

SEPTEMBER 2008

SEP. 4, 2008

**PORT OF POULSBO
MEETING MINUTES OF
September 4th, 2008**

Present: Commissioner Chairman Gilbert, Commissioner Bockus, Commissioner DeCarlo, Port Manager Kirk Stickels, Port Accountant Carol Tripp, 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:

None

3. COMMISSIONER COMMENTS:

Commissioner DeCarlo: I attended the City Council meeting last night and the Mayor spoke with me regarding the lease agreement. The City would like the lease agreement completed as soon as possible or at least by the end of the month. I spoke with the auditor about an inter-local agreement with the Marine Science Center. They stated that we could have an inter-local agreement with the City but typically not with a foundation. They said they will not give advice on the subject but to go see our attorney for advice.

Commissioner Gilbert: Maybe we should check with the Attorney Generals office for more clarification.

Commissioner DeCarlo: I don't think the Attorney Generals Office will give us advice either.

Kirk Stickels: We have a written opinion from the Auditor regarding the gifting of public funds. The question will be how would the inter-local agreement benefit the Port and how could you encumber a future board into perpetuity.

Commissioner DeCarlo: The Auditor said you couldn't encumber a future board into perpetuity.

Kirk Stickels: If you get advice from the attorney he will interpret the law and see how he would defend the Ports intentions and the statutes of the law.

Commissioner DeCarlo: I asked about the Port of Seattle owning the museum but they said the Port of Seattle owns the whole property. He said the Port District's have a lot of authority so their advice is to check with the Port's attorney.

Carol Tripp: I think the root of the problem is with encumbering a future board. There is also a bond with the County that runs until 2011 and it is very cumbersome to retire a bond early so I don't see the county would be willing to retire the bond early.

Commissioner DeCarlo: I think we would have to own the whole building for this to work. We would have to hire an attorney that knows the law.

Kirk Stickels: In the multiple meetings that we have had with the City and MSC we have been told differing information about the bond and whom is involved in the bond and the building.

Carol Tripp: I can call the County and ask whether they are involved in the bond with the MSC.

Kirk Stickels: We would have to show to our constituents how they would benefit by acquiring the MSC. Typically Ports are not involved in parks and recreation facilities due to the constitution.

Commissioner Gilbert: The MSC is an educational facility that could be established as an economic development project. I could see the DNR property fitting right in with the MSC Facility. Should we check with the WPPA to see who they recommend as an attorney to assist us?

Kirk Stickels: What exactly are you going to be asking the attorney?

Commissioner DeCarlo: We want to find out how we can take over the MSC building and enter into an inter-local agreement with a non-profit entity.

Carol Tripp: Let Kirk and I do some research first before we go seek an attorney.

Commissioner Gilbert: Perhaps we could check into the possibility of eminent domain.

Kirk Stickels: We can do some basic research and clarify some of the questions that we have.

Commissioner Gilbert: Both Bruce Harlow and Becky Erickson said they would conduct the survey so we will have to wait and see what the outcome is.

Commissioner DeCarlo: I suggest calling Phil Best from the Port of Silverdale. I bet if you called one of the Commissioners from the Port of Bellingham they could give you advice because they have done a lot of acquisitions.

Commissioner Bockus: We are in the process of annexing property on Noll Road. If we could acquire the other 20 homes in the area it would be a good start. One of the homeowners was excited about the Port annexing the property to hopefully prevent future development.

Kirk Stickels: I would be glad to go up there and talk to her again, and see if it something they would like to pursue.

Commissioner Bockus: For the past month a 24' boat has a green tattered tarp with a ripped up sleeping bag on the bow and the dashboard has rat or mouse droppings all over. It is a real eyesore. This is far from acceptable. We wanted to improve our permanent moorage docks and spent money trying to clean it up and this does not help. I think it is time to do something about it.

Dale Johnson: It could be a health hazard to the Port not just to the particular boat owner.

Kirk Stickels: I can write a letter addressing the Ports rules and regulations. Rule number 7 states that the boat owner needs to keep the boat neat and tidy and it needs to meet coast guard standards.

Commissioner Bockus: The boat is also using a household electrical cord for power.

Commissioner DeCarlo: I thought we passed rules and regulations to incorporate electrical cord standards.

Kirk Stickels: The rules state tenants need to meet the coast guard standards and general electrical rules and regulations. There is plenty of basis with the Coast Guard's regulations to address the Boards concerns.

Commissioner DeCarlo: It is a good idea to address safety issues and to remind everyone about cleanliness.

The Board of Commissioners has asked that a safety reminder and a cleanliness reminder be added to the next billing statement for all tenants.

4. CONSENT AGENDA ITEMS:

- A. The meeting minutes of August 21st were approved by the Board as written.
- B. Warrants #8525-8566 in the amount of \$129,293.30 were approved by the Board as written.
- C. Resolution 2008-06 decrease of the Olympic Outdoor Center square footage and decrease slip C-1 from 34' to 30' effective August 15th was approved by the Board as written.

