

PORT OF ALLYN
Regular Meeting/Public Hearing
April 2, 2018
MINUTES

The Regular Meeting was called to order at 6 p.m.

Present were Commissioners Judy Scott (Chair); Ted Jackson and Scott Cooper. Staff present were LeAnn Dennis, Operations Manager, and Lary Coppola, Executive Director. Also attending were Jennifer Baria of the Mason County EDC and Kaye Massie, Jeff Carey and Ken Van Buskirk, 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 March 5, 2018
- b. Minutes of Special Meeting/Public Hearing March 12, 2018
- 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 #180401001 to 180401020 for \$7,936.61
- b. Payment of Payroll Vouchers #180403001 to 180401013 for \$15877.39
- c. Payment of Water Fund Vouchers #18040201to 180402003 for \$64.78

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

EXECUTIVE DIRECTOR *See Attached

Discussion about charging stations for Electric Vehicles (EVs). Commissioner Scott mentioned that charging stations have been discussed at PRTPO. The Executive Director also spoke about a highly controversial article written by Mr. Bob Lutz, former VP of General Motors. It discusses the future of electric autonomous vehicles and claims that these vehicles will be prominent within the next five years. Mr. Coppola said he believes that timeline may be a little aggressive, but that cities are already planning for them, and he asked if the Board would like to explore the possibility of the charging stations if he can find grant money for them.

The Executive Director also discussed turning the waterfront parking lot into grass, and shared the estimated cost of the project.

He also discussed the Port of Chehalis' Co-working space, and said he had an appointment with the Executive Director there to tour it and learn how they put it together.

He also gave a brief update on the Dock upgrades and engineering.

COMMISSIONER REPORTS

Commissioner Ted Jackson attended the two Port meetings

Commissioner Scott Cooper attended the two Port meetings, and the Northwest Leadership Conference held in March every year. He said he believes it would benefit everyone here to go.

Commissioner Judy Scott attended the Port meetings, a meeting for the Sargent Oyster House, and reported on the mitigation planting at the Kayak Park. She also reported that the North Bay Historical Society hired an engineer to stamp the official Oyster House drawings. She attended the PRTPO presentation for TAC (tech advisory committee), and met with Mendy Harlow to get information on a Shoreline Grant for the Oyster House.

SECURITY REPORT

Nothing to report

The PUBLIC HEARING on the Water Plan was opened at 6:30 p.m.

The Executive Director is sending Doug Piehl from NWWS some more information. He also reported that the franchise agreement with the County will be the same as the prior agreement since it's simply a renewal.

Commissioners Cooper and Jackson would like to tour the water system facilities, and the Executive Director said to let him know when it's convenient and he'll arrange it.

Jeff Carey testified that he found it strange that our impact ring is so different than his even though the systems are of similar size. He also mentioned he didn't see anything anywhere in the documents about the first well having to be shut down and replaced as was reported in the *Shelton-Mason County Journal*. He did note that the Port may need a second well if service increases, but if there is no saltwater intrusion, then that may be what they were referring to.

He also commented that water system policies are interesting, albeit repetitive by the Dept. of Health. He added that it also appears our 2017 Comprehensive Scheme of Harbor Improvements is in the new water plan not the updated plan.

Mr. Carey is looking at the differences that NWWS has put into his plan and our plan even though they are similar size systems. He also brought up the distance around the wells concerning things that may cause contamination, such as an accident (chemical spill, etc.) that would affect the ground water. He suggested that it may be prudent to accept the resolution "conditionally" or "with changes."

The Executive Director commented that he received a call from Washington Water about an inquiry for water service on Wheelright, south of Lakeland, but that location was incorrect. The location is actually north of Lakeland, so they would be on our water system and will contact him.

No further comments.

The PUBLIC HEARING was closed and the Regular meeting reopened at 6:42 p.m.

Commissioner Jackson read Resolution 393, accepting the 2018 update to the water system plan. A MOTION to conditionally accept the revised plan "with the 2018 version of the Comprehensive Scheme of Harbor Improvements," was made by Commissioner JACKSON. The MOTION to accept Resolution 393 as amended was SECONDED by Commissioner COOPER. MOTION CARRIED.

NEW BUSINESS

WPPA Spring Meeting: Commissioner Jackson will not be able to attend.

Renting Out The Small Office: The Board discussed renting out the extra office for \$250 per month to a non-profit that has expressed interest in it. Everyone thinks that's a great idea!

Waterfront Park Improvements (turn the parking lot into grass and park): The Executive Director was instructed to look at a grant to do that. Commissioner Scott suggested waiting until after the Oyster House has been moved.

Commissioner Jackson noted that he sees the people that come to the park at night and it would be nice to deter those people....

