

**PORT OF ALLYN
Regular Meeting
May 7, 2018
MINUTES**

The Regular Meeting was called to order at 6 p.m. Present were Commissioners Judy Scott (Chair); Ted Jackson and Scott Cooper. Staff present were LeAnn Dennis, Operations Manager; Lary Coppola, Executive Director; Travis Merrill, Security Officer. Also present were Kaye Massie, public; Dana Kampa, press; Randy Neatherlin, County Commissioner.

CONSENT ITEMS

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

- a. Minutes of Regular Meeting April 2, 2018 (correction: "word" to be used not "work" as recorded)
- b. Minutes of Special Meeting April 9, 2018

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

ACTION

FINANCIAL REPORTS

- a. Payment of GF Vouchers #180501001 to 180501034 for \$38,892.67
- b. Payment of Payroll Vouchers (included in Action Item A \$15,418.98
- c. Payment of Water Fund Vouchers #180502001 to 180502004 for \$172.67

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

COMMISSIONER REPORTS

Commissioner Cooper: Attended the Port meetings and reported about the interim Executive Director for the EDC and the Chamber Luncheon, where local plans were discussed.

Commissioner Jackson: Attended the Port meetings, and is working on the criminalization of marina rules. He expects to have updated information to report in the near future.

Commissioner Scott: Attended the Port meetings, an Oyster House meeting and PRPTO. She reported that PRPTO is undergoing some staff changes, and she offered documents handed out at the PRPTO meeting to our meeting attendees. She also attended the North Mason Community Voice meeting where Mendy Harlow gave a presentation. She said the Tahuya River DNR property cleanup day was well attended.

EXECUTIVE DIRECTOR REPORT

*SEE ATTACHED

SECURITY OFFICER REPORT

Security Officer Travis Merrill reported that activity picking up with the weather getting better. He's gotten lots of compliments on the parking lot grading, and noted that one door wasn't locked, Commissioner Jackson asked if there was a lot of people parking and Mr. Merrill stated there were, and that he stopped charging for parking as we ran out of spots.

Commissioner Jackson also asked that if the stumps are removed from the lot, can we add some more parking? Mr. Merrill thinks that's a possibility and perhaps neighbors could be approached to see if they wouldn't mind working with the Port to put in more parking

OLD BUSINESS

Art Anderson bid for the dock upgrades was discussed. The Executive Director thinks the Maintenance Supervisor with the help of day labor can save quite a bit of the cost by doing part of the work.

Sweetwater Park: Commissioner Scott, along with the Executive Director, the Salmon Center and State Representative Griffey are working together on funding strategies. We have not received the land transfer letter yet, but the NMSD's attorney should have it complete soon

Oyster House: Commissioner Scott reported the restoration of the floor structure – which is the keystone of the entire building - is going to cost twice as much as expected and more funding is being requested. Other than that, things are moving along nicely, and the windows are almost finished being refurbished. It was noted that Visit Kitsap – the regional tourism alliance – has the Port and its facilities listed is on its maps.

Commissioner Cooper would like the current ongoing projects to be separated on the Executive Director's report for regular meetings. He also noted that if those projects are discussed during work sessions, it may help clear up some confusion. He also believes we need a meeting to determine who will be responsible for what. The Oyster House and Sweetwater Park project are both involving other agencies besides the Port. The Board would like to outline what the Port is responsible for, or can help with, and what the other agencies are doing - i.e. the North Bay Historical Society working on fund raising and grants, the Port handling shoreline issues, what Representative Griffey is helping with, etc.

NEW BUSINESS

Security Bid: Commissioner Scott asked what that is for. A discussion ensued including dealing with security concerns for both upstairs vs downstairs. Commissioner JACKSON made a MOTION to accept the IntelliSystem Bid for security upgrades. Commissioner COOPER SECONDED. MOTION PASSED,

Bid from Zephyr's Inc. for North Shore parking lot grading, stump removal, etc.: This is at the North Shore Dock facility. Commissioner Cooper stated that what we need more is additional boat trailer parking at the Launch. He stated he believes we should spend funds on more trailer parking not the Dock facility lot. He voiced the possibly of the Port looking into purchasing neighboring land to expand trailer parking. No decision was made on the original proposal.

