

**NOVEMBER 2008**

**NOV. 6, 2008**

**PORT OF POULSBO  
MEETING MINUTES OF  
November 6<sup>th</sup>, 2008**

**Present: Commissioner Chairman Gilbert, Commissioner Bockus, Port Manager Kirk Stickels, Recording Secretary Kori Henry, and members of the general public including Joe & Sue Dazey, Bob & Ellie McCreery, Dale Johnson.**

**1. COMMISSIONER CHAIRMAN GILBERT CALLED THE MEETING TO ORDER AT 7:00pm**

**2. PUBLIC COMMENTS:**  
None

**3. COMMISSIONER COMMENTS:**  
Commissioner Bockus: None

Commissioner Gilbert: Commissioner DeCarlo is excused from tonight's meeting due to being out of town.

**4. CONSENT AGENDA ITEMS:**

- A. The meeting minutes of October 16th were approved by the Board as written.
- B. Warrants #8675-8699 in the amount of \$29,896.26 were approved by the Board as written.

**5. OLD BUSINESS ITEMS**

**A. Port Capital Projects: Port Manager**

We are still working on the floating restroom bids and should be completed and ready for re-bid by the end of next week. I have not received an answer yet from the State regarding whether the grant funds will still be available if the Port decides to construct all or a portion of the float.

The rate study committee met last week and has decided to hold one final meeting. They will provide the Board with their recommendation after the last meeting. We currently have 9 members of the rate study committee. I would like to change the rate study committee over to a continuing advisory committee. The 9 tenants that are part of the committee are good over-all representatives of the Port.

**6. NEW BUSINESS ITEMS**

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

None

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

We have received some recommendation from our attorney that I would like to discuss in executive session before we decide to sign the lease agreement.

### **C. Manager/Maintenance Report – Port Manager**

The lights are out again at the top of the ramp and needs to be fixed. We are waiting for the line crew to come out and fix it. It seems to be a grounding error or an underground power feed.

Over the last few weeks we have been working on testing and repairing as required the fire line and electrical systems. We have been running the portable generators and pumps in preparation for winter storms and emergency use.

The site development for the Port website is ongoing and close to completion. We now have a webcam that is mounted and will be viewed from the new website. It covers the fuel dock as well as E & F docks.

The classroom sessions have begun in the floating classroom for the Marine Science Center. The teachers are very happy with the classroom and they currently have one adult for every four students.

Commissioner Bockus: Is there room in their curriculum to add time to have the Port come in and give a safety lesson for the marina environment? It would also be nice to add the fisherman to their curriculum as well.

We helped pump out a few boats with the recent rains.

We have had two past and present tenants pass away recently. We passed on our condolences from the Port to the families of Ken Anthony and Amiel Boeh.

Commissioner Gilbert: Did we get Jack Schenck's plaque mounted?

Yes, and we notified the family so they could come down and see it.

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

Attached is the Summary of Financial Statements for the Nine Months Ending September 30, 2008. There is a net loss for the month of September in the amount of <\$8,341.08>. The year to date net gain is \$169,976.30.

A detailed report, with budget comparison, for the third quarter of 2008 is the attached. All accounts are within expected amounts for this time period, re-allocations are not needed at this time.

The rate committee met on October 27, 2008. A calendar has been set for upcoming meeting dates: Mid-November data will be completed by the engineering firm regarding the breakwater repairs and/or replacement. November 20<sup>th</sup> a presentation will be made by Shane Phillips which will outline the various proposals for the breakwater improvements.

November 24<sup>th</sup> at 7:00 pm, the rate committee will meet at the multipurpose room to discuss the various breakwater repairs/replacement. A recommendation will be formalized for the next board meeting of December 4<sup>th</sup>. This will be the final meeting of the rate committee. December 4<sup>th</sup> the recommendation of the rate committee will be presented to the Board. A recommendation was made to organize an ongoing finance committee. Several individuals from the rate committee have volunteered to be part of the proposed finance committee. I would endorse this proposal to the Board. An active finance committee would be of great benefit to the Port.

Lastly, I would also encourage the Board to adopt a formal resolution for a long term investment plan/policy. For example, an annual transfer of funds based on a percentage of the Port's assets, invested in a restricted fund would be very advantageous.

The levy certification has been submitted to the Kitsap County Assessor's office, a copy of which is attached. The Port has levied approximately \$251,997 for 2009. This figure is the years last quarter and changes yearly as new construction comes on to the tax roles.

#### **E. Board Action Requests – Kirk Stickels**

None

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

There will be an executive session this evening to discuss legal matters and is expected to last approx. 30 minutes and will be held at the end of the meeting.

### **7. PUBLIC COMMENTS**

Sue Dazey: With the rain storms coming, the Cities outflows should be watched carefully. It would be interesting to have the outflows tested to see what it is doing to the health of Liberty Bay.

Kirk Stickels: I have contacted the City to monitor the drain. We blocked off one drain over by the boat launch so at least one is taken care of. We would like to see the sumps cleaned out but it has not happened yet.

Dale Johnson: Last year we talked about the sink hole over in the parking lot and having the city inspect the line to see if there is a crack or break, has the City done anything about that yet?

Kirk Stickels: No we asked the City to do a video inspection of the line but it has not been done. I think the problem is just the sediment settling. We have added some gravel and packed it and that has helped. When we are able to repair the area I would like to add a sewer line to allow for a second pump out station.

### **8. COMMISSIONER COMMENTS**

Commissioner Bockus: None

Commissioner Gilbert: None

There will be an executive session this evening to discuss legal matters and it is expected to last approx. 30 minutes.

Close the public session and open the executive session at 7:35pm  
Close the executive session and open the public session at 8:50pm


The Board of Commissioners has decided to not sign the lease agreement with the City and to send it back to the Ports attorney for corrections.

**The meeting was adjourned at 8:51pm**

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

Commissioner Gilbert 

Commissioner DeCarlo 

Commissioner Bockus 

PORT OF POULSBO  
KITSAP COUNTY, WASHINGTON

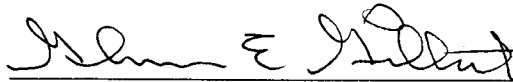
RESOLUTION NO. 2008-10

DATED: November 20, 2008

A RESOLUTION of the Board of Commissioners, Port of Poulsbo, in Washington State, allowing the Port Manager to auction off the 22-foot 1970 Aquarius Sail Boat to the highest bidder for cash per RCW 53-08-320.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners, Port of Poulsbo, that the Port Manager will be allowed to auction off the 22-foot 1970 Aquarius Sail Boat to the highest bidder for cash per RCW 53-08-320.

ADOPTED by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 20<sup>th</sup> day of November 2008, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.



Glenn Gilbert, President and Commissioner

Antonio DeCarlo, Commissioner



Arnold Bockus, Commissioner

ATTEST:

Korinne K. Henry, Recording Secretary

**NOVEMBER 2008**

**NOV. 20, 2008**

**PORT OF POULSBO  
MEETING MINUTES OF  
November 20<sup>th</sup>, 2008**

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

**1. COMMISSIONER CHAIRMAN GILBERT CALLED THE MEETING TO ORDER AT 7:00pm**

**2. PUBLIC COMMENTS:**

Les Heinrick: You do not have any loading or unloading zones near the marina. Your parking lot attendant had my vehicle towed while I was unloading groceries and taking them to my boat. I am a winter moorage tenant.

Commissioner Gilbert: Were you told that you were not allowed to park near the restroom areas?

Les Heinrick: No

Commissioner Gilbert: It does state in your lease agreement that you are not allowed to park there.

Les Heinrick: It was Ladies Night Out and there was absolutely no parking downtown. We had a lot of provisions that needed to be unloaded. We had no other option to unload our vehicle. We were parked there for a maximum of 15 minutes. Who has given your parking lot attendant the authority to tow vehicles?

Commissioner Gilbert: You have to use the parking places provided in Anderson Parkway. We do not have designated unloading zones and our parking spaces are very limited. We have had a lot of problems with people parking in our spaces while they are at the bar, restaurants, or shopping downtown. The Board of Commissioners has given authority for our parking attendant to handle these problems, and he does it on a volunteer basis.

Christine Woodward: It was a huge expense it cost us \$300 to get our vehicle out of the impound yard. My point is that your parking attendant had to be waiting for us to unload the groceries and head to our boat to give us the ticket. He did not approach us nor talk to us about the parking issue. I understand that you have had problems in the past but we are paying customers of the Port and just wanted to unload our vehicle. I would like the Port to reimburse us the cost of the impoundment.

Commissioner Gilbert: Your contract states that you will not park there. I know it was a tremendous cost to you.

Les Heinrick: I feel this person who called the tow truck was being vindictive towards us, and stepped out of bounds. It has already been made clear to us that he is the parking lot Nazi by a member of your staff.

Commissioner Gilbert: He has been diligent in helping us with our parking situation. He does his rounds periodically, and is very thorough.

Kirk Stickels: He took the time to come down to my boat at the end of "C" Dock and inform me of the situation and I told him we have no choice if the vehicle is still there when he gets back but to tow the vehicle.

Les Heinrick: You need a temporary loading and unloading zone or at least allow tenants to come down and request a temporary pass to allow unloading.

