

PORT OF ALLYN
Regular Meeting/Public Hearings
February 5, 2018
MINUTES

Meeting was called to order at 6.p.m.

Present were Commissioners Judy Scott (Chair); and Ted Jackson and Scott Cooper. Staff present were LeAnn Dennis, Operations Manager; Lary Coppola, Executive Director; Travis Merrill, Security Officer. Del Griffey, Kaye Massie, Linnie Griffin and Jeff Carey; public.

CONSENT ITEMS

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

- a. Minutes of Regular Meeting/Public Hearing January 2, 2018
- b. Minutes of Special Meeting/Public Hearing January 22, 2018
- c. Financial Reports

Commissioner COOPER made a MOTION to accept Consent items a, b & c. SECONDED by Commissioner JACKSON. MOTION CARRIED.

ACTION

- a. Payment of GF Vouchers #18-038 to 18-064 for \$10,635.04
- b. Payment of Payroll Vouchers #18-065 to 18-076 for \$14,848.59
- c. Payment of Water Fund Vouchers #1805 to 1808 for \$342.60

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

COMMISSIONER REPORTS

Commissioner Cooper – Attended the Port meetings. He also reported that the EDC still looking for new Executive Director.

Commissioner Jackson – Mandatory training for his job. Helping the Executive Director work on the criminalization of marina rules.

Commissioner Scott – Attended an Oyster House meeting with Walter Galitski of Sun Path Builders, the general contractor working on the project. She also had another meeting for removal of the concrete on the interior of the building. Attended the Open House for the Comp Plan here, and noted how well-attended it was. She was also part of Port Day in Olympia and she and the Executive Director met with a number of State Representatives, and the State Historic and Archeological Society Department to update them on the Oyster House. They sat in on a few House Bills hearing as well. She attended the PRTPO Tech Advisory Committee meeting and questioned whether or not the Regional Trails Plans will be contracted out. She noted that DNR will hold focus groups about the Tahuya River Horse Camp, and that April 21 is going to be Tahuya Forest Clean-up Day, and invited everyone to volunteer.

EXECUTIVE DIRECTOR *See Attached

Feedback was requested by the Executive Director using Kitsap Bank's mobile capture deposit service, as well as the option of establishing a line of credit Commissioner Cooper supports the mobile capture deposit, noting that the State Auditor likes to see the banking deposits done immediately. Commissioner Scott reminded the Executive Director about how the interested works with the IDD when discussing the line of credit. Commissioner Jackson asked about the public records tracking software now in development.

SECURITY REPORT

The Security Officer said it had been a busy month, with low tides, so oyster pickers have been out. He also noted a sailboat docked at Allyn had broken loose, and people are hanging out at North Shore but leave as soon as he shows up.

OLD BUSINESS

None

NEW BUSINESS

Discuss potential membership in the Association of Washington Business (AWB), and other organizations as well. The Board decided to defer a decision until the next Regular Meeting and list it as Old Business. Commissioner Jackson would like time to research AWB also.

The proposed new Gazebo Rate Schedule was discussed. Commissioner Scott asked for a clarification of the \$75 per hour rate. Commissioner Cooper's input was to try to push for 4-seasons usage, as we have the wind panels and heaters. Wedding shows were brought up as another way to promote weddings as well. He also questioned the damage deposit proposal and suggested calling MRSC and see if we can do that. Kaye Massey suggested emailing MRSC for suggestions on the deposit as well as a faster response.

It was decided to schedule a Special Meeting and Open House for the Comprehensive Scheme on Monday, February 12, at 6 p.m. There was also some brief discussion about the comments on the plan that have been submitted.

Commissioner Scott noted that she and the Executive Director will be doing a presentation on Monday, February 26, at the North Mason Community Voice, and directed the Operations Manager to notify the press that a quorum of Board members may be at that meeting.

Commissioner COOPER made a MOTION to direct staff to attend training for BIAS in Spokane the week of February 19. Commissioner JACKSON SECONDED. Motion CARRIED.

The Regular Meeting was closed at 6:45 p.m.

A Public Hearing on the Comprehensive Scheme of Harbor Improvements was opened at 6:45 p.m.

Jeff Carey suggested including the pending Water System Plan in the Comprehensive Scheme of Harbor Improvements. He also discussed the idea of adding transportation planning to it as well. There were no other comments from the public.

The Public Hearing was closed at 6:54 p.m.

The Public Hearing about raising the Gazebo Rates was opened at 6:56 p.m.

It was decided to include the same rate (\$300) for grandfathered in renters.

There were no other comments from the public and no one testified.

The Public Hearing was closed at 6:57 p.m.

The Regular Meeting was reopened at 6:57 p.m.

Commissioner COOPER made a MOTION to accept the proposed new Gazebo rates. Commissioner JACKSON SECONDED. Motion CARRIED.

PUBLIC COMMENT

Jeff Carey discussed TIP CAP and what it is doing.

