

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

Report Items:

Financial Issues: As you know, we have scheduled a Special Meeting for the 20th to do the budget review. However, we are beginning to see revenue coming in from the boat launches, have started booking reservations for the Gazebo again, and are selling annual passes as well.

Grant Issues: As you're aware, we have been awarded two Department of Commerce grants for the Oyster House. One is for \$218,000 for the removal of the launch ramp, design and construction of the Oyster House platform. The other is a \$10,000 Dept. of Commerce grant we applied for in the supplemental budget. This is to prepare the parking lot for the development of the Oyster House platform.

The monkey wrench in all this has been our grant manager – who is different from the one for the marina project – and our third one since being awarded this grant. At least we have the same grant manager for both this and the parking lot grants – so we won't need to educate two different people on both projects.

I told her we were working against the fish window for removal of the launch ramp, and the test borings, and our main concern is getting the final contract to us to sign in time to finish the engineering work, so we can apply for the ACOE permit, and get that processed in time to do the work during the fish window.

She said she was really busy with other grants but would see what she could do. So I reached out to our lobbyists to see if they could get a fire lit under someone to move this forward. Briahana worked with Rep. Griffey's office - and the grant manager contacted me the next day.

She has sent me a Scope of Work Amendment, which I have completed and returned to her. We are now waiting on it to be approved, so the final contract documents can be sent to sign. She has also sent me a draft of the final contract. Once it's signed, we can turn in reimbursements - like the \$4,500 deposit for the Geotech Report, and \$1,500 for engineering work we've paid out up to this point. Briahana, who had her baby July 1, has handed it off to Meg Van Schroot to follow up on getting the contract approved.

Enduris: After researching other options, Enduris' main competitor declined to submit a quote, saying they don't usually cover marine operations. They referred us to another agency, but they didn't contact us until after the date I had to send the rescind letter to Enduris to renew in September.

I spoke with Enduris and they said we can expect about a 20 percent increase for 2020-2021 – which will have us paying an estimated premium somewhere between \$24 to \$25 thousand dollars. That includes the structure on the Ogren property, which when torn down should reduce it slightly, and we've added Sweetwater Park.

I also asked them if we are covered for loss of income from our facilities due to Covid-19. They answered possibly, so I opened a claim. But as of yet..., they haven't taken any action one way or another.

Electrical Issue: We're just waiting on the equipment to be delivered. Installation and testing will take about 2 days. In the meantime, I have leaned on the Contractor to lean on his suppliers to get this stuff, as I was on a mission to get the marina open for July 4, weekend. If it hasn't been completed by now, they have reset the individual GFCI's to their highest settings so an individual ground fault shouldn't trip the main breaker. But we want this done right with no problems down the road. The cost of doing all this retrofitting – over \$16,000 - was covered in the grant.

North Shore Electrical Issue: Our neighbor at the North Shore had complained about "light pollution." We met with the PUD to try and accommodate his concerns, and arrived at a solution we all agreed solved the problem. The PUD set a new pole on the other side of the ramp that directs the light towards the ramp, so we will have the ramp lit, which was our main concern.

However, we had a sailboat that came out of the water without putting the mast down and hit the power line. I met with PUD #3 and they sent someone out there to fix it. We discussed the idea of burying the line underground, which I think would be a good idea. We could also put another conduit or two in the same ditch, and use it for security cameras when the time came.

The PUD was also supposed to install some lighting for the parking lot across the street. They were going to set a pole there with two lights aimed towards the back of the lot, but that hasn't happened as of yet. It is scheduled as soon as the engineering is completed.

Water System Issues: As you are aware, we almost came to an agreement to purchase the Allyn Carey Water System, but it fell apart at the last minute, so the grant opportunity is gone.

We have requested a three-year extension on the new well installation deadline, and Ecology has expressed a willingness to grant that if we can address and satisfy the concerns of the Squaxin Tribe in relation to impacts on Sherwood Creek.

I had previously contacted Doug Piehl of NW Water, about how to proceed with the new well issue and he responded that we contact the hydrogeologist that originally worked on the water right – Robinson Noble. However, the consultant that dealt directly with the Tribe's concerns is Aspect Consulting. I spoke with the person who handled the original application last week, and sent copies of all our communications with Ecology. He is supposed to get back to me on Monday.

Electronic Signatures: Commissioner Cooper asked me to look in the possibility of using electronic signatures for documents and the cost. Where we would most likely use them is for signing voucher forms and minutes. I checked with Paige at Financial Services at the County, and she said they started accepting them for vouchers when the Covid-19 changes were made, but didn't see them going backwards on this.