Christine Woodward: The number of boats you have in the marina should allow for some considerations.

Commissioner Gilbert: We have not made exceptions before so I don't see us allowing it now.

Commissioner DeCarlo: One of you should have stayed with the car to let someone know what was going on.

Commissioner Gilbert: If our parking attendant knew what you were doing I'm sure he would have given you consideration, but unfortunately he cannot identify every tenant's vehicle.

### **3. COMMISSIONER COMMENTS:**

Commissioner Bockus: None

Commissioner DeCarlo: None

Commissioner Gilbert: I attended the City Council meeting last night and the Mayor spoke with me about the lease agreement, she would like the lease to be completed by the end of the year. She would like to hold a teleconference with the City, Port, and both of their legal advisors to discuss the lease.

### **4. CONSENT AGENDA ITEMS:**

- A. The meeting minutes of November 6th were approved by the Board as written.
- B. Warrants #8665-8674 in the amount of \$9,668.46 and warrants 8710-8730 in the amount of \$38,559.50 were approved by the Board as written.
- C. Resolution 2008-10 allowing the Port Manager to auction off the 22' Aquarius Sailboat (WN-0912NP) to the highest bidder for cash per RCW 53-08-320 was approved by the board as written.

## 5. OLD BUSINESS ITEMS

### A. Port Capital Projects: Port Manager

#### Presentation by Shane Phillips to discuss the breakwater feasibility study

The west breakwater is in OK condition but the south breakwater is in worse condition especially the batter piles and the walers. The options are to either repair or replace the south breakwater and to repair the west breakwater. Two choices for the replacement of the south breakwater are for a partial depth wave barrier, or a floating attenuator. The floating breakwater option would have to be 12' x 5' depending on wave transmission criteria. A partial depth barrier would have to be 6'.

Commissioner Gilbert: If we put the western edge southerly over by Net Shed Park would that help break the wave and wind better?

Shane Phillips: No, it would not help, it would be better to have it run in a northerly direction. Option AA would demolish the existing south breakwater and install a new detached floating breakwater, and option AB would demolish the existing south breakwater but leave a small leg of it and install a new detached floating attenuator. The breakwater that you have right now provides the maximum allowable protection. The repair option would replace the batter piles with steel batter piles, replace some of the pilings with steel, and replace the waler system. There are currently 300 piles.

Commissioner Gilbert: We need to decide whether to just fix the south breakwater or replace it.

The Cost for replacing the breakwater would be:

**Concrete Attenuator:** New Construction \$1,530,243 Removal of Existing System \$297,400 for a total cost of \$1,827,650.

**Timber Attenuator:** New Construction \$1,954,399 Removal of Existing System \$297,400 for a total cost of \$2,251,700

**HDPE Attenuator:** New Construction \$1,397,694 Removal of Existing System \$297,400 for a total cost of \$1,695,000.

The Cost for fixing the South Breakwater would be:

**Steel Pile Frame & Waler:** Repair 300' of existing breakwater \$961,919 Removal of Existing Components \$72,403 for a total cost of \$1,034,300.

Commissioner Bockus: With the replacement of the south breakwater it would allow us to expand but with the repair of the existing breakwater it would not allow us to expand.

Shane Phillips: Correct, you could get approx. \$25,000 per year in revenue if you were to expand. The design life is 35 to 50 years if you replace it and would allow a lower maintenance budget but the wind and wave protection levels would be different than the existing system. By repairing the breakwater it would provide no revenue source and may provide a 35 to 50 year design life for the replaced components, 5 to 15 years for the vertical piles, and will require additional maintenance costs per year. The 300 vertical

piles would eventually need to be replaced you are allowed 18 per year so you would only be able to replace ½ of them in a 30 year period. The cost to replace them would be \$50,000 to \$75,000 every three years for maintenance. We did call and get some quotations for piles and the current cost is \$.62 per pound for steel.

Dale Johnson: What material provides the longest life?

Shane Phillips: The concrete attenuator probably has the longest life cycle with the lowest required maintenance.

Kirk Stickels: We may need to do some repairs that will hold the breakwater to allow us time to get the permits. If the whole thing is coming out and not much is salvageable then how much money should we put into it?

Commissioner DeCarlo: We need to make sure whatever option we decide on that we will have enough funds leftover to pay for other maintenance item that may come up within the Port including the repairs to the west breakwater. Maybe we should go with the floating concrete attenuator and then see if we could remove the existing south breakwater later. We will need to look at whatever we can do financially with our bonding capacity and our existing funds.

Commissioner Gilbert: How many new pilings will you have to drive for the new attenuator?

