

PORT OF ALLYN
Public Hearing/Regular Meeting
NOVEMBER 6, 2017
MINUTES

The Regular Meeting was called to order at 6:00pm with the Pledge of Allegiance.

Present were Commissioners Scott Cooper, Chair; Judy Scott; and Delmer Griffey. Staff present were LeAnn Dennis, Operations Manager; Lary Coppola, Executive Director; and Travis Merrill, Security Officer. Also present were Jeff Carey, Houston Hamilton, Ken Van Buskirk, and Peggy Hernandez, Public.

PUBLIC HEARING

A Public Hearing for input on the Port's Water System Policy Manual was held. The Manual is an integral part of the Water System Plan the Port will submit to the State. Commissioner Cooper asked for Public comment on the draft that has been available. No one from the public offered any comments.

CONSENT ITEMS

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

- a. Minutes of Special Meeting October 2, 2017
- b. Financial Reports

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

ACTION

- a. Payment of GF Vouchers #17-382 to 17-408 for \$9,053.09
- b. Payment of Payroll Vouchers #17-409 to 17-420 for \$15,008.41
- c. Payment of Water Fund Vouchers #1738 to 1741 for \$227.90

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

EXECUTIVE DIRECTOR

***See Attached**

SECURITY REPORT

Mr. Merrill discussed a local homeless person that he had to have Mason County Sheriff's deputies assist in removal from the restroom. He has also been dealing another homeless couple at the North Shore property. Boating and park activity is slowing down now that the weather is changing. The overflow parking at the North Shore has been shut down.

COMMISSIONER REPORTS

Commissioner Griffey

Nothing to report other than attending the regular Port meeting.

Commissioner Cooper

Attended the regular Port meeting, and the recent Small Ports Conference in Leavenworth.

Commissioner Scott

Attended the regular Port meeting, and the DNR focus group on the Green Mountain Trail Plan. She explained they are discussing more access. She also worked at the Sargent Oyster House booth at Oyster Fest to earn money for the Oyster House restoration project. She reported that the PRTPO, travel demand data program that has all the demographics for all the roads which will be available for all agencies use. In addition, she attended the North Mason Community Voice meeting, which showcased the history of the local floral and Christmas tree industries, plus attended the Small Ports Conference in Leavenworth.

OLD BUSINESS

None

NEW BUSINESS

Resolution 388 2018 Levy Certification. Commissioner Scott read it aloud for the audience. Commissioner GRIFFEY made a MOTION to accept the certification Resolution. Commissioner SCOTT SECONDED. The motion CARRIED.

Resolution 389 Water System Policy and Procedure Manual as proposed and presented. Commissioner GRIFFEY made a MOTION to accept the Resolution as presented. Commissioner SCOTT SECONDED. Motion CARRIED.

Resolution 390 to join the MRSC Rosters for Small Works, Vendors and A & E Rosters. Commissioner SCOTT read the RCW's. Commissioner GRIFFEY made a MOTION to approve the resolution. Commissioner SCOTT SECONDED. Motion CARRIED.

A Special Meeting/Workshop was tentatively set for Monday November 20, 2017 at 6 p.m. – contingent upon everyone's schedule, to discuss updates to the Port's Comprehensive Scheme of Harbor Improvements.

PUBLIC COMMENT

Ken VanBuskirk asked if the special meeting the Board just set would be a public hearing and expressed the need for public hearings and outreach (as Mr. Coppola had mentioned during his Executive Director Report). He also discussed an article in *WestSound Home and Garden Magazine* that mentioned Sweetwater Park and pointed out what he believed to be inaccuracies.

Ms. Hernandez approached the Board to ask to have use of the Gazebo for a celebration of life for herself. She stated that she is planning a 3-day event but she has event venues scheduled for a couple days and would like to have the fee waived for the Gazebo to hold an event here.

Jeff Carey stated that the TIPCAP transportation improvement plan should be finalized this week. He asked if the Board had any input as he had not heard from the Port.

