

**PORT OF ALLYN
Regular Meeting
January 2, 2018
MINUTES**

Swearing In of Commissioner Ted Jackson at 5:30 p.m.

Judge Costello of Tacoma spoke a few words to introduce Ted Jackson as the new Port Commissioner, District 2.

He then administered the Oath of Office and swore Mr. Jackson in as a Port of Allyn Commissioner. Commissioner Jackson then spoke briefly, thanking everyone for coming and introducing his family.

The Regular Meeting was called to order at 6:00 p.m. with the Pledge of Allegiance. Commissioners Judy Scott and Scott Cooper welcomed Commissioner Jackson.

Present were Commissioners Judy Scott (Chair); and Ted Jackson and Scott Cooper. Staff present were LeAnn Dennis, Operations Manager; Lary Coppola, Executive Director; Jeff Carey, Ken VanBuskirk, Delmer Griffey, and other community members with Ted Jackson's family, Public; and Dana Kampa, Press.

CONSENT ITEMS

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

- a. Minutes of Regular Meeting December 4, 2017 (with correction about tabled item)
- b. Minutes of Special Meeting December 13, 2017
- c. Financial Reports

Commissioner COOPER made a MOTION to accept Consent items a, b & c. **SECONDED** by Commissioner JACKSON. **MOTION CARRIED.**

ACTION

- a. Payment of GF Vouchers #17-421 to 17-441 for \$12,825.72
- b. Payment of Payroll Vouchers #17-442 to 17-453 for \$14,129.44
- c. Payment of Water Fund Vouchers #1742 to 1744 for \$224.58

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

COMMISSIONER REPORTS

Commissioner Cooper – Explained he was absent at the December 4 meeting due to a death in the family. He attended the December 13 meeting and the Economic Development Council (EDC) retreat that covered hiring a new Executive Director.

Commissioner Jackson – Nothing yet as he was just sworn in 15 minutes earlier.

Commissioner Scott – Attended the Port meetings, Peninsula Regional Transportation Public Organization (PRTPO), Commissioner Scott discussed current projects PRTPO is working on and handed out some documents.

EXECUTIVE DIRECTOR *See Attached

SECURITY REPORT

Nightly traffic been a little heavier due to the holidays. He mentioned a 911 call saying that the Scamper had sank, which was not true.

OLD BUSINESS

Dr. Brian Peterson handed out pictures of the community wayfinding signs.

NEW BUSINESS

There was a discussion about updates to payroll policy. Commissioner COOPER made a MOTION to adopt the leave policy with updates. Commissioner JACKSON SECONDED. MOTION CARRIED.

Commissioner JACKSON made a MOTION to appoint Commissioner SCOTT to the Mason Transit Board if they are still taking applicants. Commissioner COOPER SECONDED. MOTION CARRIED.

Commissioner COOPER made a MOTION to appoint Commissioner JACKSON as the Washington Public Ports Association (WPPA) trustee for the Port of Allyn. Commissioner SCOTT SECONDED. MOTION CARRIED. Commissioner JACKSON made a MOTION to appoint Commissioner COOPER as the alternate. Commissioner SCOTT SECONDED. MOTION CARRIED.

There was a discussion about personal devices. The Executive Director said he understood the iPads are frustrating to some of the Commissioners and that he is looking at Microsoft Surface or other laptop options that are more compatible with our programs in the office. He said data lines can be dropped to reduce the Port's expenses. The Board would like to wait and consider during a budget workshop for 2019.

PUBLIC COMMENT

Allyn resident Jeff Carey:

Asked that his name be added the list of attendees in the minutes for December 4.

The TIPCAP consultant would like to know if the Port is interested in any of the projects they are working on.

He commented on two things for the Comprehensive Plan, noting that the Water System needs to be on the list of assets.

He also mentioned economic improvements related to roads and working with Loretta Swanson at the County.

Belfair resident Ken VanBuskirk

He mentioned the *Kitsap Sun* article covering the Port's switch in focus from business park to tourism, trails and recreation.

He also said he wanted the survey/newsletter topic to be on the agenda.

