

**PORT OF ALLYN
Minutes
March 5, 2018
Regular Meeting
6:00 pm**

REGULAR MEETING

Meeting Called to Order/Flag Salute

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

Present were Commissioners Judy Scott, Chair; Scott Cooper, and Ted Jackson; LeAnn Dennis, Operations Manager; Lary Coppola, Executive Director; Travis Merrill, Security Officer; Doug Piehl of Northwest Water Systems; Braedon Wilkerson of the Association of Washington Business; Jeff Carey, Ken Van Buskirk; Public;

CONSENT ITEMS

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

Minutes of Regular Meeting Minutes January 2, 2018
Minutes of Special Meeting Minutes January 22, 2018, as corrected
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 #180301001 to 180301024 for \$9,217.82
- b. Payment of Payroll Vouchers #2018-137 to 2018-150 for \$15,616.43
- c. Payment of Water Fund Vouchers #180302001 to 180302002 for \$86.78

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

Presentation: Association of Washington Business Representative Braedon Wilkerson

Mr. Wilkerson made a presentation to the Board of Commissioners outlining the benefits of membership in the Association of Washington Business, detailed the Association's involvement with other Ports, and answered Board members' questions.

Presentation: Northwest Water Services (NWWWS) – Doug Piehl

Mr. Piehl gave a lengthy presentation on the status of the Port's Water System Plan update that has been submitted to the State for approval. He summarized and addressed the specific concerns expressed in letters from both the State Department of Ecology and the Department of Health. He then answered questions from both the

Commissioners as well as from Mr. Jeff Carey, who owns an adjacent water system and is involved in a similar update process with the State.

Commissioner's Reports

Commissioner Scott Cooper – Reported that in addition to the two Port meetings, he attended the Mason County EDC Annual Luncheon, where the keynote speaker was David Windom who discussed growth projections for the area and several other related topics. He also attended a meet-and-greet for the new interim Executive Director of the EDC, Jim Toomey. He is the former Executive Director at the Port of Pasco, retiring in 2013, and now a local resident. He will be helping the EDC hire a new Executive Director, and noted that the job market is so hot for good people right now that three of the finalist candidates had accepted other positions while the EDC was still in the screening process. He also noted that the EDC staff has been much more active in North Mason over the past couple of months than it had been for quite some time, and he was happy with what he seen as of late from them.

Commissioner Ted Jackson – He attended the two meetings, and he and Executive Director Lary Coppola had met that afternoon with Mendy Harlow of the Salmon Center to discuss the Sweetwater Park Project and get his questions about it answered.

Commissioner Judy Scott – She attended the Port Meetings, including moderating the Special Meeting/Open House presentation on the Comprehensive Scheme of Harbor Improvements. She also met with Walter Galitski, the contractor working on the stabilization and repair of the Oyster House. She and Executive Director Lary Coppola did a presentation on the Port's Comprehensive Scheme to the North Mason Community Voice organization, and she attended another Oyster House meeting. She also attended an Executive Board meeting of the PRTPO, and worked with a crew on the Oyster House removing move concrete from the inside. Commissioner Scott also reminded the public that April 21 is clean-up day in the Tahuya Forest.

Executive Director's Report – See Attached*

Security Officer's Report

Security Officer Travis Merrill reported that on February 23, he received information from Maintenance Supervisor Don O'Keefe that a vessel that had been anchored outside the Ports jurisdiction had moored at the Allyn waterfront facility due to a medical emergency that happened the previous day. Paramedics were called and a man was taken to a local hospital. Due to the circumstances the Port agreed not to assess moorage fees if the stay was short. Mr. O'Keefe said he would make the other occupant of the vessel aware that they need to have their vessel off the moorage slip before the end of the coming weekend or they would begin incurring moorage fees.

He also noted that the transient population in the park has increased somewhat, and he is being diligent about monitoring and dealing with it.

New Business

The possibility of AWB Membership, deferred from last month, was discussed. It was decided that if the Executive Director could negotiate the membership cost down to \$500, to go ahead and pursue it. Commissioner COOPER made a MOTION to join AWB if the fee could be negotiated down to \$500. SECONDED by Commissioner JACKSON. MOTION CARRIED.

The issue of an additional payment of \$2,500 to NWWWS was discussed. It was decided that in light of the past history of getting this plan passed, and that since no one who was involved initially is here to dispute or confirm any of the details just paying the money to get this finished was the best compromise course of action. Commissioner COOPER made a MOTION to authorize a payment of an additional \$2,500 to PWWS for completion of the plan. SECONDED by Commissioner JACKSON. MOTION CARRIED.