The Executive Director discussed the rotten trees that had been cut down at the North Shore dock parking area and suggested putting in more parking or picnic area. Commissioner Cooper reminded everyone that these new ideas are not in current Comp Plan so he would like to see a little more process.

Set a Special Meeting to discuss Sweetwater Park and the No Further Action letter. The grant funding deadline is May 2, so it needs to be soon. The meeting was set for April 9 at 6 p.m. To discuss funding options for Sweetwater Park, with possible action to be taken.

OLD BUSINESS

None

PUBLIC COMMENT

Jeff Carey: TIPCAP, discussion about the proposed roundabout or other changes to Highway 3, with a potential for moving the start of the Belfair Bypass from Lake Flora Rd in Kitsap County to Log Yard Rd. in Mason County. This will spur additional economic development in Mason, not Kitsap County. He added that Razor Road planning is supposed to be done this year, and suggested the Board should try to have some input on the plans. There was also a Stormwater plan discussion

Jennifer Baria (EDC): She discussed the Opportunity Zones for our area, explaining about the eligible tracks (about 550 in the state of Washington). She noted that Belfair is one continuous tract for example – although there are 8 total in Mason County. The EDC needs support for fighting for the designation, which will bring funds that will help boost the area. The Executive Director had previously written a letter of support for the project on behalf of the Port, and shared that letter with the Commissioners.

Ken Van Buskirk: Discussed Sweetwater Park saying he believes the Port stated in the Comprehensive Scheme that it would not move forward on the project until there has been a No Further Action letter received – and he would like to see that. He also stated the School Board would have to deed the property to the Port. He was pretty sure we would be discussing it as the Salmon Enhancement Group has submitted three grant requests (one to ecology). He thinks the project is moving too fast as it tries to meet the May funding deadline. The Executive Director clarified that we were asked to set a meeting so Mendy Harlow of the

Salmon Group and NMSD Superintendent Dana Rosenbach can talk to the Board, as this was not the idea of the Board, but was to facilitate the other people wanting a meeting.

The Executive Director reminded the Commissioners their F1 reports are due.

Commissioner Jackson asked about the Tip Cap meeting. He discussed the easements between the power lines, gas and other utilities, noting it will be complicated.

Meeting Adjourned at 7:28 p.m.

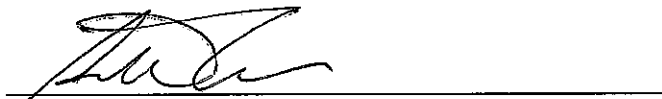
Respectfully Submitted,



LeAnn Dennis, Operations Manager

COMMISSIONERS:



Judy Scott, Chair

Scott Cooper, Vice Chair

Ted Jackson, Commissioner

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

Report Items:

Water System Issues: As you know, NWWWS has submitted our water system plan to the State, and it is currently under review. NWWWS has responded to the letters from the Department of Ecology and the Department of Health with what they want to have modified in the plan.

I spoke with Doug Piehl from NWWWS, and he estimates the changes we discussed at the March 12 meeting will be submitted to the State by the end of April or early May.

As far as our water system franchise agreement with Mason County that's up for renewal is concerned, we have submitted everything to the County that they need. It does still need to go in front of the County Commissioners for final approval, I spoke with Loretta Swanson and she's hopeful that the Commissioners will hold the hearing and do the approval on May 1.

Criminalization of Marina Rules: I have nothing new to report on this. Commissioner Jackson and I have been trying to set up a meeting with the Sheriff, and he has agreed for us to meet with the commanding officer for our area. We are continuing to work on it, and will hopefully have this resolved sooner rather than later.

Bias Software Upgrade: While we continue in the "hands on learning phase" with BIAS, and do specific tasks, they are there to answer our questions and walk us through the processes. However, this is going a lot slower than I originally anticipated. What we have also discovered is that LeAnn and I learn very differently. So the training up to this point has been primarily focused on her because she does the majority of the day-to-day work, and both of us trying to do the hands on part with one trainer, just didn't even begin to work.

Consequently, her training is much more advanced than mine has been because she has had significantly more "hands on" time with a trainer, because she is doing the majority of the day-to-day work.

When we were at the Rally in Spokane, we met with Sue Cronk from BIAS and talked to her about our concerns about the pace of training and the differences in how we approach learning. So she assigned second trainer to me. While I now have a trainer of my own, I've only had two one hour sessions with him. The problem is, one hour a week of his time just isn't enough.

So I approached BIAS with the possibility of us coming over there and doing a total immersion type of training, as opposed to the weekly hour-long phone calls we're doing now. I believe it's faster, more efficient and I know that personally, I learn better and faster that way.

And nowhere was that need more evident than this past week. With LeAnn out all week, and everything to get ready for this meeting falling to me, doing the vouchers and the end of month financials was simply out of my areas of expertise on BIAS at this particular point in time. Had we still been on QB, I could have done it, but as we do less and less there, any information we would have is incomplete.