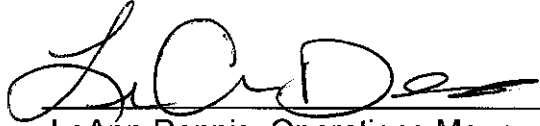
He's glad the Port of Allyn has withdrawn its offer to help the Port of Dewatto.

He also thinks the trail at the Theler Center needs to be fixed and he believes it would be better for the Port to focus on helping repair the trails already in place rather than develop new ones.

The Executive Director mentioned the survey and how much a printed and mailed version would cost versus the rate of return, and said he is working on a survey to be distributed through email and online, noting we will have printed copies available at the open house.

Meeting Adjourned at 6:48 p.m.

Respectfully Submitted,

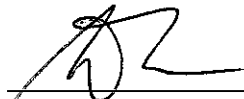


LeAnn Dennis, Operations Manager

COMMISSIONERS:



Judy Scott, Chair



Scott Cooper, Vice Chair



Ted Jackson, Commissioner

**Port of Allyn
Executive Director's Report
January 2, 2018**

Report Items:

Water System Issues: At long last, NWWWS has submitted our water system plan to the State.

Also, we have been assigned a new case manager from the DOH – and I will touch base with her this coming week to see if she has any input on the plan.

As far as our water system franchise agreement with Mason County that's up for renewal this year is concerned, I have finally gotten a schedule from Loretta Swanson at Mason County Public Works. She is targeting a hearing date of February 20, for the County Commissioners to consider executing the renewed franchise agreement. The tentative time line is as follows:

- 1/02/2018 - A DRAFT franchise is presented to the Port for review – although I received nothing today
- 1/29/2018 - Port and County staff and legal review complete; agree to final franchise agreement
- 2/05/2018 - Final franchise agreement presented to Port Commissioners for approval
- 2/12/2018 - County staff briefs County Commissioners on agreement and requests Board to set a hearing date
- 2/20/2018 - Board sets hearing date
- 3/13/2018 - Hearing and action on franchise agreement

In order to process the renewal, the County will need the following:

- A Franchise renewal fee of \$300 made payable to Mason County Public Works – which is in the vouchers you've approved tonight
- The name(s) to be included in the franchise document. For example, will the board chair or Executive Director be executing on behalf of the Commissioners?
- Evidence of insurance – which we already have
- A map of our service area and an electronic (CAD and/or PDF file) of your existing system

As I've noted over the past several months, there are so many water system franchise agreements up for renewal all at once, Public Works is trying to package all the smaller systems into groups for the County Commissioners to approve as one agenda item rather than have an agenda item at the Commission meetings for each individual system. At this point, we're just waiting our turn.

We have already obtained an updated Evidence of Coverage insurance form from Enduris, and the county is supposed to send us their required form, so, we are good to go for the moment.

Criminalization of Marina Rules: I'm still working with Andrea Bradford from Foster Pepper to get this in front of the Mason County Commissioners. She has been in communication with Tim Whitehead from the prosecutor's office and spoken with County Clerk Diane Zoren. Ms. Zoren sent me an email about scheduling a joint briefing with us and the County sometime after the 20th of this month. Ms. Bradford sent the County what we hope is the final draft of the ordinance this morning.

However, according to the email I received from Ms. Zoren, the budget process had monopolized most of the Commissioner's time in December, which is why they claim this project has been delayed. She stated that in that budget, each department suffered cuts, which means services will be reduced. According to Mr. Whitehead, there needs to be more discussion between the County and the Port related to taking on additional demands with less staff. I've also had some communications with Commissioner Drexler on this same issue. She is concerned that adopting the entire document could potentially cause some of those kinds of issues for the County, so I've agreed to them adopting just the parts that constitute theft of service – not paying for launching, parking, moorage, etc. Based on our communications I believe she will be agreeable to that. The other issues in the original rules are more like behavioral issues for users of our facilities, and don't meet the standards for any kind of criminal behavior. We already police those ourselves with little or no problem.

