

APRIL 2008

APR.3, 2008

**PORT OF POULSBO
MEETING AGENDA OF
April 3rd, 2008**

1. OPEN MEETING

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

3. COMMISSIONER COMMENTS

4. CONSENT AGENDA ITEMS

(Next Res. 2008-04)

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 March 20th, 2008.

B. Warrants #8169 - #8200 in the amount of \$71,555.34

5. OLD BUSINESS ITEMS

A. Port Capital Projects – Port Manager

6. NEW BUSINESS ITEMS

A. Items for public comments/motions/discussions

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

C. Managers / Maintenance Report – Port Manager

D. Accounting Summary – Carol Tripp

E. Board Action Requests – Kirk Stickels

F. Executive Session

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

8. COMMISSIONER COMMENTS

9. ADJOURN MEETING

**PORT OF POULSBO
MEETING MINUTES OF
March 20th, 2008**

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

1. CHAIRMAN GILBERT CALLED THE MEETING TO ORDER AT 10:00am

2. PUBLIC COMMENTS:

None

3. COMMISSIONER COMMENTS:

Commissioner DeCarlo: There was an article in the newspaper regarding e-mails and the open meetings act. The courts will be making a decision soon. We talked about getting laptop computers for the Commissioners do we still want to consider this?

Commissioner Bockus: I went to the economic development committee meeting. They discussed a letter they received from Ron Savage. Since the Port is a waterfront community and the dollars the Port brings into the city is very important he supports the development of the committee. Carol and I had discussions about getting support from our elected officials to help get us funds for our grants and projects. I think we need to address letters to Sherry Appleton, Christine Rolfes, Commissioner Bauer, and the executive director of the Puget Sound Partnership. It would be nice to have the political support especially during the acquisition of the DNR property and the protection of Johnson Creek.

Commissioner DeCarlo: I think we should approach the legislature about changing the rules for annexation and being able to solicit people to be annexed into the Port.

Commissioner Bockus: That would be a good idea and I think we should get political support. We should contact our representatives and see if we could set up a meeting to discuss our current and future plans.

Commissioner Gilbert: I will miss the next two meeting due to being out of town on vacation. I personally don't see any use purchasing computer for each of us Commissioners. The recording of the executive sessions was not passed by the legislature. I would like staff to check on the covenants on the DNR property. I attended the City Council meeting last night and they discussed annexations. There is a possible change to the GMA by adding a reserve GMA which would eventually include the entire area of Liberty Bay as the reserve area.

Commissioner DeCarlo: I sent everyone an e-mail regarding the public disclosure act that needs to be completed. It needs to be completed and submitted by April 15th.

4. CONSENT AGENDA ITEMS:

- A. The meeting minutes of March 6th 2008 were approved by the Board as written.
- B. Warrants #8129-8168 in the amount of \$46,318.44 were approved by the Board as written.
- C. Resolution 2008-03 the cancellation of outstanding warrants was approved by the Board as written.

5. OLD BUSINESS ITEMS

A. Port Projects/Status Report: Port Manager

There is nothing new to report at this time.

6. NEW BUSINESS ITEMS

A. Items for public comments/motions/discussions

None

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

Carol Tripp: I called and asked Mr. Norbut if the changes had been made to the lease agreement but I have not heard anything back yet.

C. Managers / Maintenance Report – Port Manager

- The Port Manager is on vacation so there is not a manager report.

Carol Tripp: The hard line replacement on the fuel docks have been extended due to the delay in materials being shipped but is expected to be completed by next week.

D. Accounting Summary – Carol Tripp

The net gain for the month was \$15,818.09 and the YTD gain is \$25,530.95.

Some of the Capital Improvement Projects have been re-prioritized and some have been deleted. This spread sheet (see attached) will be given to the Rate Advisory Committee to review and make comments on. Please review the spread sheet and make any comments as necessary. The permit process is expected to take approx. two years. These figures include 6% CPI.

Commissioner DeCarlo: I thought at the last meeting we discussed taking the new breakwater out past the existing breakwater. Not out to the furthest point of our new expansion line but farther than the existing location.

Carol Tripp: We don't even have half of the cost of the breakwater and several of these other projects need to be completed as well.

