

**PORT OF ALLYN
REGULAR MEETING
April 6, 2015
MINUTES**

Regular meeting was called to order at 7:00 pm with the Pledge of Allegiance

Present were Jean Farmer & Judy Scott; Commissioners, Scott Cooper is excused as he is out of town, LeAnn Dennis, Office Manager, Randy Neatherlin, County Commissioner, Kaye Massie, Hira Reid, Jeff Carey, Barry Betsinger, Linnie Griffin and Ken Vanbuskirk.

CONSENT ITEMS

- a. Minutes of Special Meeting March30, 2015
- d . Financial Reports

Judy Scott Made a MOTION to accept consent items a and b. Scott Cooper SECONDED. MOTION CARRIED.

ACTION

- a. General Fund Vouchers #15-099 to 15-122 for \$7,550.77
- b. Payroll Vouchers #15-123 to 15-133 for \$15,572.61
- c. Water Fund Vouchers #1514 to 1516 for \$321.83

Judy Scott made a MOTION to approve action items a, b & c. Scott Cooper SECONDED. MOTION CARRIED.

INTRODUCE ATTORNEY ROB JOHNSON

Not present, move to the end of the agenda if he is in attendance by then.

Commissioner Farmer introduced Hira Reid

Ms. Reid presented an example of the kiosk she would like to have at the Port of Allyn waterfront park depicting the route that Peter Puget traveled by boat and mapping the town of Allyn. She is selling bracelets and raising money. Farmer invited her to contact the Mr. Coppola for more information.

COMMISSIONER REPORTS

Scott Cooper

Attended the March Economic Development Council (EDC) where they discussed Belfair bypass and basic EDC training for staff. He reported there is a push for affordable multi-unit family housing in Belfair and he worked on UGA mapping.

Judy Scott

Scott reported that the Sargent Oyster House committee is working on the last steps of a timeline and grant process. She attended Belfair Sewer Advisory Committee meeting and asked County Commissioner Neatherlin to talk more about it at the end of the meeting.

Jean Farmer

Farmer reported the Port is getting new Executive Director Lary Coppola up to speed with Port interests and projects and day-to-day operations. She attended the Great Peninsula Conservancy (GPC) board meeting, the discussed several projects in our district. Forterra met with the Shelton Chamber of Commerce about the revitalization in Shelton.

EXECUTIVE DIRECTOR REPORT

Sidewalk and lighting project

Mr. Coppola has submitted some required paper work to obligate funding for the project and has more he is completing and will submit this week.

Computers

The Port website under constant attack by hackers, Network Solutions has been unable to fix the problem for 6 months, Mr. Coppola has moved the website to a local company for less cost. He has had the Port's AOL email archived and updated all email to @portofallyn.com. Keating Consulting is a firm that has been working on getting the computers networked, updated Quickbooks so both computers can stay up to date in real time. We have moved to Windows 365, which is a cloud based program that the Commissioners and staff will be able to use.

Banking

Credit and debit cards will be accepted and online banking is being set up for cash management. The old credit card for former executive director is closed and credit balance was moved to the Impress account and will be used to pay a couple bills and return it to the \$400 approved account balance.

Moorage issue

Mr. Coppola is working with the port's insurance to settle the issue with Mr. Hess who has requested restitution in the amount of \$6521.72 for his vessel breaking away from the North Shore dock during a storm. His vessel was unattended and tied improperly and damaged the port dock. The insurance is working with Mr. Hess and has offered to reimburse the vessel assist fee only in return for the port not pursuing Mr. Hess for the dock damage and Mr. Hess will not be allowed to moor at any port property in the future. To avoid these situations in the future, Mr. Coppola recommends having moorage customers provide proof of insurance with the Port of Allyn named as additionally insured. Mr. Coppola is working on getting bids for the North Shore dock repair.

Social Media

Is a good way to promote meetings, upcoming events, the commissioners can not use two-way conversations with residents as there is no way to track it for public records and they can not violate the open public meetings act.

The Board scheduled regular Special Meeting to be held the 3rd Monday of each month at 5:30pm.

West Sound Transportation Alliance: We are members of this group, which is a coalition of Mason and Kitsap County government and economic development organizations, including the Ports of Bremerton and Shelton, as well as both counties and all the cities. Their main focus is to put pressure

on the legislature to fund our region's transportation infrastructure needs, and lobby individual legislators about this. All of the 35th District legislators as well as all of those from the 23rd and 26th Districts are on board, and committed to help, and a full court press is being put on both the legislature and WSDOT to make sure funding for the Belfair Bypass is secured. If none of you are interested in actively serving on this group, I am more than happy to do it. It was decided that Ms. Farmer and Mr. Coppola would represent the Port with this group.

Economic Development Issues: Mr. Coppola has a meeting on Monday, April 13, with Lynn Longen from the Mason County EDC. On the agenda are the West Sound Transportation Alliance, and the PTAC Classes the Kitsap Economic Development Alliance (KEDA) conducts. These are essentially an educational process to teach local companies how to qualify for the bid lists for the U.S. Navy, and the all of the individual facilities (PSNS, Bangor, Keyport, etc.) that encompass Naval Base Kitsap. Mr. Coppola has discussed allowing North Mason businesses to participate in these classes with KEDA and they are open to doing so. He also discussed this briefly with Ms. Longen jointly exploring the possibility of doing something similar in Mason County with the focus being on major employers in Mason, parts of Kitsap and eastern Grays Harbor County, as well as state government in Olympia.

