

**PORT OF ALLYN
Regular Meeting
May 1, 2017
MINUTES**

The Regular Meeting was called to order at 6:00pm with the Pledge of Allegiance.

Present were Commissioners Scott Cooper, Chair; Judy Scott, and Jean Farmer; LeAnn Dennis, Operations Manager; Lary Coppola, Executive Director; Travis Merrill, Security Officer; Jean Bray, Doug Impey, Ken VanBuskirk, Del Griffey, Earl Idding, Scott Stevens 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 Regular Meeting April 3, 2017
- b. Financial Reports

Commissioner SCOTT made a MOTION to accept Consent items a & b. Discussion about a public request to change the wording in April 3, 2017 Meeting Minutes. Ken VanBuskirk requested the Levy Lid Lift item on April 3rd be changed from "not considering an increase at this time" to "The Board didn't have time to review the material and that is why it was taken off the agenda." The MOTION was amended with the correction per Commissioner Farmer, SECONDED by Commissioner FARMER. MOTION CARRIED.

ACTION

- a. Payment of GF Vouchers #17-156 to 17-183 for \$5,903.74
- b. Payment of Payroll Vouchers #17-184 to 17-195 for \$14,250.65
- c. Payment of Water Fund Vouchers #1717 to 1719 for \$295.18

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

COMMISSIONER REPORTS

Commissioner Scott reported she attended the Regular Port Meeting, Sargent Oyster House meeting with the North Bay Historical Society and moving forward. Mrs. Knight and Commissioner Scott gave a presentation that was well received. She also attended the Department of Natural Resources Focus Group and she volunteered for the annual "clean up" day in the forest in support of National Earth Day. She attended PRTPO also and noted Kitsap County is doing a "travel demand model" and she stated all the information from it will be available to all entities late June. They are also doing a corridor sketch that gave information about 5 major roads in Mason County and Commissioner Scott has hand-out materials for anyone interested. Lynn Longen from the Economic Development Council (EDC) spoke at the North Mason Community Voice meeting. Finally

Commissioner Scott discussed a road improvement district for Blacksmith Road improvements.

Commissioner Farmer reported there was a beaver dam breach in Victor and there is a whale in the bay if anyone is interested.

Commissioner Cooper discussed coming into the office to work on a payroll issue. He recommends the Board hold a workshop to discuss how to rectify the issue. He reported he had a lunch meeting with County Commissioner Neatherlin about a property site for a possible project (not good location for sports complex but good for business park). He attended the Economic Development Council meeting.

EXECUTIVE DIRECTOR *See Attached

There was some discussion about the grant application Mr. Coppola is working on. It will be submitted on time. They also briefly discussed attendance at the Entrepreneurial classes.

SECURITY REPORT

Mr. Merrill reported there was a homeless person sleeping under the stairs and with the help of Mason County Sheriff, he was removed. Traffic in the park is picking up. The vessel owner stealing power from the North Shore Dock has been removed. The discussed the plan for Don and Travis to be at the North Shore Launch about 5:30am to help shrimpers get their boats in the water and park and help.

NEW BUSINESS

Discussion of EDC membership drive sponsorship at the Ridge Motorsports complex, they have asked for a \$1,000 sponsorship. The Board declined but would support something up in North Mason.

The Allyn Community Association has asked to place a storage unit on Port property. The Board discussed issues that could come from allowing one entity to do that and others that may want to do it also. Commissioner Farmer stated she would like to see the ACA's financials. They tabled the idea until Richard Bell (ACA President) can attend and discuss the details with the Board.

Commissioner Farmer asked Mr. Coppola to look into building a skateboard park. Discussion about location and the issues that can come with an un supervised skateboard park. Commissioner Scott stated when the Port considered it previously, we were looking at property by the high school and the audience members from Beards Cove gave negative feedback about their neighborhood however they would support a project by the high school or other locations.

OLD BUSINESS

None

PUBLIC COMMENT

Del Griffey requested that the Port place Paul Bunion and Babe the Blue Ox in front of the Port Building to advertise for Allyn Days. The Board supports the idea and they will work together with the ACA on the details.