5. OLD BUSINESS ITEMS

A. Port Capital Projects: Port Manager

The Corp of Engineers came back in today to remove the rest of the natural wood and debris from our boom stick. We have a few creosote logs in the boom sticks that were in sound shape and were not able to be removed. We are still working on the replacement of the D-dock ramp. Once the old ramp is removed we have an interested buyer.

Commissioner Gilbert: Can we have the crane remove the ramp and place it on his truck so we can do it all at the same time.

Kirk Stickels: We will help him transport the ramp to his location at Virginia Point or Lemolo with the Port boat and the surplus floats. He would be responsible for the off loading of the ramp. The reimbursement for the ramp would include the cost of delivery as well. We hope Thompson Pile Driving has a tow truck that would work to remove and replace both of the ramps. We are continuing to work on the C-dock float landing.

Dale Johnson: The second boathouse has become a nesting location for pigeons. It is 2"-3" deep with feces and is a health hazard. It has been empty for four years.

Kirk Stickels: We had a phone conversation with the owners but they were not very responsive. I had the Department of Agriculture's wildlife specialist come in and do an inspection of the boathouse. We sent the owner a 7 day notification for the need to replace the screen and clean the site up or they will have to remove the boathouse. We sent a five page letter stating the health concerns that the pigeons poses to the public. The screen needs to be put back in place and nailed down to prevent the birds from going back inside. One of the anchor chains also needs to be replaced. The boathouse has been for sale for several years. I believe they are going to take care of the situation after our last conversation. We also applied to the Department of Agriculture to relocate some of our otters. We have 12-14 otters that use the boathouse and cross-floats to nest in. We stand a good chance of getting into the relocation program. They would relocate them to northern New Mexico.

6. NEW BUSINESS ITEMS

A. Items for public comments/motions/discussions

None

B. 2009 Preliminary Budget/review/discussions

The budget total for 2009 is \$1,162,007.

Commissioner Gilbert: Is this a realistic figure? The economy is slumping and our boat nights are going down.

Carol Tripp: It is a realistic number. It includes the actual guest boat nights for this year, the increased rates for guest moorage and the addition of a \$5 reservation fee.

Commissioner Gilbert: Commissioners compensation is high do we really spend \$40,000 per year for compensation?

Carol Tripp: Each Commissioners is allowed \$9,800 per year plus the secretary's compensation. I budget for the maximum amount and if it does not get used it will be transferred at the end of the year to the general fund. Permanent moorage will increase by 5.88% to \$4.50 per hr, Transient and Summer moorage will increase by 26/1% to \$4.00 per ft, Guest moorage will increase 66.5% TO \$1.00 per ft, Boat House moorage will increase 6.45%, and we will be adding a \$5 reservation fee. Several Capital Improvement plans are not included in this budget. Delayed projects scheduled for 2009 are not on the

proposed budget which include, electrical pedestals upgrades for B and C dock, partial upgrades on C dock, replacement of AA dock end floats, replacement of boathouse connections, annual float/piling replacement, dock power/lighting upgrades, mooring buoy system, and timber pier expansion. These items are on our comprehensive plan and on our engineering plans but are not budgeted for.

Kirk Stickels: If there are capital projects that do not get completed then the funds will get forwarded to the next year.

Commissioner Gilbert: What is moorage re-development?

Kirk Stickels: It is the removal of piling, moving the boathouses, connections to the dock, and extension of the utilities.

Commissioner Gilbert: When does the budget need to be approved? I received a letter from Chris DeWees regarding the raising of our guest moorage rates.

Carol Tripp: To address the remark from Chris regarding the rate increase for the guest moorage. It takes a tremendous amount of time and man hours to attend to the guest dock and tenants. We need to cover the cost of maintaining the docks.

Commissioner Gilbert: What is happening with our rate study group?

Kirk Stickels: We are waiting for everyone to get back from cruising so we can hold our next meeting.

Commissioner Gilbert: How will their opinions affect this budget?

Kirk Stickels: They highly recommend the \$1.00 per ft rate for the guest moorage fees.

Kirk Stickels: I was not aware that an employee had written a letter to the Board regarding the rate increase.

Carol Tripp: If there are no changes to the budget I will draft the final budget and prepare the resolution for the next meeting.

C. Review of the City/Port Lease Agreement – Commissioner Discussion

I have not yet gotten back with the Port Attorney yet I was waiting for final comments from the Board. I will give it back to the attorney and have him draft the final copy. I will have him send an electronic copy and I will also hand deliver a copy to the City.

Carol Tripp: The City would like a copy with the changes showing so they know what has been changed by the Port and the Attorney so it is easier to review.

Kirk Stickels: I will provide a final copy and a copy with all the changes highlighted.

