

**Port of Allyn  
Executive Director's Report  
December 7, 2020**

**Report Items:**

**Financial Issues:** We have gone through BIAS – now called Springbrook Express - line by line and have fixed a multitude of things that were put in wrong during the original setup, as well as since then, and I am confident that things will run much smoother going forward than they have since we made the switch. We've put some new processes and procedures in place that will keep things up to date. At this point, all of the bookkeeping is current, reconciled and balanced through November 30. This is the first time we are in this position since making the switch to BIAS.

We have come up against the cost of complying with Public Records Requests running way over our 2020 budgeted amount. The majority of this is due to two recent requests from one individual and the legal fees associated with confirming that what was asked for was in fact a Public Records Request, clarifying exactly what it was that request asked for, responding to the requests, and making sure we were completely compliant with every aspect of the law.

We budgeted the same amount for 2021 as we did for this year, so when we do the mid-year budget review, we should probably revisit this.

**Water System Issues:** As noted last month, we have to hire or contract with a Certified Water System Manager because our system has grown past the required 25 connections where certain Certifications our current manager doesn't have are required. We have negotiated and signed a contract for this with Northwest Water Systems – the company that did the update to our Water System Plan. At full system buildout the cost is still significantly under what we budgeted for 2021. It also includes water sampling and testing – which we pay for separately now – as well as all the required paperwork submission our current water system manager does. So between what we pay for testing, and pay the current water system manager, we will save \$3,100 per year, which will offset a large part of the cost of the management contract. I have attached a copy of that contract in your meeting packets.

We received a letter last week from the Department of Ecology granting our request for an extension on the new well. I had originally asked for a 3-year extension, but we have been given until March 1, 2025 – which is great news. Ironically, the day before we received the extension letter, I had sent a letter to Ecology formally requesting the three year extension now that the tribe has signed off on it, and bringing them up to date on what we've accomplished up to this point.

I am also working with both Aspect Consulting and Northwest Water about planning for the new well. I believe we need to move as quickly on this as we are able to considering whatever Jeff Carey may be planning for his system.

We've also had a request from the Allyn Carey Water System to use our well as a comparison well for pressure testing. This was on the agenda last month, and you all tabled it until this month, so it's there again.

We were led to believe what Mr. Carey is asking was a State requirement. Mr. Carey forwarded a letter to me from Robinson Noble – who also did the original engineering for our system and Water Right - explaining what the purpose of this test is, and exactly what it entails in relation to our well. I included this letter in your meeting packet last month and again this month, and at Mr. Carey's request, sent a copy to our current Water System Manager for his input.

I also spoke with the engineer who wrote the letter, and asked him exactly why this test is required. He told me the Allyn Carey Water System is attempting to expand their Water Right, and this is a requirement in that process. I have serious reservations about allowing this, because if the Allyn Carey Water System is granted an expansion of their Water Right, it could put them in a position to directly compete with our system for customers in our designated service area. Currently, they are limited by their existing Water Right to 14 hook-ups and/or 5,000 gallons a day draw from the aquifer.

I confirmed this with the engineer, who reluctantly agreed with my assessment of the situation – as did our Water System Manager, and Northwest Water.

However, the engineer also told me the loan/grant program that we were originally going to use to acquire The Allyn Carey Water System is still active. I confirmed this with the DOH, and the manager there – who we dealt with originally – and she sent me a lot of information about what we can do to facilitate this if there is interest on the part of the Careys. Also, in a worse-case scenario, we do have the option of Eminent Domain if we were so inclined.

So since this was tabled last month, I have put this on the agenda again for your discussion, and a possible decision on how to proceed – if at all.

I met with the new field representative from Evergreen Rural Water, and he is going to assist us in flushing out our fire hydrants and water mains – something we haven't ever done to my knowledge. Fire flow capacity does impact homeowner insurance rates, so to help the taxpayers in our district keep these as low as possible, we should be doing this on an annual basis.

**Marina Float Maintenance:** We had a diver scheduled last month to clean the growth off the floats at the marina, but because of the 25-knot winds the day he was supposed to do it, he was forced to reschedule. He did the work last week.

I also had him inspect the ones on the North Shore as well. It appears the North Shore has never been cleaned in the 19 years LeAnn has been here - which means they most likely never have been at all. The diver said the growth on them is extremely heavy and goes to the bottom.

I asked him to submit a written proposal to clean everything, which he did. It came to \$15,000 – which I thought was pretty high, so I got another proposal. That one was higher, so I went with the first one. I did get him to agree to bill us in two segments – half in December and half in January so we can split the cost over two budget years. If we do this annually, it shouldn't be nearly as high going forward.

**Pier Piling Issue:** The diver also inspected the pilings on the pier at my request. There are at least two that are in need of replacement. There are also several cross-member braces that have rotted out and need replacing as well. Don can fix the cross members, but we are going to need a contractor who specializes in piling replacement to do that. I've identified two, and will be soliciting bids this coming week.

**Personnel Evaluations:** I did the annual personnel evaluations for LeAnn, Don and myself recently. They are in your meeting packets.

**Security Camera Issues:** I had contacted our grant manager for the marina project and sent her a Scope of Work Amendment to cover the cost of a camera system for the marina. She has approved it, so whatever we end up doing here will be covered at no cost to us. The other facilities we will have to pay for.

I thought I may have found a camera system that will do what we need. However, there isn't one single system that will allow us to tie all our facilities together via Bluetooth and/or the internet because there is no Wi-Fi at the North Shore. So we will need at least two, and possibly three of these camera systems.

I received a bid from ADT for here that I thought was a little high, and had Intellisystems out to look at things and give us a bid, but their bid was three times that of ADT. I have calls into both as I have questions about camera resolution – which is critical.

I'm going to keep working at this though. We may end up with several different systems that can be monitored remotely, but separately, because it doesn't appear we will be able to find one that will tie everything together.

**WPPA Meeting Schedules:** No one wanted to attend the WPPA Annual Meeting or the Annual Finance Seminar. While I usually attend both, and LeAnn attends the Finance Seminar, I didn't see anything on the agenda of either meeting that was applicable to us or our operations, so I didn't see any reason to spend the money.

Port Day in Olympia is set for Tuesday, February 2, at the Capital. Whether or not it will be in person is still up in the air.

**Policy Updates:** Early in the year, I told you I would be looking at our Policies and Procedures and updating them where it was appropriate. On the agenda is an update to our Cyber Security Policy. Our previous Policy was outdated, and considering the amount of cyber fraud and ransomware attacks going on today – like the \$200,000 one the Port of Kennewick just experienced - this is a very timely update. There is a Resolution on the agenda for its adoption.

**Redistricting:** At the Small Ports Meeting two sessions were spent on the process of Redistricting. When the census results become available in May, we will have 8 months to draw new Commissioner District boundaries consistent with the census information. Our deadline for completing this process is January 15, 2022. This will require engaging a consultant, some public hearings, and cost upwards to an estimated \$10,000 or so.

I have reached out to all the other Mason County Ports to see if they are interested in hiring one consultant and splitting the cost. I did get a response from the Port of Grapeview saying they will discuss it at their upcoming meeting, but haven't heard from anyone else yet.

**CARES Act Funds:** After making two separate requests to the County, requesting to be included in the \$3.5 million that was granted by the CARES Act, and following up on this, last week I received a note from Frank Pinter, the County's Director of Support Services, saying that they are not allowed to grant funding to any other government agencies. I forwarded a copy of his email to all of you. It seems that when he sent me the first rejection of our original request he could have just said something back then.

**Computer Upgrades:** The computers we have now are almost 5 years old and are dying slowly but steadily. They were top-of-the-line Dell laptops when we bought them, but now, mine is especially problematic – taking on an average 15 minutes to boot up and load Outlook. As much as I'm treating it with kid gloves, I expect it to die any day now, so I back it up regularly just in case – which is more non-productive time. LeAnn's isn't quite as critical but isn't too far behind mine. They both have startup issues and every week when Microsoft does its weekly security patches, it often results in some kind of new software compatibility issue as well.