Ken VanBuskirk suggested the Port consider partnering with the Puget Sound Naval Shipyard for a commuter rail line that could go all the way to Shelton. He brought up the rumors surrounding the Port of Allyn's involvement with the Port of Dewatto. Finally he discussed his thoughts about the Port of Allyn's Comprehensive Scheme that the Board is working on updating.

Several Port of Dewatto residence discussed their issues in Dewatto and what they would like their port to do. They were pleased that the rumors they heard were just that, rumors. The Board assured the Dewatto residents that the Port of Allyn has no intention of taking over the Port of Dewatto and that the interaction between Mr. Coppola, Mrs. Dennis and Ms. Krotzer was simply the Port of Allyn supporting the Ms. Krotzer trying to come up with possible ways to help in a distressed moment. The Board also suggested a joint meeting up at the Port of Dewatto if the residents would like that to help calm the situation when one of Dewatto's Commissioners quit.

Meeting Adjourned at 7:48 p.m.

Respectfully Submitted,



LeAnn Dennis, Operations Manager

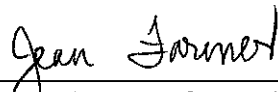
COMMISSIONERS:



Scott Cooper, Chair



Judy Scott, Vice Chair



Jean Farmer, Commissioner

**Port of Allyn
Executive Director's Report
May 1, 2017**

Report Items:

Meeting Videos: As you can readily see, in the interest of increased transparency, as you approved last meeting, we are now videoing our meetings. They are also being live streamed. There will be a link on our website to our YouTube channel where people can go and watch the meeting.

Because the camera is in a fixed position, speakers wanting to address the Commissioners will have to come up to the podium rather than speak from their seats.

Website Update: We are updating our website. We have simplified it by eliminating the things we didn't really use, and reorganized the materials on it in a more user-friendly way. We will be adding a Public Records Request form, and facilities reservations forms, and should have these in place this coming week. We've also linked it to our Facebook page, and it is scalable for mobile.

Allyn Community Association Request: We've received a request from the ACA to be allowed to build a storage shed on Port Property to store all of their Allyn Days materials. They are currently looking for a way to save money on that storage. I have put this on the agenda for discussion.

Skateboard Park: Jean suggested we look into the idea of building a Skateboard Park. I was somewhat involved in the one built at South Kitsap Regional Park, so I've at least got a working knowledge about how these go together. The big question is location. For these to be successful – and by that I mean have kids use them, and not have them become graffiti magnets – they need to be within walking/skating distance of where kids actually live.

The one at SKRP is very successful because it is centrally located within walking/skating distance of almost 1,000 homes. By comparison, the one in Silverdale is covered in graffiti and not used much because it is located next to a freeway interchange and not close enough to the residential areas to make it easy for kids to get to.

With this in mind, Beards Cove or Lynch Cove are probably the best prospective places. I've written a letter to the Beards Cove association manager, asking about covenants, restrictions, and similar issues. He will present it to the homeowner's association board to see if they even are interested in having this there, at their next meeting.

To do this, we will need to acquire some land, although there are grants available from RCO for those purposes – if the association allows us to move forward. LeAnn also tells me a similar project was on the Port's radar some years ago, and that some plans had been drawn for a skateboard park next to the existing basketball court here. If you want to move forward, we can try and locate them and see what we have. This is also a discussion item on the agenda.

Water System Issues: Todd Krause at NWWWS has assigned this to a subordinate. He tells me the May 30 submission date is still viable, depending on some additional documentation he needs - which he told me about in an email at 4 p.m. on Friday - after considerable prompting for information about where we are on this. We will have that documentation to him this week.

Also, our water system franchise agreement with Mason County is up for renewal this year. The County has 27 agreements that need to be renewed this year, however we don't yet know if we'll be in the first group in the June/July time frame or the second, which is a September/October group. We don't have to do anything more than what we've already done at the moment. They'll send us the information when we get closer.

We have already obtained an updated Evidence of Coverage insurance form from Enduris, and the county will send us a copy of their required form when it's time, so, we are good to go for the moment.

As I noted previously, I've negotiated our cost with NWWWS not to not exceed \$7,500 for the submission of the plan, and kept Joe Brogan in the loop on all of our communications just in case we eventually have to file a claim for damages of some sort.

