

**PORT OF ALLYN  
Regular Meeting  
July 2, 2018  
MINUTES**

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

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

**CONSENT ITEMS**

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

- a. Minutes of the Regular Meeting of June 4, 2018

Commissioner COOPER made a MOTION to accept Consent item a. Motion SECONDED by Commissioner SCOTT. MOTION CARRIED.

**ACTION**

- a. Payment of GF Vouchers #180702001 to 180702027 for \$8,813.53
- b. Payment of Payroll Vouchers #180701001 to 180701011 for \$15,529.91
- c. Payment of Water Fund Vouchers #180703001 to 180703003 for \$63.94

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

**COMMISSIONER REPORT**

**Commissioner Scott Cooper** reported that Jennifer Baria had been named as the new EDC director, and that he attended the Port meeting

**Commissioner Judy Scott** attended the Port meeting, and also reported that the County has approved the historic value of the Oyster House project. She met with NMSD Superintendent Dana Rosebach, explaining that the North Mason Community Voice (NMCV) asked her to talk to the School District to try to get some of the students involved. Commissioner Scott is chair of the NMCV, and would like to see more involvement throughout the community. She reported that the PRTPO had no meeting last month, but they are looking for a lead agency since WSDOT staff no longer has the time to do that for PRTPO.

**Commissioner Ted Jackson** was excused from the June meeting. He is working with the Mason County Sheriff's Office on the criminalization of our marina rules issue and is trying to get together with them to discuss the situation.

**SECURITY REPORT**

Security Officer Travis Merrill reported that he is kicking people out of the park now at night, and that a boat had broken down and parked at temporarily at the North Shore boat ramp.

**EXECUTIVE DIRECTOR REPORT**

\*SEE ATTACHED

## **OLD BUSINESS**

The Executive Director gave updates on the status of the Marina Project engineering contract, along with the permitting status, the property transfer and grant situations with Sweetwater Park, and the Oyster House building permit. Commissioner Scott also added some information about the Oyster House project as well.

## **NEW BUSINESS**

Resolution 394 – which dealt with updating the Port's Surplus Property Policy and Procedure, and giving the Executive Director the authority to declare property up to \$15,000 in value surplus, and sell it. This policy had not been updated since 2006, and should be updated every two years. Commissioner Jackson read the Resolution to the audience.

Commissioner COOPER made a MOTION to accept Resolution 394. The motion was SECONDED by Commissioner JACKSON. MOTION CARRIED.

The Surplus Property Policy and Procedure was discussed next, with its wording almost identical to Resolution 394. Commissioner COOPER made a MOTION to accept the updated Surplus Property Policy. The motion was SECONDED by Commissioner JACKSON. MOTION CARRIED.

A discussion ensued about a proposed gravel mining operation permit at a property adjacent to the Port's marina property on the North Shore. Commissioner Cooper asked if this was the same family that has been mining there for years, and was just wanting to continue and perhaps expand. The permit if granted doesn't seem that it would effect the port negatively, and for that reason the Board didn't feel like they need to take an official stance.

Jeff Carey commented from the audience that the Port should at least figure out if our well could be affected. However, Commissioner Scott stated that our well a long way away from the proposed location.

The Board discussed a bid from Intellisystems for a downstairs alarm system. After reviewing the bid and discussing the expense, especially with all the other recent unplanned-for expenses, it was determined this is unnecessary, but the Board may revisit this later.

The Board began a discussion about the Port writing its own warrants. The Executive Director stated that while this began as exploration of the Port becoming its own Treasurer, he was of the opinion that being able to write our own warrants was the only change really needed due to the County's delayed schedule of processing warrants. The revised schedule has caused the Port to incur late charges from vendors as well as delay paychecks by up to 13 days.

Mr. Coppola stated that he has been trying to find language for a Resolution and an example of Policies and Procedures to cover this, but has been unsuccessful so far. He said he will bring this back to the Board when those are complete.

