

**PORT OF ALLYN
REGULAR MEETING
February 6, 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; Travis Merrill, staff; Tom Farmer, public, and Ken Van Buskirk - who arrived at - 6:11, public.

CONSENT ITEMS

- a. Minutes of Special Meeting January 4, 2016
- b. Financial Reports

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

ACTION

General Fund Vouchers #17-039 to 17-063 for \$5,290.41

- a. Payment of GF Vouchers #17-039 to 17-063 for \$6,290.41
- b. Payment of Payroll Vouchers #17-064 to 17-076 for \$14,739.08
- c. Payment of Water Fund Vouchers #1705 to 1709 for \$340.14

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

COMMISSIONER REPORTS

Due to Inclement Weather, these reports were postponed to the Special Meeting set for February 23, 2017

EXECUTIVE DIRECTOR REPORT

Due to Inclement Weather, this report was postponed to the Special Meeting set for February 23, 2017. However the Executive Director did give a brief update on the derelict vessel and the gangway repair at the Allyn Dock.

SECURITY OFFICER'S REPORT

Mr. Merrill gave a very brief report on the derelict vessel at our dock and on one of the vessels moored at the North Shore dock.

OLD BUSINESS

Commission Chair Cooper postponed this discussion to the Special Meeting set for February 23, 2017. He did note that Mason County EDC Director Lynn Longen was originally scheduled to attend this meeting after missing the January 4, Special Meeting, but was out of town. He directed the Executive Director to contact her and invite her to the February 23 Special Meeting.

NEW BUSINESS

Due to inclement weather Commission Chair Cooper postponed discussion of all new business and reports to the Special Meeting set for February 23, 2017

PUBLIC COMMENT

None

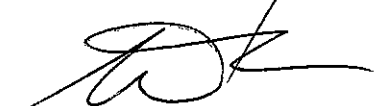
Adjourned at 6:17 pm

Respectfully submitted,

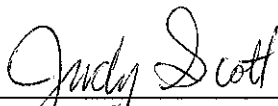


Larry Coppola, Executive Director


COMMISSIONERS:



Scott Cooper, Chair



Judy Scott, Vice Chair



Jean Farmer, Commissioner

**Port of Allyn
Executive Director's Report
February 6, 2017**

Report Items:

Water System Issue: Regina Grimm finally got back to me with the final list of what we need to update to submit this. I have passed it on to both Steve Holloway and Todd from NWWS.

Todd has asked for some new information – meter reading data and some other things, and we are getting all of it rounded up. Hopefully, we can get this off our plate before the end of March.

I've kept Joe Brogan in the loop on all of our communications just in case we have to file a claim for damages of some sort.

Bias Software Upgrade: We have had some interaction with BIAS Software since our last regular meeting. They have provided us with pricing, and then after additional discussion, provided revised pricing. Both proposals are included in your meeting packet.

This is not software we would own as we do with Quickbooks. It is what's called SaaS – which stands for Software as a Service – and is the business model most software companies are quickly moving to.

SaaS has its pros and cons, but the reality here is if we want to change to BIAS, we do it on their terms. On the pro side is they maintain it and provide technical support. Also, it's never out of date, because every time there's an update, we get it for free and don't have additional costs to upgrade, so we're always working with the latest version. On the con side – we pay an ongoing fee and don't own anything, and we do have to pay for update training.

However, it will be more convenient and give us options we don't now have in terms of reports once we get past the learning curve. We will also have to run parallel systems – BIAS and QB until we know it is all going smoothly and the kinks are worked out – at least 3 months according to them. They will convert and load our QB data, however, we will need to go to Spokane for training. BIAS provides training for one person, with an additional \$500 per person after that initial person. I believe that second person is negotiable if that's the only roadblock to a sale for them, but we would still be responsible for transportation, hotel and meals for our people a week.

The bottom line is I believe this is a much better solution than QB for us over the long haul. It isn't cheap to adopt, but over the course of time will pay for itself in terms of labor saved, and accuracy in budgeting and reporting.

Derelict Vessel: We have posted the vessel "Scamper," and filled out and submitted all the required DNR paperwork to have the vessel - which is moored at our dock in Allyn - to legally be declared as a Derelict Vessel. We spoke with Mr. Aldrich – the father of the owner – about a month ago and his other son, who we allowed to tow it over to our dock after he promised to move it the following week. As of yet, nothing has happened, and no one is responding to our phone calls, which is why we moved forward with the Derelict Vessel designation.

What will happen is that after 30 days, DNR will schedule an auction and it will be sold. I don't expect it will bring much at auction – certainly not enough to pay its moorage costs at \$1 per foot per day – plus all our administrative costs as well as DNR's costs. The State will then go after the Aldrich's for payment of the difference between what it brings at auction, and the actual costs. I explained all this to the father in two separate voice mails, to which I never received a response.

Meanwhile, we have received two separate inquiries from individuals who are interested in acquiring it and restoring it. Both said they will stay in touch, and if it goes to auction, will be bidding on it.

Allyn Dock Gangway Damage: During a recent storm, the wave action caused the bolts holding the gangway to the floating dock where the oyster scow moors, to shear off. To replace these is more of a project than you might imagine, and could be quite costly. I have Don looking into what our repair options are and expect a bid momentarily.

I have contacted Enduris, our insurer, who told me the cost of the repair will be covered.

Legal Costs for Eberhart: Scott had asked me to look into the additional cost of having Enduris cover us for legal costs if we were to become involved in a lawsuit.

Turns out we already are covered. So I asked Enduris if the legal costs we sustained in the battle over Eberhart Street would be covered, and it turns out they may be. Enduris has asked us to compile a list of the costs we paid out of pocket for that and get them copies of the invoices. Joe Brogan is having Foster Pepper's accounting department compile all the invoices for Eberhart, and send us copies to submit to Enduris. So there is a possibility that we may come into some unbudgeted revenue via the reimbursement process.

Heat Pump Issue: The heat pump for this building has died. We've had three vendors out to look at it and all three – Sullivan Heating, who installed it – Air Masters, and Hood Canal Heating and Cooling. All three have reached the same conclusion – that the compressor is shot, and that it was installed in a location that isn't suitable for its most efficient operation because the air can't circulate correctly. That is what all three believe caused the failure. We have secured bids from all three to repair it. The copies are in your packet, but in reality, to avoid this in the future, the unit needs to be moved, which will incur additional cost.

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.

The first option we looked into was buying our own dedicated public records server, but I'm now convinced the cloud option is much better, as that way, our data is always there – even if our building burns down or the server dies.

After spending several months trying to determine the best way to deal with responding to requests for specific documents, the most cost-effective solution seems to be converting all our existing documents to electronic files that can be read with key word software, and storing them in the cloud for future retrieval.

The documents must be OCR scanned and saved, not saved as images the way most PDFs are. This could be a fairly easy solution. One of our current vendors – Kelley Imaging – markets the OCR conversion software, and I believe this may be a very viable option. Kelley can also provide the cloud, or we can use another cloud vendor like Amazon or Microsoft. I am waiting on a bid from Kelley for the software and cloud pricing.

How this process would work is that we would add a public records link on our website, where members of the public could search for specific documents by key word, and we wouldn't even need to deal with hardly any of it once we had everything scanned in and uploaded. We can also upload copies of audio/video recordings.

Entrepreneurial Classes: I will be talking with Lisa Smith, the representative for the contractor, Enterprise for Equity, about the classes. She called me a week ago, and we have played telephone tag ever since, but she wants to connect to discuss and schedule the classes.

Coder Dojo Classes: We are planning on the next one of these for this Saturday, February 11. Have been trying to round up stakeholders and other interested community members to get this underway, but aren't having much luck. Charles and Dona Keating provided that part of the program the first time, but if this is going to be a Mason County effort, we need to round up our own personnel. I am continuing to work on this.

ROII: I haven't scheduled the mandatory safety class for this yet. I spoke with the BIAW rep for this so I could schedule it, but our original rep is no longer with BIAW and our new rep said we may have to qualify all over again with L&I since it's a new year. Waiting for a determination on this before scheduling anything.

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. After all that, she suggested we not post anything on MRSC until we had funding sources lined up.

We could fund this with a loan from the IDD, and repay it out of whatever grants she finds for us, but I wouldn't commit to doing that without you all signing off on it first.

Also, for grant funding purposes she suggested making it part of a larger project. While this is not included in our Comprehensive Scheme, there may be grant money available from several sources to do this project – RCO, Environmental Grants, USDA, etc. - and doing so would help reduce our overall maintenance costs in the long haul.

Besides adding power and water on the Allyn Dock, creating a small, full-service marina, the overall scope of the project would include paving both parking lots with pervious pavement, which allows the rain back into the soil to recharge the aquifer. We would also install a pay station at the boat launch; tear out the old boat launch; and build the foundation for the Sargent Oyster House.

The grant writer and I are trying to schedule a time she can come here and physically look at all we have and get a better idea of how to approach funding for this project as well as know what other facilities we have for potentially funding future projects.

Romance Hill Property: I met with Jack Johnson last week and toured the 40 acres he has at the top of Romance Hill as a potential site for our proposed sports complex and business park. The site begins at the end of the current paved road, is level, and has all utilities – water, sewer, 3-phase power, and natural gas on site, with broadband available. It also adjoins the Shindlehiem property, but has no environmental concerns. He is very open to any kind of proposal we might want to make to acquire it. If we're serious about doing this, I think we should at least take the discussion to the next level.

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: Four more Physical Therapy appointments...

