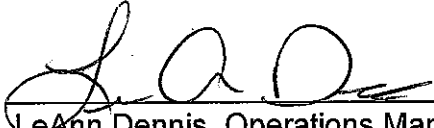
None

CONTINUANCE

Budget workshop set for Monday, September 18 at 6 p.m.

Meeting Adjourned at 6:45 p.m.

Respectfully Submitted,



LeAnn Dennis, Operations Manager


COMMISSIONERS:



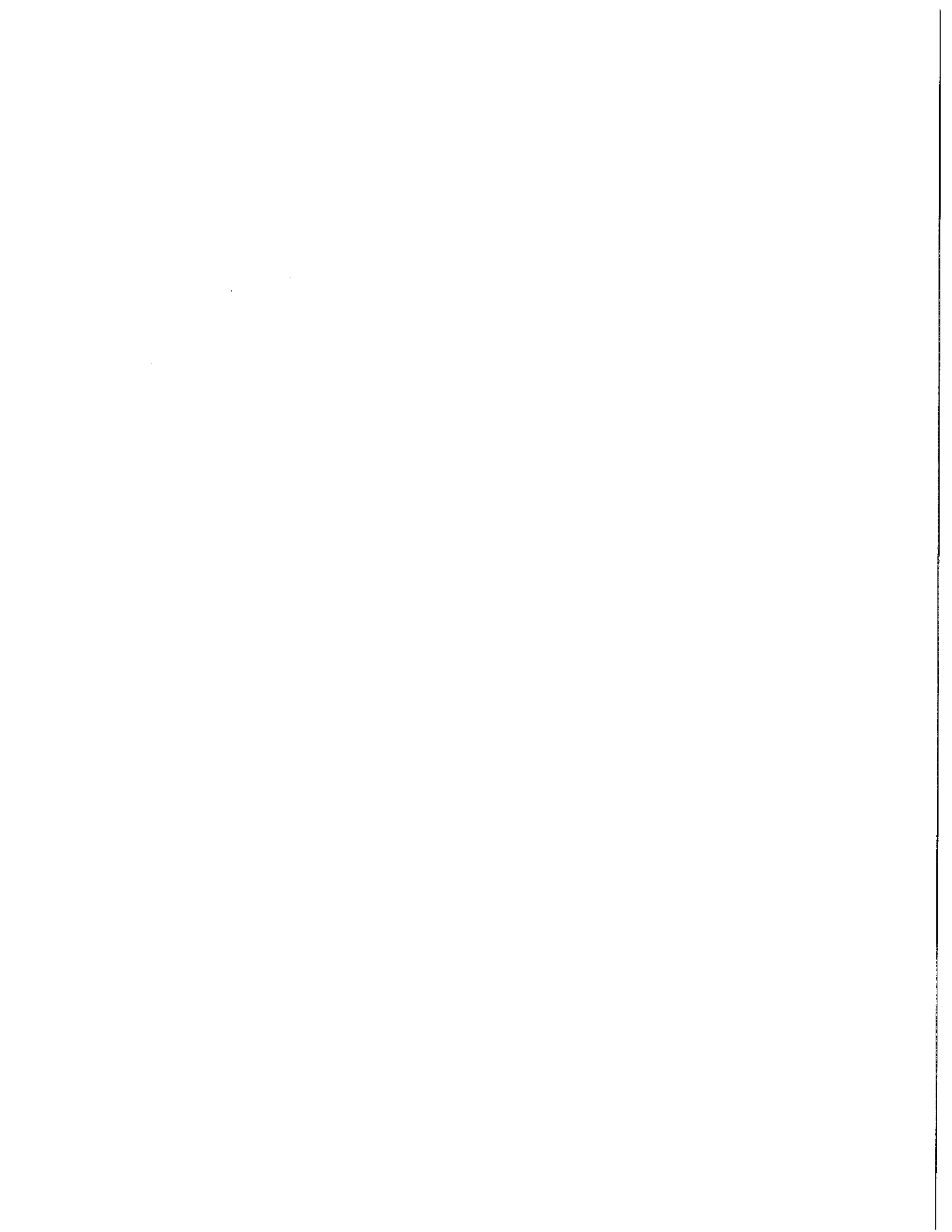
Scott Cooper, Chair



Judy Scott, Vice Chair



Del Griffey, Commissioner



**Port of Allyn
Executive Director's Report
September 1, 2017**

Report Items:

YTD Boat Launch and Marina Revenue: The YTD total at the pay station as of yesterday morning was \$8,406. That includes 41 Annual Passes we've sold there – a record number - generating \$3,075 in income as well as \$790 in moorage fees. Plus, we have taken in \$1,729.25 in cash at the North Shore, for launching and parking, which totals \$10,135.25. We budgeted a total of \$6,900 for these items, so we're showing excess revenue of \$3,235.25.

Revenue for winter moorage, including electricity was \$3,087. We budgeted \$1,579, creating an excess of \$1,508. Our YTD total revenue total for everything at the North Shore is \$13,222.25, which is \$4,743.25 over what we budgeted.

In Allyn we took in \$737 for Launch Fees and \$190 in overnight moorage fees, plus \$790 in Winter moorage for a YTD revenue total of \$1,717. We budgeted \$1,550 in revenue for the entire year, so we're \$167 ahead of our budget YTD.

We've also taken in \$2,400 YTD in commercial moorage, while budgeting \$3,000 for the year, for a YTD total of everything in Allyn of \$4,117. We are also on track to exceed our revenue budget for commercial moorage in Allyn by \$600 at year's end.

The grand total of YTD revenue for both locations is \$17,339.25 – creating excess revenue of \$7,310.25 - and we still have the Labor Day weekend to go, plus the additional \$600 we'll receive in commercial moorage for the months of November and December. I'm hopeful that we will reach \$20,000 for the year. Our payments and supplies for the machine totaled \$3,730, so our YTD profit on the machine is \$9,492. By comparison, prior to installing the pay station in mid-2015, in 2014, we took in just over \$600 in total Launch Fees at the North Shore.

First Aid Certification: All of our First Aid Certifications for CPR, AED, and basic first aid expired in June. We will be hosting a recertification class on September 15, at 11 a.m., here.

Criminalization of Marina Rules: I had turned this over to Joe Brogen, who had passed it on to Steve DiJulio. He is drafting everything we need to move forward on this.

Also, as you know, this specific situation was the subject of Frank Chmelick's column in the recent edition of the WPPA Manifest newsletter. I passed that column on to each of the County Commissioners as well, and received notes from both Kevin and Terri thanking me for that, as it answered their questions about why we were seeking this. As soon as I receive the material from Steve DiJulio, I'll schedule another meeting with the Commissioners and get this on their agenda.

Budget: I've just begun working on the 2018 budget. My friend, Mark Wilson, the ED at the Port of Kalama, has shared his budgeting tools with me, and while they are much larger than we are, there are a number of things that are adaptable for us – like the way they have attached detailed costs to their Comprehensive Scheme projects. And while we are well within our budget for 2017, between this, and moving to BIAS, I'm hopeful we can get an even tighter handle on our money.

Bias Software Upgrade: While we are on the subject of the budget, we've begun moving forward on the conversation to BIAS, and once the budget is completed and approved, we will get it imported into BIAS for use next year. We're also working on the paperwork and other documentation we need to provide to BIAS to get started. Once all that is completed on their end, we'll begin the actual training.

However, in spite of them insisting we would be doing all the training remotely, it turns out that isn't the case. We will have to go to Spokane October 10 to 12 to learn the payroll and financials, utility billing, and grant management and job costing modules.

There is no cost for the training, but I need to know if either of you are interested in taking the training along with LeAnn and I, because we have to make hotel reservations. BIAS has reserved a block of rooms at the Davenport Tower, at a cost of \$106 per night.

Our conversation date will be January 1, 2018, so we'll be on QB until year's end.

RV Parking at The North Shore: We've had a couple of requests from RV owners interested in parking across from the North Shore Boat Launch.

While we have no facilities there, we could still delineate some spaces there and rent them out for \$20-\$25 a night - and have them pay at the pay station. We could also put power and water there to service about 20 potential spaces for a relatively small investment if we did most of the work in-house. I'd like your thoughts on this, and have it on tonight's agenda for discussion.