To be bluntly honest, I have some serious heartburn about Mr. Whitehead's response. We are not asking for much from the County at all, and have a documented history of needing very

little service from the Sheriff's office. Plus, we took our direction from the County Commissioners on how to proceed with this, and have incurred a couple of thousand dollars of cost by having our attorney prepare the ordinance in the County's legal language at the insistence of the County Commissioners. On top of that, if the former County Clerk had done her job and got this on the Commission agenda when it was originally submitted over two and half years ago, this wouldn't even be an issue now.

Also, based on our track record of only one service request from the Sheriff after having assumed this ordinance was already in place for the past two and half years, coupled with our willingness to have the County collect and keep any fines levied for violations, the County's budget situation shouldn't have any bearing on this whatsoever.

Finally, if a situation arose where service was needed from the Sheriff and it wasn't available, and we didn't have the legal authority to deal with the situation, the County could be opening itself up to some serious liability. Approving this is quite simply in everyone's best interest.

Enduris Risk Assessment: I met with Joe Davis, Enduris' Risk Assessment officer on the afternoon of December 14. I spent several hours with him, and gave him a complete tour of all of our facilities, including the Water Tank, wells, both boat launches, docks, and the parks. He could only find one small item that was problematic – the surface of the North Shore launch ramp dock has a couple of the non-skid shingles that had started coming loose. I had Don replace them the following day. Other than that, he said we got a "Gold Star" for the condition of our facilities, noting that ours are in excellent condition – especially compared to many others he sees.

He also gave me some information on services that Enduris offers as part of our coverage – including educational opportunities - that are available to us. I'm studying those with an eye towards doing just that. I'll have more information on that in the near future.

Tree Damage: We had a poplar tree by the shop blow down over the weekend and damage the arbor. I've called Enduris to report it and see what insurance coverage we may have. Don can rebuild the arbor, and we called Frank Merrell to cut up the tree and haul it away. Since this was an emergency situation we didn't need to go out to bid on it, and he's on the MRSC Small Works Roster anyway. Cost is right about \$500.

Email List: We have begun compiling an email list for notifying residents of our District about meetings, and things like the Open House for the Comprehensive Scheme. We have posted this on Facebook and in several Mason County groups there several times, and will continue to do so. We have also reached out to the local news media, the Chamber, EDC, the Hub and the Salmon Center. While most organizations won't share their email lists, they have all been willing to send a note to their lists with the information to subscribe to ours. This has helped as we have gotten a number of requests from all of these sources, and I sent a press release about it with how to subscribe to the all the local media today, and also asked everyone to send a reminder to their lists as well.

Bias Software Upgrade: The January 1 conversation to BIAS is done – although we are still in the "hands on learning phase" according to BIAS. As we do specific tasks in BIAS, they are there to answer our questions and walk us through the individual processes as needed.

WPPA Trustee and Alternate: We need to appoint a new Trustee and Alternate for WPPA now that Jean Farmer is no longer a Commissioner. She was our Trustee. This is on your agenda under New Business.

Switch from iPads to Surface Tablets or Windows Laptops: I'd like to get your input on changing from our current iPads to Microsoft Surface tablets or Windows laptops. As you all know, I'm a big fan of Apple products, but I've come to the conclusion that a Windows-based product might be more efficient and user-friendly since all of you are more familiar with Windows than the Apple OS, and all have Android-based mobile devices. Plus, there have been two new generations of iPads since we bought these, and another is scheduled before year-end.

Surface tablets start at around \$800 and go up, but we can get HP or Dell – which is what we use in the office - laptops that will do the job at either Costco and on Amazon Prime for around

\$600 each. Also surplusing the iPads will recoup some of the replacement cost, and we'll reduce our monthly Verizon bill because we won't need cell service for the laptops. This is on the agenda for discussion as well.

Comprehensive Scheme of Harbor Improvements: As you know, we've set January 22 as the date for an open house, workshop meeting, and Public Hearing(s) on the plan to gather citizen input. We have also developed a survey for additional input, and will put a link to it on our website, and our Facebook page. We are also publicizing it on Facebook, as well as asking the Chamber, EDC, the Hub and Salmon Center send the links to the survey to their email lists. We looked at doing a printed and mailed survey, but since direct mail has a well-documented return rate of 3 percent or less, we didn't believe the return justified the cost of printing and postage, and that we will get at least as many responses electronically as we would otherwise.