I intend to switch myself and LeAnn - if he wants one - to Macs. Their lifecycle is longer – usually more than 5 years - they have much fewer maintenance problems, fewer software compatibility issues, and are much more secure. They also aren't subject to the ongoing problems created by those weekly Microsoft Windows 10 security patches.

Macs are compatible with BIAS because it's now not only web-based but now with the switch to Springbrook, it is also cloud hosted. So it's not platform-specific software residing on our machines. I confirmed that with Springbrook. There is also a Mac software translator that mirrors Windows 10 on the Mac that can be used as well. I personally have run that software on my own Mac at home for QuickBooks with no problems. There is also a Mac version of Microsoft Office 365. Since that is hosted in the cloud, it's compatible as well.

We have \$8,000 in the 2020 budget for upgrades – which we haven't spent any of - for both the office and all of you, and we have \$9,000 in the 2021 budget for these. I would like to move forward with these upgrades as soon as possible – perhaps upgrading our office computers right now and your tablets right after the first of the year.

All of your iPads are out of date as well. Since all of you are Microsoft users, would you prefer to switch from your iPads to Microsoft Surface tablets, an Android-based tablet, or the latest iPads?

**Totem Pole Issue:** Commissioner Cooper suggested that since the totem pole has no tribal or historical significance, maybe we should just take it down and replace it with something else.

**Port Centennial:** On September 10, 2021 - a Friday - the Port will be 100 years old. Last month, we briefly discussed having some kind of public open house event to celebrate this, so now that we have a date, I wanted to get your input on it. Maybe having some kind of commemorative plaque or monument would be appropriate – and it could be placed where the totem pole is now. James Kelsey has a piece of art that might be appropriate – it's a brass and glass fish. I have a call into him to see how much we could buy it for, and then I'll look for money for it if you all agree and the price is acceptable.

#### **Old Business:**

**Oyster House:** My biggest concern since July has been the time it will take the ACOE to approve and issue the permit for the old launch ramp removal. Talking to Bill Rehe, he says it won't happen within this fish window for a number of reasons unrelated to anything to do with us. I offered to reach out to Rep. Kilmer and our lobbyists if need be to see if we can move it forward quickly, but he says it won't help, as the Corp does things on their own schedule. So now we wait...

**Sweetwater Park:** Nothing new here to report. As noted previously, we have been approved for an RCO grant of \$486,436, but whether or not it gets funded will depend on at what level the legislature funds RCO's projects. However, Rep. Griffey has told our Lobbyists that he expects all 80 projects to be funded. When I know more, I'll pass on what I learn.

The Salmon Center has agreed to pay for half the cost of a large sign announcing the project.

**Staging Area Development:**

We are almost finished with this project. The PUD set the light pole and we will run the water line and conduit for security cameras to what will become the median – which still has to be built. I also had a contractor out to give me a bid on paving this, which may be cheaper in the long run as we won't have to re-rock it every year. We are going to need another layer of rock to settle before we do anything.

We still have over \$100,000 left in the grant, and I don't expect it to cost more than \$30,000 to finish the project – including paving.

After that, all we need is to put the signage – which we already have – in place. Boating season opens Saturday, May 8, so as long as we're ready by then, we'll be good – although I'm shooting for a ribbon cutting in late March or early April.

While PRISM continues to have issues, all of our reimbursement invoices have been processed and paid up to this point.

**Transient Moorage Expansion Project:** This project is complete, except for the potential of expanding the fire flow capacity - which we are not going to move forward on at this time. However, before the grant closes on June 30, as noted earlier in this report, we've been granted an expansion of the scope of the project to include security cameras. I'm going to keep it open until a final decision is made on that and how we are going to proceed with the fire flow extension – if at all.

**All-Ports Meetings:** As of now, with the Governor's most recent dictate, things are up in the air, with nothing scheduled.

**Criminalization of Marina Rules:** Once we get the cameras in place, we can move forward on this. Until then, we are in a holding pattern.