

**PORT OF POULSBO  
MEETING MINUTES OF  
December 20th, 2007**

**Present: President Commissioner DeCarlo, Commissioner Bockus, Commissioner Gilbert, Port Manager Kirk Stickels, Port Accountant Carol Tripp, Recording Secretary Henry, and members of the general public.**

**1. CALL MEETING TO ORDER AT 10:00am**

**2. PUBLIC COMMENTS:** None

**3. COMMISSIONER COMMENTS:**

Commissioner Gilbert: I went to the City Council meeting last night and Dale Rudolph is one of the City Council members that sit on the PSRC for the 2040 vision. There is a newspaper article that addresses the same view as Commissioner Bockus and me we all feel that Kitsap County should not be involved in this. I would also like to consider changing the second meeting of the month back to 7:00pm so all the public can attend.

Commissioner DeCarlo: We used to go to one meeting a month in the winter.

Commissioner Bockus: I think we should continue to have two meetings per month with all of the projects that we have coming up.

Commissioner Gilbert: I would like to be excused from the next meeting because I will be in the hospital having surgery.

Commissioner Bockus: It would be a nice way to end our duration being on the Commission by changing presidents so that each person gets to be the president the last two years of their Commission.

Commissioner DeCarlo: In January we will need to re-elect the new president for the Board. I attended the last rate structure meeting and the way the mediator presented the rate structure not one of our tenants present was happy.

**4. CONSENT AGENDA ITEMS:**

- A. The meeting minutes of December 6th were approved by the Board as written.
- B. Warrants #7913-7940 in the amount of \$30,901.84 were approved by the Board as written.

## **5. OLD BUSINESS ITEMS**

### **A. Port Expansion Project:**

What day would we like to hold the public hearing? We need to give 10-25 day notification to the public for the hearing. We need to advertise the public hearing as well as notify all the property owners within 400' of the park.

Commissioner Bockus: We should hold the special meeting on January 24<sup>th</sup> for the public hearing at 7:00pm. I would also like to see it advertised in both the Herald and the Sun newspapers. I think we should give some presentations to the Sons of Norway, HDBA Association, and the Chamber of Commerce to get better attendance from the entities that will benefit from more visitors coming into downtown.

Commissioner DeCarlo: We need to also clarify to the property owners that the increased moorage will not just be for guests but it will also provide additional permanent moorage.

Commissioner Gilbert: If we bring in the small tour boats can they come into E-dock to off load? They can moor on the breakwater then pick the guest up on E-dock again for loading.

Kirk Stickels: From October to April IAC is pretty lenient about allowing us to use the dock for winter moorage but the rest of the year the rules are pretty clear about not allowing any commercial use of the guest docks. I can write IAC a letter and ask if they would allow the loading and off-loading of passengers for an occasional tour boat. We could also use D-dock for loading and off-loading if necessary.

Commissioner Gilbert: At this next meeting we need to clarify the extension of the park not for commercial purposes. We also need to show that we are looking at other options for mooring, loading, and offloading tourists from other locations within the Port.

Kirk Stickels: I will check with IAC to get some parameters for using E & F dock.

Commissioner Bockus: We could talk to the electric boats owner and see if they could taxi people from the breakwater to the dock.

## **6. NEW BUSINESS ITMES**

### **A. Items for public comments/motions/discussions**

The Board of Commission has decided to leave the meetings the same without any changes. The meetings will continue to be held the 1<sup>st</sup> Thursday of the month at 7:00pm and the 3<sup>rd</sup> Thursday of the month at 10:00am.

### **A1. Oath of Office for Commissioner DeCarlo:**

Commissioner Gilbert swore Commissioner DeCarlo into office.

**A2. Election of new Board President for 2008:**

Commissioner DeCarlo nominated Commissioner Gilbert as President. Commissioner Gilbert accepted and Commissioner Bockus concurred.

**B. Review of City/Port Lease Agreement – Commissioner Discussion**

There is nothing new to report at this time. The City has asked for another copy of the lease for them to review so another copy of the lease has been delivered to the City.

**B. Managers/Maintenance Report**

- We have been pressure cleaning the docks.
- We have had some problems with the batteries on the marker lights so we are going to switch to gel batteries which require less maintenance and have a longer life.
- We are refreshing the signs around the docks.
- We are installing cabinets for the life rings on D-dock.
- We received an auto defibulator unit for improved safety. All of the employees who have CPR certifications will be trained and certified for the ADU unit.
- Mr. Stewart Anderson wanted to return his keys and his parking pass. He was only recorded as having one key in our accounting books so we would only reimburse him for one of his keys. He did turn in two keys but we do not have any record of him paying a deposit for the second key.

Carol Tripp: Mr. Anderson is a recent tenant on 9/18/06 he paid a deposit of \$137.50 which included his first months lease payment and a \$20 key deposit. That is the only key deposit that I have a record of him paying. I cannot issue an additional key refund without a record of a second key deposit.

The Board of Commissioners has decided to not allow a refund of the second key deposit without a second deposit shown on record.

- On December 27<sup>th</sup> I have been summoned to court on behalf of Andrew Jackson in regards to his request for unemployment benefits, which were denied. Our WGEP lawyers will also be in attendance.
- Our WPPA dues will not be paid until Commissioner DeCarlo's request for additional information regarding the rate structure is provided to us.
- We have set the public hearing for the acquisition of Net Shed Park for January 24<sup>th</sup> at 7:00pm.

