

**PORT OF ALLYN
Regular Meeting
June 3, 2019
MINUTES**

The Regular 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, Commissioners. Staff present were LeAnn Dennis, Operations Manager; Lary Coppola, Executive Director, Travis Merrill, Security Officer. Dan Orchard, Kaye Massie, Linnie Griffin, public, and County Commissioner Randy Neatherlin

CONSENT ITEMS

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

- A. Minutes of Regular Meeting May 6, 2019
- B. Minutes of Special Meeting May 28, 2019

Commissioner SCOTT made a MOTION to approve the minutes. SECONDED by Commissioner JACKSON. MOTION CARRIED.

ACTION

- a. Payment of GF Vouchers #190601001 to 190601026 for \$22,427.39
- b. Payment of Payroll Vouchers #190602001 to 190602012 for \$19,831.60
- c. Payment of Water Fund Vouchers #190603001 to 190603002 for \$58.84

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

COMMISSIONER REPORTS

Commissioner Judy Scott attended the Port meetings, Peninsula Regional Transportation Planning Organization (PRTPO) and reported they are working on Interlocal Agreements and by-laws, she also announced she is on the search committee for new Executive Director for the Washington Public Ports Association, and that Kim Rinhart will be speaking at North Mason Community Voice meeting.

Commissioner Ted Jackson attended the Association of Washington Business Conference, both Port meetings and the Washington Public Ports Association (WPPA) Spring Meeting.

Commissioner Scott Cooper attended the WPPA Spring meeting, two port meetings and the Economic Development Council.

SECURITY REPORT – None

EXECUTIVE DIRECTOR REPORT *SEE ATTACHED

OLD BUSINESS *see Executive Director Report

NEW BUSINESS

- a. Commissioner Retreat: The Commissioners decided that a facilitator not necessary. Commissioner Cooper will not be able to attend the conference the retreat was originally scheduled for. They discussed re-scheduling - possibly just renting the room at Alderbrook during the Finance Seminar. Ms. Dennis will research cost. It was also mentioned that re-scheduling this in conjunction with the annual Small Ports Seminar in Leavenworth could work because all three Commissioners and staff will all be there.

- b. Commissioner SCOTT made a MOTION to approve Mr. Coppola signing the contract for the dock repair work for \$127,054.40. The contract includes Marine Floats obtaining the permits. The board reviewed the contract. It was decided to use the IDD funds if necessary but fund it from the General Fund first, as we would not need to pay interest. Commissioner JJACKSON SECONDED. MOTION CARRIED.

PUBLIC COMMENT

County Commissioner Randy Neatherlin offered his help if we need to get permits,

Commissioner Jackson offered to help with makeshift sharps containers that the police department used.

Meeting Adjourned at 6:25 p.m. Respectfully Submitted,



LeAnn Dennis, Operations Manager

COMMISSIONERS:



Scott Cooper, Chair



Ted Jackson, Vice Chair



Judy Scott, Commissioner

**Port of Allyn
Executive Director's Report
June 3, 2019**

Report Items:

Annual Report: The Annual Report was due to the State Auditor by May 30. We completed it and sent it in a few days early. There was an issue about BARS numbers in BIAS – which were set up for the ones the County uses. However, they don't match what Ports use for the state. LeAnn worked with BIAS to resolve it, but it did require some non-automated work. BIAS is now aware of the issue and will have it resolved in time for the 2020 Annual Report.

Credit Card Processor Change: We are changing our credit card processor from Kitsap Bank to a company called Certified Payment Systems. Currently, we have programmed the pay station to add the three and half percent merchant service fee we pay to the bank since we can't legally absorb this. However, we also pay the merchant fee on the entire transaction amount – not just our base charge. If we take credit cards in the office for things like the Gazebo rental, we have to figure the service fee amount by hand, and then enter it into BIAS under a separate line item from the rental, as well as pay the merchant service fee on the entire amount.

Now, we will just charge our stated amounts and Certified Payments electronically adds the service fee to the transaction before it's submitted, so we don't have to touch it or do any bookkeeping for it. We still get 100 percent of the pay station money and any other credit or debit card transactions, and it's still deposited the same day as we do now. But it electronically goes through Certified first and then has the fee added, which they collect. They are working with VenTek, the pay station vendor, to get the new programming done – which we won't be charged for. This change will save us approximately \$2,000 a year.

Water System Issues: We have not heard anything recently concerning the 15 Water Availability Letters issued to Cedarland Homes or from HousingKitsap. Joe Cedarland told me last month they are moving forward, and have two sets of house plans being designed, will have four models total, and hopefully start construction this summer. He also said they have purchased the seven-acre parcel in front of Haven at Allyn and will be developing that as well. I expect we should hear back from him in the next few weeks, but from what I hear from other sources is that HousingKitsap won't be doing anything here.

Yerac Community Utilities Proposal: Nothing really new on this. 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, finding someone who actually does these kinds of appraisals has been problematic at best. I contacted PUD #1, since they had purchased more than 30 small systems in the past year. However, they referred me to Evergreen Rural Water — of which we are members. The Executive Director said she would look into it and report back, but as of yet, I haven't heard anything. I also spoke with a couple of other water purveyors, and they too referred me to Evergreen Rural Water. Another call to the Executive Director this past Friday resulted in my just leaving another voice mail, so we are still at Square One.