D. Managers/Maintenance Report – Port Manager

- The last few weeks have been spent on wrapping up the capital improvement projects and gathering the bid proposals for the floating restroom.
- We are preparing for winter and conducting our monthly inspections and maintenance.
- We had a follow up inspection last week on the fuel barge and it went well. The DOE views the barge as a floating barge facility.

Commissioner Gilbert: Do we have to get additional permits or outside inspections now that it is considered a floating barge facility?

Kirk Stickels: No, we are a category 4 facility which classifies us as a small recreational fueling facility. They were excited that we replaced the fuel lines, added the signage, and completed our training manuals.

- We have been working on the capital projects and the D dock ramp replacement should be completed next week.
- We had a 34' wooden boat up for auction but no one met the minimum bid requirement which was \$900. We received no bids so the Port purchased the vessel for \$1.

Carol Tripp: The boat was considered abandoned so it cost nothing for the Port to acquire the vessel.

Kirk Stickels: I sold the boat today for \$500. If the sale falls through we have a second interested party. The Port will try to recoup the remaining funds that are owed through our collection agency.

- We are working with the Department of Agriculture to remove the pigeons and the otters.
- I received an e-mail from Mr. Strange requesting a two month credit for the Port's use of his slip. We used his slip for six weeks.

Commissioner Gilbert: His slip has been empty for a while and we had the right to use his slip as we see fit.

Carol Tripp: He is currently late and has been for the last two months. If we don't have payment by Tuesday we could chain his boat but there is no boat in the slip.

Commissioner Gilbert: With the restructuring of the marina would it be difficult to get a similar size boat in that slip?

Kirk Stickels: No it would not be difficult we could get a similar size boat in that slip.

Commissioner Gilbert: Since he is two months behind in payment I don't think we should give him the credit.

Kirk Stickels: I think if we did give him the credit it would set a precedence for the future. Our established rules and regulations allow for the use of the slips as needed by the Port. He personally came to see me after the last meeting but I told him the Board asked that the request be put in writing because staff cannot remove fees.

The Board of Commissioners made a decision to follow the established Port rules and regulations regarding the use of slips and will not allow the reversal of the late fee nor the 2 month credit.

E. Accounting Summary – Carol Tripp

There was a net gain for month in the amount of \$31,938.47 and a year to date net gain of \$211,805.04. The year to date net gain is due to only spending \$5,864.21 on capital improvement projects but the D-dock ramp replacement and C-dock landing reconfiguration will take up half of the year to date net gain. \$50,000 will also be used as the matching grant funds for the floating restroom. The total of the general fund and the general investment fund together is the total liquid asset for the Port in the amount of \$2,100,000.

Commissioner Gilbert: Great job Carol on the budget and the total liquid assets for the Port.

F. Board Action Request – Kirk Stickels

I recommend that we establish an adjusted 2008/2009 winter moorage rate. The new rate would include 30 amp power, and water all for a rate of \$7.00 a foot monthly. The previous rate was \$5.55 a foot monthly including the same services. The rate increase represents increases associated with the cost of living increases, utilities, infrastructure, and administration of the winter program. I spoke with the RAC and we are allowed to use 50% of our guest moorage space for winter moorage. Last year we only used 30% of our spaces for winter moorage. This year we are advertising winter moorage and will try to fill the 50%. Winter moorage is time consuming to staff. I recommend the increase to cover the costs of the program. I would like to change the winter moorage rates as of October 2008 when the program begins instead of January 1, 2009.

Commissioner Gilbert: Have you asked any of the winter moorage tenants what they think about the rate increase?

Kirk Stickels: I spoke with a few of the winter moorage tenants and they didn't seem to have a problem with the increase. It is comparable with area marinas.

Commissioner Gilbert: Will they be allowed to live aboard their boats?

Kirk Stickels: They can live aboard their boats but they are charged the live aboard fee in addition to the \$7.00 per foot. They are also required to pass the electrical inspection, and the live aboard inspection. They are not issued gate keys or a parking pass.

The Board of Commissioner approved the board action request as written.

F. Executive Session

None

7. PUBLIC COMMENTS

None

8. COMMISSIONER COMMENTS


Commissioner Bockus: None

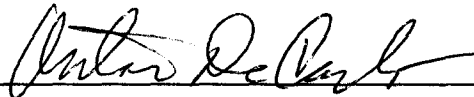
Commissioner DeCarlo: None

Commissioner Gilbert: None

The meeting was adjourned at 11:30am

The meeting minutes were approved as written by:

Commissioner Gilbert 

Commissioner DeCarlo 

Commissioner Bockus 

SEPTEMBER 2008

SEP. 18, 2008

**PORT OF POULSBO
MEETING AGENDA OF
September 18th, 2008**

1. OPEN MEETING

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

3. COMMISSIONER COMMENTS

4. CONSENT AGENDA ITEMS

(Next Res. 2008-10)