The Board then discussed additional BIAS training for the Executive Director and the Operations Manager. This will require an overnight trip to Spokane but should iron out the last of the problems and questions dealing with the conversion to BIAS. Commissioner JACKSON made a MOTION to approve the expense for the trip to Spokane. The motion was SECONDED by Commissioner COOPER. MOTION CARRIED.

## **PUBLIC COMMENT**

**Jeff Carey:** He mentioned TIPCAP and its priority projects list. He asked the Port to make sure it commented on the list, and said he would forward a copy of the list to the Executive Director. He also discussed the Belfair Bypass and the possibility of its terminating at Razor

Road near Highway 3. He also reminded the Commissioners about the public comment period.

He also stated that he how much he appreciates the Port videoing its meetings because he learns things he sometimes misses in person. He used Sweetwater Park as an example, noting that while it's not in the County's Capital Facilities Plan, the zoning for parks is allowed - in spite of opposition people saying parks were not an allowable use.

Mr. Carey also questioned the status of the Port's Water System Plan, asking if it is just the County we are waiting for to obtain State approval or what. The Executive Director answered that it was not anticipated to have any other issues, but Mr. Carey also asked if a Department of ~~Natural Resources~~ review was necessary. The Executive Director said he would check with the consultant if there is something more we need to do.

**Kaye Massie:** She said it's great to see how organized the Port's management is.

**GOOD OF THE ORDER**

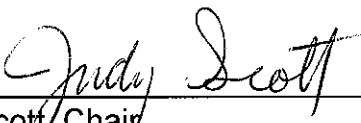
The Operations Manager noted that in the WPPA Financial Seminar the Port of Allyn's Annual Report was used as an example of how these are supposed to be done. The Commissioners praised the staff for a good job, but the Executive Director said the credit for such good work belongs to Ms. Dennis alone, as she did the report by herself.

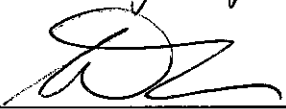
Meeting Adjourned at 7:15 p.m.

Respectfully Submitted,

  
\_\_\_\_\_  
LeAnn Dennis, Operations Manager

**COMMISSIONERS:**

  
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Judy Scott, Chair

  
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Scott Cooper, Vice Chair

  
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Ted Jackson, Commissioner

D  
Dept. of Health

**Port of Allyn  
Executive Director's Report  
July 2, 2018**

**Report Items:**

**Water System Issues:** NWWS resubmitted our updated water system plan to the State last month after responding to the letters from the Department of Ecology and the Department of Health and addressing what they wanted to see modified in the plan.

I spoke with Doug Piehl from NWWS last week, and he said he spoke with the person he's been dealing with at the State and they didn't have any additional comments or requirements at this time, but they are waiting for Mason County to do their review and sign off on the plan so it can be finalized.

As far as the franchise renewal with the County is concerned we submitted everything to the County that they need last year. It finally went in front of the County Commissioners for final review on June 11, and was approved on June 19.

**Pay Raises:** As of July 1, all Port Commissioners at Ports with less than \$25 million in annual revenues are receiving a raise in their per diem. The new rate is \$128 per day, with an annual limit of \$12,288. These numbers are adjusted for inflation every five years.

**Truck Purchase:** As you know, last month we purchased a new truck to replace the used one we've had for the past three years. I was very disappointed that after you all approved the purchase and we had a warrant drawn up for purchase price you approved, that when I went to pick it up, the dealer tried to increase the amount of the final purchase price with some questionable add-ons. The terms and amounts kept changing, but I held firm and we didn't pay any more than what you originally approved.

**Becoming Our Own Treasurer:** With the new processing schedule for warrants, we have run into some problems that had me exploring the possibilities of becoming our own Treasurer – and not using the County.

Based upon the time you meet and approve vouchers for payment - and when warrants become available - the change in warrant processing time has caused us to incur late charges from some vendors, which as you know, is frowned heavily upon by the State Auditor.

We had also inquired about paying our vendors via ACH, and doing direct deposit for payroll the same way - which our bank offers, and we can do directly from BIAS. However, we've been told by the County this is not possible.

