

**PORT OF ALLYN
Regular Meeting
December 4, 2017
MINUTES**

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

Present were Commissioners Judy Scott (vice Chair); and Delmer Griffey. (Commission Chair Scott Cooper, Absence, excused) Staff present were LeAnn Dennis, Operations Manager; Lary Coppola, Executive Director; Jeff Carey, Ken Van Buskirk, and Kaye Massie, Public. Dana Kampa, Press.

CONSENT ITEMS

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

- a. Minutes of Public Hearing/Regular Meeting November 6, 2017
- b. Financial Reports

Commissioner Griffey made a MOTION to accept Consent items a & b SECONDED by Commissioner Scott. MOTION CARRIED.

ACTION

- a. Payment of GF Vouchers #17-421 to 17-441 for \$12,825.72
- b. Payment of Payroll Vouchers #17-442 to 17-453 for \$14,129.44
- c. Payment of Water Fund Vouchers #1742 to 1744 for \$224.58

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

SECURITY REPORT

COMMISSIONER REPORTS

Commissioner Griffey – Temporary for 5 months and he has enjoyed stepping in and helping and stated he thinks the commissioners and staff is some of the finest, the port is in good hands and Mr. Griffey is hopeful the in-coming commissioner does well.

Commissioner Cooper – Absent (excused, death in family).

Commissioner Scott – Regular Port meeting, one day of the annual WPPA meeting. Finished putting Tyvek on the Oyster House and some of the windows have been restored. LeRoy Jesfield (local artist) passed away.

EXECUTIVE DIRECTOR *See Attached

SECURITY REPORT

Mr. Merrill discussed a North Shore moored vessel that almost broke loose in the recent storm, he contacted the owner, and discussed the listing vessel in Allyn. 911 call to Mr. Merrill

OLD BUSINESS

Dr. Brian Peterson was scheduled to give an update on the Wayfinding Sign project, but was delayed due to an emergency patient. He didn't arrive before the meeting was adjourned

NEW BUSINESS

Commissioner Scott tabled item a. until the following meeting, a discussion of a Potential Management Agreement, due to Commissioner Cooper being out of town on a family emergency.

- b. Tabled with Item a. – Public input on a potential Management Agreement

- c. Tentative schedule for a Special Meeting.
- d. Wait for the new commissioner before discussing requested MTA Appointment
- e. Policy on written comments, the Executive Director will draft for next Regular Meeting.
- f. L & I change January 1, requirements on payroll, sick pay and formal policy, to include vacation, paid holidays and possible time and half for work on the holidays, which could impact our Maintenance and Security staff.
- g. Rental office. The Executive Director recommended changing the rates to \$25 for the first 2 hours. Commissioner GRIFFEY made a MOTION to change the cost. Commissioner SCOTT SECONDED. Motion CARRIED.
- h. Commissioner GRIFFEY made a MOTION to set a tentative meeting for Dec. 11th, at 6 p.m. Commissioner SCOTT SECONDED. Motion CARRIED.

PUBLIC COMMENT

Kaye Massie stated that Mason Transit wants more local entities on their board.

Commissioner Scott discussed the transportation plan and said there will be a demonstration at the next PRTP.

Kaye Massie asked for clarification about how to charge different rates for boat launching, and noted that our area has a lot of people that own property in the district and out, and questioned exactly how that would work.

The Executive Director reminded the Council that it had previously offered to pay his dues if he joined North Mason Rotary. He has decided to go ahead and do so. Commissioner GRIFFEY made a MOTION to pay the Rotary dues for the Executive Director. Commissioner SCOTT SECONDED. Motion CARRIED.

Meeting Adjourned at 6:30 p.m.

Respectfully Submitted,



 LeAnn Dennis, Operations Manager

COMMISSIONERS:

_____ absent _____
 Scott Cooper, Chair



 Judy Scott, Vice Chair



 Delmer Griffey, Commissioner

**Port of Allyn
Executive Director's Report
December 4, 2017**

Report Items:

Water System Issues: We have provided NWWWS with everything they've asked for, so at this point, they say they are putting the finishing touches on the packet before submitting. I'll let you all know when they notify me the package has been sent to the state.

Also, we have been assigned a new case manager from the DOH – and I had a very cordial conversation with her the week before last as well.

We still haven't heard anything about our water system franchise agreement with Mason County that's up for renewal this year. As I stated last month, Loretta Swanson did say that since there are so many water system franchise agreements up for renewal all at once, they are trying to package all the smaller systems into groups for the County Commissioners to approve as one agenda item rather than have an agenda item at the Commission meetings for each individual system. 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've given her all the documentation she requested to prove we followed the proper public process, and 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 still haven't received the final revenue numbers for items like the Timber Excise Tax, and Timber Tax, but should sometime this month. I also expect some other potential revenue and expense changes, so once we get the final numbers, I will ask you to approve an amended budget in January.

2018 Calendars: They're here ☺ As always, the main picture focuses on our dock, and this year, it has a fall theme. The main picture was taken by Joyce Bosley, and appeared in the North Bay Review. The Gazebo picture is one I took. We printed 250 – same as last year. The total cost – graphics work and printing - was just over \$600, which is what it was last year and came out of our advertising and promotional budget.

Enduris Risk Assessment: At least year's WPPA Annual Meeting I reached out to Enduris' risk Manager, Joe Davis, and asked him to come visit and take a tour of our facilities so he could do a risk assessment. What I wanted to know was what we can do to minimize any potential claims in the future, and keep our rates as low as possible. He promised to come over and do that, but after several follow up calls he never did respond.