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 September 4th 2008
- B. Warrants
- C. Resolution 2008-07 Adoption of 2009 budget
- D. Resolution 2008-08 Adoption of 2009 levy rates
- E. Resolution 2008-09 Adoption of 2009 moorage rate increases

5. NEW BUSINESS ITEMS

- A. Items for public comments/motions/discussions
- B. Executive Session

6. OLD BUSINESS ITEMS

- A. Port Capital Project: Port Manager & Shane Phillips, Coast & Harbor Engineer

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

8. COMMISSIONER COMMENTS

9. ADJOURN MEETING

**PORT OF POULSBO
MEETING MINUTES OF
September 18, 2008**

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

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

2. PUBLIC COMMENTS:

None

3. COMMISSIONER COMMENTS:

Commissioner DeCarlo: None

Commissioner Gilbert: None

Commissioner Bockus: None

4. CONSENT AGENDA ITEMS:

A. The meeting minutes of September 4th were approved by the Board as written.

B. Warrants : none

C. Resolution 2008-07 adoption of 2009 budget was unanimously approved by the Board as written.

D. Resolution 2008-08 adoption of 2009 levy rates was unanimously approved by the Board as written.

E. Resolution 2008-09 adoption of the 2009 moorage rate increases were unanimously approved by the Board as written.

5. NEW BUSINESS ITEMS

A. Items for public comments/motions/discussions

None

B. Executive Session:

None

6. OLD BUSINESS ITEMS

A. Port Capital Project: Port Manager & Shane Phillips, Coast & Harbor Engineer presentation:

Shane Phillips: I have prepared a power point presentation for the Capital Improvement projects at the Port as well as completed the feasibility study, scope of work, existing breakwater analysis, wind & wave analysis, and a new breakwater analysis.

The reason for the presentation is to give the status of work to date, to allow input from the Board prior to completion of the feasibility study, and meeting coordination.

Included in the breakwater analysis were the evaluation of the current field condition, assess capacity of the existing structure, evaluate feasibility to repair, and to develop recommendations for the replacement plan.

When we inspected the South Breakwater the plumb piles, batter piles, and walers were in the worst shape. The batter piles are not connected to the walers due to a lack of positive connection or the cable is worn away, loss of pile sections, and degraded walers. It is currently working more as a vertical wall. The most important part is the connection of the batter piles to the walers. Many of the pilings are hallowed out and have lost the cross sections. Several pilings have gaping holes. The vertical piles are OK but the batter piles are not structurally sound, and would not withstand any pressure. 85% of the south breakwater is not structurally sound.

The west breakwater is better, the batter piles connection to the walers are intact. You could wrap them in place to help stabilize it. 80% of the west breakwater is still structurally sound.

The south breakwater is in much worse shape than the west breakwater.

Plumb piles provide lateral stability and resists later wave and wind loads; they lower load per pile than batter piles.

The plumb pile conditions on a scale of 0 (bad) to 10 (good) are:

South breakwater: OK condition – 6

West breakwater: OK condition – 6

Approx. 10% to 15% could require replacement - 6

The batter pile conditions on a scale of 0 (bad) to 10 (good) are:

South breakwater: Very bad condition – 1 to 2

West breakwater: OK condition – 6

Commissioner DeCarlo: Several years ago maintenance work was performed on the breakwater but I am not sure how many or which of the vertical piles were replaced.

There is rip rap around the batter pile and the vertical pile, but 85% has deteriorated on the south breakwater and is no longer rapped. If you re-wrapped the south breakwater you would first have to replace all the batter piles, and walers, along with approx. 15% of the vertical piles.

Assumption and criteria that were looked at to repair or replace the breakwaters were:
Geotechnical Studies: Top 6' of sediment is loose to medium sand overlaying glacial till.
Water Levels: Evaluate MSL and MHHW
Wave loads: Evaluated 1 year and 50 year return storms

The existing timber breakwater:

South breakwater had a borderline feasibility result for an annual 1 year event and failure very likely in a larger 5 to 10 year event.

The west breakwaters current condition would likely be adequate for a 1 to 5 year event but maintenance would be necessary to extend the design life beyond 5 years. Critical members are batter piles embedment and top waler connections.

Repair recommendations:

The south breakwater would require full replacement of batter piles, walers, connections, and 15% of plumb piles. It would have a limited design life of approx 10 to 20 years. The estimated cost would be \$1 million to \$1.3 million.

Repair of the west breakwater is possible it would require replacement of walers, connections, and plumb piles in localized areas. The estimated cost would be \$250,000 to \$450,000, with a limited extension in design life of approx 10 to 20 years as compared to a new alternative.

A dive survey and core drill would be needed to confirm conditions.

Replacement:

The south breakwater will need to be replaced before the west due to its current condition. Phasing could be an option depending on new breakwater alternatives and alignment. Decision on replacement depends on long term plans for the marina.