I've talked to the Ports of Shelton, Brownsville and Bremerton – and while Shelton and Bremerton are acting as their own Treasurer, Brownsville is writing its own checks with the County maintaining all other responsibility for the Treasurer duties. The Port of Shelton connected me with their accountant who did the changeover for them. We chatted at the WPPA Finance Seminar and it doesn't appear writing our own checks will be much extra work for us - if any at all. However, from what I can see – especially since BIAS offers us the ability to do ACH from the desktop – it may not have any negative impact on us financially, and be beneficial for us to change, since we'll have day-to-day control of our finances.

I also had a conversation with the Mason County Treasurer, and she told me we can write our own checks as well. We need a Resolution for the change and a policy and procedure written. I asked her for some boilerplate language for those and she said she didn't have any but would look for some and get them to me.

I have this on the agenda for discussion tonight, and would like to include adoption of the Resolution and Policy and Procedures on the agenda of our July 10 meeting if possible.

**Gravel Pit Comments:** There has been an application filed with Mason County for expansion of a gravel pit operation on property directly adjoining our upland piece across North Shore Road from the marina. The comment period for this was supposed to close two weeks ago, but I asked the County for an extension in case you all wanted to weigh in on it. The County extended the comment period by 30 days, which is much longer than we originally asked for. I simply wanted the opportunity for you to be able to discuss it at this meeting and for the Port to submit comments

if any of you were so inclined to want to. I have included the notice of application in your meeting packets and this is on the agenda for discussion.

**Social Media Marketing Plan:** As I reported last month, Laura Pettitt, WPPA's new Communications Director, has designed a social media marketing plan for us for the Gazebo, which we have implemented. We are beginning to see some results as our inquiries have increased since putting it into play, and it appears some will turn into bookings.

**Security Upgrades:** I met with Intellisystems last week, and they are planning on starting work on this as soon as the equipment delivered. They have also given us the bid you requested for an alarm for this room, which is on your agenda for approval tonight.

**Presentation Upgrades:** Commissioner Cooper asked me to look into setting up a permanent presentation projector in this room. I had been researching projection units, and one day had a flash of intelligence. All we really need is a large flat screen monitor/TV with Bluetooth capabilities. This will also be cheaper than a full-blown projection system. I hope to have this set up and working by our next meeting.

**Bias Software Progress:** I recently had a 2-day immersion type of training at BIAS' office in Spokane, and it was well worth the time and trouble. I learned quite a lot – including the fact that our initial setup in BIAS has some serious issues. Most of that is due to us not knowing and/or initially understanding how BIAS works, and what needed to be done, or how exactly to do it. It isn't a case of anyone being at fault, but more of not knowing what we didn't know so BIAS could set it up correctly.

Chad from BIAS, who has been my trainer all along, helped me straighten out some of them, and LeAnn and I had a conference call with him last Monday to work on some other issues there. While we don't have it 100 percent tweaked yet, we're starting to get close.

What I'd like is for LeAnn and I both to go back over there for a one-day session with Chad, so we are all in the same place at the same time looking at the same information, and getting the setup 100 percent correct. From there, I can do the budget adjustments I've been talking about for the past several months, and have confidence that our numbers will be correct. This too is on the agenda for discussion.

**DRS Audit:** We were notified that we are being audited for 2017 by the Department of Retirement Services. We have filled out the required form and supplied them with the information they have asked for.

**Public Records Reporting:** The legislature made a number of changes to the Public Records Act (PRA) in 2017, but also added a requirement that those units governed by the PRA need to collect and report information on the cost of compliance with the PRA. All entities – including Port Districts – that estimate compliance costs to exceed \$100,000 in the previous fiscal year need to report those costs. While most Ports will be under the \$100,000 threshold, we still must report that we did not exceed this cost. This reporting requirement applies to all local governments, as well as state agencies. We were required to create a reporting account, which we did, filed the report on time, and now have to file it annually.

**Updated Surplus Policy:** I declared our old truck surplus, and we sold it for \$2,000. We had a previous resolution in place for this dated January 6, 2006, that covered me being able to do so. On your agenda tonight is an updated resolution and Policy and Procedure giving me the authority to declare Port property up to \$15,000 in value as surplus. The previous Resolution was for \$14,521. Why such an odd amount I don't know, other than it being copied from a previous Port of Bremerton Resolution..

