

**PORT OF POULSBO
MEETING AGENDA OF
October 7, 2010**

1. OPEN MEETING

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

3. COMMISSIONER COMMENTS

4. CONSENT AGENDA ITEMS

(Next Res. 2010-06)

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 16, 2010
- B. Approve special meeting minutes of September 23, 2010
- C. Resolution 2010-08 adoption of the 2011 levy
- D. Resolution 2010-09 adoption of the 2011 budget
- E. Resolution 2010-10 adoption of the 2011 rates
- F. Warrants 10439 - 10479, P10204-P10215, ACH 10/01/10 in the amount of \$86,754.12

5. OLD BUSINESS ITEMS

- A. Armory – Port Manager

6. NEW BUSINESS ITEMS

- A. Items for public comments/motions/discussions
- B. Workshop to Discuss Comp Plan
- C. Incentive Award Policy - Discussion
- D. Managers / Maintenance Report – Port Manager
- E. Executive Session

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

8. COMMISSIONER COMMENTS

9. ADJOURN MEETING

**PORT OF POULSBO
MEETING MINUTES OF
October 7, 2010
7:00PM**

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

1. Commissioner Chairman Bockus opened the meeting at 7:00pm

2. PUBLIC COMMENTS:

Al Hayes: I am from Gig Harbor Yacht Sales and I am here to represent NW Boat Rentals and myself. I stand humbly before the board for this request. I purchased Gig Harbor Yacht sales 20 years ago and as a small business owner we are in difficult times. We would like to bring in a cruise a home haul vessel and remove the fiberglass top and place a small structure in its place to serve as a small office. We brought in tax revenue of about 20 boats to the marina this past year. I have taken the company back over and have a zero drug and alcohol policy. No one will live aboard the vessel it will only be used as office space.

Commissioner Bockus: How big is the vessel?

Al Hayes: It is 40' and will look similar when finished to this multi-purpose building. The building will be about 35' overall and will have a 12' beam.

Commissioner Gilbert: Have you consulted with anyone else such as permit agencies about putting in a structure other than us?

Al Hayes: There will be no plumbing in the building.

Commissioner Bockus: We will discuss this issue under new business item 6A.

3. COMMISSIONER COMMENTS:

Commissioner Gilbert: I would like to have an executive session tonight to discuss property acquisition and it is expected to last approx 30 minutes.

Commissioner DeCarlo: I went to the City Council meeting last night but not much was discussed. Dale Rudolph will not be at our meeting tonight. I received a call from Marylou Lettington regarding a request for a certified letter that she refused but would like a copy of the letter.

Carol: She has been sent to collection and is going to court on Monday. She has to contact the SABA attorney if she wants any information she should not be

contacting any of us personally. If we try to respond to her than we would have to take the account back and then be responsible for the SABA fees.

Commissioner Bockus: She owes us a considerable amount of money.

Carol Tripp: It is in excess of \$10,000.

Commissioner DeCarlo: If she calls again who do I tell her to contact?

Carol Tripp: SABA and Associates or their attorney.

4. CONSENT AGENDA

- A. The Board of Commissioners unanimously approved the regular meeting minutes of September 16, 2010 with a change to page 3 under preliminary budget change from "DNR" property to "Museum" property.
- B. The Board of Commissioners unanimously approved the special meeting minutes of September 23th as written.
- C. Resolution 2010-08 adoption of the 2011 levy was unanimously approved by the Board as written.
- D. Resolution 2010-09 adoption of the 2011 budget was unanimously approved by the Board as written.
- E. Resolution 2010-10 adoption of the 2011 rates was unanimously approved by the Board as written.
- F. Warrants 10439-10479, P10204-P10215, ACH 10/01/10 in the amount of \$86,754.12 was unanimously approved by the Board.

5. OLD BUSINESS ITEMS

A. Armory – Port Manager

Commissioner DeCarlo: Did we get any more information on the core sampling?

Carol Tripp: \$80,000 will include the full demolition including removal of the floor and adding gravel. The quotes came in reasonable and very close. The demolition can be completed by mid December. The demo would begin in mid November.

Commissioner Gilbert: Do we want to keep anything from the Armory?

Carol Tripp: I don't think there is anything of any value. We have a lot of people in winter moorage. I suggest offering at an additional fee a reserved parking space.