Trail Project: Pat McCullough of Engineering Services Associates talked to me at the ribbon-cutting for Highway 3 and said things are moving forward, and he'd be in touch as things progress. We did receive an email from Ken Van Buskirk on this saying that while Pat said the Great Peninsula Conservancy was all in on this, Ken disputes that assertion.

Sweetwater Park: I got a call last week from Dana Rosenbach's office requesting a meeting. When I got there Dana wanted to know if we are still interested in pursuing the Sweetwater Park project. I told her we are, but are still waiting on the No Further Action letter the Salmon Center was supposed to be getting from DOE. She also asked me if we are serious about the trail project, and I responded we are, but are waiting on more information from Pat McCullough.

Since I suspected that might be what Dana wanted to talk about, I had reached out to Mendy Harlow at the Salmon Center before our meeting to see what the status of that letter is, but she didn't reply until yesterday. What she told me is that since the Arsenic levels were elevated back in 2006, DOE requires that they do one year of quarterly sampling of the monitoring wells in order to issue the No Further Action letter. If the arsenic levels in the groundwater are above the acceptable limits, then they will need to take additional cleanup action.

The biggest problem for the Salmon Center is that the quarterly sampling costs about \$3,000 each time. They've applied for a grant from Weyerhaeuser to complete that sampling, and will know in October whether or not that grant is funded.

Mendy also said she talked to EPA Toxics CleanUp Program about the scenario if further cleanup is required. She was told that there are funds available to do cleanup work through EPA if there is a need. She also said they are looking into the source of the arsenic, since a gas station doesn't seem like a probable source. It may be that the levels of arsenic in the groundwater in the surrounding area are also high, in which case, they would need DOE to acknowledge that and issue a No Further Action letter.

And finally, their WWRP grant application - along with many other grants - is being held up by the State Capital Budget situation - and no one knows when that will be resolved. So, in a nutshell, the PNWSC is still interested in working with us on the Park once all these issues are resolved, and based on a conversation I had with Dana this morning at the Administrator's breakfast, the NMSD is willing to wait as well.

Inventory of Assets: We are still working putting together a complete inventory list of all the property and equipment we own. We're doing it in an Excel spreadsheet, so it can be easily updated.

Welcome to Allyn Sign: We previously discussed having the Port maintenance staff repair the Welcome to Allyn sign at the northern end of Allyn. What we found is that it is anchored by about 3 feet of concrete, and needed a machine to dig it out to fix it. We contacted Ron Griffey, who said he'd do it, but it would have to wait until he finished a big job he's working on at Lakeland Village. So Don rented a jackhammer yesterday, got it chipped out, and fixed it.

Skateboard Park: I met with representatives from the Beard's Cove Owners Association on August 7, and we looked at three potential sites - one of which we all agreed was probably the most feasible site - Santa Maria Park. I told them I would pass this information on to you all, and be back in touch once we found the plans for the previously proposed skateboard park and looked at the adaptability of those for this site. As of yet, we haven't located them.

Candidates For Commissioner: I have begun providing our meeting materials to the two candidates for the empty Commissioner seat as a way of reducing their learning curve when it comes time for whichever one of them wins the election to take office.

Water System Issues: We are getting close to submission on this. We have provided NWWSS with everything they've asked for, and I'm putting the finishing touches on the customer service policies and procedures manual for the system. I'll have those finished early next week. These will need to be adopted by Resolution, and I'll bring that to the September 18, meeting.

So unless there's something we're not aware of still lurking out there in the weeds, we should be ready to submit this shortly. I'm looking forward to getting this off my plate.

We still haven't heard anything about our water system franchise agreement with Mason County that's up for renewal this year, so I'm assuming we are in the September/October group. We don't have to do anything more than what we've already done at the moment. They'll contact us 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.

Gazebo Bricks: The bricks are scheduled to be engraved on Tuesday, September 5. We sold 52 of bricks, which was enough to pay for the entire project including installing the additional new bricks and the engraving, and generating a surplus of \$1,425. Plus, we still have another 47 bricks we can sell next year, which should net us an additional \$2,500 or more depending on the engraving cost.