Meeting Adjourned at 6:46 p.m.

Respectfully Submitted,



LeAnn Dennis, Operations Manager

COMMISSIONERS:

Absent - Excused

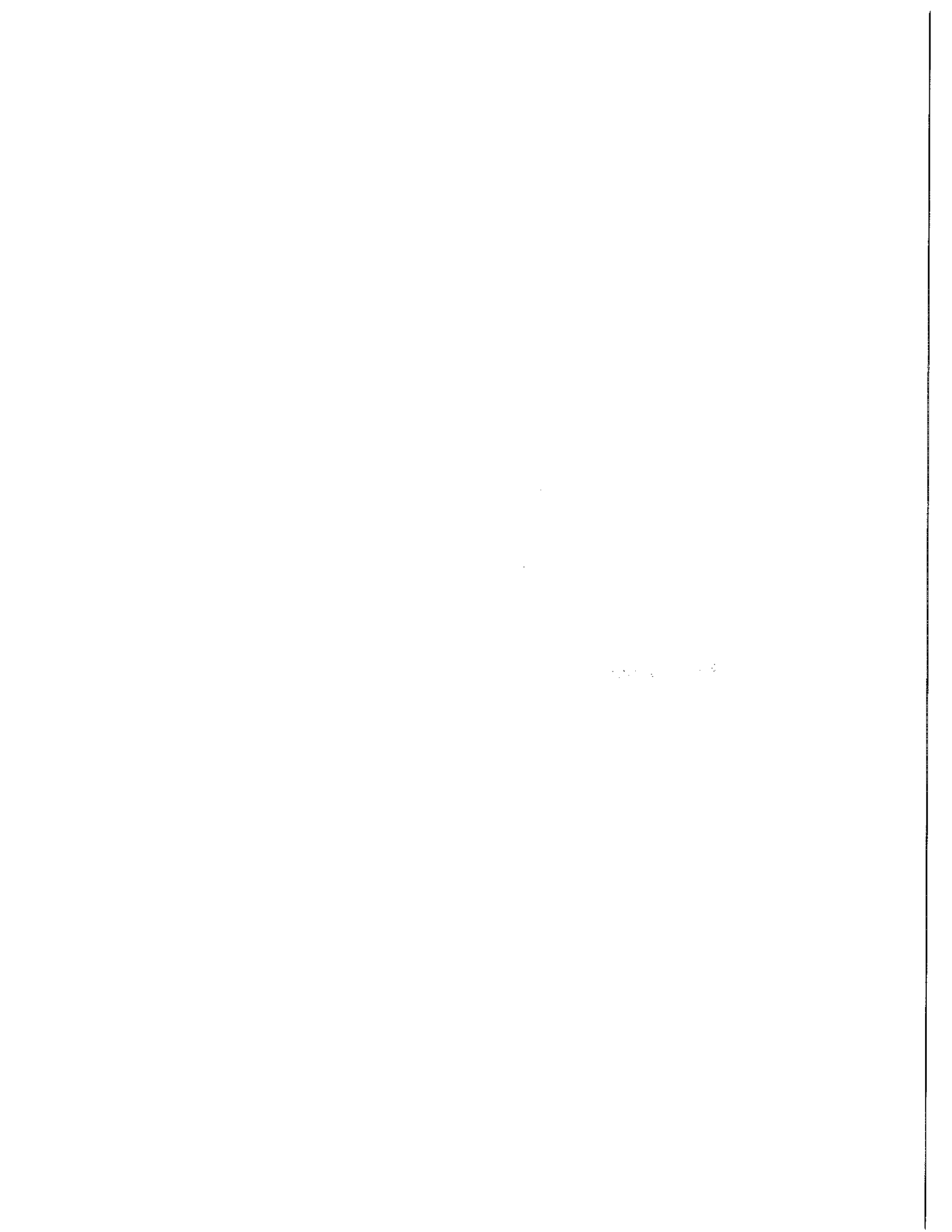
Scott Cooper, Chair



Judy Scott, Vice Chair



Delmer Griffey, Commissioner



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

Report Items:

Water System Issues: We are just about ready to submit on this. We have provided NWWS with everything they've asked for, including the customer service policies and procedures manual you will vote on tonight, three years of budget information, a narrative about our reserves, and the RCW statement about why the Port should own a water system, which was written by our attorney. From this point on, it's up to them unless they come back to us for something else they haven't yet asked for. I'm truly looking forward to getting this off my plate.

We hadn't heard anything about our water system franchise agreement with Mason County that's up for renewal this year, so I reached out to the County again last week, and got a call back this morning from Loretta Swanson at Public Works. It seems the Public Works Director, Melissa McFadden, has left the County so things are in a bit of turmoil there for the moment. But she did say that since there are so many water system franchise agreements, they are trying to package all the smaller systems into groups the County Commissioners can approve all at once, rather than have an agenda item for each one at the Commission meetings. I told her we weren't in any hurry if they aren't, and to just keep us in the loop as to what's happening and when.

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.

Criminalization of Marina Rules: I'm still working with Andrea Bradford, an attorney at Foster Pepper to finish up the final draft of everything for the Mason County Commissioners. I had hoped she would have it to them last month, but she then asked me for some other documentation that I wasn't able to get to her until last week due to being out of town for the BIAS training and for the Small Ports Meeting. In a conversation I had with her, she said she will schedule a meeting to get this on the Commissioner's agenda shortly.

2018 Budget : We have completed all the paperwork for the County and have submitted it on time. The 2018 budget as approved is also posted on our website. We will have final revenue numbers for items like the Timber Excise Tax, and Timber Tax sometime in December. We also have a refund from the Assessor's office of \$490.69, plus our assessed value is actually slightly higher than we figured by a couple of hundred dollars because the new construction valuation was higher than we originally budgeted. Once we get the timber revenue numbers, I will ask you to approve an amended budget in January.

Potential Property Purchase: We had considered submitting a bid for the 14.87 Acres that was being auctioned off on Old Belfair Highway as part of the Ace Paving bankruptcy. The property, which is located directly adjacent to the NAPA store and the McDonalds/Kitsap Bank complex is inside the UGA, and has approximately 775 feet of frontage on Highway 3. It is zoned for a variety of uses, and the estimated market value is \$551,000, with 2016-2017 taxes at \$5,160.

I had also connected with Kitsap Bank's municipal lending officer about the financing and now have the information about what the bank needs in the way of financial information if we want to pursue other properties in the future. My goal is to get us pre-qualified in case we later decide to pull the trigger on something.

That said, on the advice of our attorney, Steve DiJulio, we decided not to move forward on this particular property – as desirable as it is. The main issue is the amount of my approved spending authority. In the Certificate of Authority you all passed on June 8, it specifies how much I can spend without prior approval, and this bid would have exceeded that number. In other words, I simply don't have the authority to submit a bid because it would have obligated the Port in the event we won the auction for an amount that exceeds my spending authority.

To be able to submit a bid, and comply with the Open Public Meetings Act, we would have had to call a Special Meeting to waive my spending authority on a one-time basis, and approve my submitting the bid. However, while we may have possibly been able to finesse the OPMA requirements, our actions could have been called into question.

I believe we all agree that transparency and public trust are the paramount issues here. The bottom line is that given those considerations, by the time we learned of the bid opportunity and received the bid specifications, there simply wasn't time to give the required public notice, have the meeting, and prepare and submit the bid package on time.

Bias Software Upgrade: The January 1 conversation to BIAS is moving forward. LeAnn, Commissioner Scott, and I went to Spokane on October 10 to 12 to learn the payroll and financials, utility billing, grant management, and job costing modules.

There was no cost for the training, and the only cost to the Port was hotel, meals, and mileage.