Demolition of the entire timber breakwater will be approx. \$250,000 to \$350,000.

Kirk Stickels: We could look at cutting a few piles out at the mud line to lessen the load on the breakwater to help extend the life. We could also add another waler to help support the loads.

Commissioner Gilbert: If we use the boathouses as the breakwater would we need to replace any of the breakwaters? Can we connect walers to support the boathouses? If we did connect the walers than we would only need every 5th plumb pile. We can't afford a new breakwater.

Included in the analysis were; wind analysis to determine wave heights in the marina, and wind wave modeling goals. For a 1 year S-SE sustained wind would be 34mph for a 50 year S-SE sustained wind would be 50mph. Wave height for a 1 year would be 1.3 to 1.4ft and wave height for a 50 year would be 3.5 to 3.6ft.

New Breakwater Options:

The floating breakwater size analysis

Evaluate wave breakwater cross section geometry

Floating attenuator dimensions preferably 12' beam by 5' depth

Partial Depth Barrier

Tidal variations

Commissioner DeCarlo: Instead of a band aid approach let's look at replacing the south breakwater with a floating attenuator that is extended and moved out and leave the west breakwater in place.

We could conduct a cost analysis between a floating attenuator versus a floating breakwater.

Kirk Stickels: DNR could assist with the removal costs of the existing south breakwater.

Commissioner Gilbert: You could add anchors to the outside of a partial depth vertical wall wave barrier for tie ups or moorage.

Another option is an HDPE floating breakwater that is 12' x 5' with grating to allow for light penetration. You would need 16" diameter piles about 25' apart for support.

Commissioner DeCarlo: I think we should fund the replacement of the south breakwater.

Kirk Stickels: It will take awhile to get all the permits to complete the project. Thompson Pile Driving has a 14' x 40' float that we could purchase for \$14,000 that we could place out in front of the south breakwater with helical screws to alleviate some of the wind and wave load so it will last through this winter as well as cutting some of the worst piles above the mud line. We could also add some walers to help support the existing structure.

Commissioner Gilbert: Can you get us a timeline and cost analysis for the HPDE wave attenuator, with helical screws for anchors. Let's start looking at permitting requirements, cost analysis, and a timeline.

Commissioner DeCarlo: I make a motion to allow the Port Manager to purchase the 14' x 40' float from Thompson Pile Driving not to exceed \$14,000 effective immediately.

The motion to allow the Port Manager to purchase the 14' x 40' float from Thompson Pile Driving not to exceed \$14,000 was unanimously approved by the Board.

Kirk Stickels: Maintenance is still continuing, we addressed the marine grade power cords in the rules and regulations. I sent a letter to the vessel owner with the tarp and rodent droppings addressing the issues. We need to add Tom Mengert to the next agenda. The bid deadline for the floating restroom is tomorrow. I am still working on possible

annexation with the property owners off of Rude Road. The Port / City lease agreement has been sent to the City for review.

7. PUBLIC COMMENTS

None

8. COMMISSIONER COMMENTS

Commissioner Bockus: None

Commissioner DeCarlo: None

Commissioner Gilbert: None

The meeting was adjourned at 1:00pm

The meeting minutes were approved as written by:

Commissioner Gilbert 

Commissioner DeCarlo 

Commissioner Bockus 

OCTOBER 2008

OCT. 2, 2008

**PORT OF POULSBO
MEETING MINUTES OF
October 2nd, 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:

Dale Johnson: A while back we discussed an issue with a tenant parking their motorcycle and their vehicle while they were gone. Another tenant is now doing the same thing they are parking their motorcycle and their vehicle in Port parking to store it while they are gone. The Port's rules and regulations state that there is a 72 hour parking limit.

Kirk Stickels: I will contact the tenant and remind them of the Port's rules and regulations.

Joe Dazey: A while back the Commissioners changed the second meeting of the month to a daytime meeting to encourage more attendance, but I don't know if that has worked. I would prefer to have a second evening meeting so the people that work can attend.

Dale Johnson: I second that idea. I like to attend the meetings but I can't if it is a day meeting because I work.

Sue Dazey: I work during the day as well and I agree it would be easier for us to attend if it was an evening meeting.

3. COMMISSIONER COMMENTS:

Commissioner DeCarlo: I attended the City Council meeting last night.

Commissioner Bockus: I attended the parking meeting and the economic development meeting. I think it is a good idea for the Port to be represented at these meeting. People were asking questions about the Port and it is nice to be able to give them the correct information and to eliminate any preconceived ideas. I will be attending the seminar coming up in Leavenworth.

Commissioner DeCarlo: I would like to be excused from the next two meeting I will be traveling to Italy.

The Board of Commissioners is excusing Commissioner DeCarlo from the next two meetings.

Commissioner Gilbert: I sent the Mayor our comments and questions regarding the lease agreement. I asked her what changes the City is opposed to.