Commissioner Jackson asked Mr. Carey about the proposed route of the Belfair Bypass and how it impacted the School District property. He noted that it's getting dangerous at Hwy 3 and the Bus garage, and that parents are concerned with safety.

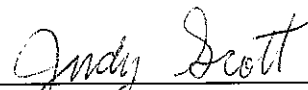
The Regular Meeting was Adjourned at 7:05 p.m.

Respectfully Submitted,



LeAnn Dennis, Operations Manager

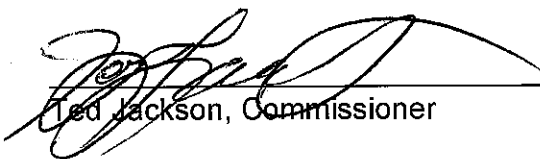
COMMISSIONERS:



Judy Scott, Chair



Scott Cooper, Vice Chair



Ted Jackson, Commissioner

**Port of Allyn
Executive Director's Report
February 5, 2018**

Report Items:

Water System Issues: NWWWS has submitted our water system plan to the State. They tell me it is currently under review, and they expect to have to make some tweaks to it. I have told them I have their check, but will not forward it until we receive both a printed and electronic copy of the approved plan. They tell me it shouldn't be long now.

As far as our water system franchise agreement with Mason County that's up for renewal this year is concerned, I spoke with Loretta Swanson at Mason County Public Works on Friday. She gave us a schedule last month, but now that has changed, as the County is updating the Franchise Agreements, and trying to making the wording of them simpler. She said she will be in touch when a new schedule is set. A Franchise Renewal Fee warrant of \$300 made payable to Mason County Public Works was in the vouchers you approved last month, so we'll just hold that warrant until they're ready to move forward.

As I've noted over the past several months, 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: This project has seemingly taken on a life of its own. After having our attorney rewrite the entire set of Marina Rules in the County's code vernacular, as the County Commissioners requested, and bringing that back to them, they said they had reservations about adopting it.

So we pared it down to just the theft of service items – moorage, launch and parking. Meeting with them again, with the attorney this time, the Commissioners were still reluctant to deal with it because of what they termed additional work for the Sheriff. Based on our track record of only one service request from the Sheriff – for a drunk driver which was not in the scope of what we are asking for, but violates state law - coupled with our willingness to have the County collect and keep any fines levied for violations, the County's budget situation shouldn't have any bearing on this whatsoever.

Plus, we took our direction from the County Commissioners on how to proceed with this, and have incurred several thousand dollars of cost by having our attorney prepare the ordinance in the County's legal language at the insistence of the County Commissioners

So I went back to the drawing board and contacted Frank Chmelick, who is WPPA's attorney and the one driving the movement for criminalization of marina rules, as a best practice. This is for all Ports statewide where appropriate. He made a suggestion that we enter into an Interlocal agreement and treat this as a traffic ticket under Title 46, have the Commissioners set the fine with us issuing the ticket, and the County collecting the fines. It would require deputizing our people to issue the tickets. I suggested this to the Commissioners in an email I also forwarded to all of you, and Commissioner Drexler responded, telling me to talk to the Sheriff and see if he'll agree to that – but she didn't think he would.

Commissioner Jackson has some ideas to explore on how to resolve this, so he and I will work on that together and report back.

Email List: We have been compiling an email list for notifying residents of our District about meetings, public hearings, and events like our recent Open House for the Comprehensive Scheme. We have posted this on Facebook and in several Mason County groups there several times, and will continue to do so. And the list is growing, we have almost 50 members who have opted-in.

We have also signed up with MailChimp, which is a free service that will manage our mailing list for us, which is cleaner and quicker than dealing with Office 365 should we have some massive PRR for email documents.

Bias Software Upgrade: We are still in the "hands on learning phase" with BIAS. As we do specific tasks in BIAS – like payroll - they are there to answer our questions and are walking us through the processes. Just to be sure, we are running QB in parallel. Once BIAS is completely

set up, and we're fluent in it, we'll have a double check for accuracy as well as use QB to carry us through until we are 100 percent transitioned to BIAS.

2018 Budget Adjustments: I expect some revenue and expense changes to this budget, so once we get the final numbers, I will ask you to approve an amended budget. However, at this point, before doing that I'd like us to wait and see what we get for tax collections in April and for us to be up and running with BIAS, so everything matches when we do this.

Comprehensive Scheme of Harbor Improvements: It appears our open house, workshop meeting, and Public Hearing on the plan to gather citizen input was successful. We had nice stories in both the *Kitsap Sun* and *Mason County Journal*. We have a link to the survey on our website, are publicizing it on our Facebook page, and had asked the Chamber, EDC, the Hub and Salmon Center to send the link to the survey to their email lists, which they have done. We have had about 65 responses so far and are accepting written comments up and surveys until the 15th.