Shane Phillips: 16 to 20 piles. I will follow up on whether we would be able to leave the existing breakwater in and add the new floating attenuator.

Commissioner Gilbert: We will have to remove some of the breakwater to connect the new attenuator at the pivot point.

Shane Phillips: I will follow up with DNR to find out about their creosote piling removal program.

Kirk Stickels: I will follow up with possible mitigation impacts.

## **6. NEW BUSINESS ITEMS**

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

Dale Johnson: I am leaving to go out of town tomorrow. The evening that their vehicle was towed there was a total of four cars that did not have stickers and were towed. One of the cars was blocking the emergency response trailer and was there for a minimum of one hour and it took an additional 45 minutes for the tow truck to hook it up and tow it off. I did not threaten anyone at anytime. I tried to warn the people I could find that if they did not move their vehicles that they would be towed. I had just gotten off work and I was watching the parking areas due to the new restaurant opening.

Kirk Stickels: Dale came over and we talked about the car being parked there and I told him since we did not know whose car it was to tow it.

Dale Johnson: If I know people are there to offload or are quickly going to their boat then I am very lenient.

Kirk Stickels: On the winter moorage contract it state that you cannot park there and staff lets them know that parking is at a premium and what the rules are regarding parking. We actually have tenants initial the rules so that it is clearly understood.

Sue Dazey: The Port person saying something derogatory about the parking enforcer should have this discussed with them.

Kirk Stickels : The Port employee involved was dealt with at the time.

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

We have received some recommendation from our attorney that I would like to discuss in executive session before we decide to sign the lease agreement.

#### **C. Manager/Maintenance Report – Port Manager**

- We are preparing for the winter months. We are capping and treating the piling tops to help slow down the deterioration for the permanent moorage docks.
- We are wrapping up the repairs to the fire lines and should be completed soon.
- The Dept of Agriculture has transported two of the otters to New Mexico. We are seeing a lot less of them. We still have a family group of five otters, one large male, and another family group living over by Net Shed Park. They were able to trap two of them but we suspect that we still have about 5-8 of them around.
- We are still working on the website the link to the previous website is being finished up and should be completed by the end of the month.
- We have been working on tying up the remainder of the newly acquired floats together. We will still go up and look at the float Anacortes has that we may be able to acquire.
- We are clearing out the files and cleaning up paperwork in preparation for the new budget year. We purchased a scanner so that we can archive our own records which will save us approx. \$800 per year.

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

The summary of financial statements for the ten months ending October 31, 2008 was provided for the Board and the public to view.

#### **E. Board Action Requests – Kirk Stickels**

None

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

There will be an executive session this evening to discuss legal matters and is expected to last approx. 40 minutes and will be held at the end of the meeting.

## **7. PUBLIC COMMENTS**

Dale Johnson: Thank you for supporting me in my parking efforts and even though people get upset at me.

## **8. COMMISSIONER COMMENTS**

Commissioner DeCarlo: None

Commissioner Bockus: I have been talking with Tammy Watson about the Christmas activities that will be held here at the Park. I would like to get the Port involved in the activities by getting the electric boats involved. Our employees could take people out on the boats for a Christmas lights tour. The festivities will be held on Dec 6<sup>th</sup>. We will have to talk to the owner of the electric boats to make sure they are available that evening. If he would allow us to do this it would be a great advertisement for him. We have two of our employees that are licensed captains. We would only have to provide the service for this one night.

Commissioner Gilbert: How do you decide who goes on the tour and who does not? Which two employees are licensed captains?

Commissioner Bockus: Brad and Kirk are licensed captains. We were trying to come up with ideas on how to involve the Port in the festivities.

Commissioner Gilbert: What kind of compensation would the Port staff get?

Commissioner Bockus: That would be our only cost for the evening.

The Board of Commissioners have approved for their employees to check into the availability of the boats.

Commissioner Bockus: We have a rate study committee meeting at 7:00pm next Monday. This will be the final meeting. The consultant will provide the Port with a final presentation report. We will keep the group together as an advisory group.

Commissioner Gilbert: Do we need to update our comp plan?

Kirk Stickels: No, it is good until 2012 but I will get the plan out and review it again. RAC has requested a copy of our comp plan because they are looking for a much expanded format. We submitted ours to the RAC two years ago but they are currently reviewing it theirs and our process again. It may be necessary if we persue their grants.

There will be an executive session this evening to discuss legal matters and it is expected to last approx. 40 minutes.

Close the public session and open the executive session at 9:15pm

Close the executive session and open the public session at 10:25pm

The Board of Commissioners did not make any decision from the executive session.

**The meeting was adjourned at 10:25pm**

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

Commissioner Gilbert 

Commissioner DeCarlo 

Commissioner Bockus 