Property Purchase: I have been told by Kim Sellers, our RCO grant manager, that after the projects had been ranked, we scored at number 10 of the 18 applications they received, and our request for the property purchase and staging area project is about 99 percent sure to be funded at 100 percent. RCO is meeting on June 26 and 27 to make the final decisions on allocations. However, the money won't be available until August.

While we received the property appraisal back, and it isn't anywhere near what the sellers told me their bottom line price is. I did some calculations on their net revenue after costs of sale, and selling to us in a Eminent Domain situation is about a wash for them – without the unknown cost of any repairs they could be required to make selling to a private party.

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 am convinced we can make this work one way or another.

Dock Issue: We have hit a dead end with Enduris, and engaged Foster Pepper to deal with them. They feel this is a bogus denial at best, and they sent Enduris a demand letter for coverage. I have enclosed a copy of the letter in your meeting packets. But unless Enduris is willing to honor the claim, we may be stuck with the cost of the entire repair until the matter is settled — perhaps in court.

We had our own diver out on May 16 to do an inspection to see exactly what condition the underside of the dock is actually in, and what if anything is damaged and needs to be replaced. I have included a summary of their report in your meeting packets as well, and forwarded it — as well as the original — on to the attorney when I received it.

Since you all approved authorizing Marine Floats to build a new southern section and add new floats to the center and northern sections at the Special Meeting on May 28, I contacted them, and sent them a contract to do the work this morning. That will include the bigger floats they recommended, that we discussed, allowing the dock to sit higher in the water, which will help mitigate future wave damage to both the floats as well as the dock's bottom-side structure and metal hardware.

In the meantime, we have closed the southern section of the dock until the damage is repaired.

Lobbying Contract: When Josh and Trevor were here for the May 28 meeting, Josh wasn't aware we had previously signed a 3-year contract that gave us an out after the first year. I sent him an email, which I forwarded to each of you, with a copy of their proposal and the resolution approving it, and saying we wanted to continue with their services as long as it didn't exceed the total amount of \$90,000 over the term of the agreement.

The contract ends in September or 2021, and Josh asked about extending it until the end of that year — which may be a good idea as we will know what we want to do for projects and what ducks we need to get in a row for funding. The legislative session begins in January, so if we want to negotiate a new contract for 2022 forward, we probably want to do that sometime in late 2020.

Parking at the North Shore: The project was finished in time for shrimp season and actually got quite a bit of use. The only thing left is to permanently mount the signage. I will also contact the PUD and get some pricing for installing some security lighting in the rear of the lot to deter undesirables from using it at night for illicit activities.

Security Issues: I haven't really had much time to research security systems since the last meeting, but have done some preliminary online research. 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 as well as the Hood Canal boat launch and marina. There are systems available that will transmit images to cell phones from multiple cameras in multiple locations 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.

There is a place in Tukwila called 25/7 Security I'd like to go visit as they appear to be the largest security equipment provider in this area. Hopefully, I'll be able to do that this week.

I had also asked Don to install Sharps Containers in all the restrooms here and at the Kayak Park. We have ordered these, but they are on back order and haven't arrived yet. 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 all this, but it is still a growing problem.

3D Building Acquisition: Nothing new to report on this. However, a new co-working space called VIBE, which is what I envisioned us doing with that building, recently opened in Poulsbo. I got a tour of the facility, and they have offered to give all of you a tour as well if you want to see what the concept is, and how it works.

WPPA Meeting Schedules: 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.

We have made reservations for everyone for the Finance Seminar at Alderbrook. We need commitments about attendance so we can finalize the reservations for both of those.

Retreat: We had previously discussed doing a retreat after the Finance Seminar at Alderbrook. LeAnn is checking into getting us a small meeting room to do this. We will need to discuss future projects, and the update to our Comprehensive Scheme. But I'd like to know if any of you have specific subjects you'd like to discuss so we can develop an agenda. Also, do you think we need to engage a facilitator? If so, would the person we used last time be acceptable, or do you want someone else? If so, any suggestions?

Vacation: I will be taking a week's vacation in August from the 13th, through 19th. Bryce and I are doing another Baseball trip, only this time to the east coast.

Totem Pole Issue: Nothing new to report on this.

Old Business:

Transient Moorage Expansion Project: We are all but stopped on this until the dock is repaired.

We had put this out to bid to qualified contractors on the MRSC Small Works Roster the week before Enduris' engineer's report came back saying the entire dock needed to be replaced. We did have some interest from contractors, and have chosen an acceptable bid. I had also ordered the power/water pedestals.

In talking with Marine Floats, we can pre-wire and pre-plumb the sections of the new dock and put the pedestals in place while the new floats are being fitted into place since they have to open the top of the dock up to do it. That way, all that we would need to do is connect them together.

As reported last month, I've ordered the pay station for the boat launch as well, but it's still several weeks out for delivery.

Sweetwater Park: Nothing new to report on this other than we figured out that we sent the signed paperwork to RCO – which is why we couldn't find it the other day - and they are supposed to get a deed issued for us. I emailed Kim Sellers at RCO and she said we should have had it by now, and that she would look into it. She researched it, and it appears it may not have yet been processed, but Kim told me she's on it.

Oyster House: I will be coordinating with Bonnie Knight to set up a schedule of tasks to be performed on the stabilization and using the drawings Mike Ross did, get it out to bid hopefully this week.

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.

All-Ports Meetings: The Port of Shelton offered to host our next Mason County Ports meeting, which should have already taken place. But they said they wanted to wait until fall. The last Kitsap All Ports meeting was April 22, and the next one is July 22.