4. CONSENT AGENDA ITEMS:

- A. The meeting minutes of September 18th were approved by the Board as written.
- B. Warrants #8567-8629 in the amount of \$184,925.22 were approved by the Board as written.

5. OLD BUSINESS ITEMS

A. Port Capital Projects: Port Manager

We removed the old steel ramp on D-dock and replaced it with an aluminum ramp. The new ramp is 6" wider and it was installed in the same position with added railing and a new transition plate at the bottom. The dock has risen quite a bit now due to the decrease in weight. We are installing new wheels, and rebar enforced fiberglass grating. The new grating doesn't allow the snow to compact as much, which will be beneficial during the winter months.

The floating restroom bid closure was last week. We had five interested bidders that requested bid packages but only received one bid. The bid was from Transpac in the amount of \$384,788 they provided an option for a smaller capacity restroom in the amount of \$372,480 if the Port would prefer it. Neither bid included sales tax. We were expecting the bid to come in around \$250,000 to \$275,000. Based on the fact that we only received one bid and the price was much higher than expected I think we need to take another look at the design. We can look to see how we can reconfigure the design to lower the cost of the project then go out for a second bid. The State Park level of commitment for the grant is about \$250,000 with our 25% portion included. Transpac was going to be the general contractor and they were going to subcontract out with Romtech to construct the bathroom portion. I would like to present the option of having the Port staff construct the barge during the winter months, and be its own general contractor and subcontract out the bathroom portion. It would be a large man power commitment but I think we could do it. I would have to check with the State Parks to see if they would allow the Port to build it and still be qualified for the grant funding.

Commissioner Gilbert: We could consider contracting out a construction worker to assist us with the float construction.

Kirk Stickles: Thompson Pile Driving is also interested in helping us build the structure. I will redraft the design with defined alternatives as well as a cost estimate for the Port to build the structure.

Commissioner Gilbert: Does the Parks grant have the right to refuse to pay the grant monies once the project is complete?

Kirk Stickles: No, they have made allowances for changes as long as it is within the specifications. They would not pay for any additional costs. I met with Shane to begin the re-drawing of the specs.

6. NEW BUSINESS ITEMS

A. Items for public comments/motions/discussions

We have been having the second meeting of the month in the morning for about six months. We have about the same attendance at both the day and night meetings. We would like to continue with two meetings per month considering the projects we are working on.

Dale Johnson: I like coming to the meeting to stay on top of what is going on.

Commissioner Bockus: We could revert back to evening meetings for both of the meetings.

Commissioner DeCarlo: I make a **motion** to revert back to evening meetings to be held on the 1st and 3rd Thursdays of the month effective immediately.

The Board of Commissioners approved the **motion** unanimously.

Tom Mengert requested to be added to the agenda for the 1st meeting in October to discuss the location of the floating restroom. He was placed on the agenda but decided to not show up this evening. Mr. Mengert had ideas and concerns about the Port's placement of the floating restroom but chose not to attend the meeting to discuss them with the Board.

Commissioner Bockus: The decision for the placement of equipment should be the decision of the Port Manager and may be approved by the Board.

Commissioner DeCarlo: Mr. Mengert requested the appeal and since he did not show up he forfeited his right to appeal the placement of the floating restroom.

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

We received a reply from the City staff but we do not know what changes were made by the Port that was not in the best interest of the City as stated by the Mayor.

Commissioner Gilbert: I e-mailed the mayor and am waiting for a response back. We only made three slight changes to the contract so there is not much there for them to complain about.

Commissioner Bockus: I think we should wait until we get a response back from the Mayor.

Kirk Stickels: I checked our e-mail and I still have not received any comment back yet from the Mayor.

Commissioner Bockus: Glenn should you call her and check to see if she did get your e-mail since you are the chairman?

Commissioner Gilbert: I will call and check with her in the morning.

C. Manager/Maintenance Report – Port Manager

We are working on preparing for winter moorage and for the upcoming winter months. The fishing fleet is returning and we will have two additional trawlers joining us The Haven, and the Westerner. The fishermen on D-dock have spread the word that we have space open. We have a seiner that will be using our winter moorage until he can get a slip on D-dock.

Commissioner Gilbert: Since we have some decent size diesel boats coming we should take a look at some other slips that we are having issues with. We have one tenant with a large slip that is in arrears, we could use his slip for the larger boats.

We looked at possibly rafting off the Ruby 10 but it would narrow the fairway. I would have to check into it first.

We have received a request from a tenant in writing to remove a late fee. He paid by electronic payment through his bank but the payment was received late. His account is now past due again and has acquired an additional late fee. His bank is not taking responsibility for the payment being late.

Commissioner Gilbert: If it is not the Port's error nor his banks error then the Board will not waive the late fee.

