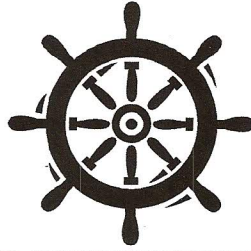


**PORT OF ILLAHEE**  
**2016 MEETING MINUTES**



**THE PORT OF ILLAHEE OF KITSAP COUNTY REGULAR MEETING.**

**SCHEDULED FOR THE SECOND WEDNESDAY OF THE MONTH**

**MEETING DATE: WEDNESDAY, APRIL 13, 2016**

**MEETING TIME: 5:00 PM**

**LOCATION: 5500 ILLAHEE RD  
BREMERTON, WA 98311**

**COMMISSIONERS PRESENT: All**

**COMMUNITY MEMBERS PRESENT: Roy Barton, Tim Knapp**

- (1) THE MINUTES OF THE PREVIOUS REGULAR MEETING WERE READ AND APPROVED AS WRITTEN.**
- (2) VOUCHERS WERE AUDITED AND CERTIFIED BY THE AUDITING OFFICER AS REQUIRED BY: RCW 42.24.080.**
- (3) EXPENSE REIMBURSEMENT CLAIMS HAVE BEEN CERTIFIED AND RECORDED ON A LISTING WHICH HAS BEEN MADE AVAILABLE TO THE BOARD, AS REQUIRED BY RCW 42.24.090.**
- (4) GENERAL FUNDS VOUCHERS: #4010 THROUGH # 4021  
APPROVED TO PAY VOUCHERS FOR A TOTAL OF: \$14,479.69**
- (5) TREASURE REPORT: As of 4/6/2016 General Fund: \$123,770.79  
Investments: \$310,734.69**
- (6) COMMISSIONER'S REPORTS:**
  1. Commissioner Magill reports that Otters have been using the floats
  - 2.
  - 3.
- (7) DOCK MANAGER'S REPORT:**
  1. Life ring is missing
  2. Ramp is back on track with guide installed to hold the wheels in place
  3. Piling ring missing on outer float. estimated \$1.000 to fix

**(8) COMMUNITY INPUT**

1. The Illahee Preserve is changing out the plants in the rain garden
2. Preserve is looking for a grant to purchase the rest of Timbers Edge (RCO)
- 3.

**(9) UNFINISHED BUSINESS:**

1. Illahee day: August 13: Looking for history, photos etc – Community Newsletter requests?
2. 5500 Illahee Rd: Asbestos has been removed
3. 5560 Ocean View Blvd:
4. Comprehensive Plan:
5. MT Illahee outfall issues: On hold until a new DCD person is in place
6. Web page: Commissioner Aho went over his report which is attached
8. ADA Special Committee: Gilberton Community Bldg is suitable will check with constituents
9. 5500 balloon payment is due in July
10. Public records requests to be discussed at the May meeting

**(10) NEW BUSINESS:**

1. Concern about PSE billing and meters: we get 2 bills, one for each meter
2. Constituent Brian Robinson, parking concerns
3. Motion was made to provide Commissioner Aho with 4 stipends for compensation for his work on the web page. The motion was seconded and passed 2 to 1. Commissioner Magill abstained

**(11) PUBLIC QUESTIONS:**

- 1.
- 2.

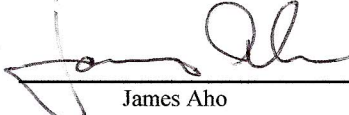
**ADJOURNED AT: 6:00 PM**

**Next scheduled meeting: April 13, 2016 @ 5:00pm**

**Next All Ports meeting: April 18, 2016 @ 6:30pm Port of Brownsville**

**Commissioners**

  
Cassie Magill

  
James Aho

  
George Schaefer

# New Website Report

When logging in the Port of Illahee's website portofillahee.com this is what you are greeted with, along with 20 headings for more in-depth information.

