

**PORT OF ALLYN**  
**Regular Meeting/Public Hearing**  
**April 1, 2019**  
**MINUTES**

The Meeting was called to order at 6:00 p.m. with the Flag Salute

Present were Commissioners Scott Cooper (Chair), Judy Scott and Ted Jackson. Staff present were Lary Coppola, Executive Director, LeAnn Dennis, Operations Manager; Travis Merrill, Security Officer; Dana Kampa, press Jeff Carey, Ernie McGibbon and other local resident who didn't sign in.

**CONSENT ITEMS**

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

- a. Minutes of Regular Meeting March 4, 2019
- b. Minutes of Special Meeting March 14, 2019

Commissioner SCOTT made a MOTION to approve consent items a & b. Commissioner JACKSON SECONDED. MOTION CARRIED.

**ACTION**

- a. Payment of GF Vouchers #190402001 to 190402023 for \$9,663.15
- b. Payment of Payroll Vouchers #190401001 to 190401012 for \$17,459.87
- c. Payment of Water Fund Vouchers #190403001 to 190403004 for \$602.82

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

**COMMISSIONER REPORTS**

Commissioner Jackson attended the Port meetings and a law enforcement breakfast where criminalization rules were discussed.

Commissioner Scott attended the Port meetings, North Mason Community Voice, Peninsula Regional Transportation Planning Organization, the Oyster House fundraiser meeting and she announced the fundraiser is scheduled for Saturday, April 6<sup>th</sup> in the gazebo.

Commissioner Cooper attended the Economic Development Council where he spoke with the PUD representative and they are willing to come and speak about water systems. He also attended the Port meetings.

**SECURITY REPORT**

Security Officer Travis Merrill was not at the meeting, however his report stated that Mr. Hoffman's vessel, which had been chained for not paying his moorage fees, was unlocked after he paid in full. The report also discussed the sign at the head of the Allyn Dock had been vandalized and broken but Don O'Keefe was able to repair it.

**EXECUTIVE DIRECTOR REPORT**

\*SEE ATTACHED

## **OLD BUSINESS**

**\*see Executive Director Report**

## **NEW BUSINESS**

The Regular meeting was recessed at 6:27 p.m.

The Public Hearing to discuss water rates was called to order at 6:27 p.m.

Commissioner Cooper briefed the audience about the Special Meeting held March 14, where the Board reviewed the 5-year water rate plan and discussed other business pertaining to the water system and policy and procedure updates. Mr. Carey asked about extension agreements. Mr. Coppola explained the fact that the Port can't legally enter into newcomer agreements, while private developers can – which is why the section addressing this was added to the Policies and Procedures manual. Mr. Carey had other questions/comments. He also discussed residential and commercial rates and connection fees, noting that while residential connection fees were static, commercial fees are a factor, asking if the line is 2 ½" then is the connection fee and/or monthly rate 2 ½ times more? The answer was it is a case-by-case issue. He also asked about a Capital Facilities charge.

Commissioner Cooper asked for any other public comment, of which there was none.

The public hearing was closed at 6:35 p.m. The regular meeting was called back to order at 6:35 p.m.

Commissioner Cooper mentioned our new rates are cheap compared to the PUD and other purveyors. The first rate increase will be June 1, 2019 and the next will be January 1, 2020. Commissioner SCOTT made a MOTION to approve Resolution 398 revising the Policies and Procedures Manual for the Port of Allyn Water System, setting rates and amending terms and conditions for the development and growth for the system. Commissioner JACKSON SECONDED. MOTION CARRIED.

Mr. Coppola discussed the need for more office hours as the Port has many projects going. Ms. Dennis is able to work more and the Board is in support of full time hours.

Mr. Coppola discussed a proposal he received today for a Colonial Life Insurance Company. The Board would like time to review it.

Resolution 399 was read on the subjects of establishing a Small Public Works Roster process to award public works contracts; a Consulting Services Roster for architectural, engineering, and other professional services; and a Vendor Roster for goods and services not related to public works contracts was discussed. Commissioner SCOTT made a MOTION to approve Resolution 399 as presented. Commissioner JACKSON SECONDED. MOTION CARRIED.