D. Accounting Summary – Carol Tripp

None

D. Board Action Requests – Kirk Stickels

We installed the new ramp and let people know that the old ramp will be up for sale as surplus. I have an offer in hand. The old ramp is setting on floats that the buyer would use to transfer the ramp then return once he is done. He has inspected the ramp and is quite anxious to get it. The scrap metal price is \$200. The Board action tonight is to surplus the old steel ramp and sell it for scrap metal price.

Commissioner DeCarlo: I make a motion to surplus the old steel ramp and sell it for scrap metal in the amount of \$200.

The Board of Commissioners approved the motion unanimously.

E. Executive Session

There will be an executive session this evening to discuss legal litigation and is expected to last approx 5 minutes and will be held at the end of the meeting.

7. PUBLIC COMMENTS

Dale Johnson: What has happened to the memorial plaque for Jack Schenck?

Kirk Stickels: It will be installed tomorrow.

Joe Dazey: Have you heard anything new about the Marine Science Center building?

Kirk Stickels: Not for several weeks. They have added several tubs under the floating classrooms for added flotation due to the weight.

8. COMMISSIONER COMMENTS

Commissioner DeCarlo: The letter we sent out making sure our tenants have the proper power cords has it received any responses?

Kirk Stickels: A few people have made positive comments. Mostly everybody has switched out to the correct cords.

Commissioner Gilbert; Do we need to send out a letter to the boat owners reminding them of fire dangers such as heat lamps, cords, ETC since the winter months are coming?

Kirk Stickels: I would like to address that with during the next billing cycle.

Commissioner DeCarlo: What is going on with the rate study committee?

Kirk Stickels: Most people are back but we are waiting for a few more people to come in. Carol and I will hold the next meeting to discuss the implemented adjustments to the rates. A lot of the rate increases for 2009 were based on the recommendations already made by the committee.

Commissioner Gilbert: Has the increase rate for winter moorage already taken effect?

Kirk Stickels: Yes it has.

There will be an executive session this evening to discuss legal litigation and is expected to last approx. 5 minutes.

Close the regular public meeting and open the executive session at 8:12pm

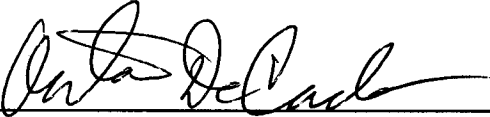
Close the executive session and open the public session at 8:17pm

No decisions were made.

The meeting was adjourned at 8:18pm

The meeting minutes were approved as written by:

Commissioner Gilbert 

Commissioner DeCarlo 

Commissioner Bockus 

OCTOBER 2008

OCT. 16, 2008

**PORT OF POULSBO
MEETING MINUTES OF
October 16th, 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:

Public: Upon returning to the Port we were delighted to see all the work that has been done to the facilities.

3. COMMISSIONER COMMENTS:

Commissioner Bockus: I was going to attend the WPPA conference in Leavenworth but Eric Johnson from WPPA called and wanted to know why we were no longer members. Eric argued the points for raising the dues and brought up the registration for the conference in Leavenworth. He stated the conference was only open to members so I cancelled my plans to attend.

Commissioner DeCarlo: I asked to be excused from the meeting tonight but I looked at the calendar incorrectly. I will be gone from the next meeting.

Commissioner Gilbert: None

4. CONSENT AGENDA ITEMS:

- A. The meeting minutes of October 2nd were approved by the Board as written.
- B. Warrants #8630-8664 in the amount of \$91,678.16 were approved by the Board as written.

5. OLD BUSINESS ITEMS

A. Port Capital Projects: Port Manager

We are assessing the possibility of replacing the C-floats but we will need to possibly add two additional piles. We were up against the fish windows and the window to install piling is now closed. The placement of the new floats will be held off until the next piling work window. I was going to purchase a ramp to replace the C-dock ramp but I don't have anywhere to store it right now. We will make sure the new ramp is ADA accessible.

Commissioner Gilbert: When is the next fish window opening in spring?

Kirk Stickels: Yes, it will give us time to look at the budget funds to see if we can afford to do it. We should be able to complete the work under our five year maintenance plan with our JARPA, permit.

Commissioner Gilbert: We had to install 6 new pilings in addition to the piles we already planned to replace. Were there any comments from the agencies about the installation of the additional piles? I know we are allowed to replace 18 piles per year when are we allowed to replace the next 18. The additional ones were for “safety” reasons.

Kirk Stickels: It is based on a calendar year January to December but it is also based on the open fish windows as established by WA. Dept. of fish & wildlife. We will install the ramp, float, and piles in late spring.

6. NEW BUSINESS ITEMS

A. Items for public comments/motions/discussions

The Board would like to welcome the Fisherman and the locals back from the fishing season.

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

I spoke with the Mayor regarding their objections to the lease agreement and their reply was that they would be sending it back to their attorney for review. I have prepared a letter that I would like to send to our attorney to review regarding the Board’s stance on the issue. I will send it to the attorney tomorrow.