Judy has scheduled a presentation to the NMCV on the 27th and asked if we would keep the process open until then. The challenge is that I have to have the plan to RCO by March 1, to qualify for the 2018 grant cycle, and need time to physically get it written before you approve it. We also need to schedule a brief meeting to adopt the plan and get it to RCO in time.

Meeting with Kitsap Bank: I met with Jennifer Chaussee and Jamie Cremins of Kitsap Bank at their request last week as a follow up to my meeting with Alan Crain, Jeff Reynolds, and Jennifer to learn what they will need from us in terms of financial and other information, should we ever want to use them to finance any future projects.

I asked them about the possibility of setting up a line of credit we could use in certain situations. This would be easier than borrowing from our IDD as we have done in the past and eliminates breaking the interest on the entire amount in the IDD. With a line of credit, we only pay interest for the money we use for the time we use it, and we can move it in minutes electronically, instead of going through the whole Transfer Letter process with the County. Your thoughts?

In that Meeting, Jamie suggested several products they have, and I believe we need to look seriously at something called Mobile Deposit Capture. This allows us to make deposits using our cell phone to take a picture of the checks and transmit them to the bank electronically. It saves physical trips to the bank, eliminating non-productive time and mileage costs, and we can deposit one check or as many as we have at any given time up to \$25,000 per day.

The way our funds come in here for things like water payments, sometimes checks sit here for a week or more because the labor cost of processing them exceeds the amount received. For that reason, we usually wait until we have more than about 3 to deposit. This system will eliminate that cost and get our money in the bank quickly. We can also make deposits after hours and on weekends and they get credited to our account the same day – just like we do with the Pay Station. The best part is there is no cost for the service.

Public Records Software: I met with the potential vendor I've been working with on this, and with the programmer, nailing down exactly how we need this to work. They have a potential solution, but it doesn't fit our budget. As alternatives, I've thought about contacting several other small Ports like us and see if they are interested in participating in the development cost – which is about \$30,000. For that, they will receive copies of the software and receive training as well. Also, I thought of another option, which is that we be the lead agency, involve some other Ports to share the development costs, and then go into full-blown marketing mode to other government agencies – not just Ports. The business model would be similar to the agreement Paladin Software in Poulsbo has with Kitsap County for their ECO permitting software. The County went through the development process with Paladin, and now helps them market it, taking a cut of every copy sold. Your thoughts?

New Public Records Requirements: I received an email last month from Steve DiJulio saying one of the new requirements of the Public Records Act is to maintain a log and tracking process for all PRA requests. He strongly encouraged us to establish and maintain a formal process, even for apparently informal PRA exchanges. While we have a strong interest in

transparency and responsiveness, for avoidance of complications, Mr. Di Julio suggested we comply with these formalities.

So I reached out to WPPA to see if anyone had these processes in place already and Eric Johnson suggested I talk with the Ports of Bellingham and Kennewick – which I did. Both have detailed tracking systems and have sent us their documents. We found the system Kennewick uses is the best one that suits our needs and we're adopting it.

Gazebo Rates: In looking at ways to maximize the return on the Gazebo, LeAnn and I have been kicking around some ideas and have come up with some we'd like to run by you before the busy season is upon us. We are starting to book weddings now, so the sooner we can get a decision on this the better.

Realistically, we are the lowest priced wedding venue in the region but some people have difficulty understanding how we charge one rate for the Gazebo, and another for the damage deposit. Also, doing the damage deposit bookkeeping and refund process is very labor-intensive for us.

What we recommend is this: Raising the wedding rate to \$750, with no damage deposit. Make it a part of the contract that should we need to clean up or deal with maintenance issues, that we will bill the credit card they use to pay for the booking at the rate of \$50 per hour. This will give us a bump in unbudgeted income, as well as save us money in accounting costs, and we will still be among the least expensive wedding venues regionally. In the time I've been here we have only had to deal with a non-refund damage deposit once – and when they realized they would lose it, they came back and cleaned up.

We would also like to establish both a half-day rate and hourly rate for the Gazebo. We have a fair number of inquiries from people who would like to book it for a party or some other function, but don't need it all day and don't want to pay the full-day rate. What we recommend is this: An hourly rate of \$65 per hour with a 2-hour minimum, and a half-day rate of \$399. These rates would not apply for anyone using the Gazebo for a wedding – but for everything else.

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 to their email lists as well. We've had a number of inquiries – including someone who saw it on our facebook page and came in last week to look at it. She said it's perfect for her needs and will be back in touch - but no other bookings yet.

Skateboard Park: I'm waiting to tally up the survey results to see where we're at with this.

Coder Dojo Classes: This has become a bit of a back burner project with the Comprehensive Scheme and everything else going on right now. But it is still on my radar screen.

Personal Issues: I'd like to take part of my vacation from July 3 through the 9th. We have a meeting on the 2nd. Also, I have been called for Jury Duty. I am waiting for a new schedule, as I asked to reschedule from the original, which was supposed to start today.