#### **D. Accounting Summary – Carol Tripp**

There was a net gain for the month of November in the amount of \$13,968.08, and a net gain for the year in the amount of \$331,314.69. An internal audit was completed for 2006/2007 meter readings. A few issues have been found and need to be corrected. A resolution will need to be signed. I sent letters to the tenants explaining the corrections along with a bill showing the debit or credit owed due to the correction. We have received one letter from a tenant in response to the correction.

Kirk Stickels: We completed an internal audit on each electrical pedestal reading and transaction. The employee in charge of the reading and billings at that time has provided a written response to the errors. Resolution #2007-14 will allow the write off of \$125.23 for several tenants that are no longer with us but owe funds due to the corrections. The current tenants bills have been corrected due to clerical errors some tenants have received credits and others are debits and a separate bill has been sent out. Everyone was billed and sent a letter for clarification. Three checks will need to be issued for refunds in the amount of \$23.38 for tenants that are no longer with the Port. We have one tenant that had an electrical billing error in the amount of \$533.82 due to clerical error. He has written a letter requesting the Board to allow him to set up a payment plan to pay the amount over a period of six months. He is not disputing the charges and is willing to pay the full amount but would like to make payments. A detailed list will be attached to the minutes. Carol and Brad have done a great job on the audit.

The Board of Commissioners have unanimously approved resolution 2007-14 the write off of \$125.23 for several tenants that are no longer with us but owe funds due to the electrical meter billing corrections. The Board will also allow a six month payment plan for John Bartlett in the amount of \$533.82.

Commissioner Bockus: What is in place to make sure this does not happen again?

Kirk Stickels: There has been a reassignment to that particular employee's job detail.

**E. Advancement of Sick Leave and Continuation of Health Insurance for Jannese:**  
It is not illegal to advance her sick leave but it could be considered a gift of public funds.

Commissioner Gilbert: If she does return to work than it is not considered a gift of public funds correct?

Commissioner DeCarlo: That is a concern if she were to not return to work then it could be an issue.

The WGEP does not recommend allowing this because then you are setting precedence. She has since broken her ankle and will be out 6-8 weeks.

Commissioner Gilbert: Even if she is on sick leave and it expires then will she get her sick leave as of January 1<sup>st</sup>?

Carol Tripp: It depends if she only has 16 hours of vacation leave and no sick leave and she goes on leave without pay then she wouldn't get her sick and annual leave as of January 1<sup>st</sup>.

The Board of Commissioners will be going into **executive** session to discuss personnel issues and it is expected to last approx 20 minutes.

Close public session and open executive session at 11:50am  
Closed executive session and open public session at 12:20pm

**The Board of Commissioners has made a motion to approve leave without pay for Jannese Petersen with accrual of benefits including holiday pay through Jan 31<sup>st</sup> 2008. The motion was unanimously approved by the Board.**

**F. Board Action Request**

None

**G. Executive Session**

Completed

**H. Public Hearing for the acquisition of Net Shed Park**

The meeting has been set for January 24<sup>th</sup> at 7:00pm

**7. PUBLIC COMMENTS**

None

**8. COMMISSIONER COMMENTS**

Commissioner Bockus: None

Commissioner Gilbert: I overheard Commissioner Bockus bring up the idea of bringing back the Commercial Fishermen to Poulsbo. There are currently 7 Commercial Fishing boats in the Port. I think this is a great idea and I support it.

Kirk Stickels: The Five Girls was freezing the fish on board and selling it off the dock. That boat is gone but there is another boat that has come in that is able to take the place of the Five Girls.

Commissioner Gilbert: Could we purchase a freezer or something that would encourage them to bring the fish back to Poulsbo to sell?

Kirk Stickels: I think it would be difficult to provide a commercial freezer but what would be beneficial is to provide 50amp power down D-dock so they can run their freezers and not have to use their refrigerators and generators. New Day Fisheries also

have a boom that has a power pack with hydraulics that they would sell to us for less than \$5,000 that could be placed on the dock for them to use for loading and unloading their boats. They could rent it per hour for their use otherwise it would be locked so they would have to come to the Port and request to use it.

Commissioner DeCarlo: We have talked about providing a boom in the past.

Kirk Stickels: We have the water depth and could recover the cost of purchasing the boom and equipment by charging an hourly fee.

Commissioner Bockus: We could provide a freezer and warehouse area for the commercial fisherman to use as a co-op. It would help it be available to the local community to purchase.

Commissioner Gilbert: Fisherman's Wharf is no longer allowing the fisherman to sell from their boats as they used to.

Commissioner Bockus: We could replace our restroom facility and make a larger building that could provide the space that could be leased by the fisherman.

Kirk Stickels: We should check with the fisherman and see if they are interested. I will research the building option and the freezer. Selling fish from the Port brings a lot of people to the docks.

**The Board of Commissioners made a motion to allow the Capital purchase of the knuckle boom from New Day Fisheries not to exceed \$5,500 including delivery. The motion was unanimously approved by the Board.**

**The meeting was adjourned at 12:55pm**

**The meeting minutes were approved as written by:**

Commissioner DeCarlo 

Commissioner Bockus 

Commissioner Gilbert \_\_\_\_\_