Lobbing Services: Should representatives from Gordon Thomas Honeywell come to do a presentation to show how they can help with funding opportunities? The Board wouldn't mind a presentation but are cautious about the costs, and if the Port budget that can absorb them. The Executive Director felt that some of the fees could possibly be rolled into project grants, and that it wouldn't hurt to at least hear them out.

Art Anderson Bid for Marina Project engineering: A discussion took place about our employees doing some of the work vs. the contractor doing it. What is at issue are questions revolving around whether or not the Port would qualify for the full amount of the capital funding; contractor warranty issues and more. Commissioner COOPER made a MOTION to accept Art Andersons and Associates bid with the fixed amount of \$9,012. Commissioner JACKSON SECONDED. MOTION CARRIED.

Charging Stations: The Executive Director has not received the information the company was supposed to provide. Commissioner SCOTT asked if grants were available for these and there was discussion about whether or not they would actually be used. The Executive Director said marketing it will help. He also stated that the timing is good with the dock upgrades, as PUD #3

will need to be installing a larger transformer to power the dock upgrades, so while they're at it, we might as well add one large enough to accommodate the chargers as well. The Board directed him to look further into this.

September Meeting Date: Since the Regular Meeting would fall on Labor Day, the Commissioners agreed to reset the meeting for Wednesday, September 5 at 6 p.m. Commissioner Cooper will be excused (on vacation), but may call in.

PUBLIC COMMENT

County Commissioner Randy Neatherlin discussed how capital funding works and the percentages and how to take advantage of the full funding amounts. He also discussed the County's plans for charging stations.

Kaye Massie asked why we are moving forward with Sweetwater Park. The Board explained that the no action letter could not be obtained, and why.

The Executive Director had sent out an email about a roundtable meeting sponsored by the Port of Bremerton that he had been invited to, asking if anyone else was interested in going. It concerned planning for the future, and Commissioner Cooper said he is interested in going.

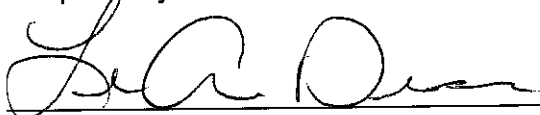
The Membership Drive for EDC the 24th at the Ridge Motorsports Park was mentioned. The Executive Director said he is planning on attending.

Kaye Massie's group was recognized nationally for its work concerning opioid addiction.

Operations Manager LeAnn Dennis expressed her concerns with locking the Port doors.

Meeting Adjourned at 8:22 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
May 7, 2018**

Report Items:

Water System Issues: NWWWS has resubmitted our updated water system plan to the State after responding to the letters from the Department of Ecology and the Department of Health with what they want to have modified in the plan.

I spoke with Doug Piehl from NWWWS on the day he submitted the plan last week, and he asked for a copy of the Resolution approving the plan, and sent me some paperwork I had requested copies of. For the moment at least, we are good to go until the State either approves the plan or remands it back to us for additional work.

As far as the franchise renewal with the County is concerned we have submitted everything to the County that they need. It still needs to go in front of the County Commissioners for final approval. I spoke with Loretta Swanson last week and she told me the County is changing how the approval process works. The new process eliminates the need for a public hearing, and she's hopeful that the Commissioners will do a review of the plan on May 15, and do the approval on May 22.

Criminalization of Marina Rules: I have nothing new to report on this. Commissioner Jackson and I have been trying to set up a meeting with the Sheriff's Office commanding officer for our area. We are continuing to work on it, and will hopefully have this resolved sooner rather than later.

Kitsap All Ports Association: We have been accepted as members of the Kitsap All-Ports Association. With us being a neighboring Port, and a number of those Ports having interests and facilities that parallel ours, I believe establishing that relationship is a good idea. Jack Bailey from the Port of Brownsville is the Chair, and Jack and I already work together on the WPPA Marina committee. It was he that originally invited us to attend their meetings. I've been to two meetings so far, and criminalization of marina rules is a very hot-button issue for several of them as well as with us.

Enduris Premiums: We received a letter from Enduris – our primary insurer – alerting us that premiums will rise approximately 10 percent for policy year 2019. I have included a copy in your meeting documents. For us, that translates into about a \$1,500 increase over what we budgeted in 2018, bringing our annual premium to about \$15,500.

I also completed the online survey for our renewal of coverage, and increased the valuations of all our structures to reflect increased replacement costs.