Commissioner Bockus: If the new floats that we are acquiring from Tacoma were used for some of these projects we could lower the cost of construction.

Carol Tripp: We have a bid from Bainbridge Floor Coverings to replace the multi purpose room, it would cost \$2,000. Kirk looked into linoleum but it would cost \$3,500.

The Board of Commissioners has asked staff to get more bids for carpet and linoleum.

Carol Tripp: I had a meeting with Adelle from the Poulsbo Chamber of Commerce and she has suggested that we need to update our mission statement.

G. Board Action Requests – Kirk Stickels

None

H. Executive Session

None

7. PUBLIC COMMENTS

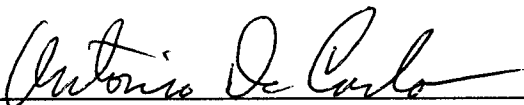
None

8. COMMISSIONER COMMENTS

None

The meeting was adjourned at 10:45am

The meeting minutes were approved as written by:

Commissioner DeCarlo 

Commissioner Bockus 

Commissioner Gilbert _____

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA April 4, 2008

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 \$71,555.34 and from the General Fund, this 4th day of April 2008.

Antonio DeCarlo, Commissioner

ATTEST:

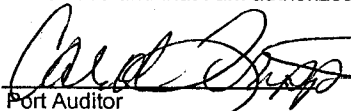
Glenn E. Gilbert, President & Commissioner

Korinne K. Henry, Recording Secretary

Arnold Bockus, Commissioner

Voucher #	Claimant	Amount
8169	Associated Petroleum Products	\$21,773.89
8170	Associated Petroleum Products	119.29
8171	Bank of America	253.71
8172	Coast to Coast Hardware	114.02
8173	Community Concepts	180.00
8174	DSC, Inc	213.87
8175	Employment Security Dept	216.98
8176	Environmental Chem Solutions	94.60
8177	Fisheries Supply	497.30
8178	Department of Labor & Ind	2,874.66
8179	Michael & Alexander PLLC	222.70
8180	Premera Blue Cross	4,202.06
8181	Sound Reprographics	78.19
8182	Staples Business Advantage	136.14
8183	Tacoma Screw Products, Inc.	11.85
8184	Michelle Elsom	138.13
8185	Jerry Lawrence	25.80
8186	Thompson Pile Driving Co. Inc.	27,000.00
8187	Arnold Bockus	517.30
8188	Antonio DeCarlo	304.54
8189	Glenn Gilbert	355.57
8190	Korinne Henry	166.23
8191	City of Poulsbo	1,670.38
8192	Bank of America	2,752.03
8193	Kirk Stickels	1,425.50
8194	Richard Stice	1,394.78
8195	Bruce Anderson	707.62
8196	Jannese Petersen	736.02
8197	Carol Tripp	1,418.75
8198	Brady Miller	901.24
8199	Christine Dewees	492.57
8200	Katherine Olanie	559.62
TOTAL		\$71,555.34

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



Print - Close Window

Date: Tue, 01 Apr 2008 17:00:59 -0700
From: "Anne Blair" <ASblair@co.kitsap.wa.us>
To: "Steve Bauer" <SBauer@co.kitsap.wa.us>, appleton.sherry@leg.wa.gov, rolfes.christine@leg.wa.gov, david.dicks@psp.wa.gov, info@psp.wa.gov, arnoldbockus@yahoo.com
CC: "Deanna Erstad" <DErstad@co.kitsap.wa.us>
Subject: Port of Poulsbo meeting

Hello â€” This message confirms your attendance at a 90-minute meeting with the Port of Poulsbo Commissioners to learn about the Port's long-range, as well as immediate plans for Liberty Bay and the public marina in downtown Poulsbo.

Meeting date: Tuesday, May 27, 2008.
Meeting time: 2 - 3:30 PM
Meeting location: Port of Poulsbo Offices (on the water, south of the Marine Science Center parking lot in downtown Poulsbo.)
Meeting attendees: Port of Poulsbo commissioners; Commissioner Steve Bauer; Rep. Sherry Appleton; Rep. Christine Rolfes; David Dicks, Executive Director, Puget Sound Partnership.

