

**PORT OF POULSBO  
MEETING AGENDA OF  
November 18, 2010**

**1. OPEN MEETING**

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

**3. COMMISSIONER COMMENTS**

**4. CONSENT AGENDA ITEMS**

(Next Res. 2010-12)

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 November 4, 2010
- B. Approve workshop meeting minutes of November 9, 2010
- C. Warrants: , P10236-P10243, ACH 11/12/10 in the amount of \$10,404.74

**5. OLD BUSINESS ITEMS**

- A. Armory Update – Port Manager

**6. NEW BUSINESS ITEMS**

- A. Items for public comments/motions/discussions
- B. Incentive Award Policy / Commissioner Bockus
- C. Managers / Maintenance Report – Port Manager
- D. Executive Session

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

**8. COMMISSIONER COMMENTS**

**9. ADJOURN MEETING**

**PORT OF POULSBO  
MEETING MINUTES OF  
November 18, 2010  
7:00PM**

**Present: Commissioner Bockus, Commissioner Gilbert (via video conference), Commissioner DeCarlo, Port Manager Kirk Stickels, Recording Secretary Kori Henry, and members of the general public.**

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

**2. PUBLIC COMMENTS:**

Bill Stewart: I have been with the KEDA for the past 2 ½ years. The Kitsap Economic Development Alliance have recently erased our work plan and completely re-organized. With the recession we are trying to connect businesses with new development especially with or through the federal government. We offer procurement counseling for businesses. We were able to assist our businesses in acquiring \$73 million in federal contracts. There is currently \$14 million in empty space for rent or lease that spans from Kent to Tacoma. We do a lot of research work and broadcast it out for ferry ridership, economics, ETC. We are working with permit issues and grants. We currently have 100 members and 1/3 of our funding is from State, 1/3 funding from local entities, and 1/3 from private partners and income from events. We will most likely lose our 1/3 of the funding from the State. We would like you to join us the cost to join can be as low as \$500. The Port of Bremerton, Silverdale, and Kingston have all joined. For the Port of Bremerton we do a lot of marketing work. We are heavily involved with members within the City of Poulsbo.

Commissioner DeCarlo: What would you do for us if we join?

Bill Stewart: We work on assisting people by creating new jobs and to help them retain their jobs, which in turn helps with property taxes and your customers.

Commissioner DeCarlo: We have no property or industrial area.

Bill Stewart: I hope you will consider joining. If you want more information or have additional questions I would be glad to answer them.

Allen Holm: I have had my boat in the marina for many years but I need to take my boat out of the marina for at least a year to work on it. I can pay a fee to retain the slip but I could let the Port sublease the slip so you can make some money off of it.

Kirk Stickels: The boat is only going out for repairs for a period of time with the same boat and owner returning. We could look at our waiting list and fill it temporarily.

Commissioner DeCarlo: If we leased the slip out for a year then we would need a definite time line for your return.

Kirk Stickels: I think we could work something out to fill the slip.

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

Commissioner Gilbert: None

Commissioner DeCarlo: I talked to the parking committee regarding the idea for a parking garage and I passed on the information about the garage that can be built for 1/3 percent less and can be built much faster.

Commissioner Bockus: I went to the City Council meeting last night and they had an open house at the new city hall. The building is beautiful. This morning I attended the exit interview with the auditor and there were no findings. He made a few recommendations that have been corrected. The leave is being monitored by Melanie now and the appropriate supervisor gives her the leave requests and she is now completing checks and balances on the leave. They also corrected the personnel manual with the combined leave.

### **4. CONSENT AGENDA**

- A. The Board of Commissioners unanimously approved the regular meeting minutes of November 4<sup>th</sup> 2010.
- B. The Board of Commissioners unanimously approved the special meeting minutes of November 9<sup>th</sup> as written.
- C. Warrants P10236-P10243, ACH 11/12/10 in the amount of \$10,404.74 was unanimously approved by the Board.
- D. The Board of Commissioners unanimously approved the All Ports meeting minutes of October 2010.