Commissioner Jackson discussed the codifying of the marina criminalization rules, he spoke with Mason County Commissioner Shuttly and representatives from the Port of Grapeview also approached the Commissioner. Commissioner Shuttly requested that it be written up and it should be approved.

For the Good of the Order

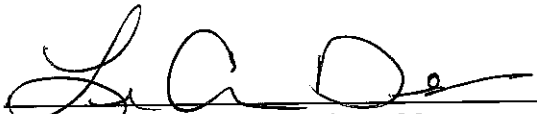
Commissioner Scott invited everyone to attend the Oyster House fundraiser and Tahuya Forrest Clean up day will be Saturday April 27<sup>th</sup> and volunteers will get to have lunch provided by Commissioner Scott.

Mr. Coppola is proud that his company, Wet Apple, Inc., has been in business for 40 years on this date.

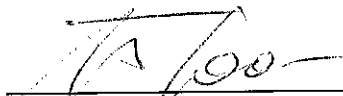
Michelle Britton will be the speaker at the next TIPCAP meeting.

Meeting Adjourned at 6:45 pm.

Respectfully Submitted,

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

COMMISSIONERS:

  
\_\_\_\_\_  
Scott Cooper, Chair

  
\_\_\_\_\_  
Ted Jackson, Vice Chair

  
\_\_\_\_\_  
Judy Scott, Commissioner

100

**Port of Allyn  
Executive Director's Report  
April 1, 2019**

**Report Items:**

**Water System Issues:** We have a Public Hearing scheduled for tonight on the proposed new water rates on the 5-year schedule that you all requested and we discussed at the March 14 Special Meeting. The new rates require a change to the Water System Policies and Procedures Manual – which didn't previously spell out any specific rates. These changes do not have to be approved by the state, but do have to be made in a public meeting. If you choose to accept the changes to the Policies and Procedures Manual, you will need to approve Resolution 398, which is on the agenda.

We recently issued Water Availability Letters for 15 lots situated between Wheelwright and Blackwell Streets to Cedarland Homes, but have not heard anything more on this. We also had an inquiry from HousingKitsap about water availability for a plat they are considering purchasing for a self-help home project like the ones they've built in Kitsap County.

**Yerac Community Utilities Proposal:** As we have discussed previously, we had had some informal discussions with Yerac Community Utilities to purchase their water system, which is adjacent to ours. After discussing this with Mr. Carey, we've decided the best path to begin moving this forward is to have the system appraised. However, I have not yet found an appraiser. There is also money available from the state to do acquisitions that combine small water systems. Doug Piehl gave me a couple potential leads, as well as some names to contact, for this, but so far, no one has returned any calls I've made to them, and I haven't had time to follow up.

**Property Purchase:** We received the appraisal back this week, but it isn't anywhere near what the asking price was. So now we'll have to enter into negotiations with the seller and see where it goes. I've had some discussions with the seller, and have a better idea of what they will accept, and am convinced we can make this work one way or another.

In the meantime, I did the final grant presentation at RCO last Wednesday. I felt it went well, and I actually got a nice text message from Kim Sellers at RCO afterwards about what I good job I did presenting. The decision is scheduled to be made on what gets funded on April 24, and if we do get the grant, it will fund in August. However, we may have to front the purchase price and be reimbursed from the grant.

**Dock Issues:** As reported earlier, during the January windstorm we suffered some serious damage to the floating dock portion below the gangway. Some of the floatation has separated from the deck surface and it appears some of the support beams may have been seriously damaged as well. I contacted Enduris, and they sent an adjuster out to inspect the damage. We insisted they get a diver to look under the surface, as we suspect there may be more damage under the water than what is visible on the surface. They also sent an engineer with the diver – who was here on March 25. The engineer has requested documentation on when the dock was originally built and any subsequent repairs and/or alterations. He hinted that there may be an issue of the dock having fulfilled what he called its "useful life," which could potentially negatively impact our insurance coverage.