Port Commissioner Arnold Bockus is convening this meeting. If you have questions or need additional information, he can be reached at 360/981-4144.

Thank you.

Anne S. Blair
District Manager
Commissioner Steve Bauer â€” District 1
360/337-4426
asblair@co.kitsap.wa.us

APRIL 2008

APR.17, 2008

**PORT OF POULSBO
MEETING AGENDA OF
April 17th, 2008**

1. OPEN MEETING

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

3. COMMISSIONER COMMENTS

4. CONSENT AGENDA ITEMS

(Next Res. 2008-04)

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 , April 3rd 2008.

B. Warrants #8201 - #8233 in the amount of \$58,190.91

5. OLD BUSINESS ITEMS

A. Rate Study Committee

6. NEW BUSINESS ITEMS

A. Items for public comments/motions/discussions

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

C. Managers / Maintenance Report – Port Manager

D. Accounting Summary – Carol Tripp

E. Board Action Requests – Kirk Stickels

F. Executive Session

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

8. COMMISSIONER COMMENTS

9. ADJOURN MEETING

**PORT OF POULSBO
MEETING MINUTES OF
April 3rd, 2008**

Present: Commissioner Bockus, Commissioner DeCarlo, Port Manager Kirk Stickels, Recording Secretary Kori Henry, and members of the general public.

1. COMMISSIONER DECARLO CALLED THE MEETING TO ORDER AT 7:00pm

2. PUBLIC COMMENTS:

Dale Johnson: When was the rate committee formed? I would like to attend a meeting to discuss some question, comments, and suggestions that I have. When do they meet next?

Kirk Stickels: The rate committee was formed at the end of last year. We have had four out of our five planned meetings. The last meeting will be held within the next two weeks. We tried to make sure that everyone was well represented at each meeting so we would receive a lot of comments and be able to review all of the Port's capital plans.

Dale Johnson: I think our guest moorage fees are half of what the fees should be. If you go to any other Port you will pay twice as much especially a Port that is as popular as ours is here in Poulsbo. I would like to come to the next meeting so I can discuss my opinions. The additional funds could help pay for a remodeled bathroom facility. Winter Moorage people appear to be living aboard their boats, are they paying the live aboard fees?

Kirk Stickels: Yes, the Winter Moorage tenants are paying the live aboard fee while they are in winter moorage. I will let you know when the next rate committee meeting is.

3. COMMISSIONER COMMENTS:

Commissioner Bockus: At the last meeting we discussed holding a joint meeting with our legislatures including Sherry Appleton, Christine Rolfes, David Dick from Puget Sound Partnership, and County Commissioner Bauer. We will be holding the meeting on May 27th from 2:00 to 3:00pm here at the multi purpose room. We discussed the projects the Port would like to do including the removal of the old creosote breakwater, and replacing it with an environmentally friendly floating breakwater. Ann Blair secretary for County Commissioner Bauer said he would like to be in attendance at the meeting. We should meet with Shane and have him help us put together packages that include pictures and maps to hand out at the meeting to each person in attendance. David Dick is very excited about the Port wanting to help clean up Liberty Bay, as was County Commissioner Steve Bauer.

Kirk Stickels: We have worked with the Puget Sound Partnership in the past and have supported their efforts while sampling water in the bay and seeding of the oyster beds.

Commissioner Bockus: David Dicks is aware that we are looking for funding assistance for the removal of the old creosote breakwater and replacing it with an environmentally safe floating breakwater that will enhance the bay. We want to include our plans for the Johnson Creek estuary and our plans to acquire the DNR lands.

Kirk Stickels: We will need to advertise the meeting on May 27th. A lot of our maps and aerial photographs have come from the DOT.

Commissioner DeCarlo: I attended the City Council meeting last night and there were a lot of unhappy people. The Mayor and Council decided to deny the two annexation requests. They are trying to get organized and have decided to not piece meal the annexations so they will postpone the annexations until they can get organized. They plan to do a larger annexation later that will include or at least streamline large annexations at one time.

4. CONSENT AGENDA ITEMS:

- A. The meeting minutes of March 20th 2008 were approved by the Board as written.
- B. Warrants #8169-8200 in the amount of \$71,555.34 were approved by the Board as written.

