

**PORT OF ALLYN
Regular Meeting
December 2, 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. Staff present were LeAnn Dennis, Operations Manager; Lary Coppola, Executive Director, and Travis Merrill, Security Officer; Kaye Massie, public

CONSENT ITEMS

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

- A. Minutes of Regular Meeting November 4, 2019
- B. Minutes of Special Meeting October 21, 2019
- C. Minutes of Special Meeting October 25, 2019

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

ACTION

- a. Payment of GF Vouchers #191202001 to 191202023 for \$25,676.91
- b. Payment of Payroll Vouchers #191201001 to 191201011 for \$17,867.13
- c. Payment of Water Fund Vouchers #191203001 to 191203003 for \$145.90

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

COMMISSIONER REPORTS

Commissioner Scott discussed the WPPA Annual Meeting and attended other regular meetings.

Commissioner Jackson attended the Port meetings and thanked staff for arranging the ribbon cutting for the Allyn Dock upgrades.

Commissioner Cooper attended Port meetings and the ribbon cutting. He thanked staff for the event.

SECURITY REPORT

Travis Merrill reported that he was away with family business first 3 weeks and Don O'Keefe patrolled. There have been a few people in the park after dark, but overall it's been quiet.

EXECUTIVE DIRECTOR REPORT *SEE ATTACHED

OLD BUSINESS *See Executive Director Report

NEW BUSINESS

The Board moved **Item A.** to the last item to be discussed.

B. After discussion, the Board set a special meeting for December 16, 2019 at 5:30 p.m. to discuss potential Port projects with the lobbyists.

C. Commissioner Cooper nominated Commissioner Jackson for Board Chair for 2020. Commissioner Jackson accepted. Commissioner Scott made a MOTION to elect Commissioner Jackson as 2020 Chairman. Commissioner COOPER SECONDED. MOTION CARRIED.

Commissioner Cooper nominated Commissioner Scott for Vice Chair for 2020. Commissioner Scott accepted. Commissioner JACKSON made a MOTION to elect Commissioner SCOTT as 2020 Vice Chair. Commissioner COOPER SECONDED. MOTION CARRIED.

Commissioner COOPER made a MOTION to retain Commissioner Scott as Washington Public Ports Association Trustee and Commissioner Jackson as alternate. Commissioner JACKSON SECONDED. MOTION CARRIED.

D. The Executive Director explained that travel expenses often exceed the Commissioners credit card limit anytime there is more than one event between statement payments, and requested permission to increase the Commissioner's spending limit on their credit cards from \$1,000 to \$2,000. Commissioner JACKSON made a MOTION to increase the Boards credit limit on their credit cards from \$1,000 to \$2,000. Commissioner SCOTT SECONDED. MOTION CARRIED.

E. It's time to renew the Port's MRSC Rosters (Small Works, A & E) membership. Commissioner SCOTT made a MOTION for the Port to renew with MRSC Rosters. Commissioner JACKSON SECONDED. MOTION CARRIED.

PUBLIC COMMENT

None

Good to the Order

The memorial service for Linnie Griffin will be held at 12 noon on December 13, at the North Mason Church.

Executive Session – Item A

A. The Regular Meeting was recessed at 6:26 p.m. to go into Executive Session to discuss the performance of a public employee for 30 minutes.

Executive Session called to order at 6:26 pm.

6:56 pm – The public was informed the Executive Session will be extended by 10 minutes.

7:06 pm – The public was informed the Executive Session will be extended by another 10 minutes.

The Executive Session was adjourned at 7:16 p.m. and the Regular meeting was called back to order.

Meeting Adjourned at 7:30 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
December 2, 2019**

Report Items:

State Audit: The State Auditor has been here off and on over the past month. While she had asked for some additional information last week, she finished up on Wednesday. She is planning the exit conference for the week of December 16, and will be back in touch with a firm date. After talking with her, we are not anticipating any major issues or surprises. She did say that they want itemized receipts for credit card purchases – especially from restaurants. And while I do review the reconciliations, she would like me to sign them as well. While we didn't have the ability to do this in QuickBooks, we do in BIAS and I sign those. However, she didn't audit anything we did in BIAS Other than that, she said she didn't see too much to be concerned with.

Year-End Agenda Issues: You are required to elect a 2020 Chair and Vice chair at this meeting as well as appoint a WPPA Trustee and Alternate. Executive Directors are allowed to hold both WPPA positions, and I'm happy to do either if you want me to. We also need you to approve an increase in the credit card limits for the Commissioners. This is on the agenda. They had been at \$1,000, and as a couple of you have found out from first-hand experience, that isn't enough. I'm recommending you approve \$2,000. We also need to approve the renewal of the MRSC membership for 2020 – also on the agenda. Finally, we need to set a date for a Special Meeting to meet with the Lobbyists to discuss our 2020 legislative priorities and budget requests.

Yerac Community Utilities Proposal: We received a call from Fern Shultz at the Dept. of Health while we at the WPPA meeting telling us there is money available for water system consolidation. She had also been speaking with Jeff Carey. The program will do a loan for the purchase price and then forgive 50 percent of it when the consolidation is complete. Jeff, is open to the idea of taking the 50 percent money and trading the difference in credit for connections. I confirmed with Fern that the price difference was between us and they weren't going to be involved in that part of the process, so this could work. We obviously didn't have much notice, but I got the online application done and submitted it on Friday – as it was due on the 30th.

Property Purchase: We have signed a Purchase and Sale Agreement with the sellers, and I have forwarded all the paperwork to Kim Sellers, at RCO. They will fund 75 percent of our total \$500,000 grant. However, I'm not sure if it means we have to come up with the 25 percent match of the purchase price – which is about \$67,000 – or if we can get the purchase 100 percent funded and use the other 25 percent on other parts of the project - which we can easily do once we start the demolition and construction. If we have to come up with the match for the purchase, we will need to draw on the Kitsap Bank Line of Credit to do that – or we can borrow it from the IDD. We will do most of the demolition and construction work ourselves, and be able to bill it to construction, and bill other portions of it to project management – which isn't allowed under Capital Budget grants, but is with RCO. If we have to use the line of credit, once we receive the reimbursements, from the demolition, construction, and project management, that's where we'll pay it back from. Kim was supposed to get me a clarification on this, but she didn't work Wednesday or Friday, and didn't return my call today.

Copier Lease: As previously reported, we accepted a proposal for a new copier from United Business Machines. It will give us technology upgrades and in the end, cost less than the Toshiba machine we currently have. It should be delivered, installed, programmed, and ready to go shortly.

Security Issues: We're still looking into what it will take to install high-resolution wireless, remote cameras here at the park as well as the Hood Canal boat launch and marina. We want a system that will transmit images from multiple cameras in multiple locations and store them in the cloud for any necessary law enforcement documentation. We also want at least two cameras that will have enough resolution to read license plate numbers. Commissioner Jackson and myself will continue to pursue this

WPPA Meeting Schedules: Next up is the Spring Meeting, which is May 6 to 8, at Skamania Lodge. Also, I am going to take a week of vacation the week of January 20.

Renting Our Small Office: We are back to Square One on this. And I will begin marketing it again shortly.

Totem Pole Issue: I spoke with James Kelsey again, and we are going to meet this coming week to plan how to move this forward. We were supposed to meet two weeks ago but his schedule changed.

Scamper: After a year plus of working with DNR, they finally came and hauled away the Scamper last week – before it sank here. We're not sure what happened or where they took it, only that it's finally gone. We posted a note on our FaceBook page as well to let people know it's out of here.

Old Business:

Transient Moorage Expansion Project: This project is essentially complete. We do have some additional reimbursements to submit, and that should close this out. The last two times, it only took three days from submission to electronic payment. However, for some reason, the Department of Commerce deposited the money into our holding account instead of our general account. We have notified them of the correct account to deposit future reimbursements.

However, Scott has informed me we may have an issue with the fire code and have to upgrade our system there. I have submitted a Scope of Work amendment form to our grant manager at Commerce to see if we can use any of our leftover money for this. She told me it would be an expansion of the scope of the grant, but since it was a code issue there was a possibility we could. She told me to get costs, write it up for her and submit it and she'd see what she could do to help. We have talked to Art Anderson & Associates and asked them to work up an Engineer's Estimate so we at least have an idea of how much money we'll need.

Sweetwater Park: I'm hoping to have the final paperwork for the transfer in hand this week. Joe Brogan has been coordinating this with the attorney from NMSD, and when I spoke with him last week, he said he was expecting their part of it returned to him shortly.

Oyster House: As you know, our current part of the project is to get the launch ramp removed and the pilings driven. After meeting with Bill Rehe at the retreat concerning permitting, we all have a clear direction and understanding of the scope of what needs to be done. We have received a proposal from Envirotech, the engineer Bill suggested for the Geotechnical report about the soils where the pilings need to be driven, and I'm hoping to connect with him this coming week. He lives in Idaho and is only here some of the time. The cost is \$6,800, and requires test borings in the water.

I also met with Pat McCullough and am writing a detailed proposal for the design engineering on this project for him, but it will have a much reduced scope of work from what he previously proposed. I'll be meeting with him again shortly to iron out any details

Once the Army Corp of Engineers (ACOE) permit is obtained, we can begin the demolition. We have until the end of February to get that done. Otherwise we have to wait until July, but aside from getting these things ready to roll, we are in a holding pattern until we get the ACOE permit.

Criminalization of Marina Rules: Nothing new has happened, although Commissioner Jackson has continued to work on this, and has a direction on how to proceed. But first we need to get the cameras in place.

All-Ports Meetings: Since the Port of Shelton doesn't seem interested in pursuing the idea of a Mason County All-Ports Association, I was thinking about approaching the Kitsap All-Ports Association and broaching the idea of including not only us, but Grapeview and Dewatto as well if they're interested, and making it a Westsound All-Ports Association, but wanted to get your thoughts on that before I approached him or the other Ports.

The next meeting is scheduled for January 27.