

**PORT OF ALLYN  
SPECIAL MEETING  
January 4, 2017  
MINUTES**

The Regular meeting was called to order at 6:00 pm with the Pledge of Allegiance. Present were Commissioners Scott Cooper, Chair; Jean Farmer and Judy Scott; Lary Coppola, Executive Director; LeAnn Dennis and Travis Merrill, staff; Tamara Klause, Hood Canal Salmon Enhancement Group; Brianna Loper, press; Jeff Carey and Ken Van Buskirk, public.

**CONSENT ITEMS**

- a Minutes of Regular Meeting December 5, 2016
- b. Financial Reports

Commissioner Scott made a MOTION to accept consent items a & b. Commissioner Farmer SECONDED. MOTION CARRIED.

**ACTION**

- General Fund Vouchers #17-001 to 17-025 for \$9,570.88
- Payroll Vouchers #17-026 to 17-038 for \$12,880.55
- Water Fund Vouchers #1701 to 1704 for \$238.03

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

**COMMISSIONER REPORTS**

Commissioner Farmer reported that it was a slow month (December and the holidays) and that she attended the Port meeting and will be attending the Shelton Chamber of Commerce event.

Commissioner Cooper attended and reported about the Economic Development Council (EDC) meeting and offered copies of their minutes to the Board and public. There was a little discussion about the EDC moving to the old PUD building in Shelton. Our Executive Director had found some potential office space options in North Mason, however they elect to stay in Shelton.

Commissioner Scott reported that she attended the Port meeting, and also helped at the Allyn Community Association Sing-A-Long event in the Gazebo. She also attended the Washington Public Ports Association annual meeting and encouraged the other Commissioners to attend Port Legislative Day in Olympia on January 31, and the Tourism Day for the Legislature as tourism creates economic development. Finally, she gave a Sargent Oyster House update stating Taylor Shellfish has donated \$5,000 and Shellfish Lovers Ultimate Rejuvenation Program has donated \$2,500 and the committee is looking into other possible grant opportunities.

**EXECUTIVE DIRECTOR REPORT**

\*See Attached

### **SECURITY OFFICER'S REPORT**

Mr. Merrill discussed the derelict vessels in the bay and stated he had to inform the owners that they would have to pay moorage and parking fees to keep their boats here. He also reported about the moorage customers at the North Shore dock and finally, he noted the door was not shut all the way on the office building one night.

### **OLD BUSINESS**

Commissioner Scott asked the other Commissioners if they had reviewed the Department of Natural Resource grant support letters she presented at the prior meeting. After a brief discussion, Commissioner Cooper made a MOTION to write letters of support for the projects they reviewed. Commissioner Farmer SECONDED. MOTION CARRIED.

### **NEW BUSINESS**

Economic Development Council report. EDC Executive Director Lynn Longen was scheduled to give a report, but did not attend, so no report was given.

The Board supported Mr. Coppola attending the WPPA-sponsored broadband summit on January 17 at Sea-Tac Airport. Commissioner Farmer asked for support to attend the Shelton Chamber of Commerce event and they agreed to pay her stipend for attendance as she will be there as a Port Commissioner.

There was also discussion about the draft agendas that staff posts the Friday prior to the meetings, Commissioner Farmer would like the agenda to remain the same with no additions or changes to it between Friday's posting of it and Monday's meeting.

### **PUBLIC COMMENT**

Mr. Carey discussed TIP CAP funding, right of ways the committee is looking for projects that have economic development criteria and he will share more information when he gets it.

Mr. Van Buskirk discussed how Mason County is working on its comprehensive plan. He also clarified he did not "resign" from the UGA committee as previously reported but walked out. He also discussed his concerns about a Letter to the Editor in the local newspaper speaking poorly about his wife and why he feels it would be appropriate for the Port of Allyn Board to apologize to him for engaging in text messaging that contained disparaging comments about him and his family.

Commissioner Cooper clarified that the texts that Mr. VanBuskirk is referring to were made by another member of the public, and that none of the Commissioners ever stated anything about Mr. VanBuskirk and/or his family. That only the other person had said things to which our Board members did not reply about or engage in with that other person. While it may be appropriate for the other public member to apologize, the Port of Allyn Board of Commissioners have nothing to apologize for, and have now adopted strict text messaging policy that will eliminate that from happening in the future.

At this point Mr. VanBuskirk left the meeting.

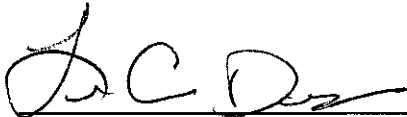
Tamara Klause gave an update about Sweet Water Creek project and clarified there have been no NEW soil samples taken yet (there was confusion from the last report that they had taken new samples) but they have located the test stations and are waiting for Department of Ecology to advise them what their next step should be.

Mr. Coppola added a clarification about Mr. VanBuskirks "resignation" from the UGA committee, stating that there was no actual "letter." He said Mr. VanBuskirk called him the morning of December 14, 2015, and said he was resigning from the committee for

personal reasons. While he did elaborate somewhat on those reasons, Mr. Coppola believes that was a confidential conversation and disclosing its contents publicly would serve no useful purpose, as well as violate a trust. Mr. Coppola added that he informed Barbara Adkins via email the same day that Mr. Van Buskirk had left the group.