Commissioner DeCarlo: We could also provide long term parking for people that are cruising.

Commissioner Bockus: The parking lot could be used for that purpose and it would provide 23 spots.

Commissioner DeCarlo: If the lot was leveled we could possibly add 100 spaces. I attended the parking committee meeting and they are recommending stopping the overnight parking tickets. They are suggesting offering long term parking for a fee or charging \$1 per hour for parking.

6. NEW BUSINESS ITEMS

A. Items for public comments/motions/discussions

Commissioner Gilbert: Your lease is up at the end of the month on your current office space? How long have you known about this?

Al Hayes: We were trying to secure the hull because it is so stable and we were just able to get it. D-3 is the ideal space for this. This is one of our four spaces that we lease from the Port. We would ask to use winter moorage for a short time while we sell the boat that is currently in D-3. We did try to go in order of command. Kirk said he didn't have a problem with it but that we needed to bring it before the Board for a decision.

Commissioner Gilbert: We have to wait for Kirk to get back so we can get his input before we make a decision. He will be back Monday but will be in court all day so he will get back to you at some point this week.

B. Workshop to discuss Comp Plan

Commissioner Gilbert: We have accomplished the majority of the comp plan items. We should think of updating it.

Commissioner DeCarlo: We could add some long term goals.

Commissioner Bockus: We talked about having a retreat. I would like to have one before you leave in November.

Commissioner Gilbert: We formed a committee last time with three live aboards and three other moorage tenants. Most of the items have been done, and land acquisition we are working on. We complete a six year plan within four years.

Commissioner Bockus: Let's pick a date and let's have it hold it here in the multi-purpose room.

Commissioner Gilbert: I leave the 31st and won't be back until the end of November.

The Board of Commissioner has decided to hold a retreat on Tuesday October 19th at 10:00am.

C. Incentive Award Policy – Discussion

Commissioner Bockus: I am still researching this subject. By legislation it is not overwhelming. There are other Ports that allow incentives. Anacortes and Edmonds both allow it but you have to first have a policy in place. It is all encompassing and is an award and can include items such as turkeys.

Commissioner Gilbert: I think we should have a policy in place for turkeys or hams but not gear it toward individual incentives.

Commissioner Bockus: It could be employee recommended and then brought to the Board for a decision.

Commissioner DeCarlo: I think it should be allowed for turkeys, hams, or Christmas parties.

Commissioner Gilbert: When this was started in my previous employment it turned a good crew into a competitive crew.

Commissioner Bockus: We can discuss this more in depth at the retreat.

Commissioner Gilbert: It would be by Kirk's suggestions and would be handled by Kirk because it is his prevue.

D. Managers/Maintenance Report – Port Manager

The maintenance guys are almost done with the triangles. They are finishing the winter moorage maintenance projects. We had to tow one of the new restaurant owner's vehicles because she was parked in the Port parking lot. I recommend shifting \$173,000 from 2010 to 2011 of capital improvement items that will not be completed this year, and shifting \$152,448 from 2011 to 2010. The difference is a little over \$20,000. The items shifted from 2010 to 2011 are C dock landing, high dock restoration, and parking lot repair and sewer connect. Projects shifted from 2011 to 2010 are washer/dryer and bathroom upgrades, Armory demolition, electrical pedestal upgrades, and pump out upgrades. If you move these funds around it won't affect us financially but if we don't it will cost a lot to do all of these projects next year.

Commissioner Bockus: I make a **motion** to shift \$173,000 from 2010 to 2011 of capital improvement items that will not be completed this year, and shift \$152,448 from 2011 to 2010. The items shifted from 2010 to 2011 are C dock landing, high dock restoration, and parking lot repair and sewer connect. Projects shifted from 2011 to 2010 are washer/dryer and bathroom upgrades, Armory demolition, electrical pedestal upgrades, and pump out upgrades.

The motion to shift \$173,000 from 2010 to 2011 of capital improvement items that will not be completed this year, and shift \$152,448 from 2011 to 2010. The items shifted from 2010 to 2011 are C dock landing, high dock restoration, and parking lot repair and sewer connect. Projects shifted from 2011 to 2010 are washer/dryer and bathroom upgrades, Armory demolition, electrical pedestal upgrades, and pump out upgrades was unanimously approved by the Board.