Chad from BIAS walked me through an emergency session on how to do the vouchers late Friday afternoon, but there were still some questions about some things there, and I see a need for a better organized system on our end. But LeAnn and I will take that up and work through it.

Meanwhile, after doing the weekly training calls for almost four months now, LeAnn is so much farther ahead, and much more comfortable with BIAS than I am. She's also had some recent learning breakthroughs as well, and no longer feels she needs to go over there. However, I'm obviously still using "training wheels" and am more anxious than ever to get up to speed on this as quickly as possible – especially after LeAnn being out all week..

BIAS is open to that, and there's no cost, but they can't schedule it until sometime later this month, as they are doing annual reports for many of their clients right now, and don't have instructors who can spend that kind of time with me. So we are continuing the weekly training calls until they can accommodate it, but it shouldn't take more than two days to accomplish this once we get started.

Sweetwater Park: I've been invited to a meeting at the Salmon Center to discuss funding for the park and a development timeline. The strategy perhaps may be to break the funding into several Capital Budget Requests between us and the Salmon Center, as well as other grants. I'll know more after that meeting and will report back.

Chipper Purchase: At Don's request, we purchased a wood chipper. The cost was a little shy of \$600, and we had room in a couple of places in our budget for the purchase. We spend money buying bark every year for landscaping, and spend more money taking all our trimmings and branches that have blown down to the dump. When we take those things, as well as Don's time going back and forth to the dump, and hauling bark into consideration, the chipper should pay for itself in a year or less.

Public Records Software: As I reported last month, I reached out to a number of other smaller to medium-sized Ports to see if we can find some other Ports interested in participating in the development cost of this software – which is about \$30,000 – for which they will receive copies of the software and training as well. I've had a few inquiries, but no takers as of yet. I did however, get an offer from Eric Johnson of WPPA to chair a roundtable discussion on this at the Spring meeting in Vancouver next month. So, we'll see what happens there.

Renting Out Small Office: Last week, I had a call from Chris Tibbs, the Executive Director of the ARC of Kitsap and Jefferson Counties, which is a non-profit that serves the developmentally disabled population. They are expanding into Mason County, and have hired Patti Kleist to run it. He asked me if I know of any office space they could rent until they find a permanent location and get their operation up and running. I suggested our small office here if you all are agreeable. If they decide to take it, since they are a non-profit, I would recommend a rent of \$250 per month.

EV Charging Stations: I wanted to get your feedback on the idea of adding some EV charging stations here at the park. I have a friend who is a former auto manufacturer PR guy who is now with ChargePoint – one of the companies involved in creating the infrastructure for the "Electric Highway" between the Canadian and Mexican borders. I've reached out to him about grant funding opportunities, and thought that since we're going to be adding electrical infrastructure with the marina project, this might be an opportune time to pursue this as well. I got two of these grant-funded in Port Orchard when EVs first appeared, and they got a fair amount of publicity, as well as use after we began promoting the city as a tourism destination to EV owners in Seattle. That also created a new revenue stream for the city. But I wanted to see if you all are on board with this before I put a lot of work into it.

Waterfront Parking Lot: We are currently using some of the best property we own – namely our waterfront – for parking. How would you all feel about planting grass on the portion from the old launch ramp to the southern fence line for the big toy? This would enhance and enlarge the park, as well as save us money annually on grading and rock. It is rare that lot is ever anywhere near full, and we could redirect parking to the portion from the fence line to Drum Street as well as next to this building.

Co-Working Space: Last week I sent you all a link to a story about a Co-Working Space project the Port of Chehalis did. I think this could be a good fit for Belfair if we could find the right space. There is something similar on Bainbridge Island as well, although that one is a private sector venture. I have an appointment with the ED at the Port of Chehalis on Wednesday to take a tour and learn more about how theirs works and how they put it together. I'll report back when I know more.

Marina Expansion Project: I've contacted Art Anderson and Associates – a marine engineering firm - about giving us a price for engineering this project, and an engineer's estimate of the overall cost. They're on the MRSC Small Works Roster, and are the ones who did the original cost estimate we used to submit the grant request. And they did it at no cost to us. They are going to revisit the original estimate and update it as needed, and we'll go from there.

2018 Budget Adjustments: 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. However, at this point, before doing that I'd like us to wait and see what we get for tax collections in April and for us to be 100 percent up and running with BIAS, so everything matches when we do this

Vacation Schedules: I'd like to take part of my vacation from June 26 to 29, and part of it from July 3rd through the 9th. I'll still have 5 days left but will deal with that later in the year. We have a meeting on July 2nd, and I'll be here for that. LeAnn hasn't yet finalized her vacation dates, but I'll let you all know when she does. Also, I was called for jury duty the week of March 19, but didn't have to report, so I was here all that week.