However, at the Annual Meeting this year, he buttonholed me and apologized for not getting back in touch. He is scheduled to be here on the afternoon of the 14th.

WPPA Marina Committee: As you know, I serve on the WPPA Marina Committee, which is chaired by my friend Guy Glenn, the ED at the Port of Ilwaco. At the Annual Meeting this year, he asked me if I'd be interested in co-chairing the committee with him. I told him I wanted to think about it, so when he gave his report he said he was looking for a co-chair. We talked the other day and I told him I would do it. He told me that Jack Bailey from the Port of Brownsville had also volunteered, but he would really like me to do it. So he's going to set up a meeting for the three of us sometime in the near future and figure out what going to happen.

Bias Software Upgrade: The January 1 conversation to BIAS is moving forward. We began the hands-on training in earnest last week.

Comprehensive Scheme of Harbor Improvements: We still need to set a date for a workshop meeting, open house and Public Hearing(s) on the plan to gather citizen input. In talking with RCO, they want us to have some documented major public process and outreach – especially about projects we will be looking to them for grants for, before submitting it. We also received a letter from Ken Van Buskirk saying he supports an open public process as well as supports developing a destination sports complex, as it fits in with the county's comp plan.

Trail Project: I hadn't heard any more from Pat McCullough of Engineering Services Associates about this, so I'm going to put it on the back burner until I do, or something happens.

Inventory of Assets: We have finished the complete inventory of all the property and equipment the Port owns. All that's left is to put it into categories – furniture, office equipment, tools, hardware, etc. We've built the list in Excel so it can be updated easily in the future.

Skateboard Park: I haven't really had a lot of time to put in on this, but it is still on my radar.

Renting Out Small Office: We are continuing to promote this on Facebook and I have made the Chamber and EDC aware of it. I've also 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 almost finished with the Capital Budget request paperwork for this project. However, as I've reported earlier, 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.

Sweetwater Park: As I reported last month, I had a conversation with NMSD Superintendent Dana Rosenbach that was prompted by Ken Van Buskirk's email to her, Commissioner Cooper, and several others about an article that appeared in Westsound Home & Garden Magazine. In the interest of full disclosure, that magazine is published by my wife, and has me listed in the masthead.

The article in question mentions Sweetwater Park, and was written by Cary Bozeman. He is the former Mayor of both the cities of Bellevue and Bremerton, the former CEO at the Port of Bremerton, and is currently a Port of Bremerton Commissioner. No one at the Port of Allyn was contacted for comment for the article, which was primarily an interview with Mendy Harlow from the Salmon Center.

However, Ms. Rosenbach 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. I haven't heard anything since that conversation.

Wayfinding Signs: Commissioner Cooper asked me to coordinate this with Dr. Brian Petersen, who is handling this community project. He is here tonight to give us an update.

Public Records Software: I have met with a potential vendor that believes he may have a potential solution that fits our budget. I met with the vendor again on Thursday, and he brought a programmer with him to nail down exactly what we need so they can get us a price.

Coder Dojo Classes: Nothing is going to happen on this until after the first of the year. I spoke with Charles Keating last week, and he is back to work now, but focused on the one he and his wife run. He will however, try and find us the mentors that are required as well as someone to actually take charge of the program and run it. All we'll have to do is provide the location.

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

Different Launch Rates: I attended the last Kitsap All-Ports quarterly meeting, and one thing I learned is that several of the Ports there are charging an increased launch rate for people who don't live in their 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 what the programming cost would be, and get back with me. I didn't hear back, so I followed up last week. He said the manufacturer hasn't gotten back with him, so he is following up and will be in touch when he has answers.

Potential Management Agreement: Last week, we were approached via email by one of the Port of Dewatto Commissioners asking for a meeting to, "exchange information about small ports working together while still remaining autonomous." In other words, discuss the possibility of us managing their day-to-day business operations.

There is an established precedent for this, as the Port of Ilwaco manages the Port of Chinook, and closer to home, the Port of Brownsville does it to a lesser extent for the Port of Keyport.

These management agreements have been very successful for both sets of Ports, and as you know, the Port of Ilwaco won the 2016 WPPA Innovation Award for pioneering the management agreement concept with the Port of Chinook.

Commissioner Cooper, LeAnn, and myself met with Dewatto Commissioner Ted Edwards last Wednesday and discussed what a management agreement might look like.

Considering all the past merger rumors, before anyone goes off the deep end about this being some backroom conspiracy for us to merge with Dewatto, I want to state clearly and unequivocally – on camera for the record - that is NOT what this meeting was about. Nor is anyone on either side suggesting merging would be a good idea. It isn't. Merging makes absolutely no financial sense for us – or for Dewatto - and I want to nip any speculation in the bud – right here and right now - about any kind of backroom deal or merger - now or in the future. Merging is a BAD idea for BOTH Ports.

That said, a management agreement could be a win/win situation. Commissioner Cooper asked me to put this on the agenda for discussion, as he wants the board to evaluate whether we want to take the next step forward and pursue the possibility of entering into a management agreement, as well as discuss what the possible pitfalls might be.

If we are going to pursue this, we want the entire process to be as transparent as possible, and should include a public meeting in Dewatto so their citizens can weigh in on this as well.

I have contacted Guy Glenn - the ED in Ilwaco – and got copies of all the paperwork for their agreement with Chinook. After we get input from the Dewatto Commissioners on what they want and need in a potential draft agreement, I can use Ilwaco's paperwork to create a draft agreement for you all and for the Dewatto Commissioners to review and respond to as well - if you elect to take the next step forward.