**EV Charging Stations:** I've never heard back from ChargePoint – one of the companies involved in creating the infrastructure for the "Electric Highway" between the Canadian and Mexican borders. But I did find out we can buy these commercially for a lot less than the ChargePoint product – about \$4,000 for a Level 2 dual station unit. The engineer says we can

easily include this in our Marina project with the infrastructure upgrades that are necessary, so I told him to go ahead and plan on this addition.

**Lobbyist:** At the last meeting, you scheduled a special meeting for July 10, to meet with Shelly Helder and Brihana Murray from Gordon Thomas Honeywell about lobbying services. I have confirmed they will be here.

**Rebuilding the Arbors:** As I mentioned last month, the second arbor at the Waterfront Park had to be completely rebuilt. Don has since completed this project

**Wayfinding Signs:** We received an invoice from Hansen Signs for the wayfinding sign we agreed to participate in the cost of 2 years ago, which was included in our 2018 Capital Budget. They are supposedly going to be put in place shortly. While, I was extremely unhappy with our placement on the drawing I saw of the sign and have complained, I'm going to send the check anyway. Personally, I think we may have been flim-flamed about the placement to get our agreement to participate.

**Vacation Schedules:** I still have 5 days left of vacation time, and will use that later in the year. LeAnn is also planning a vacation from September 13 to 22.

**WPPA Meeting Schedules:** The Executive Director's Seminar is July 12 & 13 in Kalama. The Commissioner's Seminar is July 22 – which is a Sunday - to the 24<sup>th</sup>, at Suncadia. The Fall Environmental Meeting is September 27 & 28 at Skamania Lodge. The Small Ports Seminar is October 18 & 19 in Leavenworth, and the Annual Meeting is December 5<sup>th</sup> through the 7<sup>th</sup> at the Hyatt Regency in Bellevue. We need to know who is planning on going to what meetings so we can get reservations made.

#### **Old Business:**

**Sweetwater Park:** We received the property transfer letter from the NMSD and I forwarded it to Joe Brogan to write our response. I want to be sure we don't assume any responsibility for any previous contamination issues. You all approved the draft last month and he sent it to the NMSD. They have some concerns about it, because the Salmon Center was the lead agency for the cleanup – not the NMSD. I told everyone we are committed to the project, and have suggested that the attorneys on both sides should discuss it and come to a satisfactory resolution.

Mendy Harlow from the Salmon Center emailed me to say she has spoken with Kim Sellers, her RCO grant manager – who is the same person we have – to plan the next steps in figuring out which grants would be more appropriate to apply for to move this forward.

**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. Sheriff Salisbury did stop in looking for Commissioner Jackson while I was in Spokane, so I guess that's progress. We will hopefully have this resolved sooner rather than later.

**Marina Expansion Project:** Art Anderson and Associates is working on the engineering drawings for this project. I have forwarded the contract to them, and hopefully we will be able to put this out to bid shortly. Overwater permitting is a question that needs some resolution, so I have asked Bill Rehe to handle that part of it. Since we are not building any new overwater structures, I think permitting should be minimal – but I'm not an expert in this. We do have money allocated towards permitting, and we will probably save money with Bill doing it. Also, the electrical and plumbing contractors will pull the permits for their portion of the job, not us.

**Oyster House:** I filled out a building permit forms – all 22 pages of them – and Commissioner Scott and myself met with one of the planners at the County to figure out the next steps forward. The contractor got the preliminary engineering drawings completed and they were used in the meeting we had. We've had some issues with that planner and a lack of communication, plus she wanted to change the entire work plan for the project without knowing very much about it. We offered to have her come up here and at least look at the situation and physically see what we're

trying to accomplish before changing our work plan, but she refused. We asked for different planner, and have been assigned a new one. Perhaps Commissioner Scott can provide more information, as with me being out all last week, I'm not sure of what – if anything – has transpired since then.

**Kitsap All-Ports Association:** Nothing new to report. The next meeting is July 30.