### **5. OLD BUSINESS ITEMS**

#### **A. Armory – Port Manager**

This is the last week anyone is in the building. The Farmers Market will be in there Saturday. The Fire Dept wanted to know if they could do some training in the building but it was too late. Tuesday the work will begin and is moving along as planned. Monday we will start removing a few items from the building.

Commissioner Bockus: Berry Loveless wants to know if we could put something from the Armory in the city's time capsule that is going to be placed in one of the pillars in front of the new city hall.

Kirk Stickels: We don't have anything small to place in the time capsule from the building. The State took the plaques but we could possibly try to remove one of the letters from the building.

Commissioner Bockus: We thought about removing the rock that the plaque was attached to and bring it down by the anchor and the flag pole. We would also like the plaques names updated and then rededicate the rock.

Kirk Stickels: That abatement work starts first with the asbestos removal on Monday and Tuesday.

Commissioner Bockus: The mayor received a call from a few people asking for memorabilia for the building such as bricks. The contractor will put out a pallet with some bricks on it for people to take. I thought this would be a great project for the American Legion. They could possibly have the bricks and then sell them.

## **6. NEW BUSINESS ITEMS**

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

Commissioner DeCarlo: There are a lot of organizations that want the Port to join them. I would need more information before agreeing to join KEDA.

Kirk Stickels: I think the Port of Bremerton would benefit or at least get a more useful membership. For a small marina such as ourselves it is better for us to continue with our current advertisements.

Commissioner Bockus: I would like to talk with the Port of Kingston, and Silverdale to see how they benefit from the partnership.

Commissioner Gilbert: I agree with Commissioner DeCarlo.

Commissioner Bockus: I would like to speak with the other Ports first before we make a decision. Add it to our next agenda for discussion.


### **B. Incentive Award Policy/ Commissioner Bockus**

The incentive award policy is a policy that the auditor's office is currently using. There are four policies that are included they are 1. Managers are encouraged to recognize employee accomplishments as provided in RCW 41.60.150. They may be given for verifiable accomplishments including but not limited to outstanding achievements, safety performance, longevity, and outstanding public service. 2. Recognition awards may be given individually or to a group. RCW 41.60.150 limits awards to a

maximum of two hundred dollars in value per award per employee. It is an expectation of the Port of Poulsbo that awards generally would be \$50 or less. The awards may include but not be limited to providing gift certificates for meals or merchandise. Awards cannot be given in the form of cash, personal check, or check issued by the office. 4. Managers are responsible for maintaining an accurate log of recognition awards given on their team.

The procedures for giving the incentive awards are: If pre-purchasing awards of \$5 or \$10 in value it will need an action by the Manager to obtain the awards. Present to employee as appropriate per Port of Poulsbo policy. Document pre purchased awards on award log, and when award is presented document name of recipient, and verifiable reason for award on award log. If recognition award (other than pre-purchased award) is less than \$50 action by manager is required. An e-mail will be sent for approval from the Board of Commissioners. Document award, name of recipient, and verify reason for award on award log. When appropriate, managers are required to write a letter documenting the employee's achievements which can be placed in the employee's personnel file.

Commissioner Bockus: The manager also has the authority to issue a blanket team award. I would like permission to adopt this award policy.

 ~~Dale Rudolph:~~ Is this \$50 per person per year or per award with an unlimited amount? It could be abused if it doesn't include a limit per year.

Commissioner Bockus: I agree a limit to once per year and add a title to the policy is needed.

Commissioner DeCarlo: I make a motion to approve the incentive award policy with the addition of a limit of awards per year and adding a title to the policy.

**The Board of Commissioners unanimously approved the motion to adopt the incentive award policy with the addition of a limit of awards per year and adding a title to the policy.**

Commissioner Bockus: We may also need a policy to approve this. Add this item to the next agenda for discussion.

