

**PORT OF ALLYN
REGULAR MEETING
August 1, 2016
MINUTES**

Regular meeting was called to order at 6:00 pm with the Pledge of Allegiance

Present were Commissioners Scott Cooper, Chair; Jean Farmer, and Judy Scott; Executive Director Lary Coppola, LeAnn Dennis and Travis Merrill, staff; County Commissioner Randy Neatherlin; Brianna Loper, press; Phil Wolfe, Jeff Carey, Kaye Massie, public.

CONSENT ITEMS

- a. Minutes of Regular Meeting July 6, 2016.
- a. Minutes of Special Meeting July 28, 2016.
- b. Financial Reports

Commissioner Scott made a MOTION to accept the consent items a, b & c. Commissioner Farmer SECONDED. MOTION CARRIED.

ACTION

- a. General Fund Vouchers #16-282 to 16-307 for \$10,454.73
- b. Payroll Vouchers #16-308 to 16-321 for \$16,489.00
- c. Water Fund Vouchers #1625 to 1628 for \$263.51

Commissioner Scott made a MOTION to approve, Commissioner Farmer SECONDED. MOTION CARRIED

Commissioner Reports

Commissioner Judy Scott

Has received the Oyster House video from Mark Woytowich and would love to share with others. The booth at Allyn days for the Sargent Oyster House went well and the fundraiser did well.

Commissioner Jean Farmer

No a lot to report, went to the Port meetings and helped with mid-year budget.

Commissioner Scott Cooper

Attended the Port meetings, but did not attend the Economic Development Council (EDC) meeting (he was on vacation), but did provide minutes and reports from the meeting. The Washington Public Ports Association (WPPA) Commissioner meeting at the Alderbrook is going on now and he will attend tomorrow. He also reported that Allyn Days was well attended. Finally noting that he received an email from Ken VanBuskirk and has not yet responded.

Executive Director Report

*See Attached

Security Officer Report

Has an incident report he will be giving once a month. Received a phone call from a neighbor at the North Shore of an RV hanging out. Reported that the posted boat at Allyn is now gone, and paid after being chained.

OLD BUSINESS

Commissioner Cooper discussed the reason for looking into voicemail system. The Executive Director said Hood Canal Communications can't do it so we may have to purchase the hardware, but he would also check with-Fibor One, Wave, etc. Added that we will look at purchasing at our budget meeting.

OYSTER HOUSE

Already discussed in Commissioner Scott's report.

NEW BUSINESS

The North Mason Chamber After hours will be hosted by the Port on Aug. 11th. The Taste of Hood Canal will be Aug 13th.

REVIEW OF POTENTIAL PROJECTS

Commissioner Scott would like to have a workshop and discuss more. Executive Director Lary Coppola is going to the Port of Kalama to learn about the sports complex they have developed.

Commissioner Cooper asked if we should have a workshop with Jeff Carey to discuss water systems and the possibility of acquiring and/or operating Mr. Carey's.

The regular Port meeting in September has been changed to Wednesday, September 7 at 6pm due to the Labor Day holiday.

Executive Director Lary Coppola briefed everyone on some of the strategic planning he has been working on. He put the sports complex project into the matrix received from Port of Everett and read that. According to his research, every sports tournament day brings approximately \$75,000 into the community. This will spur additional growth and jobs. He also noted the lack of local fields between Silverdale and Shelton.

He also went through the same matrix for the other potential projects –

- Business/Industrial Park.
- Indoor/Outdoor Shooting Range.
- Sargent Oyster House.
- Port of Grapeview partnership.
- Ongoing Entrepreneurial Classes.

PUBLIC COMMENT

County Commissioner Neatherlin discussed some of the potential projects outlined by the Executive Director, noting that Sandhill Park's first softball tournament flooded the parking and only with ¼ of the facility was being used. As for the potential business/industrial park, he stated that the Port of Shelton is full, with no available buildings to lease so this would be a good potential. As for a shooting range – he suggested looking into public/private partnership as someone is currently working on one and may be able to partner. He also clarified rules governing the Open Public

Meetings Ace (OPMA) saying it's against the law to erase documents as Commissioner Farmer just said she does.

Phil Wolfe discussed the Grapeview issues, if the Port of Grapeview dissolves, then everyone loses that Port. What their problem is, in his opinion, is lack of management. They need to repair the boat launch and it's not being cared for. He hopes our conversations with the Port of Grapeview are fruitful and the Port of Allyn may be able to be involved. IDD funds were discussed last time to buy 20 acres of land and buying other property and they weren't really supported because they need to manage what they have (launch).

Jeff Carey suggested looking into voicemail, stating we will have to create policies and procedures, including archiving and maintenance.

EXECUTIVE SESSION

A 20-minute Executive Session was scheduled to begin at 7:15 p.m. The topic was to discuss the latest complaint against public employees from June 27th from Mr. Van Buskirk.

The Executive Session was adjourned 7:35 p.m., and the regular meeting reconvened.