In the meantime, we have closed the dock at the gangway until the damage is repaired. We've taken photos to document everything as well.

I previously reported that we had a small electrical fire on the dock. While Enduris originally rejected this claim – again using the "useful life" excuse - the adjuster disagreed, and we received a check for \$3,855.38 to cover the damage. That's the amount of the bid from Mason Electric minus our \$1,000 deductible. The company that maintains the Sani-Sailor may repair most of this damage at no cost to us when it's all said and done, so we'll see. They were supposed to be here this past Friday to figure out what they need to get started, but didn't show up. We have calls in to them. and should get this finished this week.

**Parking at the North Shore:** I met with Dave Smith from the County in response to my letter requesting a lower speed limit approaching the boat launch on the North Shore.

With tow vehicles and trailers crossing the road there, coupled with the limited sight distances to the west, it just makes good sense to slow down the traffic right there if at all possible.

Dave was very helpful, but hinted in a follow-up email they want to study some issues surrounding that. He also doesn't see a need to lower the speed limit all year. We discussed doing so from May 1, through Labor Day – which could be workable for us.

In working on the issue of cutting the trees there, as I reported earlier, Earl Iddings offered to do it in exchange for the wood. Commissioner Cooper brought up the question of that qualifying as a public works project or not. I checked with both the State Auditor's office and the attorney, and he was correct – it is considered a public works project. The attorney suggested that we just trade invoices and checks so we have a paper trail for the Auditor. In talking to Earl about that, he was good with that, but asked if he could bid on the entire project. I told him to submit a bid and we'd take a look at it. So far I haven't received anything.

The permit has been approved, however, it was issued to Zepher's – not us, since they were going to be the contractor. We have a bid from them for \$7,162 to remove the old culvert, install 2 new culverts, grade the lot after the trees are cut, and bring in some rock. The County also said we can use 12" culverts instead of the 18" ones the bid was for – which will save us a little money.

The only other costs I can see will be a couple of hundred dollars for signage directing boaters where to park and establishing the ingress and egress pattern. And if the County does lower the speed limit, we may have to pay for signage for that.

I originally guesstimated this project would cost us around \$7,500, so except for the tree cutting issue, we are right in the ballpark. I found out this would may qualify for RCO money, but we didn't decide to do it until after the grant cycle had closed. However I have a call into Kim Sellers at RCO to see if we could ask for a waiver of retroactivity and submit it next year. If we could pursue that, RCO would reimburse us 75 percent of the costs. I'm just not sure at this point if it qualifies.

**Damage to the Port's Truck:** Someone hit the Port truck in the parking lot at McLendon's when Don was inside and broke out one of the taillights. Of course they didn't stick around to take responsibility. There was no other damage other than the broken lens, so I called around to see about getting it fixed. The best deal was Port Orchard Auto Body. So I told them to order the part and call me when it came in. The day it did, I drove the truck home, stopped by there the next morning and they replaced it in about 10 minutes. They only charged us for the part and not any labor. The total was \$223.48 including tax.

**Security Issues:** I have asked Don to install Sharps Containers in all the restrooms here and at the Kayak Park. We are dealing with more discarded syringes than ever before, and I believe we need to take steps to attempt to protect both our staff from harm as well as the general public. We have restricted the hours the restrooms are open in an attempt to minimize this, but it is still a growing problem.

Also, I'm looking into the costs and what it will take to install some kind of high-resolution wireless, remote camera system here at the park. There are systems available that will transmit images to cell phones from multiple cameras and store them for downloading if necessary for law enforcement documentation. I'm hoping to be able to set up about a half-dozen cameras for under \$1,000. More on this as I learn more.