C. Manager/Maintenance Report – Port Manager

Shane and I have gone over a few options for the breakwater after the discussion at the previous meeting and from the rate study committee. Shane is working on getting some budget figures for a repair versus replacement. We are confident with repairs it will prolong the life of the breakwater for several more years especially important considering the economy and finding the funding, time needed for permitting, engineering, and design. Under our five year maintenance JARPA permit we should be able to replace batter piles to the existing breakwater as well as piling during the next open fish window, budget allowing.

Commissioner DeCarlo: What area is the weakest? We should place the batter piles in that location.

Kirk Stickels: There is 300’ of structure so we will place them according to the conditions and spacing to maximize the strength of the structure.

Commissioner Gilbert: Is the repairs for the South or West breakwater?

Kirk Stickels: Yes, we are discussing the repair of the south breakwater. This is beyond the scope of this year’s budget.

Commissioner Gilbert: Is this something our Port staff could do?

Kirk Stickels: I think it would be faster to have an outside source complete the project. I will have better figures by the next rate study committee meeting which will be held Oct. 27th for discussion. We are in the last few final meetings.

We had a visit from Labor and Industries for our annual compliance inspection. They asked to have some more railing to the loft of the shop for increased safety. Other than that the inspection went very well and we were in compliance with all areas inspected.

We are in discussions with the US Department of Agriculture regarding the pigeon and otter problem. Next week they will trap some of the otters for relocation. There are is a family of five to be relocated and transported to New Mexico. The otters have become very aggressive and need to be removed. We have contracted with the USDA for 12 month contract to help reduce the population of otters, pigeons, and starlings. They will not deplete the otter population just reduce it. The rat population seems to have decreased for now but always fluctuating with weather and food.

We have been working with a new contractor on building a new website. It is www.portofpoubo2.com it is a very good website with lots of pictures of the Port and marine related links. People will be able to view the waiting list, minutes, forms for reservations, and other links.

Commissioner Gilbert: I have heard rumors that there might be some more float available.

Kirk Stickels: Tacoma Floats has several projects going on one in Pleasant Harbor and one in Skyline in Anacortes that might have some floats that would work for us. I will check with them to see what their construction schedule is. We stand a chance of getting the floats for free. They are similar in size to the floats that we have right now.

Commissioner Gilbert: Could we use the new floats to expand E & F docks?

Commissioner DeCarlo: If we expand E & F docks would the income be separated for the Port and not Liberty Park?

Kirk Stickels: I will have to check with the IAC to make sure and request their response in writing.

Joe Dazey: I spotted some extra floats in Fremont that could work as finger piers.

Kirk Stickels: There is nothing new report on the floating restroom

D. Accounting Summary – Carol Tripp

None

E. Board Action Requests – Kirk Stickels

I received a request form Mr. Swenson from slip D-27 who would like the late fee removed from his account due to the fee being assessed when a payment was not correctly applied to his account. I communicated with Mr. Swenson that I would bring the request to the Board.

The Board action request for Mr. Swenson slip D-27 was approved as written to wave the chain fee due to staff error.

The second board action request is to adjust "F" dock moorage. The recommendation is to adjust the moorage charge for the end tie of F dock. The end tie is 66' and the intention is to use this position for one boat during winter moorage at 58'. The difference in moorage is approx. 8'. Using this position during the winter provides consistent moorage for seven months as opposed to occasional weekend usage. The monthly return for 58' is \$406 per month. The reduction of 8' represents a \$56 difference for seven months.

The Board action request to adjust the "F" dock moorage was approved by the Board as written.

F. Executive Session:
None

7. PUBLIC COMMENTS

Sue Dazey: At the last meeting on the floating restroom project I thought it was very astute of the Port Manager to look closer at a \$400,000 floating restroom cost. I would encourage the Board to look at ways to spend Port fund feasibly. I think within the Port community there is a willingness to donate time, and labor to build a facility of this magnitude. It is just a thought to consider.

Kirk Stickels: I think we need to take a second look at the facility to see how it could be built economically. I will have to check with the State Parks Dept. to see whether the grant funds would still be available with this option. We could in source and out source some of the work to make it feasible. The suggested "Habitat to Humanity" model could work well for this project.

8. COMMISSIONER COMMENTS

Commissioner Bockus: None

Commissioner DeCarlo: None

Commissioner Gilbert: Thank you to our Port staff on the installation of the new ramp on D-dock. They did a very good job. If we replace the whalers on the breakwater would we still have the option of DNR removing the breakwater for free?

Kirk Stickels: They don't believe the program will go away. In question may be the funding to remove the creosote pilings. My discussion with them is to provide a formal request at the beginning of the year to provide funds for the removal. We still have the design and permitting project that needs to be completed.

The meeting was adjourned at 8:05pm

The meeting minutes were approved as written by:

Commissioner Gilbert 

Commissioner DeCarlo _____

Commissioner Bockus 