Security Upgrades: I have added this to your agenda for approval tonight. After speaking with each of you, I'm firmly convinced this is something we need to do. I met with Intellisystems – a local company that does this and with whom we already do business – and their bid is on your agenda for discussion tonight.

Presentation Upgrades: Commissioner Cooper asked me to look into setting up a permanent presentation projector in this room. I am researching this and narrowing down our options. This will be on your agenda for discussion next month.

Bias Software Upgrade: We are continuing in the "hands on learning phase" with BIAS, and they've been good about answering our questions and walking us through different situations as they arise. Chad from BIAS helped me through some training, but LeAnn is so much farther ahead than I am. However, I'm more anxious than ever to get up to speed on this as quickly as possible. We are continuing the training calls until they can accommodate me coming over there, and it shouldn't take more than two days once they can facilitate getting me over there to do it.

Lobbyist: I wanted to get your take on the idea of hiring a lobbyist for the 2019 legislative session, with the primary goal of securing funding for our projects – including the Sports Complex. We did this in Port Orchard, and the lobbyist we hired, Briahna Murray of Gordon Thomas Honeywell, cost us \$25,000 a year. She got us \$700,000 for the Dekalb Street Pier Project the first year. She also secured \$400,000 to finish that project, and for a part of the Bay Street Pedestrian Walkway Project the second year. In other words, for \$50,000 spread over 2 years, we received \$1.1 million from the Capital Budget. To my way of thinking, that's a pretty excellent Return on Investment.

While Brihana personally isn't accepting new clients, she now supervises a team of people who she has personally trained. A lady named Shelly Helder runs that team, and I met with Brihana and Shelly late Friday afternoon. Included in your meeting packets is some information about Gordon Thomas Honeywell, and what they do, along with a client list and a list of projects they have secured funding for over the past few years.

My question is, do you want me to arrange a presentation on what they would bring to the table for us?

Public Records Software: As I've reported previously, I reached out to a number of other smaller to medium-sized Ports to see if we can find some other Ports interested in participating in the development cost of this software – which is about \$30,000 – for which they will receive copies of the software and training. I've had a few inquiries, but no takers. I did however, get an offer from Eric Johnson of WPPA to chair a roundtable discussion on this at the Spring meeting in Vancouver this week, so, we'll see what happens there.

Renting Out Small Office: As I reported last month, the ARC of Mason County has hired Patti Kleist as its Executive Director, and the parent agency has rented our small office for her until they can get up and running. They began operations here on May 1, and we received a check for the May rent this morning. There is an issue with phone service that still needs to be worked out, and we don't know what volume of copies they will be using our machine for. So we have put in a code system that counts what they use – in both color and black and white – and we will charge them for those. At some point they will need a larger facility, but I expect they will be here for the best part of a year.

EV Charging Stations: I wanted to get your feedback on the idea of adding some EV charging stations here at the park. I have a friend who is a former auto manufacturer PR guy who is now with ChargePoint – one of the companies involved in creating the infrastructure for the "Electric Highway" between the Canadian and Mexican borders. I reached out to him about grant funding opportunities, and he connected me to their guy who handles that. I spoke with him last week, and he will be sending me some information this week. My thought is that since we're already going to be adding electrical infrastructure with the marina project, this might be an opportune time to pursue adding these as well – especially if we can get grant funding for them.

I got two charging stations grant-funded in Port Orchard in 2011 when EVs first began appearing. The City got a fair amount of publicity for doing this, including a story on Channel 7, and the chargers saw a fair amount of use after we began promoting the city as a tourism destination to EV owners in Seattle on social media. It also created a new revenue stream for the city. But I wanted to see if you all are on board with this before I put a lot more work into it.

US Bank Credit Cards: As you know we switched to US Bank as our credit card provider because of their agreement with the State Dept. of Enterprise Services. We recently received a check for \$44.07 for the rebate called for in that agreement.

Property Tax Revenue: We received \$102,363.59 in Property Tax revenue on May 1. We will also get another payment at the end of October, which is usually a smaller amount. We also made the annual \$4,755 loan payment from the Water Fund to the IDD fund when it was due on April 30.

Waterfront Parking Lots: We have had all of our parking lots graded and new gravel put down. Putting down rock is something we do annually, however we haven't really graded the lots for about 7 years from what I've been led to believe, plus, we are using a different quality of rock this year for the first time. It is supposed to compact better so it will last longer, as well as cut down on dust. With that in mind, while it is somewhat more expensive than what we have been doing, it should last longer, saving us money in the long term by having to do it less often.