5. OLD BUSINESS ITEMS

A. Port Projects/Status Report: Port Manager

The replacement of the fuel lines has been completed. We did not anticipate the replacement of the hard lines but while the company was here they found that the hard lines needed to be replaced so we decided to have them complete the work. We forwarded the information to the Dept of Ecology to show that the fire lines have been replaced. We will contract with Sabyr Contracting to have line tightness testing completed annually which is required by the Dept of Ecology. Sabyr Contracting also suggested changing the union connections for improved fuel efficiency on the barge. We do have the only floating fuel barge in the state.

6. NEW BUSINESS ITEMS

A. Items for public comments/motions/discussions

None

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

The Cities attorney is reviewing the lease so there is nothing new to report at this time.

C. Managers / Maintenance Report – Port Manager

- We have completed the design for the tying the new floats together that were given to us by Tacoma. Joe and Sue Dazey from the fishing vessel Diamond Lil, and Steve Spleen towed the floats into the marina for us the only cost to the Port was their fuel during the tow. They also transported the new ramp for us. We will contact Millican Cranes to see if they can lift the new ramp into place on “D” dock. The dock will be lighter and wider than the existing ramp. The capital improvement projects for this year included replacement of the “D” dock ramp,

“C” dock ramp, and the “C” dock landing remodel. Some of the new floats will be used for the landing replacement, and the new ramp will be used for “D” dock replacement all at minimal cost to the Port.

- We started to design the “C” dock landing replacement float configuration. There are utilities that we will need to work around but we should be able to do mostly everything in house.
- Winter moorage ends at the end of April and everyone has been notified. Three are moving to permanent moorage slots, and one is waiting to fill a commercial fishing spot once the boat leaves for the fishing season.
- We have a new person in the office training for summer help since she was out of school for spring break. We will have four people added for summer help.

D. Accounting Summary – Carol Tripp

There is nothing to report tonight.

G. Board Action Requests – Kirk Stickels

None

H. Executive Session

None

7. PUBLIC COMMENTS

Dale Johnson: In past minutes it mentions that one of the waterfront properties is for sale close to the Port which property is it? Is the Marine Science Center still a possibility for the Port to purchase?

Kirk Stickels: Henry Stewart’s house is for sale.

Commissioner DeCarlo: The Marine Science Center will not be purchased by the Port due to the fact that our funds will be needed for our capital improvement projects.

Dale Johnson: It would be a boom for the Port if you could acquire the building. It would add to the Port and possibly add parking for the tenants.

8. COMMISSIONER COMMENTS

None

The meeting was adjourned at 7:50pm

The meeting minutes were approved as written by:

Commissioner DeCarlo *Antonio De Carlo*

Commissioner Bockus *A. Bockus*

Commissioner Gilbert _____

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA April 18, 2008

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 \$58,190.91 and from the General Fund, this 18th day of April 2008.

Antonio DeCarlo, Commissioner

ATTEST:

Glenn E. Gilbert, President & Commissioner

Korinne K. Henry, Recording Secretary

Arnold Bockus, Commissioner

Voucher #	Claimant	Amount
8201	Associated Petroleum	\$10,579.99
8202	AT & T	134.31
8203	Bank of America	45.08
8204	CHS, Inc/Cenex	150.02
8205	Coast to Coast Hardware	67.04
8206	James Lumber & Ace Hardware	39.24
8207	Mascott Equipment	315.37
8208	Mr Mop Cleaning Service	90.00
8209	Navy City Metals	22.68
8210	Olympic Springs, Inc	24.29
8211	Peninsula Fire Inc	24.98
8212	PBCC	182.66
8213	Saybr Contractors, Inc	10,869.01
8214	Service Paper Co.	133.78
8215	Sound Reprographics	183.53
8216	Staples Business Advantage	55.32
8217	USArchive & Imaging Services	97.79
8218	Verizon Wireless	68.30
8219	Edward Jones	1,351.61
8220	Puget Sound Energy	5,775.64
8221	Embarq	269.16
8222	WA State Dept of Revenue	15,220.82
8223	WA State Dept of Revenue	2,958.75
8224	Kirk Stickels	1,413.91
8225	Richard Stice	1,369.50
8226	Bruce Anderson	707.62
8227	Jannese Petersen	599.99
8228	Carol Tripp	1,489.78
8229	Brady Miller	889.17
8230	Christine Dewees	378.32
8231	Katherine Olanie	308.95
8232	Cailin Gallagher	127.37
8233	Bank of America	2,246.93
TOTAL		\$58,190.91