A discussion of Criminalization of Marina Rules ensued. The Port received a letter from the County saying the County Commissioners were not going to move this forward, citing increased costs for the Sheriff's Department. The Executive Director drafted a response letter that he provided to the Commissioners, but hasn't sent, wanting their input first. Commissioner Jackson gave his input as a member of law enforcement as to the possible solutions. It was decided not to respond to the County's letter, and to let Commissioner Jackson and Executive Director Coppola pursue this farther with the Sheriff and see what solutions are possible.

A workshop meeting was set for March 12, at 6 p.m.

Old Business

None

Public Comment

Jeff Carey

Mr. Carey thanked the Port for videoing the meetings and posting those online as it made it easier for him to keep up with what is happening.

He also made comments on the Comprehensive Scheme. He feels strongly that something about the Water Plan should have been included. The Executive Director said that he checked with RCO after Mr. Carey had suggested this at a previous meeting, and they said it didn't need to be included, as they were mostly concerned with projects. Mr. Carey felt that RCO was being short-sighted, and it should be included. Commissioner Scott noted that we update the plan annually and will revisit that next year.

Mr. Carey also expanded on his earlier comments when Mr. Piehl was briefing the Commissioners, and stated he would try to attend the March 12 workshop meeting.

He then began commenting on TIP CAP – of which he is a member - and its work. He gave some input on the committee's processes and was soliciting input from the Port on TIP-CAP's works.

Ken Van Buskirk

Mr. Van Buskirk said he wanted to echo Mr. Carey's comments on TIP CAP and transportation issues, and encouraged the Port to become actively involved, and provide comments on the Log Yard Rd. project.

Continuance or Adjourn

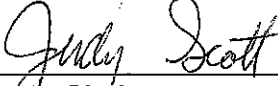
The Meeting was adjourned at 7:1011 p.m.

Respectfully Submitted,

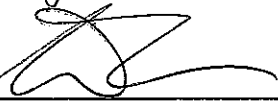


Larry Coppola, Executive Director

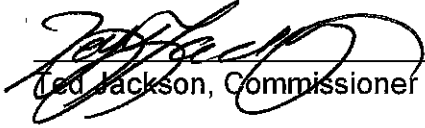
COMMISSIONERS:



Judy Scott, Chair



Scott Cooper, Vice Chair



Ted Jackson, Commissioner

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

Report Items:

Water System Issues: As I reported last month, NWWWS has submitted our water system plan to the State, and it is currently under review. NWWWS expected to have to make some tweaks to it, and they were right. We have received a letter from the Department of Ecology and one from the Department of Health with what they want to have modified in the plan.

From what I could see reading the letters, there wasn't anything major, but there are a significant number of items to be addressed. I passed both letters on to NWWWS and our water system manager Steve Holloway.

I spoke with Doug Piehl from NWWWS, and he estimates it will require about an additional 30 hours of work to address those concerns, for which they planned to bill us at \$130 per hour – or \$3,900 for doing them. I responded that our position is that we paid for the plan once and never received it. Their position is they did the plan and we dropped the ball in submitting it during the transition with Rusty. Meanwhile, no one who had anything to do with the original plan – on either side – is involved now, and can refute or prove, either contention. However, what is undeniable, is that the rules from the DOE and DOH have changed, requiring more work than the original plan - which if it had been completed in a timely manner we wouldn't be dealing with now. So Doug and I agreed to compromise at \$2,500 if you all are agreeable. Doug is here tonight to answer any questions you may have.

As far as our water system franchise agreement with Mason County that's up for renewal is concerned, I spoke with Loretta Swanson at Mason County Public Works on Wednesday. She said things have changed again, and she emailed me the old renewal form the County had been using late Friday afternoon. She told me to fill it out, email it back and put the Franchise Renewal Fee warrant of \$300 in the mail and she'll take care of the renewal. The warrant, made payable to Mason County Public Works, was in the vouchers you approved in December. We've been holding on to it waiting for the County to move forward with the renewal process, which Loretta previously told me was being overhauled. But I've been on her about getting this off my plate, so it looks like this is how she wants to handle it. It does still need to go in front of the County Commissioners for final approval.

