

**PORT OF ALLYN**  
**Public Hearing/Regular Meeting**  
**October 2, 2017**  
**MINUTES**

The Regular Meeting was called to order at 6 p.m. with the Pledge of Allegiance.

Present were Commissioners Scott Cooper, Chair; Judy Scott and Delmer Griffey; LeAnn Dennis, Operations Manager; Lary Coppola, Executive Director; Travis Merrill, Security Officer; Houston Hamilton, Jeff Carey and Ken VanBuskirk, Public; Dana Kampa, Press.

**PUBLIC HEARING** for 2018 Budget meeting called to order 6:01 p.m. Commissioner Cooper asked if there were any questions from the public. The Public in attendance offered no input, and had no questions. Jeff Carey came in just as the hearing was about to wrap up, and Commissioner Cooper asked him if he had any comments or questions. He said he had watched the video of the Budget Meeting held on September 18, and he had no questions or comments. The Public hearing was closed 6:03 p.m. and the Regular meeting was called to order.

**CONSENT ITEMS**

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

- a. Minutes of Special Meeting September 1, 2017
- b. Minutes of Special Meeting September 18, 2017
- c. Minutes of Special Meeting September 25, 2017
- d. Financial Reports

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

**ACTION**

- a. Payment of GF Vouchers #17-341 to 17-367 for \$25,368.89
- b. Payment of GF Vouchers #17-379 to 17-381 for \$1,725.61
- c. Payment of Payroll Vouchers #17-368 to 17-378 for \$14,658.96
- d. Payment of Water Fund Vouchers #1734 to 1737 for \$225.14

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

**COMMISSIONER REPORTS**

**Commissioner Griffey** had no report

**Commissioner Cooper** reported attending the recent North Mason Community Voice (NMCV) candidates forum. He noted that the North Mason Chamber will sponsor a second forum/debate on the 17<sup>th</sup>. He also reported that EDC Executive Director Lynn Longan has resigned, and there will be a nationwide search for a new director.

**Commissioner Scott** reported on the Oyster house meeting and they will have a booth at Oyster Fest. She also spoke about the WPPA Environmental Seminar that she and Executive Director Lary Coppola attended in Vancouver. She said they also toured the Luke Jensen Sports

Complex and she was very impressed, suggesting perhaps we should focus on being a recreational Port. She added that there is DNR focus group meeting this coming week.

#### **EXECUTIVE DIRECTOR \*See Attached**

#### **SECURITY REPORT**

Security Officer Travis Merrill gave his report and discussed Donovan Davie Kintz - who has been trespassed from North Shore and all other Port facilities. He showed up at the Allyn Dock and had a brief discussion with the Executive Director and moved on. He also reported that activity at all facilities has slowed down as the weather is changing.

#### **OLD BUSINESS**

None

#### **NEW BUSINESS**

- a. Discussion and Possible Adoption of 2018 Budget for the General Fund, Capital Budget, IDD Fun and Water Fund.  
Commissioner SCOTT read Resolution 386 to adopt the 2018 Budget, and made a MOTION to accept the Resolution. Commissioner Griffey SECONDED. Motion CARRIED.
- b. Resolution 387: Commissioner SCOTT read the Resolution and explained to the audience it's a legal requirement to approve by Resolution the annual levy of an allowable one percent increase in property tax collections. Commissioner SCOTT made the MOTION to accept Resolution 387. Commissioner GRIFFEY SECOND. Motion CARRIED.
- c. Discussion of the update to the Port's Scheme of Harbor Improvements as the Port has been asked to consider new projects, including a skate park. Commissioner Griffey reminded the Commission they are known for failing and being expensive to maintain. The Executive Director was tasked with exploring some ideas on design and cost, and reporting back. Due to the impending BIAS training and the WPPA Small Ports Meeting, the consensus was to set a workshop date at the November meeting to review the entire Scheme of Harbor Improvements. The updated version will need to be approved by December 31, and submitted to RCO no later than March 1.

#### **PUBLIC COMMENT**

Ken VanBuskirk stated he was sorry to have missed the public hearing for the budget.

He also asked if the Board had any input on the County's Comprehensive Plan update. He noted that the County's 2003 Belfair Sub-Area Plan and the Port's Comprehensive Scheme speak to the Port's proposed regional sports complex. He stated that the only place it is discussed in the County's Comprehensive Plan is in that 2003 Sub-Area plan, and perhaps the Port would want to weigh in on the update make the County aware of the Port's intentions.

Jeff Carey suggested the Port be expedient in working on the update of the Comp Scheme - especially if any projects will be included in the County Comp Plan, or ask for County funds. He mentioned the North Bay Trail and Coulter Creek Trail plans and asked if the Port was involved in those.

His concern for a skate park is that it may be "in-vogue" now, but may not be 10 years from now, while trails are always popular.

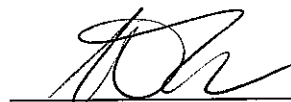
He also said he's anxiously awaiting the completion of the Port's water plan.

Meeting Adjourned at 6:32 p.m.