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 Rate Structure Committee

Proposed Recommendations:

1. Minimal rate increase. Rates went up 13% this year. Further rate hikes will meet increasing tenant resistance. Plan rate increases on an annual basis to account for inflation rather than large increases.
 2. Plan to replace breakwater in 20 to 25 years. The Port currently has neither the funds nor the bonding capacity to finance a new breakwater at this time. In the event of breakwater failure within the next 20 or so years, FEMA funds should be available to replace the breakwater. Continue to work on design and permitting phases in order to be prepared if failure does occur.
 3. Build reserve fund from rate increase to replace breakwater. Allowing 20 to 25 years to build a reserve fund will allow these funds to go for improvements rather than interest payments.
 4. Avoid bonding for capital improvement as much as possible. Again, the money can be used for improvements or interest payments. Making gradual improvements as necessary and as funds allow is more cost-effective.
 5. Investigate possible revenue-generating property acquisitions. The Rindahl property, the lower part of Net Shed Park, and the lower portion of Henry Stuart's property are possibilities that have revenue generating potential and options for improving the parking situation. In addition, this would remove the leasehold tax obligation.
 6. Do not upgrade electrical power on docks at this time. Thirty amp power is sufficient for most tenants. Those desiring 50 amp power can pay for the improvement (as did John Lyon on the Hypnautic).
 7. Proceed with grant funded replacement of the restroom and installation of the floating restroom on A dock.
 8. Continue pile replacement project (18 pilings per year).
 9. Investigate use of dock sections as buffers for breakwater. Port Staff has been able to locate free or low-cost dock sections. These may be useful in wave damping outside of the breakwater.
 10. Maximize use of Port Staff in capital improvement projects. Minimize use of outside contractors. Port Staff has proven to be competent at evaluating and rebuilding the free dock sections.
-

11. Postpone near shore float relocation until directed to by state agencies. When state agencies request relocation, funds should be available from guest moorage revenues. Guest moorage funds should also be used for maintenance and eventual replacement of the fuel barge. It needs to be kept in mind that while guest moorage funds are intended to be use for the guest moorage facilities, those funds will not be sufficient to replace the fuel barge. Some capital improvement funds will be required

12. Credit tenants who pay one year in advance (commercial and other) for up to six months moorage. The Port Staff has been very effective in maximizing the return from vacant moorage. This will not have a negative effect on Port revenues.

Near Term Projects

Annual Float Inspection/Replacement *	896,220
Near Shore Float Relocation	913,967
Parking Area Bulkhead Sinkholes	104,000
Mooring Buoy System	72,500
Float Pile Replacement Program	411,414
Total	\$2,294,205

* The cost of the Annual Float Inspection/Replacement may be reduced through the use of used float sections.

Increasing permanent moorage rates to \$4.75 for linear and \$.35 for boat houses and increasing guest moorage to \$.90/ft will generate approximately \$130,000 annually.

Billable Linear Ft 8000
 Billable Square Ft 13610
 Parks & Rec monthly 483.74
 OOCmonthly 581.22

	2006	2008	2008 +	2008 +	2008 +
	Rates	13%	6%	12%	18%
Linear	3.75	4.25	4.50	4.75	5.00
Boat House	0.27	0.31	0.33	0.35	0.37

Revenue	2006	2008	2008 +	2008 +	2008 +
Linear	359727	408000	432000	456000	480000
Boat House	44097	50629	53667	56705	59742
Parks & Rec	5805	6560	6953	7347	7740
OOC	6975	7881	8354	8827	9300
Total	416604	473070	500974	528878	556783

Increase over 2008			27904	55808	83713
Increased bonding			55808	111617	167425

Guest Moorage		0.6	0.75	0.9	1
34' ave size, 7500 days		153000	191250	229500	255000
Increase			38250	76500	102000
Increased bonding			76500	153000	204000