**3D Building Acquisition:** I reported previously that the 3D Building on Highway 3 that WSDOT used for offices during the widening project is for sale. I inquired about a governmental transfer, as I think this would make an ideal co-working facility, as it's already laid out for something similar. WSDOT said they couldn't do it unless we had some kind of transportation-related use in mind for it. So I contacted all of our legislators, as I was sure there is some way to make this happen. I heard back from Senator Sheldon, and he said WSDOT isn't being very cooperative, so we'll have to see what happens. If we want it, we may be able to buy it in a bid situation according to Senator Sheldon, but at this point, I'm not too optimistic about acquiring it for free.

**Derelict Vessels:** We have unfortunately been forced to deal with a couple of derelict vessel issues over the past few months.

Out on the North Shore we have one on-again off-again customer who owes us for several months as well. He's one of these guys who has always run up a bill, but paid us. Only this time he didn't. He was supposed to come in and pay today.

**Totem Pole Issue:** Nothing new to report on this.

**WPPA and Other Meeting Schedules:** The WPPA Spring Meeting is May 15-17 at the Davenport Hotel in Spokane. The WPPA finance Seminar is June 12-14 at Alderbrook, and the annual Commissioners Seminar will be July 22 to 24 at Suncadia. The Executive Director's Seminar is July 11 & 12 at Skamania Lodge and the Environmental Seminar is September 26 and 27 at Campbell's Lodge in Chelan. As these get closer, we will ask for commitments about attendance so we can make reservations.

**Employee Issue:** After looking at our work load, and the way it is increasing due to the grants we're processing and the projects we have underway, I am asking the Commission to make LeAnn a full time employee. She has been a part-time employee for the past 18 years., and the workload has grown significantly during that time..

She is currently budgeted for 100 hours per month. The difference between our budget for that position – including salary, taxes and retirement - and what it will cost for her to work 160 hours per month, is \$8,773 annually. Based on what we can charge to the our grant-funded projects for "Administration," we can easily recoup this cost. Additionally, once the marina project is complete, we will have both additional work dealing with the guest boaters – as well as additional revenue from them. Also, we will be installing a pay station here in Allyn, which will generate additional revenue from launch and parking fees. While I don't expect it to be as dramatic as what we saw at the North Shore, there should be an increase of some sort. a measurable increase. Also, when the water system grows, we will have both additional work, as well as additional revenue.

We also have a lot of routine work – like filing and archiving - that falls through the cracks because she isn't here to do it. Her bookkeeping responsibilities with BIAS have grown, and with summer coming there is more work with more customers for the gazebo, and other things.

Finally, we had this discussion when I first started here four years ago, but LeAnn wasn't in a position to work full time. She is now. With all this in mind, I'm going to ask her to provide some additional detail.

#### **Old Business:**

**Transient Moorage Expansion Project:** We have all of the final paperwork in hand from the Department of Commerce – finally - so we could get this out to bid. as well as get reimbursed for our expenses up to this point. I am sending out bid invitations to qualified contractors on the MRSC Small Works Roster tomorrow. There is also a Resolution (399) required by the Department of Commerce on the agenda for adoption concerning the Small Works Roster Process. We need this approved before we can send the project out to bid.

**Sweetwater Park:** Not much to report on this. Dr. Peterson is in the process of removing the structures and other debris from his property there. I asked him when it will be ready to be fenced but haven't heard back yet.

**Oyster House:** The draft House Budget had \$218,000 in it for this project, but there was nothing included in the draft Senate Budget. Meanwhile the House budget didn't fund the NBHS \$160,000 request, while the Senate Budget did. In taking to the lobbyists, they feel we'll get something when it's all said and done. Since they have been in constant contact with Rep. Griffey, they suggested I also text Senator Sheldon and Rep. McEwen asking them to try and get the \$218,000 in. Senator Sheldon didn't respond, but Rep. McEwen did and said, "We will get both budgets lined up and I'm confident it will be in the final conference budget." So now we wait...

**Criminalization of Marina Rules:** Nothing new has happened on this, however, after the All-Ports meeting I think if we press this issue in conjunction with the other Ports we may get

somewhere. Because of all the other things going on, I just haven't had the time to really pursue this since then, but should be able to work it shortly.

**Kitsap All-Ports Association:** The next Kitsap All Ports meeting is April 29.