Commissioner Scott made a MOTION to adjourn at 7:56 p.m. Commissioner Farmer SECONED. MOTION CARRIED

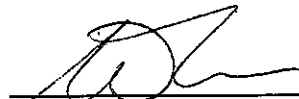
The meeting was adjourned at 7:56 p.m

Respectfully Submitted,



LeAnn Dennis, Office Manger

COMMISSIONERS:



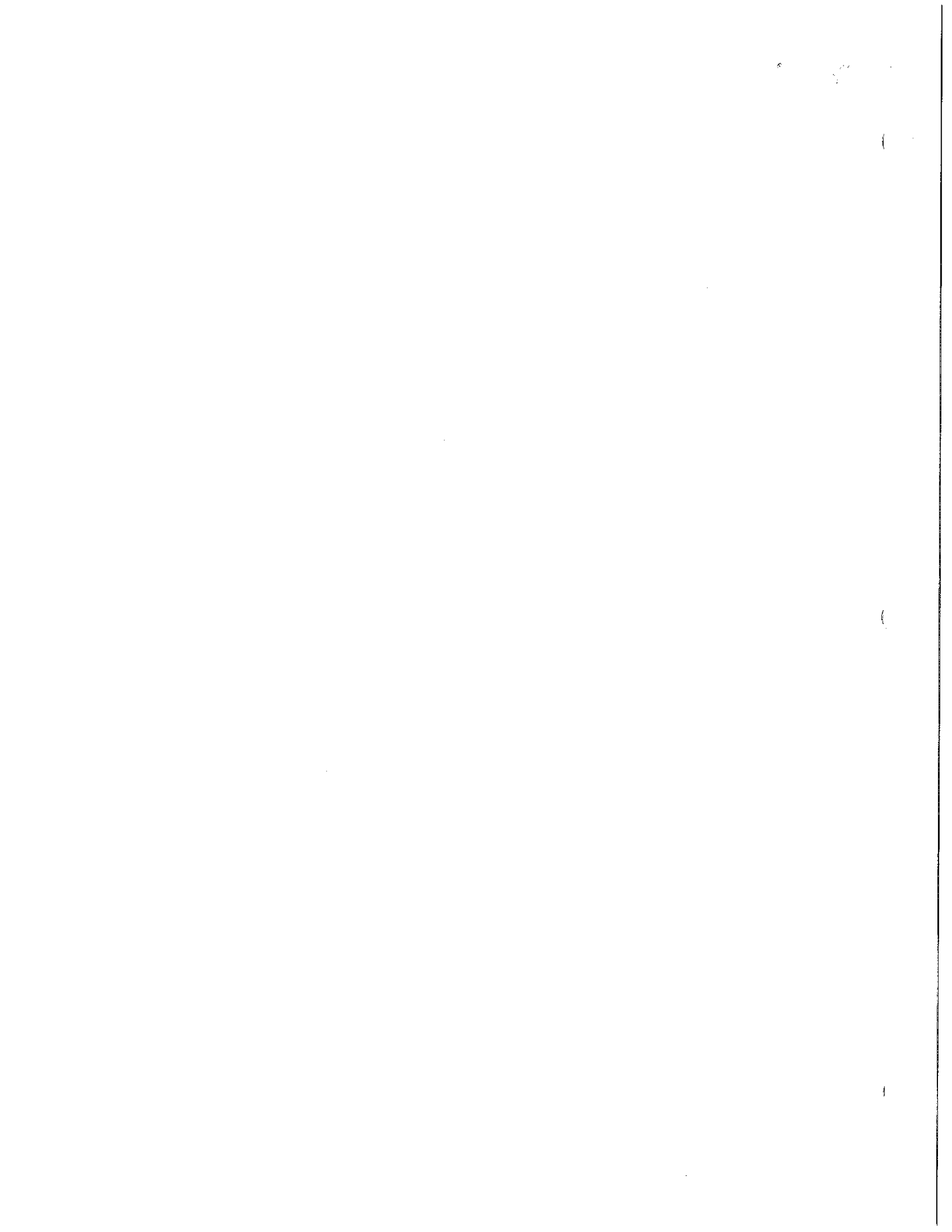
Scott Cooper, Commission Chair



Judy Scott, Vice Chair



Jean Farmer, Commissioner



**Port of Allyn
Executive Director's Report
August 1, 2016**

Report Items:

Water System Issue: I have met with our water system manager, Steve Holloway twice since our last meeting to get a handle on what specifically needs to be done, and in what order. According to Steve, some of what's needed has already been accomplished, just the documentation was never provided to the DOH or Ecology. He also said we paid NW Water Systems to some of this, but isn't sure how much or for what. As of Friday, I have a call into both Bonnie and NW Water Systems to try and get my arms around that part of all this. I also contacted the person at the DOH overseeing this to tell her that we have an action plan, and it was our goal to have this completed and submitted by the end of the year.