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

We have several projects that we would like to have completed by the end of the year. One of the projects is the portable pump outs and the sewer connections. The pump on the carts would pump out to the City sewer system. The casts will be here by the end of the year. The majority of the

line is hard line with some flex for the connections the flex hose also have a pressure switch.

Commissioner DeCarlo: Are the new pump outs weather proof?

Kirk Stickels: There will be a shelter for them but they are also weather proof. The county and state want us to keep a log on who uses it and how often. On occasion a vessel comes in and uses the port-a-potty dump to empty their bilges which is not what it is meant for. I have been talking to a company about a portable pump for bilge water that has a Liberty Bay filter. The water comes out clean and can be discharged back out. We have all the parts and can put it together for use. The filters cost \$160 each.

Joe Dazey: These are not designed for fuel in the bilges but are for cleaning the bilge.

Commissioner Gilbert: If the filters cost \$160 each how long do they last?

Joe Dazey: It depends on how much oil and how often you use it. Mine last about a year.

Kirk Stickels: There would be a blanket charge to use it. The company that makes the filters will give us the first filter free. Large quantities of hydro carbon would block the filter.

Commissioner Gilbert: will the filter clog up from the use of biodegradable soaps?

Kirk Stickels: No.

The weather is changing so the salt barrels are back on the docks. The freeze valves are starting to open and we are completing seasonal checks.

#### **D. Executive Session**

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

### **7. PUBLIC COMMENTS**

Dale Rudolph: I am glad to see you are making an incentive award policy. The city currently does not have this type of policy and I admire the fact that you did this.

### **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. 5 minutes.

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

Close executive session and open public session at 8:35pm


No decisions were made.

**9. ADJOURN MEETING AT 9:35pm**




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**Commissioner Bockus**



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**Commissioner DeCarlo**



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**Commissioner Gilbert**

PORT OF POULSBO  
KITSAP COUNTY, WASHINGTON  
RESOLUTION 2010-12  
December 2, 2010

A RESOLUTION of the Board of Commissioners, Port of Poulsbo, in Washington State, to adopt the incentive award policy to encourage managers to recognize employee accomplishments as provided by RCW 41.60.150.

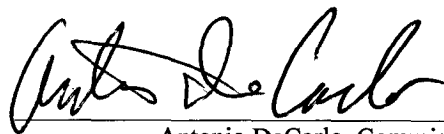
WHEREAS, the Port of Poulsbo wishes to, adopt an incentive award policy that will allow recognition awards that may be given to an individual or a group within allowable dollar limits.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners, Port of Poulsbo, to adopt the incentive award policy that will be maintained by management with an accurate log of recognition awards given.


ADOPTED by the Board of Commissioners, of the Port of Poulsbo at the regular scheduled meeting thereof held this 2nd day of December 2010, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

Attest:

\_\_\_\_\_  
Korinne Henry  
Recording Secretary



\_\_\_\_\_  
Antonio DeCarlo, Commissioner



\_\_\_\_\_  
Glenn Gilbert, Commissioner



\_\_\_\_\_  
Arnold Bockus, Commissioner

|                     |  |
|---------------------|--|
| <b>INTRODUCTION</b> | This policy is to support recognition of agency employees for their accomplishments in support of the Port of Poulsbo. |
| <b>REFERENCES</b>   | RCW 41.60.150; WAC 357-37-070  |
| <b>SCOPE</b>        | This policy applies to all employees of the Port of Poulsbo.   |

**POLICY NO. 1**

- **Managers Are Encouraged To Recognize Employee Accomplishments As Provided In RCW 41.60.150.**

Employee recognition awards may be given for verifiable accomplishments including but not limited to:

- Outstanding achievements
- Safety performance
- Longevity
- Outstanding Public Service

**POLICY NO. 2**

- **Recognition Awards May Be Given Individually Or To A Group.**

**POLICY NO. 3**

- **Awards Must Meet Allowable Dollar Limits.**

RCW 41.60.150 limits awards to a maximum of two hundred dollars in value per award per employee. *It is an expectation of the Port of Poulsbo that awards generally would be \$50.00 or less. The awards may include but not be limited to providing gift certificates for meals or merchandise.*

Awards cannot be given in the form of cash, personal check, or check issued by the Office.