Gazebo Bricks: It's time to work on this again. I've written a story for the news media I'll submit this week, and we should have enough response to be able to sell a lot more bricks. We can add 26 of the larger bricks at a sale price of \$250 each, and another 60 smaller bricks for a total of 93 small bricks. Cost of this project is approximately \$4,500 to do it, and revenue is \$15,800, for an estimated profit of \$11,300.

Derelict Vessel: As I've said all along, I didn't expect the sale to bring much at auction – certainly not enough to pay its moorage costs at \$1 per foot per day – plus all our administrative costs as well as DNR's costs. However, it's my understanding that DNR will reimburse us for 90 percent of our costs, and then go after the Aldrich's for payment of the difference between what it brings at auction, and the actual costs. I expect we should be in the neighborhood of \$3,000 to \$3,500, and we have submitted all the appropriate paperwork.

Bias Software Upgrade: I spoke with BIAS again and alerted them we will be moving forward. We settled on July 1, as a date to start the conversation. However, what that will entail is us filling out spreadsheets and other paperwork so they can get us set up. Once we're set up, we'll begin training. Our actual conversation date will be January 1, 2018, so we'll be on QB until year's end. I also talked to her about payments. We won't have to make the first half of the \$4,818.75 Annual Fee until next year, so we can include that in the 2018 budget. We will have to make the \$3,805.20 one-time start-up fee sometime near the end of this year. Depending on the set-up and training times, they will invoice us near the end of those, and then we have 30 days from billing, so it's entirely possible that none of this could come due this year when all is said and done.

Eberhart Legal Costs Reimbursement: I spoke with our representative from Enduris last week, and he assured me we will receive the check – which should be in the neighborhood of \$85,000 – before this week is out. How I recommend we allocate those funds are as follows:

- 1) Pay back the ID fund - \$30,000 (This is in the general Budget)
- 2) Fund the Reserve Account - \$25,000 (We budgeted \$20,000, plus add \$5,000 more)
- 3) Convert to BIAS - \$6,214 – (This is our up-front cost plus half the annual cost)
- 4) Better Wayfinding Sign - \$2,500 (This is in the Capital Budget)
- 5) Oyster House - \$5,000 (Capital Budget has \$10,000 included for this)
- 6) Public Records OCR Software Setup - \$7,500 (Budget has \$5,000 for Public Records)

This will still leave us with between \$9,000 and \$10,000 depending upon how much the Enduris check is for, plus approximately \$62,000 that we have budgeted and won't have to spend from our property tax and other revenues. Barring any surprises, with our budgeted cash carryover of \$43,503, it's possible we could carry over more than \$100,000 into 2018, even after paying the unbudgeted \$7,500 to NWWVS.

Allyn Boat Launch Dock Repair: The hardware securing the dock at the Allyn Boat Launch failed during the recent storms at several of the pilings. We secured the necessary hardware and the repair has been completed with no other damage.

Public Records Issues: We are in a holding pattern on this for the moment. I am convinced the best, most workable solution appears to be what we originally concluded – converting our existing documents to OCR electronic files that can be read with key word software, and storing them in the cloud for future retrieval. This should be a fairly easy solution to implement, once we find a cost-effective vendor. We originally thought Kelley Imaging offered the most viable option, but was too pricy for us. We have done webinars with a number of other potential vendors, but after talking with them all, Kelley is looking to be the best priced – although they exceed our established Public Records budget. Meanwhile, I'm continuing to research other vendors, so we're on hold for a little while longer. But at some point are going to need to make a decision on moving forward or not.

New Computer for LeAnn: We're still having some issues trying to migrate all of LeAnn's data from her old machine to the new one. All of the cloud-based data is moved, but it's the older data and QB that's been giving us trouble. Charles is on the case.

Renting Out Small Office: When this was brought up last month, there was no real consensus about moving forward on this – or in exactly what way – or not.

Entrepreneurial Classes: We are continuing to hold these classes here, and in fact had one here just this afternoon.