Last month, you all rejected the \$1,500 per year cost of using DocuSign. Another alternative is Adobe, which I have personally used here and at Wet Apple for about 10 years. Acrobat allows you to create certificate based signatures and lock the document when you're finished. However, since I bought the program, Adobe's business model has changed and you have to subscribe to the full Acrobat program, and pay a monthly fee, I'm just not sure how much it is at this point, and the Adobe website is unclear about if there is a group rate like DocuSign or not. Since this isn't a pressing issue, I'll stay on it.

Either way, according to MRSC, we need a motion to begin using electronic signatures, no matter which service we subscribe to.

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. There's nothing new to report on this at this time, but expect we will have something in the near future.

Credit Card Issue: We had a small issue with our Kitsap Bank Credit Cards for when we upped your individual credit limits. Originally they just wanted a copy of the minutes from the meeting where you approved that increase. Then they have a form for you to each sign. Then they wanted even more paperwork. I finally reached out to the credit administrator at the bank – who when she was with another bank years ago, was my company's banker. She solved the problem in a day – after months of wrangling paperwork with an underling.

WPPA Meeting Schedules: Next up is the Commissioner's Seminar which has been rescheduled for July 21 from 8:30 a.m. to 5 p.m. via Zoom. The Executive Director's seminar was held via Zoom on July 9. Although I was on vacation then, I tuned in. WPPA still hasn't made a decision about the annual meeting.

Renting Our Small Office: Nothing new to report on this.

Totem Pole Issue: Nothing new to report on this either.

Old Business:

Oyster House: We included a \$4,500 invoice from Envirotech, in last month's vouchers as a deposit for them to get the boring machine on-site for the test borings for the overwater platform pilings. The engineers asked about a survey of the site and if there were any previous test borings.

We looked and can't find any information on this, and suspect it may have been sent to the State Archives when we sent that mass of material down about three years ago.

The test borings are included in the Envirotech bid, and if we need a survey done, the grant will cover the cost for both. EnviroTech will be on-site to start the test borings on July 17.

Once Envirotech is finished, and the survey done, the engineering and design work can be finished. After those things are done, we can proceed with the Army Corp of Engineers (ACOE) permit. Once we have that we can begin the launch ramp demolition, although because of the fish window we have to wait until July 15 to start. I spoke with Rex Wallingford, the volunteer coordinating the tear-out, and he is raring to get started.

Sweetwater Park: Myself and Mendy Harlow presented the application for the grant money to develop the park to RCO on June 26. That was the technical presentation, where they critique your presentation and offer suggestions that may help you get funded. It will be awhile before the final presentation is scheduled, and any awards are announced. One local citizen has contacted both us and RCO trying to derail the grant and stop this project, or at least reduce the scope of it. This was not unexpected.

In the meantime, we need to explore security options to keep people out of there.

Staging Area Development: The Ogrens have moved out and the house is now vacant. We have hired a consultant to determine the amount of mitigation we need to do for things like hazardous materials, and I expect his report shortly.

We are also expecting a bid from a firm in Woodland that specializes in this kind of demolition. They have an on-site visit planned for later this week. Depending upon their bid, we may go in there and see what is salvageable and saleable before the building is torn down – or keeping and reselling those materials may be part of their bid. For example, it's my understanding that there is a market for old hardwood flooring – which the house has. I've also been contacted by someone interested in the heat pump unit. Not sure about appliances that could be either sold or donated, as well as other things.

This has prompted the idea of us having a surplus sale sometime this summer. We have a lot of stuff that could be surplus, and perhaps raise some money towards the match.

In speaking with Kim Sellers, our grant manager, she told me RCO is reducing the match requirement on some grants, and told me to write her a letter requesting a reduction. I did that, but in talking to her last week, she told me she found out that the program we're in isn't being reduced. However, she did tell me that they have loosened up the rules on in-kind work, and any work we do in-house is allowed to be deducted from the required 25 percent match. Since we had planned to use Don to do a lot of that work, we should be in a pretty good position to not require nearly as much in-cash match as we originally thought.

It is my goal to get that place torn down as quickly as possible, as we don't want to attract squatters, vandals, or create any kind of attractive nuisance.

All-Ports Meetings: When the next Kitsap All Ports meeting will be scheduled for is still somewhat up in the air.

Transient Moorage Expansion Project: Other than the electrical issue I reported on earlier, this project is essentially complete. We have collected the reimbursements for the additional electrical work and for the retainage we owe to Marine Floats, and both were in the vouchers you approved tonight. I had previously submitted a Scope of Work amendment form to our grant manager at Commerce to deal with the fire issue, and that was approved. But since we are not going to move forward at this time with that, I'm going to keep the grant open until a final decision is made on how we are going to proceed – if at all.

Also, our grant manager, who has been a jewel to work with, has been promoted at Commerce, and a new one has not yet been assigned.

Criminalization of Marina Rules: Once we get the cameras in place, we can move forward on this. Until then, nothing is going to happen.