Port of Dewatto: At the last meeting, I was directed to reach out to the Port of Dewatto, and perhaps attend their next Commission meeting. The day after our meeting, I began attempting to contact the Port Commission chair via phone, left several messages over more than a week's time, and until late Friday had received no response whatsoever. He contacted me on Friday around 4:30, offered to get together for lunch sometime over New Year's weekend. I responded with several alternatives as for time, including going to Tacoma to meet with him sometime this week if that would make it easier for him. However, I've had no response to those messages.

After consulting with Scott, we decided that all things considered, perhaps this isn't the best place for us to put our efforts right now, so we withdrew our offer to help, but will monitor the situation.

Meeting with Kitsap Bank: I am meeting with Jeff Reynolds and Alan Crain of Kitsap Bank on Thursday to learn what they will need from us in terms of financial and other information, should we ever want to use them to finance any future projects. I think being proactive in that area could be beneficial, as not having this information in place and being ready to pull the trigger if needed, was a factor in us not being able to bid on that Highway 3 property up for auction a couple of months ago. Alan Crain is an expert in municipal finance, and Jeff Reynolds is one of the banks' commercial lenders and someone I know and have worked with in the past.

2018 Budget : I expect some revenue and expense changes to this budget, so once we get the final numbers, I will ask you to approve an amended budget in the next month or so.

Wayfinding Signs: Commissioner Cooper asked me to coordinate this with Dr. Brian Petersen, who is handling this community project. He is supposed to be here tonight to give us an update.

Public Records Software: I met three times with a potential vendor that believes he may have a potential solution that fits our budget. He brought a programmer with him to one of the meetings to nail down exactly what we need so they can get us a price. I'm still waiting for more information. I reached out to them a couple of times last week but just got voice mail. I will try again this week.

New Public Records Requirements: I received an email today from Steve DiJulio saying one of the new requirements of the Public Records Act is to maintain a log and tracking process for all PRA requests. He has strongly encouraged us to establish and maintain a formal process, even for apparently informal PRA exchanges. While we have a strong interest in transparency and responsiveness, for avoidance of complications, Mr. Di Julio suggests we comply with these formalities.

Enterprise for Equity Entrepreneur Classes: We just got word today that the grant for these has been re-activated for 2018. We will once again partner with the Chamber and EDC on these.

Sweetwater Park: I have not heard anything from Dana Rosenbach of the NMSD concerning the letter we have requested from DOE. I see no reason to continue reporting on this until there's something new.

Trail Project: I talked to Pat McCullough of Engineering Services Associates about us being the lead agency on this project as he suggested at our December 13 meeting. I told him that as much as we'd like to, it would have to be with the caveat that it not cost us any money because we don't have a budget for that. He is certain we can actually generate some income as the project managers, so he is setting up a meeting for us, Commissioner Neatherlin, and the Salmon Center, to explore how we could make this work.

Renting Out Small Office: We are continuing to promote this on Facebook and I have made the Chamber and EDC aware of it. I've also asked them to promote it to their email lists as well. We've had a number of inquiries – including two last week on Facebook - but no bookings yet.

Skateboard Park: This is still on my radar, but I just haven't had a lot of time to put in on it. I do have a call in to Leslie Reynolds-Taylor, who I worked with on the one at South Kitsap Regional Park. She was the main driver of the project, and I was involved in the fundraising effort as a part of Rotary and the City.

Coder Dojo Classes: Like the skateboard park, this too has become a bit of a back burner project. Charles Keating and his wife are focused on the one they run, but have said they will try and find us the mentors that are required as well as someone to actually take charge of the program and run it. All we'll have to do is provide the location.

Oyster House: We had a local resident come in out of the blue last week and wrote a donation check for \$1,000.

Port of Grapeview Groundbreaking: The Port of Grapeview is scheduled to have the groundbreaking ceremony for their new boat ramp tomorrow at 10 a.m. You are all invited, and Congressman Kilmer has confirmed he will attend as well. I emailed the invitations to you a week or so ago. I intend to be there to represent us in case none of you are available.