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

Trail Project: I hadn't heard any more from Pat McCullough of Engineering Services Associates about this until Commissioner Scott called me this morning and said he'd like to be on our agenda. I have him scheduled under Public Comment.

Inventory of Assets: We are just about finished with putting together the complete inventory list of all the property and equipment the Port owns. Hoping to have this completed by the end of November

Skateboard Park: Between all the recent travel and putting together the budget, I haven't really had a lot of time to work on this, but it is on my radar to move forward on. This morning I had an email from our Board contact there saying they understand that if we do build this, they will take ownership of it and all of the liability and maintenance responsibilities will fall to them, and they're okay with that.

Renting Out Small Office: We are continuing to promote 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 a few inquiries, but no bookings yet.

Power and Water at Allyn Marina: I'm still working on the Capital Budget request paperwork for this project and will have it completed soon. 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. It will go into the 2018 version. And if nothing else, we can also still use all the 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. I had a meeting on the 24th of November with Joel Myer, Justin Holtzgrove, who is the person in charge of that initiative, and Dale Knutson, who is the Director of Engineering. It seems that they are interested in building out their Fiberhood Program in the more rural, underserved areas, and would be interested in us becoming the last mile provider for some of those, but it appears that the target-rich areas are already served by other providers.

There is also the question of dealing with service call issues, as well as infrastructure installation issues. We discussed sharing the cost of a grant writer for finding money for some of this, but the PUD made it clear they aren't interested in being the grant-writer. To be honest, I'm not sure there is a suitable ROI in this for the Port at this point.

Sweetwater Park: I had a conversation with NMSD Superintendent Dana Rosenbach on Thursday that was prompted by Ken Van Buskirk's email to Commissioner Cooper, her, and several others about the article in Westsound Home & Garden Magazine. She told me she spoke with the person handling this issue at DOE, and he told her that since EPA had signed off on the

cleanup, they had no heartburn about it. I asked her to get a letter from him stating that and to send it to me.

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 sign maker in touch with me when he got to his office and got his number. I have prompted Dr. Petersen a couple of times for information since then, but have yet to hear back from either him or the sign maker.

Public Records Software: I met with a potential vendor that might be able to help, and we may have a potential solution that fits our budget. I'll know more in a week or so, as he needs to check on some programming costs and will be back in touch.

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 while he is recovering nicely, we may not be able to help us get this off the ground until he's had some more recovery time.

Ad in NMHS Yearbook: I was approached by Cat Ross about the Port buying an ad in the 2017-2018 NMHS yearbook. I told her I didn't believe we can do that, as it could be considered a gift of public funds. She suggested I ask all of you if you are interested in chipping in personally to do one, so I said I would bring it up. A quarter page color ad is \$25, a half page \$45, and a full page \$50. If you all are willing to contribute to this, I will as well.

Injury at the Park: I received a phone call a couple of weeks ago from a Robert Supino saying he had tripped on the sidewalk at the waterfront park and injured himself. He followed it up with a letter – which I have enclosed with your meeting documents – requesting a reimbursement of his medical expenses. I have forwarded that on to Enduris, and sent him a letter telling him that. Enduris sent me some claim forms this morning for him to fill out, which I have forwarded on to him as well.

Different Launch Rates: I attended the recent Kitsap All-Ports meeting, and one thing I learned that several of them are doing is charging an increased launch rate for people who don't live in the Port District. I contacted our vendor for the pay station and asked if it would be possible to program the machine so people had to put in their zip code. If it was one of the two in our district, it would be one rate, and if it was from outside of the district, it would be a higher rate. Our contact there said he would check with the manufacturer and see if this was possible and get with me. Still waiting to hear back.

WPPA Meeting Dates:

- The Annual Meeting is November 15-17 in Seattle. This will also include the new Commissioner orientation, Open Public Meetings Act and Public Records Act training for our newly elected Commissioner.