Bill Hunter Park

The Port has previously requested a restroom be provided at Bill Hunter park in Belfair as many people waiting for Mason Transit busses have to use local businesses restrooms.

Mason Parks department offered to turn the park over to the port. Mason transit is responsible for maintenance. There are possibilities for the future and what could be done there. The Board agreed to discuss it more at the next work session and possibly pursue it.

Mary E. Theler Center

Ken Vanbuskirk has been working with Mr. Coppola to inform him of the current issues and get Mr. Coppola more records from North Mason School Board. Mr. Coppola is aware of grants however the grant funds may have run out. He is going to meet with Dana Rosenbach (School Board Superintendent). There are several concerns that Mr. Coppola informed the Board about. Theler is an emotional issue for the community. He reminded that the port must make any decisions about the Theler without any emotions, it has to be an economic development project. Coppola will tour the entire facility.

Oyster House

Mr. Coppola attended the last meeting. The committee is working on a timeline and details of what they need to pursue grant funding.

Allyn Days

Mr. Coppola met with Barry Betsinger from the Allyn Community Association (ACA) about moving some power lines underground to get rid of all the power cords being run on the ground during Allyn Days. This will help to provide power to the stage

OLD BUSINESS

None

NEW BUSINESS

There was correspondence about National Water trail meeting April 16, 2-4pm in Kitsap. It involves the Port of Allyn properties and one of the Board members will try to attend.

The port would like to add online banking capability and offer credit/debit card payment options for the public. Judy Scott made a MOTION to allow credit cards, debit cards and online banking to be used at the port and to authorize Mr. Coppola to set it up with Kitsap Bank as they had the best rates. Scott Cooper SECONDED. MOTION CARRIED.

The Board rescheduled the September meeting which falls on Labor Day to the following Wednesday, September 9, 2015 at 7:00 pm at the Port building.

The Port of Allyn now has an Executive Director and needs to add him, Lary Coppola, to the checking accounts the Port has with Kitsap Bank as the main signer on the accounts and keeping LeAnn Dennis, Executive Secretary as second signer. Judy Scott can be removed from the accounts as a signer and the chairperson Jean Farmer added. Scott Cooper made MOTION to approve Kitsap Bank adding Lary Coppola to all Port of Allyn checking accounts as the primary signer. Judy Scott SECONDED, MOTION CARRIED.

The staff needs to have a process for holding facility rentals for future dates that will ensure people follow through with their reservations and deter renters from canceling at the last minute leaving the port unable to rent facilities and losing revenue. Staff will research what other facilities charge to hold a wedding venue for future dates and figure a deposit for offsite rental of chairs and tables to deter theft or loss of those items.

Mr. Coppola has had the port computers set up with a trial version of Office 365, a cloud run program making port business more accessible from anywhere. The staff and Commissioner's will be able to access documents and email from any device making the office much more efficient. Judy Scott made a MOTION to sign up for the service at a monthly fee for Office 365, Scott Cooper SECONDED. MOTION CARRIED.

The Board discussed setting up social media. They agreed this would be a great way to advertise, gain exposure and inform the public of meetings and events. The Board will not be able to discuss anything on this forum as it would easily violate the public meetings act but staff can maintain and post information for the public's use. Judy Scott made a MOTION to authorize Mr. Coppola to set up social media accounts, Scott Cooper SECONDED. MOTION CARRIED.

The Washington Public Ports Association (WPPA) has requested Port's enter for awards for the Spring meeting. The Port of Allyn's partnership with Mason County PUD#3 for the lighting project through the town of Allyn would qualify for one of the awards. The Board authorized staff to apply for the award for partnership.

Scott Cooper looked at possibilities to add lighting out at the North Shore, and suggested the Port talk with the neighbors before adding too much light.

The Port policy manual references a late fee for water customers making late payments but the policy does not state an amount to charge. Scott Cooper made a MOTION to approve Resolution #351, clarifying the amount of a late charge to be 1 ½ % per month on any unpaid balance after 30 days from billing. Judy Scott SECONDED, MOTION CARRIED.

PUBLIC COMMENT

Mr. Vanbuskirk spoke about Theler Center and appreciates Mr. Coppola’s work on the project. The Mary Theler Will is very restrictive. He appreciates Mr. Coppola’s due diligence. Jeff Carey requested that the Port post any findings and decisions on the Port website to keep the public informed. Mr. Carey offered other suggestions for the Board about computers. Mr. VanBuskirk added Mason County is working on the comprehensive plan and would like the Port to be part of the process. County Commissioner Randy Neatherlin informed the board about the Belfair bypass progress and the sewer progress.

Adjourned at 8:27 pm

Respectfully submitted,

LeAnn Dennis, Office Manger

COMMISSIONERS:
