

**PORT OF ALLYN
REGULAR MEETING
May 4, 2015
MINUTES**

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

Present were Jean Farmer, Scott Cooper and Judy Scott; Commissioners, LeAnn Dennis, Office Manager, Rob Johnson, Linnie Griffin, Kay Massie, Barry and Vicki Betsinger, SteveRose, Ken Vanbuskirk, Ina Culberson, Jeff Carey, Arla Shephard and Phil Wolfe.

CONSENT ITEMS

- a. Minutes of Regular Meeting April 6, 2015
- b. Minutes of Special Meeting April 20, 2015
- c. Financial Reports (amend leasehold tax line item)

Judy Scott Made a MOTION to accept consent items a, b & c Scott Cooper SECONDED. MOTION CARRIED.

ACTION

- a. General Fund Vouchers #15-135 to 15-154 for \$13,539.59
- b. Payroll Vouchers #15-155 to 15-165 for \$13,825.41.
- c. Water Fund Vouchers #1517 to 1520 for \$396.42

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

INTRODUCE ATTORNEY ROB JOHNSON

Mr. Johnson discussed his back-round as an attorney and his experience with municipal and business law. Jean Farmer explained that Mr. Johnson was asked to come to the meeting because the Port may want to use a local attorney to save money.

Ken Perry of PURE Stormwater was scheduled to make a presentation but did not attend the meeting.

Mason County Treasurer and Auditor offices need a resolution authorizing the new Executive Director to sign financial transactions. Jean Farmer read Resolution Number 352 to authorize signing authority with the county offices by Lary Coppola. Judy Scott made a MOTION to accept Resolution number 352, Scott Cooper SECONDED. MOTION CARRIED.

The Lakeland Drive Sidewalk Improvement project is ready bids. Jean Farmer read Resolution Number 353 to request bids for the Lakeland Sidewalk project. Scott Cooper made a MOTION to approve Resolution number 353 to accept bids for the construction

phase of the Lakeland Drive Sidewalk Improvement. Judy Scott SECONDED. MOTION CARRIED.

Lary Coppola discussed the necessity to get updated professional photos taken of the Commissioners, to be used for signs, events, brochures and the website. They can call Wet Apple Media to set up at an appointment, or they can be done at an upcoming work session.

Website construction and hosting is now off of Network Solutions and temporarily being hosted through Wet Apple Publishing. The Board directed staff to get bids for construction and hosting so the Port gets the best price.

COMMISSIONER REPORTS

Scott Cooper is working to get health care benefits to Port employees. The Public Employees Benefits Boards rejected our request to join, Scott Cooper has called an insurance agent, but rates are high. Lary Coppola will get rates from a State's website and bring that information back to the Board.

Judy Scott reported she attended Mason Transit Community Center Gala, Belfair Sewer Advisory Committee, Tahuya trails meeting, Kitsap Water Trails Alliance, Puget Regional Transportation Public Organization, Jamestown S'Klallum tribe doing a tour, Tahuya Forest clean up, Mason Transit Board, North Mason Community Voice and Sargent Oyster house meeting to meet with a lead based paint authority and found no permit necessary.

Jean Farmer reported she and Lary Coppola met with Dana Rosenbach of North Mason School District to discuss different possibilities for the Port's involvement with the Theler Center. She attended the port meetings and discussed William . Hunter park in Belfair.

EXECUTIVE DIRECTOR REPORT

Lary Coppola reported the office is now accepting credit and debit card payments for facility fees and has received a couple payments already via credit cards. This will be available through the new Port website for customer convenience. Mr. Coppola reported he has appealed the denial for the Port of Allyn to use the Public Employees Healthcare Benefits Board for its employees. He will research other possibilities for benefits and try to find an affordable option. The Board reviewed the letter Mr. Coppola sent the county regarding the possible acquisition of William O. Hunter park in Belfair. Dana Rosenbach of the North Mason School Board met with Mr. Coppola and Ms. Farmer to discuss possible lease options for the Theler Center prior to ownership. The Port will submit a proposal to the School Board before the RFP closing date. Staff is helping to organize documents for projects in chronological order and weed out duplicate copies of everything. Mr. Coppola met with Ms. Knight of the North Bay Historical Society and Judy Scott to discuss the timeline and responsibilities that the Port

can help with to move the project forward. The Port's social media following is climbing slowly. It has been beneficial to inform the public about Gazebo openings, community events and Port news. Payroll should be processed in house and can be run twice monthly however Lary Coppola recommends that we make the switch January 1st to bring payroll over to QuickBooks so we don't have to go through two sets of W-2's and 1099s. Signs for the North Shore have been updated and he is working with a local company to complete more signs. Gray and Osborn has completed their bid proposal packages. The maintenance agreement is completed and the bid opening will be June 4. The office computer (LeAnn Dennis') is showing signs of wear and the laptop is obsolete and will need replaced. The Board will need to consider the office computers for the 2016 budget. Mr. Coppola briefed the Board about his last conversation with attorney Joe Brogan regarding Eberhart Street.

The Finance & Administrative seminar by Washington Public Ports Association is coming up and Lary Coppola would like to attend. The Board supports his attendance. He has also attended a couple local seminars for economic development and community.

Old Business

The old broken generator the Port has will cost at least \$500 to repair. It has never been used and will be surplus to make space for a storage unit to keep Sargent Oyster House artifacts in.

New Business

The Board discussed Allyn Days and the Taste of The Hood Canal booths. Staff and available Commissioners will work the booths to meet and greet the public.

The Board liked Lary Coppola's suggestion to host a Chamber After Hours event at the Port. Ms. Farmer will get catering information and Mr. Coppola will talk to the North Mason Chamber to schedule it.

The Board read Travis Merrill's suggestions for the signage, rates and pay envelopes. Possible fines for garbage dumping and for non-payment of facility fees.

PUBLIC COMMENT

Ken Van Buskirk gave Judy Scott a grant lead for the Sewer Committee and likes that the Port is talking with Attorney Johnson as he knows a lot of the background of the Theler Center. Phil Wolfe asked about Sargents Oyster House plan, Judy Scott briefed him and explained the process and their plans. Jeff Carey asked about the park plan and discussed about the potential move of the oyster house to the launch. He agrees more lighting is needed at the North Shore facilities, inquired about the progress of the Theler Center proposal and asked for clarification about the Tahuya park that was in the prior months minutes (Scott Cooper informed him that they were discussing the lack of maintenance there) Arla Shephard confirmed that the Port intends to submit a proposal

for the Theler Center before the deadline and informed the Board there will be a pre-submission walk through at the Theler Center at 1pm on Friday.
Adjourned at 8:16pm

Respectfully submitted,

LeAnn Dennis, Office Manger

COMMISSIONERS:
