

**PORT OF POULSBO**  
**MEETING AGENDA OF**  
**December 21st, 2006**

**1. OPEN MEETING**

**2. OPEN MEETING TO PUBLIC COMMENTS (LIMIT 3 MINUTES)**

**3. COMMISSIONER COMMENTS**

**4. CONSENT AGENDA ITEMS**

(Next Res. 06-12)

All matters listed within the Consent Agenda have been distributed to each member of the commission for reading and study, are considered to be routine and will be enacted by one motion of the commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by a Commission member or by citizen request.

A. Approve meeting minutes of Nov 16<sup>th</sup> & Community Outreach meeting minutes of Nov 30<sup>th</sup>.

B. Approve warrants #6747 - #6794 in the amount of \$52,347.60

C. Resolution 2006-10 write-off of uncollected debts.

D. Resolution 2006-11 No new businesses shall be authorized with Port Boundaries without the Boards approval.

**5. OLD BUSINESS ITEMS**

A. Port Expansion Project/ Coast & Harbor Engineering – Kirk Stickels

**6. NEW BUSINESS ITEMS**

A. Items for public comments/motions/discussions

B. Managers / Maintenance Report – Harbor Manager

C. Accounting Summary – Carol Tripp

D. Board Action requests – Kirk Stickels

E. Executive Session

**8. OPEN TO PUBLIC COMMENTS: (LIMIT 3 MINUTES EACH)**

**9. COMMISSIONER COMMENTS**

**9. ADJOURN MEETING**

**PORT OF POULSBO  
MEETING MINUTES OF  
December 21<sup>st</sup>, 2006**

**PRESENT:** Commissioner DeCarlo, Commissioner Gilbert, Commissioner Bockus, Recording Secretary Henry, Harbor Manager Kirk Stickels, and members of the general public.

**PUBLIC COMMENTS:**

None

**COMMISSIONER COMMENTS:**

Commissioner Gilbert: I would like to have an executive session this evening to discuss legal advice from the Ports Attorney and I expect it to last approx 20 minutes.

Commissioner DeCarlo: I tried to meet with the Mayor but I have not been able to yet. She wants to have the Finance Director and the Public Works Director present at the meeting. We have a meeting set for January 4<sup>th</sup> at 2:00pm.

Commissioner Bockus: If they are coming to the meeting with a show of force then I feel Carol and Kirk should also attend the meeting with you.

Commissioner DeCarlo: When I contacted her I asked if she wanted the Finance Director and the Public Works Director there since we received the e-mail primarily from them. The concern about the lease agreement is the 10' the Port wants to add by the Marine Science Center.

Commissioner Gilbert: I think we should only be putting in 40% of the savings otherwise we should just pay DNR for the leased Aquatic Lands.

Commissioner Bockus: I think Carol should be present at the meeting since she is the Ports Financial Director.

Commissioner DeCarlo: We have a file with a lot of information regarding the City lease. I would like that packet of information.

Commissioner Bockus: I apologize to Kirk for dumping the Yacht Club information on him yesterday. I know you were busy.

Kirk Stickels: I gave him the information that will hopefully help them.

**CONSENT AGENDA**

A. The minutes of Dec 7<sup>th</sup> were approved by the Board as written.

B. Warrants 6747-6794 in the amount of \$52,347.60 were approved by the Board.

C. Resolution 2006-10 authorizing the Port Auditor to write off uncollectible receipts in the amount of \$1,007.49 effective December 21<sup>st</sup>, 2006 was passed by the Board as written.

D. Resolution 2006-11 no new business shall be authorized "with" the Port properties or facilities unless the Port Commissioners specifically authorize the business and make a finding that it is in the best interest of the public. The Board approves the resolution with the change to the word "with" to "within". The resolution is to be corrected and signed at the next meeting.

#### **OLD BUSINESS:**

##### **A. Port Expansion project/ Coast and Harbor Engineering: Kirk Stickels**

There is nothing new to report at this time. With the weather lately it has been difficult to contact people. I left a message with DNR and I also spoke with Shane Phillips. We are waiting for them to select a date for the next public hearing.

Commissioner Bockus: Does DNR contact all the business and property owners for the next public hearing? Do they do the advertising and where will the meeting be held?

Kirk Stickels: I am not sure at this time.

#### **BUSINESS ITEMS:**

##### **A. Public Comments/motions/discussions**

A letter was received from James and Donna Neal. They are asking the Board for allowance to stay at the Port even though they have been late with paying their bill with this being their final warning.

Kirk Stickels: This is their third chaining. The first chaining was on 7/12/05, the second on 3/6/06, and the third on 12/11/06. They have already been chained twice this year alone.

Commissioner Bockus: Our policy is if your boat gets chained twice it is automatic removal from the Port.

Commissioner Gilbert: It is my opinion that after three chainings it should be removal from the Port.

Kirk Stickels: They are currently paid through the end of the month. Could we allow them to move to winter moorage through the end of April with advance moorage paid for the four months?

Commissioner Gilbert: I make a motion to evict James and Donna Neal from their permanent moorage slip as of Dec 31<sup>st</sup> due to violation of Port policies for being chained more than two times. We will allow them to move their vessel as of Dec 31<sup>st</sup> to winter moorage as long as the four months moorage is pre paid in advance through April 30<sup>th</sup>. The Board has approved the motion.

##### **B. Manager's/ Maintenance Report – Harbor Manager – Kirk Stickels**

- We have spent a lot of time preparing the Port for the winter weather and the big wind storm that we had. It went well and all of our preventative maintenance has paid off well.
- We had a few minor leaks due to the cold weather.
- On C-dock there were two boats that had stray electrical current but have been corrected.
- We lost one cleat during the wind storm.
- With the power outage there was confusion with the gate keys. You can use them manually but people were not aware of how to do it. We have repaired a new shunt device and a new fuse so it should allow a short back-up during power outages. It should last up to 12 hours.

- We tested the rest of the marina for stray current but everything else turned out good. For long range planning we will need to upgrade the power feeds to the docks for the larger commercial vessels to 50 amps.
- We have a call into the Corps of Engineers regarding removing debris from the storm.

Commissioner DeCarlo: We should add signs to the gate showing people how to use their keys manually during power outages. Where was the stray electrical current on C-dock?

Kirk Stickels: The stray electrical currents on C-dock were coming from the Evening Star and the Fire One boats. The Evening Star is plugged back in and has corrected the problem. The Fire One boat is still unplugged.

Commissioner DeCarlo: If we do re-wiring we should consider adding 220v power to D-dock.

Commissioner Gilbert: We should also look into it for D, E, and F docks.

#### **C. Accounting Summary- Carol Tripp**

None

#### **D. Board Action Request – Kirk Stickels**

None

#### **F. Executive Session**

There will be an executive session this evening to discuss legal matters and is expected to last approx. 20 minutes.

The public session was closed and the executive session was opened at 9:10pm  
The executive session was closed and the public session was opened at 9:30pm

There was no decision made during the executive session.

#### **PUBLIC COMMENT:**

None

#### **COMMISSIONER COMMENTS:**

Commissioner Bockus: None

Commissioner Gilbert: None

Commissioner DeCarlo: None

**ADJOURNED OUT OF REGULAR SESSION AT 9:30PM**

COMMISSIONER DECARLO

*John DeCarlo*

COMMISSIONER GILBERT

*John E. Gilbert*

COMMISSIONER BOCKUS

*A. Bockus*

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA December 15, 2006

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$9,215.92 and from the General Fund, this 15th day of December 2006

Antonio DeCarlo, President & Commissioner

ATTEST:

Glenn E. Gilbert, Commissioner

Korinne K. Henry, Recording Secretary

Arnold Bockus, Commissioner

Voucher #	Claimant	Amount
6747	K. Stickels - Payroll	\$1,324.34
6748	R. Stice - Payroll	919.45
6749	T. Strieck - Payroll	53.53
6750	VOID	
6751	J. Petersen - Payroll	870.74
6752	C. Tripp - Payroll	1,410.14
6753	T. Jackson - Payroll	923.21
6754	W. Poland - Payroll	426.12
6755	T. Minch - Payroll	110.20
6756	B. Anderson - Payroll	535.79
6757	WA State Support Registry - Payroll	411.02
6758	Bank of America - Payroll Tax Deposit	2,231.38
	TOTAL	\$9,215.92

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.

  
Port Auditor

**PORT OF POULSBO**

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA      December 22, 2006

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$43,131.68 and from the General Fund, this 22nd day of December 2006.

Antonio DeCarlo, President & Commissioner

ATTEST:

Glenn E. Gilbert, Commissioner

Korinne K. Henry, Recording Secretary

Arnold Bockus, Commissioner

Voucher #	Claimant	Amount
6759 - 6772	VOID	
6773	Associated Petroleum Products - Fuel	13,298.51
6774	Bank of America - Uniforms & Parts	215.56
6775	CHS/Cenex - Fuel & Salt	75.58
6776	Coast to Coast Hardware - Supplies, Hardware & Batteries	84.32
6777	Dept of Natural Resources - DNR Lease	5,672.94
6778	Office Depot - Office Supplies	108.29
6779	Reliable Storage - Storage	636.00
6780	Staples - Office Supplies	54.20
6781	State Auditor's Office - Audit Fees	340.21
6782	Kitsap Sun - Advertising	26.80
6783	Verizon Wireless - Cellular Phone Service	128.71
6784	Washington Archives Management - Document Storage	506.50
6785	WA State Dept of Revenue - Excise Taxes	1,625.91
6786	WearGuard - Uniforms	60.84
6787	Marina Market - Piling Caps	1,395.86
6788	Terminix - Annual Pest Control	754.91
6789	PSE - Utilities	5,561.47
6790	Boat/U.S. - Holiday Cards	79.95
6791	Dennis Sheehan - Refund Customer Deposit	40.00
6792	Jannese Petersen - Reimburse Petty Cash	65.12
6793	Bellingham Marine Industries - Materials	12,000.00
6794	Reserve Account/USPS - Postage	400.00
	<b>TOTAL</b>	<b>\$43,131.68</b>

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.

  
Port Auditor

**PORT OF POULSBO**  
**KITSAP COUNTY, WASHINGTON**  
**RESOLUTION NO. 2006-10**  
**DATED: DECEMBER 21, 2006**

A RESOLUTION of the Board of Commissioners, Port of Poulsbo, authorizing the Port Auditor to write off uncollectible receipts in the amount of \$1,007.49 effective December 21, 2006.

WHEREAS the Port of Poulsbo has determined that the following accounts are uncollectible:

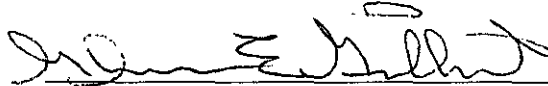
Che Jewart	382.44
Adam Onstott	163.20
Michael Russell	196.24
Sheldon Spearbeck	225.32
Kendall Wilson	40.29
<b>TOTAL WRITE OFF</b>	<u>\$1,007.49</u>

THEREFORE be it resolved, by the Board of Commissioners, Port of Poulsbo, that the Port Auditor is hereby authorized to write off \$1,007.49 in uncollectible receipts effective December 21, 2006.

ADOPTED by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 21<sup>st</sup> day of December 2006, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.



Antonio DeCarlo, President and Commissioner

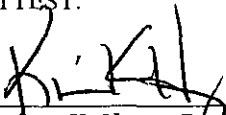


Glenn Gilbert, Commissioner



Arnold Bockus, Commissioner

ATTEST:



Korinne K. Henry, Recording Secretary

Port of Poulsbo  
Customer Ledgers

For the Period From Dec 1, 2004 to Dec 8, 2006

Filter Criteria includes: 1) IDs from JewartC to JewartC. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer	Date	Trans No	Type	Debit Amt	Credit Amt	Balance
JewartC	6/5/06	S2006-6	SJ	168.72		168.72
Che Jewart	6/5/06	14298	CRJ		168.72	0.00
	6/16/06	S2006-07	SJ	168.72		168.72
	7/16/06	S2006-08	SJ	168.72		337.44
	7/17/06	FC7H[00013	SJ	10.00		347.44
	8/7/06	processing fee2	SJ	25.00		372.44
	8/16/06	FC8G[00012	SJ	10.00		382.44
Report Total				551.16	168.72	382.44