The bottom line is that we have a draft plan. What we need to do is basically update and finalize it, making sure all the items on the DOH list are taken care of, put together a build-out timeline, and submit it for final approval. I also want to get with Jeff Carey and try and come to an agreement about acquiring his system, and include that in the final plan, as it would also give our system some redundancy in case of a failure of some component.

The next thing we need to consider is raising our water rates. We are far below any other water system in the state according to Steve Holloway. The bottom line is unless we don't, we will continue to lose money on the operation of the system. I will have some recommendations for you next month based on research of other systems and their rates.

Public Records Request: I sent an email to Steve DiJulio asking him to contact Mr. Van Buskirk via letter saying that we have extended him 3 opportunities to inspect everyone's phones in person, and that since he hasn't responded, that we consider the request fulfilled and the matter closed. I emailed each of you a copy of the email to Steve.

Public Records Issues: While on that subject, we are still working on a plan to load all our documents on the Port's website so we can refer Public Records Requests to the website and eliminate the substantial cost to research and produce those documents. This has cost us in excess of \$5,000 this year

Voice Mail: You have all asked for us to set up voice mail for each of you. Hood Canal Communications can't do that, so we need to purchase a separate phone and voice mail system. I got a quote from Pacific Communications on both a new and refurbished system. I have included those quotes in your meeting documents.

ROI: I'm still waiting to hear from the Building Industry Association of Washington underwriter as to our status. I put a follow up call into him on Friday, but didn't hear back. He successfully submitted our application for enrollment, and told me last month that all we are waiting for is the final approval from L&I. If we have no claims, we will get a rebate on our 2017 premiums.

Boundary Fence: I spoke with Viking Fence, on Friday, and they said the new fence will be complete by the end of this week. They have been waiting for the concrete holding up the posts to cure enough for them to attach the mesh.

Power and Water at Allyn Marina: I will be creating the specs and looking to secure bids to move this project forward. I will put it out on the Small Works Roster, as well as other places and see what we get.

Reseal Parking Lot: As part of the ongoing effort to bring our facilities into top condition, Don began resealing the upper parking lot this morning and having it restriped. Except for the restriping, Don can do the rest. Also, we are changing the configuration to accommodate additional parking spaces.

Sweetwater Park Project: As things stand today, nothing new has happened since our last meeting. We have let the NMSD know we would not be moving forward until the state Dept. of Ecology issues a "No Further Action" letter stating the cleanup is complete.

Gazebo Bricks: As you know, we have 33 bricks in the Gazebo with no etching. The cost of etching all of them would be around \$900. I believe we can sell them for \$100 each, which would create a reserve of \$2,400. I wrote a story for the NBR about this, which appeared in the Allyn Days issue. That generated some response and we sold several. But right now we don't have enough sold to move forward. We are holding on to the checks we've received and not depositing them in case this doesn't go forward. That way we can just give the originals back rather than create an invoice, receive the payment, deposit it and then create a refund. We have awhile yet to continue selling, but need to have this wrapped up by mid-September at the latest.

Strategic Plan Development: I have vetted the projects you all decided upon at the June 20 meeting, by running them through the matrix we got from the Port of Everett at the recent WPPA seminar in Spokane. It is in your meeting packet. I'm looking forward to discussing them tonight.

Management Agreement: Along those same lines, as you know, I forwarded the management agreement documents I got from the ED at the Port of Ilwaco to Glenn Carlson of the Port of Grapeview to facilitate exploring a number of potential options, including their dissolution, a merger, and just simple management. Money is the major stumbling block. I have a Call into Cynthia Weed about how a merger would impact our IDD status if they did one for their boat launch and then we merged.

Port Director's Seminar: I attended this event on July 14 & 15, in LaConner. It was well worth the time to go. Topics included, employment agreements and why they are necessary, how they should be structured, and what they should and should not include; orienting new Commissioners, with the discussion evolving into discussing how to deal with political candidates running for the Port Commissioner position – especially in a contested election with an incumbent. They agreed it is a best practice for the incumbent Commissioner to not be the Chair in the year he or she is up for re-election. It also included sessions on running an effective meeting, and how to manage outside of the box community expectations, as well as understanding utility and transportation capacity and integrating it with a Ports Comprehensive Scheme. I also made some contacts with other Port Directors that I believe will benefit us in the future in terms of learning how they accomplished particular projects. In fact, I have an appointment on Wednesday with the ED at the Port of Kalama to tour and learn how they developed and financed their sports complex, which is similar to the one we're talking about.

Housing as Economic Development: We touched on this briefly at our July 28 Special Meeting. Coincidentally, I attended a meeting on this very subject sponsored by the Port of Bremerton the next day. It was facilitated by J. Lennox Scott, President & CEO of John L. Scott Real Estate, and was attended by a who's who of Kitsap County's development and housing industries, as well as elected officials from every jurisdiction in the County. I think doing something similar might be a good idea for us to do here. Your thoughts?

North Shore Pay Station: As of the end of the day on Friday, we took in \$2,253 at the pay station with the last weekend of the month to go.