Coder Dojo Classes: To be totally honest, I haven't had much time to work on this, so it's also in a holding pattern - for now. I expect to be able to focus on this again this towards the end of May, as this is something I strongly believe in.

ROI: Another project on hold awaiting a decision from L&I as to whether or not we are eligible as part of the builder's association, but I've also begun looking for another business association with a similar plan for us to align with as members. AWB is a possibility, Waiting for more information.

LTAC Money: I attended the last LTAC meeting. It seems that the county is trying to hire an Executive Director to run what is essentially a Visitor and Convention Bureau. I wasn't clear on whether or not they were going to replace the Blue Collar Group which has been marketing Mason County through the Explore Hood Canal website or not. I also made sure to get on the mailing list for the LTAC.

The next LTAC meeting is July 27. The meeting will be to review and make recommendations on awards for 2018 VIC services and Tourism Development/Promotion. The RFP's will go out for advertising by the middle of this month.

Trade Show Booth: We are putting together a professional-looking trade show booth to replace the haphazard setup we use now. I've spent some time looking at what other folks use and came to the conclusion we could do it for around \$1,000 using several popup stands like the one we already have. The nice thing about those is they are portable, and the hardware is reusable if we want to change out the images from time-to-time. Cost of that is under \$100.

Power and Water at Allyn Marina: As I reported last month, I came across an RCO grant for exactly this type of project. Because of the short time frame, the main hang up has been getting a realistic handle on costs of the project to submit for the grant. To qualify for the grant, we needed to have an engineer's estimate, so I engaged Art Anderson & Associates for that. They are a highly reputable Bremerton firm that does marine engineering and more, and are on the MRSC list so we didn't have to go to bid for those services. They designed P.O. City Hall, and are currently working with the Ports of Shelton and Bremerton on several projects. We are working directly with Ben Anderson, who is the CEO, and also the current board chair of the Kitsap EDC. I also know his father, who ran the company for 30+ years until he retired and Ben took over.

The grant requires a 25 percent match, but part of that can be in-kind, including our own labor and materials. I spoke with Don about running the water line down there – we need a larger line – and he could do that. His time and the materials would count against the in-kind.

We could fund any balance of the match with a loan from the IDD, or out of our Capital Budget, but we can cross that bridge when we get there.

We are almost finished with this and still have until midnight tomorrow to submit the grant, so we should be in good shape. The county's grant writer said she'd review it before we submit.

Potential Business Park/Sports Complex Property: I met with Commissioner Neatherlin and Dr. Brian Peterson recently – at Commissioner Neatherlin's request – to discuss our interest in securing development property directly adjacent to the proposed MTA Park & Ride if the east side of Highway 3 site is selected. We would be looking at 5-acres of Overton land, with an option on an additional 5 acres. I told them to bring me a proposal and I would present it to the three of you for review and a possible decision.

WPPA Spring Meeting: The WPPA annual Spring meeting for is May 17-19 at Suncadia. We had made hotel reservations for myself, Scott, and Judy. The block of WPPA rooms was gone the first day – which is when I called, but I did get us reservations in the adjacent condos. I registered myself with WPPA, but until Scott and Judy know for certain whether or not they're

going, I've held off registering each of you because there is a \$75 each cancellation fee. I can cancel the condo reservations any time with no fee.

The other meetings are the Finance and Administration Seminar, which is June 14-16 at Semiahmoo. The Executive Director's annual seminar is July 12-14 in Long Beach. The Small Ports Seminar is October 25-27 in Leavenworth, and the Annual Meeting is November 15-17 in Seattle.

WPPA Appointment: I reported last meeting I had been appointed to the WPPA Legislative Committee, and was already a part of the Economic Development Committee. WPPA's new Government Affairs Manager has asked me to become a member of the Marina committee as well.

Vacation: Since I didn't take nearly as much time off with my hip surgery as I originally anticipated, and still have four vacation days from 2016. Plus, I didn't take any vacation time at all in 2015, as well as have a number of sick days accumulated.

I'd like to take off from July 18 to 25 – the week after Allyn Days. I'm planning a baseball game road trip with Bryce. I will take my iPad and I have Outlook on the Port's phone, so I'll still be able to be on top of any issues that arise.