Port of Poulsbo  
Customer Ledgers

For the Period From Dec 1, 2004 to Dec 8, 2006

Filter Criteria includes: 1) IDs from OnstottA to OnstottA. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer	Date	Trans No	Type	Debit Amt	Credit Amt	Balance
OnstottA	10/24/05	W2005-10	SJ	68.74		68.74
Adam Onstott	10/24/05	W2005-11	SJ	133.20		201.94
	10/24/05	10124	CRJ		140.00	61.94
	11/2/05	10131	CRJ		62.00	-0.06
	11/16/05	W2005-12	SJ	133.20		133.14
	12/16/05	W2006-01	SJ	133.20		266.34
	12/16/05	FCCGZ00011	SJ	10.00		276.34
	12/27/05	10153	CRJ		140.00	136.34
	1/16/06	W2006-02	SJ	133.20		269.54
	1/19/06	FC1J[00016	SJ	10.00		279.54
	1/24/06	10175	CRJ		150.00	129.54
	2/16/06	W2006-03	SJ	133.20		262.74
	2/17/06	FC2H[00013	SJ	10.00		272.74
	2/21/06	10191	CRJ		140.00	132.74
	3/16/06	W2006-04	SJ	133.20		265.94
	3/16/06	FC3G[00012	SJ	10.00		275.94
	3/29/06	5364	CRJ		132.74	143.20
	4/18/06	FC4I[00016	SJ	10.00		153.20
	5/17/06	FC5H[00017	SJ	10.00		163.20
Report Total				927.94	764.74	163.20

Port of Poulsbo  
Customer Ledgers

For the Period From Dec 1, 2004 to Dec 8, 2006

Filter Criteria includes: 1) IDs from RussellM to RussellM. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer	Date	Trans No	Type	Debit Amt	Credit Amt	Balance
RussellM	12/27/05	10151	CRJ		175.00	-175.00
Michael J. Russell	12/27/05	W2005-12	SJ	32.08		-142.92
	12/27/05	W2006-1	SJ	142.08		-0.84
	1/16/06	W2006-2	SJ	142.08		141.24
	2/17/06	FC2H[00017	SJ	10.00		151.24
	3/6/06	processing fee	SJ	25.00		176.24
	3/16/06	FC3G[00017	SJ	10.00		186.24
	4/18/06	FC4I[00021	SJ	10.00		196.24
Report Total				371.24	175.00	196.24

Port of Poulsbo  
Customer Ledgers

For the Period From Dec 1, 2004 to Dec 8, 2006

Filter Criteria includes: 1) IDs from SpearbeckS to SpearbeckS. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer	Date	Trans No	Type	Debit Amt	Credit Amt	Balance
SpearbeckS	2/21/06	W2006-2	SJ	141.32		141.32
Sheldon Spearbeck	2/21/06	W2006-3	SJ	222.00		363.32
	2/21/06	10188	CRJ		200.00	163.32
	3/6/06	14251	CRJ		170.00	-6.68
	3/16/06	W2006-4	SJ	222.00		215.32
	4/18/06	FC4100026	SJ	10.00		225.32
Report Total				595.32	370.00	225.32

Port of Poulsbo  
Customer Ledgers

For the Period From Jan 1, 2006 to Dec 8, 2006

Filter Criteria includes: 1) IDs from Wilson A-41 to Wilson A-41. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer	Date	Trans No	Type	Debit Amt	Credit Amt	Balance
Wilson A-41	1/1/06	Balance Fwd				192.17
Kendall Wilson	1/9/06	appliedcustdep	CRJ		20.00	172.17
	1/9/06	appliedcustdep1	CRJ		49.88	122.29
	1/19/06	FC1J[00026	SJ	10.00		132.29
	2/17/06	FC2H[00024	SJ	10.00		142.29
	3/16/06	FC3G[00024	SJ	10.00		152.29
	4/18/06	FC4I[00027	SJ	10.00		162.29
	7/7/06	18015	CRJ		122.00	40.29
Report Total				40.00	191.88	40.29


PORT OF POULSBO  
KITSAP COUNTY, WASHINGTON  
RESOLUTION NO. 2006-11  
DATED December 21st, 2006


A RESOLUTION of the Board of Commissioners, Port of Poulsbo, in Washington State, to appropriate a resolution that states no new business shall be authorized within the Port properties or facilities unless the Port Commissioners specifically authorize the business and make a finding that it is in the best interest of the public.

WHEREAS, the Port of Poulsbo wishes to appropriate a resolution that states no new business shall be authorized within the Port properties or facilities unless the Port Commissioners specifically authorize the business and make a finding that it is in the best interest of the public.


NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners, Port of Poulsbo, to appropriate a resolution that states no new business shall be authorized within the Port properties or facilities unless the Port Commissioners specifically authorize the business and make a finding that it is in the best interest of the public.