Respectfully Submitted,

  
\_\_\_\_\_  
LeAnn Dennis, Operations Manager

COMMISSIONERS:

  
\_\_\_\_\_  
Scott Cooper, Chair

  
\_\_\_\_\_  
Judy Scott, Vice Chair

  
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Del Griffey, Commissioner

**Port of Allyn  
Executive Director's Report  
October 2, 2017**

**Report Items:**

**First Aid Certification:** We all received our First Aid Certifications for CPR, AED, and basic first aid on September 15, by taking the recertification class.

**Criminalization of Marina Rules:** I'm working with an attorney at Steve DiJulio's firm to finish up the final draft of everything for the Mason County Commissioners, and will have it to them by the end of this week. I'll then schedule a meeting to get this on their agenda.

Also, as you know, this specific situation was the subject of Frank Chmelick's column in a 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, as it answered their questions about why we were seeking this.

**Budget:** I've made the final edits to the budget document, so it's ready for tonight's public hearing and vote.

**Seymour Settlement:** The second installment of the settlement was due on September 30. When it didn't arrive, I called Jill Seymour, thinking perhaps the date had slipped by them. She told me that they had sent a check to their attorney in August for the entire amount due. I called Joe Brogen and asked him about it, and he said they received the check from Seymour's attorney last week. He said they were processing the re-conveyance paperwork, and would send us a check for the difference between those fees, and their fees for doing that work, and that we should have the check in-hand within the next 10 to 15 days.

So I have taken the \$5,500 settlement installment out of the 2018 budget, and added \$15,000 to our 2017 cash carryover. The amount of the check was a little over \$16,000, but by the time the fees are deducted – which Joe thought would be a few hundred dollars - I thought \$15,000 was a safe number to use.

**Bias Software Upgrade:** In spite of BIAS insisting we would be doing all the training remotely, it turns out that isn't the case. We have to go to Spokane October 10 to 12 to learn the payroll and financials, utility billing, grant management, and job costing modules.

There is no cost for the training, and Judy said she is interested in taking the training along with LeAnn and I.

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

**Comprehensive Scheme of Harbor Improvements:** A discussion of this is on your agenda tonight. In talking with RCO, they want us to have some major public process and outreach – like public hearings and open houses to gather citizen input – especially about projects we will be looking for grants from them for, before submitting it.

**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. As directed, I reached out to several of the neighbors there, and this is a no-go from their perspective. In the spirit of being good neighbors, I suggest we take a pass on this.

**Trail Project:** I haven't heard any more from Pat McCullough of Engineering Services Associates about this, so until I do, I don't see any point in continuing to mention it every meeting.

**Inventory of Assets:** We are still working putting together a complete inventory list of all the property and equipment we own. Hoping to have this completed by the end of October.

**Skateboard Park:** As directed, I contacted the representatives from the Beard's Cove Owners Association and made it clear that if we built this facility, the Port would turn over the ownership

of it – along with all maintenance responsibilities and all other potential liabilities - to them. They're good with that.

**Water System Issues:** We are getting close to submission on this. We have provided NWWWS with everything they've asked for, and I sent the draft of the customer service policies and procedures manual to NWWWS and to our system manager, Steve Holloway. I asked both of them to redline it for errors and other potential issues. Hoping for their responses shortly so I can make the final edits. I received the redline version along with some suggestions from NWWWS today. I have also prompted Steve Holloway about getting his to me so we can get this submitted before November 1.

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'll reach out to them this week.

We have already obtained an updated Evidence of Coverage insurance form from Enduris, and the county is supposed to send us their required form, so, we are good to go for the moment.

**Renting Out Small Office:** We are promoting this on Facebook and I have made the Chamber and EDC aware of it and I've asked them to promote it as well. The EDC is also putting it in their Zoom Prospector database. We've had some inquiries, but no bookings yet.

**Power and Water at Allyn Marina:** I've begun working on the Capital Budget request paperwork for this project. However, the request won't go in the 2017 capital budget, which is already set, but on hold for a legislative resolution to the Hirst situation, 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 Issue:** I attended the recent WPPA Broadband Summit at the Port of Seattle, and one of the discussion topics was Ports as the last mile retail provider. PUD #3's intention is to significantly expand its broadband footprint, and since you all had indicated a willingness to explore this a year or so ago I think we should at least look into the feasibility of this from our perspective. Joel Myer told me he would pass our interest in this on to Justin Holtzgrove, who is the person in charge of that initiative. I hadn't heard anything from him, so at the candidate forum last week, I mentioned it to PUD Commissioner Tom Farmer who said he'd put a bug in his ear. Since then, we have played phone tag.

**Wayfinding Signs:** Commissioner Cooper asked me to coordinate this with Dr. Brian Petersen, who is handling this community project. I spoke with him and told him our name needed to be prominent on the sign. He said he understood and would put the signmaker in touch with me when he got to his office and got his number. Still waiting to hear something back from the sign maker.

**Public Records Software:** While we continue in the holding pattern on this for the moment, I have made contact with 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 recently and may not be able to help us get this off the ground until he recovers a little more.

**WPPA Meeting Dates:**

- BIAS Software training is October 10-12 in Spokane.
- The Small Ports Seminar is October 25-27 in Leavenworth.
- The Annual Meeting is November 15-17 in Seattle.

