

**Port of Allyn
Executive Director's Report
January 6, 2020**

Report Items:

State Audit: The State Auditor has finished up our audit and told us she was planning the exit conference for the week of December 16, and would be back in touch with a firm date. We haven't heard from her since then. 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. Other than that, we are not anticipating any major issues or surprises.

Update to the Comprehensive Scheme: At the retreat, you all gave me the direction you want to take for the Comprehensive Scheme update, and I will have that ready for the February 3, meeting. The question is, since you all have decided on what you want to do, do you want to schedule a Public Hearing for this or not? It is not required but is customary. We could do it at the February 3, meeting and then adopt the plan. Or, do you want to schedule a second Public Hearing and adopt the plan then? If so it will require a Special Meeting sometime in February because it needs to be sent to RCO by March 1. I could possibly be finished with the draft of the plan by January 20, if you want to have a Special Meeting and Public Hearing that week, and adopt the plan on February 3. We need a decision on this and it's on the agenda for action.

Update to our Policies and Procedures: It is a best practices recommendation that we periodically review and update all of our Policies and Procedures – which have not been done for about three years. This is a major undertaking, and will require some time to put together a final draft for your approval. If you want to move forward with this, I'd like to present the draft at our October 5, Regular Meeting unless I get them done sooner, which considering the other projects we have on our plate, I don't anticipate. This too is on your agenda for discussion and a decision.

Employment Agreement: I have a draft of LeAnn's Employment Agreement for your review, discussion, and action on tonight's agenda. I had included a copy in your meeting packets.

Budget Adjustments: As you are aware, we have had a number of changes to our project agendas and other things, and I recommend we do a mid-year budget review at the May 4, meeting and finalize any adjustments at our June 1, meeting. This is on the agenda for discussion.

Yerac Community Utilities Proposal: We submitted a loan application to the State Department of Health to purchase the Allyn Carey Water System. I have discussed a purchase price with Jeff Carey, but we haven't settled on any specific number as of this time, and are waiting on the loan application to be approved.

Security Issues: As you know, we have been discussing installing 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. Commissioner Jackson and myself have a meeting with a potential vendor on the 15th, along with representatives from some other Ports who may be interested as well.

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, and will take two sick days on January 30 and 31 for a medical procedure. The BIAS Rally is February 17 through 20. In Spokane. LeAnn and I will both be attending that. LeAnn will be taking vacation the weeks of May 4 and May 18. Our July meeting is July 6, and I will also be taking vacation July 7 to 12.

Renting Our Small Office: We have a presentation on tonight's agenda from United Angels – a group that provides resources and raises funds for animals that need veterinary care.

Totem Pole Issue: James Kelsey and I are still trying to find a date that works for both of us to do this.

Old Business:

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 bid was \$6,800, and requires test borings in the water. I talked to Bill about that because I believe that cost was out of line. He agreed, and offered to talk to Envirotech.

I have also talked to Art Anderson about this and am waiting on a bid from them, or a recommendation of another firm to do the Geotech Report.

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. I talked to Bill Rehe about contacting Congressman Kilmer's office to ask for help moving this forward, but Bill suggested waiting and letting him make some calls first.

Sweetwater Park: We have the final paperwork for the transfer in hand. Joe Brogan has been coordinating this with the attorney from NMSD. However there are a couple of issues of concern that came up on the title report that need to be resolved before we close on this. One concerns water rights and another an old easement. I emailed a copy of the report to all of you on December 31, and outlined our concerns. I also sent a copy to Dana Rosenbach.

Joe believes all these issues can either be resolved or insured for, and he recommended we move forward with preparing for closing. However, the easement issue may require a survey to find exactly where that easement is located. The question is, who will pay for that. Also, it is customary for the seller to pay for the title insurance, but if we have to insure against the title issues, we will have to pay the difference between the standard title policy and an enhanced one. That cost is estimated to be just shy of \$800. So we are standing still until these issues are resolved.

Staging Area Development: We closed the sale on the Ogren Property on December 31, and are now the owners. I have discussed getting access for the required inspections and assessments with Mrs. Ogren so we can move forward quickly once they have vacated the property. She has agreed to be cooperative. Hopefully, we can begin demolition shortly after they have moved out.

All-Ports Meetings: We have contacted all the Mason County Ports and asked for some dates that work for everyone to have another Mason County All-Ports meeting. The Port of Shelton originally told me they weren't interested, but that has changed. Just waiting to hear back from everyone to schedule this.

The next Kitsap All-Ports meeting is set for January 27.

Transient Moorage Expansion Project: This project is essentially complete. We do have some additional reimbursements to submit, and unless we can use the leftover grant funds for the fire system upgrade, that will close this out.

I have submitted a Scope of Work amendment form to our grant manager at Commerce 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. I followed up with Ben Anderson last week, but he has been out of the office on vacation with his family for the holidays.

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.