ADOPTED by the Board of Commissioners, of the Port of Poulsbo at the regular scheduled meeting there of held this 21st day of December 2006, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

Attest:  
  
\_\_\_\_\_  
Korinne Henry  
Recording Secretary

  
\_\_\_\_\_  
Antonio DeCarlo, Commissioner

  
\_\_\_\_\_  
Glenn Gilbert, Commissioner

  
\_\_\_\_\_  
Arnold Bockus, Commissioner

Port of Poulsbo  
P.O. Box 732  
Poulsbo, WA 98370

Rec'd 12/21/06  
1530  
KDL

James & Donna Neal

Dear Port Commissioner,

My wife and I have made a big mistake by not paying our moorage on time. Do to our busy lives raising small children and both being full time employees we have missed a payment on our monthly bill. My wife has been good about paying the arrears and usually paying a month or two in advance at that time. When we signed our moorage contract in 2004 we were so excited to have our boat two mile from our house, we live on Brauer Cove. We did not read the fine print in the middle of the contract about the severity of getting behind a month. When we receive a receipt in our mail box on 12/13/2006 that we had a registered letter at the post office from you my wife went down immediately the next day and paid for the past two months moorage and two month in advance. She received the receipt included and thought we were OK. The lady in your office felt bad when she had to inform us that we had broken our contract and would have to be out by the end of the month. She did not accept our check so on a Sunday we ran to the bank and got cash to pay our bill.

Please allow us to stay and have this be our final warning. We love living in Poulsbo and the marina is the finest facility in the area. Our kids love the park and we sometimes just pull over to and pay for a night on the visitor doc to feel like we have taken a trip with out leaving town. Our 32' Trojan Sport Fisher is our pride and joy and we would feel terrible having to move her from such a fine slip.

We would be willing to pay six months or even a year in advance to stay.

We respectfully await your decision.

Sincerely,

James, Donna, Afton and Nya Neal



Port of Poulsbo  
Customer Ledgers

For the Period From Jan 1, 2006 to Dec 31, 2006

Filter Criteria includes: 1) IDs from NealN to NealN. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer	Date	Trans No	Type	Debit Amt	Credit Amt	Balance
NealN	1/1/06	Balance Fwd				225.04
Nick Neal	1/6/06	2998	CRJ		225.04	0.00
	1/16/06	2006-02	SJ	151.25		151.25
	1/30/06	T2006-1	SJ	279.29		430.54
	2/13/06	Dec - Jan Elec. 66	SJ	16.87		447.41
	2/16/06	2006-03	SJ	151.25		598.66
	2/17/06	FC2H[00010	SJ	10.00		608.66
chaining	3/6/06	Processing Fee	SJ	25.00		633.66
	3/14/06	3224	CRJ		633.00	0.66
	3/16/06	2006-04	SJ	151.25		151.91
	4/3/06	Feb/MarchElec69	SJ	22.05		173.96
	4/16/06	2006-05	SJ	151.25		325.21
late fee	4/18/06	FC4I[00015	SJ	10.00		335.21
	5/9/06	processingfee2	SJ	25.00		360.21
	5/12/06	3255	CRJ		511.46	-151.25
	5/16/06	2006-06	SJ	151.25		0.00
	6/6/06	april may68	SJ	21.98		21.98
	6/16/06	2006-07	SJ	151.25		173.23
	7/16/06	2006-08	SJ	151.25		324.48
	7/17/06	FC7H[00016	SJ	10.00		334.48
	7/24/06	3302	CRJ		346.46	-11.98
	8/16/06	2006-09	SJ	151.25		139.27
	9/16/06	2006-10	SJ	151.25		290.52
	9/18/06	FC9I[00008	SJ	10.00		300.52
	10/6/06	5033	CRJ		300.52	0.00
	10/16/06	2006-11	SJ	151.25		151.25
	10/17/06	June- July elect62	SJ	21.56		172.81
	10/18/06	Aug-Sept elec 67	SJ	24.50		197.31
	11/16/06	2006-12	SJ	151.25		348.56
	11/16/06	FCBG[00024	SJ	10.00		358.56
chaining	12/6/06	Oct.-Nov. elec.62	SJ	5.95		364.51
	12/11/06	processingfee	SJ	25.00		389.51
Report Total				2,180.95	2,016.48	389.51

Next Bd. mtg  
DEC. 21st.

3rd CHAIN  
OUT AS OF END  
OF DECEMBER

pd. ON 17<sup>th</sup>  
\$389.00

BOAT RELEASED

KFS