## WELCOME TO THE PORT OF ILLAHEE'S NEW WEBSITE

Posted on April 5, 2016

1. THE WEBSITE HAS BEEN UPDATED AS OF FEBRUARY 22, 2016.
2. THE INFORMATION ON THE PREVIOUS WEBSITE HAS BEEN TRANSFERRED.
3. THE NEW WEBSITE HAS BEEN DESIGNED TO BE A REPOSITORY OF ALL PERTINENT PORT DOCUMENTS TO COMPLY TO THE FULLEST EXTENT WITH OPEN AND TRANSPARENT GOVERNMENT STATUTES. OLD FILES AND DOCUMENTS ARE BEING REVIEWED AND EXAMINED AND WILL BE ADDED THROUGH CALENDAR YEAR 2016,
4. YOUR THOUGHTS, COMMENTS AND SUGGESTIONS ON THE NEW WEBSITE ARE WELCOME.

**Briefly**, the new website was created using a CMS (Content Management System) format, so each of the commissioners will have 24/7 access to the website and can add/edit/manage the information they are responsible for.

The software is Wordpress.org, which is OSS (Open-Source Software) web software that is free and *easily* used by even those with limited computer experience. If I remember *correctly* it is used by about 40% of the websites, from Fortune 500 companies to small bloggers, which is a testament we did our homework before deciding to use it (though it was also recommended for ports at a Northwest Marine Trade Association seminar held in Bremerton).

### Timeline:

July 2014 -- Open and Transparent Government seminar in Tacoma (first discussion about putting all the port information on the website)

Nov 2014 -- Northwest Marina & Boatyard Conference in Bremerton (where keynote speaker recommended Ports use Word press software)

April 2015 -- Contact with multiple website designers (lots of web designers available to do websites but we need to provide the information and tell them what we want)

Dec 2015 - Decision made to develop new website and transfer information from old website

Jan 2016 - Began redesign using Wordpress.com

Jan 2016 - Switched from Wordpress.com to Wordpress.org

Feb 2016 - Basic website formatted and website up and running

Mar 2016 -- Transfer of data from old website completes and adjustments/fixes made

## Detailed Description

1. Redesigned the website first using Wordpress.com (<https://portofiliahee.wordpress.com/>) to establish concept and then Wordpress.org to keep costs down and avoid advertising feature of the free Wordpress.com website. Wordpress.org is an open source software program that is free, but because it is open source does not have a technical support staff. It is easy to use and by designing a user friendly format technical support should never be needed. The format design established 20 title pages to function like file cabinet folders for retention of port files, and approximate 10 expanded write-ups describing basic port functions like "Economic development.11

2. After the website was designed the laborious effort of transferring the data from the old website to a temporary website began. All the previous minutes from 2010 and on and the warrants from 2013 and later had to be transferred individually, which amounted to over 120 transfers relabeling and re-linking. With Commission Schaefer's concurrence we did substitute the final grant report for the various status reports that were on the old website.

3. The most time consuming aspect of the transfer was the write-ups which required going back to the Revised Code of Washington for the governing statutes to ensure the information presented was accurate and reflected Port actions. One example of this is the section entitled Commissioner Officers/Duties where the only required positions according to RCW is the Chair and Secretary.

4. Transferring the website registration would seem like a routine task, but it took several weeks. The basic site was up on Feb 22 and the website was not up until the transfer completed the evening of March 15, 2016. Below is a statement about transfers as the certification, verification, between domain providers took over two weeks to finalize.

*Switching your domain registration and hosting isn't a simple matter, even though it should be the equivalent of a change-of-address card at the post office. Instead, you must reach your hands deep down into the ancient guts of the Internet to effect what you want. With preparation, deliberation, and an attention to detail, you can swap your registrar without a hiccup.*

Thankfully there were only a few hiccups and the only data lost was the bio photos and the port boundary map.

5. The entire process from start until the transfer occurred took well over 60 hours, though I will admit a website designer would have done it quicker, but we would have had to go through multiple edits as the refining process of establishing what was needed took a number of iterations. By having a commissioner develop the website the iterative process was mostly eliminated.

6. From this point on the historic data transfer will be accomplished on a time available schedule, so it is currently projected it could take until the end of the year to review all the old files and transfer those that are still pertinent public records.