Renting Out Small Office: This is ready to go. Don has built a lockable closet into the alcove in that room, and repainted the entire room. This will give us additional storage, which we are in desperate need of, as well as put our lockable file cabinet - where we put money, checks and the like - behind a third lock.

It has a desk and small conference table, as well as Wi-Fi and a generic computer with MS Office on it. I have also shared this on our Facebook page, and in the Mason County Facebook groups, as well as with the Chamber and the EDC, letting them all know that it's available at a cost of \$25 an hour, with a minimum of 2 hours. \$75 for a half day, and \$100 for all day.

We did all this work in house, and spent \$532.57 on materials - which includes a lock keyed to our master key, and buying 4 conference table chairs at the Habitat store.

Public Records Software: While we continue in the holding pattern on this for the moment, I do have a lead on a potential vendor that may be able to help within our budget. More on this as it moves forward.

Coder Dojo Classes: I've reached out to a number of people about this and the response has been pretty positive. The only holdup now is that our IT guy, Charles Keating. He was seriously injured in an accident last weekend and may not be able to help us get this off the ground until he recovers somewhat. I'll know more about his status in the next few days.

Power and Water at Allyn Marina: I completed the grant application and submitted it in time to qualify. Our grant advisor made some comments and requested additional information, which we provided. I was under the impression we needed to develop a PowerPoint presentation and narrative for this as part of an in-person presentation, but our grant advisor told me that was only for state RCO grants, and since is federal, it isn't required. But he has signed off on it and moved it up the chain. Congressman Kilmer's office has agreed to help us move this forward as well, and provided a letter of support for the project.

I'm also working on the Capital Budget request for this as well, however, until the legislature approves a capital budget - which at this point appears won't happen unless there is a fix for the Hirst issue, or the makeup of the Senate changes after the November election - there's not much point in rushing to pursue this avenue, as the request wouldn't go in the 2017 capital budget, which is already set, but the 2018 version.

And if nothing else, we can also still use all this information we've compiled to apply for a Tier 1 grant in the 2018 RCO grant cycle.

Broadband Summit: I attended the WPPA Broadband Summit at the Port of Seattle, and one of the discussion topics was Ports as the last mile retail provider. Coincidentally, at Allyn Days PUD 3# Commissioner Tom Farmer talked to me about the PUD's intention to significantly expand its broadband footprint. And at the Administrator's Breakfast last month, Joel Myer talked about it as well. After the meeting I talked to Joel and told him we would be interested in taking a look at that, since you all had indicated a willingness to explore this a year or so ago. He told me he would pass that on to Justin Holtzgrove, who is the person in charge of that initiative. I didn't hear anything from him, so I have reached out to him, and am waiting for a response.

Wayfinding Signs: Commissioner Cooper asked me to coordinate this with Dr. Brian Petersen, who is handling this community project. I had made several attempts to reach him with no response, but finally heard from him this past Monday. He has been in Germany and said he will be in touch when he returns next week.

WPPA Meeting Dates: The WPPA Environmental Seminar is taking place September 21-22 in Vancouver. Of potential interest to us are sessions on:

- **Waterfront Re-development: Improving Communities, Sustainability and Economic Development:** Communities remain supportive of efforts to repurpose waterfront property away from legacy industrial uses. Cases in Wenatchee, Vancouver and Bellingham allow us to consider three very different approaches to meeting community needs.
- **Show Me Something Cool!** 5-minute presentations by each port
- **How Changing Federal Policies and Priorities May Affect Ports:** What happens in Washington DC ends up here. The presentation will focus on the federal policy-making context and the most likely changes to environmental regulation that affect the work of Ports.

Both myself and Commissioner Scott are planning on attending.

Other events are:

- BIAS Software training is October 10-12 in Spokane.
- The Small Ports Seminar is October 25-27 in Leavenworth. Registration opens this month so I wanted to see who was planning on attending so we can make hotel reservations before they are booked up.
- The Annual Meeting is November 15-17 in Seattle.