North Shore Dock Parking Lot: We recently took down a number of danger trees on the property we own next to the North Shore Dock parking lot. We got a bid from Ron Griffey of just shy of \$6,000 for digging out the stumps, leveling it, spreading rock, as well as re-grading the road up to the wellhead.

It is on your agenda tonight for discussion and possible action. A copy of the bid is included in your meeting packet.

Rebuilding the Arbors: As I mentioned a couple of months ago, a tree fell on one of the arbors at the Waterfront Park and it had to be completely rebuilt. After that was done, I asked Don to re-stain the other one so they both looked good. What he discovered is that the other one has a lot of rotten wood in it and was ready to collapse as well, so I told him to just tear it down and rebuild it.

Co-Working Space: I recently visited the Port of Chehalis' co-working project, and was quite impressed. I think this could be a good fit for Belfair if we could find the right space. There is something similar on Bainbridge Island as well, although that one is a private sector venture. The issue here will be either finding and/or building the right building for this to work, along with funding for it. This is the type of project where a lobbyist could be helpful.

Wayfinding Signs: We received an invoice from Hansen Signs for the wayfinding sign we agreed to participate in the cost of 2 years ago. It's in the vouchers you approved, and is included in our 2018 Capital Budget. They are supposedly going to be put in place shortly. However, I wasn't happy with our placement on the drawing I saw of the sign and have complained, so we'll see what happens. I probably won't send the check until this has been resolved.

September Meeting Date Change: Our September meeting falls on the third – which is Labor Day. What date would you like to reschedule the meeting for?

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 be 100 percent up and running with BIAS, so everything matches when we do this. Hopefully, this will happen at our June 4, meeting.

Vacation Schedules: I'd like to take part of my vacation from June 26 to 29, and part of it from July 3rd through the 9th. I'll still have 5 days left but will deal with that later in the year. We have a meeting on July 2nd, and I'll be here for that. LeAnn will be gone Wednesday, and Friday this week and Monday of next week. Don will cover the office this week since I'll be at the WPPA Spring meeting, and I'll be here on Monday. LeAnn is also planning a vacation from September 13 to 22.

Old Business:

Sweetwater Park: Commissioner Scott and myself have twice met with Rep. Griffey, Mendy Harlow, Commissioner Neatherlin and some others at the Salmon Center twice now to discuss funding for the park and a development timeline. The strategy is to break the funding into several Capital Budget Requests between us and the Salmon Center, as well as other grants.

Also, I will be doing a presentation to WWRP on May 14, with Mendy Harlow as part of the grant finding request she has written for this project.

Rep. Griffey also promised to get us some additional money for the Oyster House. There has also been two positive articles in the *Shelton-Mason County Journal* and the *Kitsap Sun* about the project as well.

Mendy called me last week to ask if I had heard anything from the NMSD about the property transfer letter, and I told her I had not. I did however, speak briefly with NMSD Superintendent Dana Rosenbach at the monthly administrator's meeting on Friday and she told me their attorney should have a draft to her early this week and she'll send me a copy.

Marina Expansion Project: I have received a package of information from the Dept. of Commerce for this with a multitude of forms to complete and return to them. They are due on May 16. I've read through all of it and have a pretty good idea of what we need to do, so I will have everything submitted on time.

I'd previously contacted Art Anderson and Associates – a marine engineering firm - about giving us a price for engineering this project, and an engineer's estimate of the overall cost. They're on the MRSC Small Works Roster, and are the ones who did the original cost estimate we used to submit the grant request – which they did it at no cost to us. They made a site visit out here two weeks ago and Ben Anderson and I walked the dock and looked over what needs to happen. They have given us a price of \$9012 for the engineering and drawing the plans so we can get this out to bid. I have included their bid in your meeting packet.

He and I also discussed how much of this project we can do in house to save money. I also spoke with Don about it, as a lot of that work will fall to him and Brody. It seems that they can run the electrical and water conduit down the length of the dock from the street to the float. It's basically just a case of gluing the conduit together and then mounting it on to unistrut. At that point, an electrical contractor and a plumbing contractor would take over the job, but we should be able to save about \$10,000 or more on the cost of labor and materials by having them do it.

Oyster House: I believe Commissioner Scott has the latest update on this.