E. Executive Session

There will be an executive session this evening to discuss property acquisition and is expected to last approx. 30 minutes.

7. PUBLIC COMMENTS

None

8. COMMISSIONER COMMENTS

Commissioner Gilbert: None

Commissioner DeCarlo: None

Commissioner Bockus: None

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

Close public session and open executive session at 8:00pm

Close executive session and open public session at 8:30pm

The Board of Commissioner has decided to extend the executive session other 30 minutes.

Close public session and open executive session at 8:30pm

Close executive session and open public session at 9:00pm

The Board of Commissioners has decided to rescind the motion made at the September 16th meeting to decline the DNR property so the Board can re-visit the issue at a later date and make a decision.

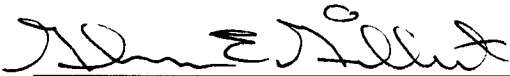
9. ADJOURN MEETING AT 9:05pm



Commissioner Bockus



Commissioner DeCarlo



Commissioner Gilbert



PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA

October 22, 2010

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 \$57,555.72 and from the General Fund, this 22nd day of October 2010.


Antonio DeCarlo, Commissioner


Glenn E. Gilbert, President & Commissioner

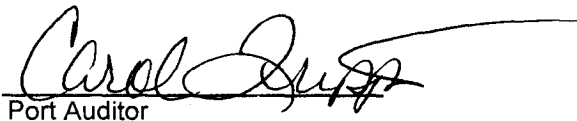

Arnold Bockus, Commissioner

ATTEST:

Korinne K. Henry, Recording Secretary

Voucher #	Claimant	Amount
10480	CenturyLink	349.20
10481	Puget Sound Energy	2,762.75
10482	Reliable Storage	905.25
10483	Department of Labor & Industries	2,989.62
10484	Employment Security Department	1,184.47
10485	WA State Department of Revenue	14,512.18
10486	WA State Department of Revenue	4,763.95
10487	Associated Petroleum Products	18,564.51
10488	Cass/Cade Distributing, Inc.	106.09
10489	Chamber of Commerce	100.00
10490	Coast to Coast Hardware	94.17
10491	GraybaR	708.29
10492	Regence Blueshield	10,470.26
10493	Verizon Wireless	44.98
TOTAL		\$57,555.72

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


Port Auditor

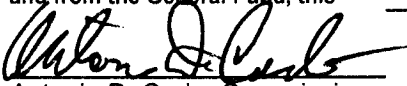
PORT OF POULSBO


PAYMENT VOUCHER


Post Office Box 732
Poulsbo, WA 98370


Kitsap County, WA October 15, 2010

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 \$8,390.54 and from the General Fund, this 15th day of October 2010.


Antonio DeCarlo, Commissioner

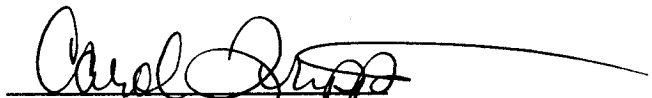

Glenn E. Gilbert, President & Commissioner


Arnold Bockus, Commissioner

ATTEST:

Korinne K. Henry, Recording Secretary

Voucher #	Claimant	Amount
P10216	Kirk Stickels	\$1,494.20
P10217	Richard Stice	1,422.49
P10218	Brady Miller	1,072.07
P10219	Jannese Petersen	1,002.05
P10220	Carol Tripp	1,581.71
P10221	Melanie Winnett	892.82
P10222	Charles Schmidt	498.80
P10223	Jonathan Davis	426.40
TOTAL		\$8,390.54

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

---DIRECT DEPOSIT ADVICES---

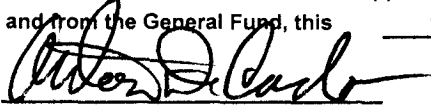
PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

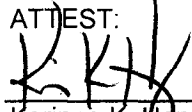
Kitsap County, WA October 15, 2010

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 \$2,459.22 and from the General Fund, this 15th day of October 2010.


Antonio DeCarlo, Commissioner



Glenn E. Gilbert, President & Commissioner


Arnold Bockus, Commissioner

ATTEST:

Korinne K. Henry, Recording Secretary

Voucher #	Claimant	Amount
ACH 10/15/10	US Treasury/Financial Agent	\$2,459.22
	TOTAL	\$2,459.22

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

--- ACH ---