Criminalization of Marina Rules: This project has most definitely 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, 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 allow the County to collect and keep any fines levied for violations, there shouldn't be any additional work for the Sheriff. The County's budget situation shouldn't have any bearing on this whatsoever either.

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 contacted Frank Chmelick, who is WPPA's attorney and the one recommending criminalization of marina rules, as a best practice 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 and Commissioner Drexler responded, telling me to talk to the Sheriff and see if he'll agree to that – but she was certain he wouldn't. Last week I got a letter from Frank Pinter, the head of support services for the County telling me the Commissioners have decided to reject doing this, citing additional work for the Sheriff, the Prosecutor, and the Courts. I have reached out to the Sheriff looking for a solution, but we haven't

connected yet. Meanwhile, Commissioner Jackson has some ideas on how to resolve this, so he and I will work on that together with the Sheriff and report back.

I drafted a response to Mr. Pinter's letter, which is in your meeting packet, along with the original. However, I haven't sent it yet, wanting to see if perhaps the Sheriff has some suggestions on how to resolve this. As near as I can see, our only alternative now is to call the Sheriff every time there is a violation of RCW 53.80.220 – which would defeat the Commissioner's entire rationale by making additional work and creating additional costs for the Sheriff, Prosecutor, and Courts. So I'd like some direction on how to proceed from here. Do we want to attempt to recover our costs of the attorney from the County? If we hadn't been instructed by the Commissioners to have the rules rewritten, we wouldn't have incurred those costs.

ROI Changes: We received a letter from BIAW telling us the L&I has changed the rules that allowed us to participate in their plan because we don't report under a construction classification. We had been approved previously by L&I. So I'm researching other ROI membership programs. The premium rebate percentage for any program we qualify for most likely won't be as high as BIAW, but anything we get back is better than nothing.

Email List: We continue to compile an email list for notifying residents of our District about meetings, public hearings, and events. We keep posting this on Facebook and in a number of Mason County Facebook groups on a semi-regular basis, and will continue to do so. And the list keeps growing, we have about 65 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, they are there to answer our questions and walk us through the processes. I'm sure you noticed the new, cleaner look of most of the reports you have for this meeting – which were generated in BIAS. However, we have not run the end of the month close out for January yet, which is why there is no P&L or Balance Sheet. BIAS is going to teach us how to close out on Friday, and once we have that, I'll forward it to each of you.

LeAnn has some sample documents such as the Budget vs. Actual, and the Treasurer's Reports from the County for your review, so you'll know what they look like when you see them. She can answer your questions about them as well.

LeAnn and I attended the BIAS Rally in Spokane last month. It was informative, covering not only things like Annual Report filing – with an emphasis on 2018 changes – but preparing financial statements in BIAS; Cash Receipting; online and electronic bill paying; and financial reconciliation for special purpose districts. It also covered cyber security in a big way, as well as some management tips. We felt it was well worth our time.

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 100 percent up and running with BIAS, so everything matches when we do this.

Public Records Software: I talked with the vendor I've been working with on this, and with the programmer. We've nailed down exactly how we need this to work, and they have a potential solution. However, it doesn't fit our budget. After we discussed this last month, I reached out to a number of other Ports to 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. I forwarded you all copies of what I sent them, and will report more on this as soon as I have some responses.

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. We have done that and have it up and running now.

Gazebo Rates: In looking at ways to maximize the return on the Gazebo, you all took our recommendation on changing the rate structure for the Gazebo last month. I'm happy to report we actually had an hourly rental (2-hour minimum) two days after you did that. We are also talking with a car club that wants to make this a stop on a tour event they're doing, and want a half day rental. I should know if this is a go or not tomorrow.

Also, we checked into the public notification requirements for raising the rates, and all that is required is for us to have a public hearing and the increases be implemented in a public meeting – which you all did last month.

Realistically, we are still the lowest priced wedding venue in the region but some people had difficulty understanding how we charged 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.

We are now promoting this on Facebook, and are looking for other ways – like wedding shows – to promote it.

Renting Out Small Office: We are continuing to promote this on Facebook and actually had someone come in about it. She ended up renting this room instead for a half day, but said she will be using the office from time to time as well. We've had a number of inquiries, but no other bookings yet, and we are continuing to promote it.

Coder Dojo Classes: This has become a bit of a back burner project, but it is still on my radar screen.

Personal Issues: I'd like to take part of my vacation from July 3rd through the 9th. We have a meeting on the 2nd. Also, I've been called for Jury Duty starting the week of March 19.