Adjourned at 7:27 pm

Respectfully submitted,



---

LeAnn Dennis, Office Manger

COMMISSIONERS:



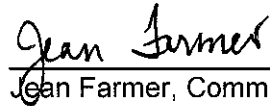
---

Scott Cooper, Chair



---

Judy Scott, Vice Chair



---

Jean Farmer, Commissioner

**Port of Allyn  
Executive Director's Report  
January 4, 2017**

**Report Items:**

**Water System Issue:** At this point, we seem to have all the moving parts for submitting the Water Plan corralled, including the letter from the attorney we were missing. I believe we have located all of the documentation that was originally needed to submit the plan when it was originally due.

I have been in contact with Regina Grimm, who replaced Susan Clark at DOH to clarify this, and get a list of what more is supposedly required now. What she advised me to do is submit the original plan, and she will check into what additional items may be needed, and said that we could submit these separately later as an update. But the main focus right now needs to be to get the original plan submitted and approved.

She is also getting me a detailed list of any updated requirements that we would not have been subject to had the plan been submitted on time, so we can also complete those. According to Regina a realistic date for approval of the original plan is March 31, with any additional materials submitted later.

I emailed Todd and told him we have never received the final version of the completed plan, but since they have everything they need to do it, I'd like it in-hand by Friday, January 13, so I can hand deliver it to Olympia on Monday, the 16<sup>th</sup>.

As you know, 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 numerous additional items to be added into the plan, although he wasn't specific as to what those items are. However, Regina didn't seem too worried about it all.

The bottom line is that our position is that we paid NWWWS to produce a plan which they haven't done. I believe we need to play hardball about the fact that if DOH is requiring more than the original plan called for, that's on NWWWS, 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 have to file a claim for damages of some sort.

And so the saga continues...

**Bias Software Webinar:** One of the suggestions you all made some months back was to look into another accounting software package. Scott suggested we look at one called BIAS – which stands for BARS Integrated Accounting System. It appears that it could be a good fit for us. However, no other Ports I'm aware of are using it. At any rate, I contacted them and set up a webinar demonstration last week with myself, LeAnn and Jan Lusignan who does our payroll and uses it in her work with MASCOM. From what we can see, it isn't nearly as labor intensive as QB, already has all the appropriate BARS numbers programmed in, allows us to build our budget in it – or import it from Excel - and tracks all our costs against the budget both in dollars and percentages. We can also download our annual report with a mouse click, and it does about everything else we need, easier, and faster than QB. They were supposed to get back to me with a proposed cost, but as of today, they haven't.

**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, and those charges have now been reversed and a new account opened for us, but we haven't received a new card yet.

**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'm working on figuring out a cost to see if adding bricks pencils. Don can actually do the work, but I still need to find where to get the specific size bricks – as they are a specialty item.

**Public Records Issues:** I continue to work on our 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 redundant cost of researching and producing those documents multiple times.

One concern we need to be especially diligent about is email. Several of the other smaller Ports are using specialized email archiving software. Fortunately, all of our email is saved in the cloud with Office 365, but at some point we may have to upgrade our cloud storage because of the volume of mail. I'm still talking to other Port Directors for recommendations about how they manage this and what they use, but it's all over the board since each Port is different and has different needs where this stuff is concerned.

We did do a webinar with a company called GovQA, which the City of Port Orchard is using, but what they offer is way more sophisticated than what we need – not to mention way too expensive.

One solution that looks pretty promising as far as cost-effectiveness is concerned would be for us to buy our own server, and link it to our website, along with key word software. We would also need to scan and catalog all our documents. When someone filed a PRR, it would search all documents for the key words they used in the request, and load those for us.

While this would have some up-front costs, they should still be well within the \$5,000 we budgeted for 2017. So far, that's looking like it may be the most cost-effective solution, but I'm still working on this and will report back.

**Entrepreneurial Classes:** There was some miscommunication about this originally - and the grant to fund it. The county applied for the original grant at the request of the North Mason Chamber – not the EDC as we were led to believe. 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. There are two information seminars scheduled for the library, but those were set before the Chamber knew we were involved. Future classes will be held here.

**Coder Dojo Classes:** We are planning on the next one of these for Saturday, either the 21<sup>st</sup> or 28<sup>th</sup> of January. Just waiting on the confirmation from Charles of which day works so we can begin promoting it.

**Computer/Router Issue:** It appears we have solved that problem with a combination of a new router – our old one was at least 10 years old and very vulnerable – and some anti-malware software.

**2017 Calendar:** Like last year, these were a great hit in the community. We have passed out the majority of them, and all we have left is a handful.

**Voice Mail:** Scott still needs to record his personal greeting for the voice mail, so it can be activated and you can be located in the directory

**ROII:** I haven't scheduled the mandatory safety class for this yet. I emailed the BIAW rep for this so I could schedule it, but he is out of the office until next week.

**Power and Water at Allyn Marina:** I wrote the RFP for this and forwarded it to the county grant writer for her input as to how it would look for trying to find money. She made a number of recommended changes, which I completed and have sent back to her for review before posting it on MRSC. Just waiting on her response at this point.

**Sweetwater Park Project:** As things stand today, nothing new has yet happened since our last meeting. Since we have no official standing in this project as property owners, we are out of

the information loop. With that in mind, unless something new happens, I see no need to continue reporting on this in each month

**WPPA Meetings:** WPPA has given us a schedule of all its meetings for 2017. The Spring Meeting is May 17-19 at Suncadia. The Finance and Administration Seminar is June 14-16 at Semiahmoo. The Small Ports Seminar is October 25-27 in Leavenworth, and the Annual Meeting is November 15-17 in Seattle.

**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. My doctor gave me a full release to return to work on December 27, but did say he wants me doing Physical Therapy twice a week for the next 8 weeks. I've scheduled them for early morning so I can get most of a full day in on those days.