**POLICY NO. 4**

- **Managers Are Responsible For Maintaining An Accurate Log Of Recognition Awards Given On Their Team.**

**PROCEDURES**

**If Pre-purchasing Awards of \$5.00 or \$10.00 in Value (pre-purchase awards are limited to these amounts):**

**Action By Manager**

*CPB*  
*PER YEAR*

Obtains award(s). Presents to employee as appropriate per Port of Poulsbo policy. Documents pre-purchased awards on the Awards log. When award is presented, documents name of recipient, and verifiable reason for award on Award Log.

**If Recognition Award (other than pre-purchased awards) is less than \$50.00 annually** *THE MANAGER* *(B) (C) (D)*

~~Action By Manager~~

Sends an e-mail for approval to the Board of Commissioners. Documents award, name of recipient, and verifiable reason for award on Award Log. When appropriate, managers are encouraged to write a letter documenting the employee's achievements, which can be placed in the employee's personnel file.

**PORT OF POULSBO**

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA                      November 26, 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 \$3,057.66 and from the General Fund, this 26th day of November 2010.

  
Antonio DeCarlo, Commissioner

ATTEST:

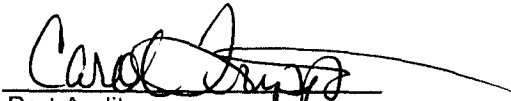
  
Glenn E. Gilbert, President & Commissioner

Korinne K. Henry, Recording Secretary

  
Arnold Bockus, Commissioner

| Voucher # | Claimant                 | Amount            |
|-----------|--------------------------|-------------------|
| 10515     | WA State Dept of Revenue | 3,057.66          |
|           | TOTAL                    | <b>\$3,057.66</b> |

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

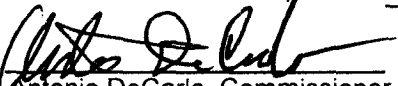
**PORT OF POULSBO**

PAYMENT VOUCHER


Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA      November 26, 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 \$9,723.35 and from the General Fund, this 26th day of November 2010.

  
Antonio DeCarlo, Commissioner

ATTEST:

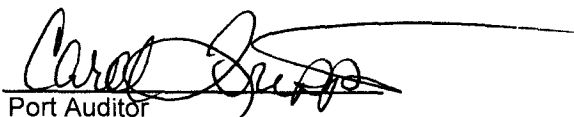
  
Glenn E. Gilbert, President & Commissioner

Korinne K. Henry, Recording Secretary

  
Arnold Bockus, Commissioner

| Voucher #    | Claimant         | Amount            |
|--------------|------------------|-------------------|
| P10244       | Arnold Bockus    | \$736.12          |
| P10245       | Antonio DeCarlo  | \$453.70          |
| P10246       | Glenn Gilbert    | \$417.97          |
| P10247       | Korinne Henry    | \$192.08          |
| P10248       | Kirk Stickels    | \$1,494.20        |
| P10249       | Richard Stice    | \$1,420.64        |
| P10250       | Brady Miller     | \$1,072.07        |
| P10251       | Jannese Petersen | \$1,004.36        |
| P10252       | Carol Tripp      | \$1,518.49        |
| P10253       | Melanie Winnett  | \$892.82          |
| P10254       | Charles Schmidt  | \$441.88          |
| P10255       | Jonathan Davis   | \$79.02           |
| <b>TOTAL</b> |                  | <b>\$9,723.35</b> |

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

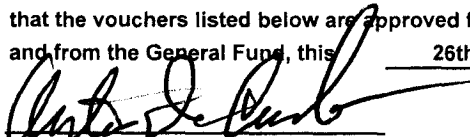
PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

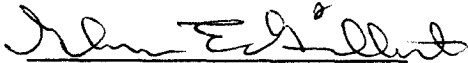
Kitsap County, WA

November 26, 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 \$2,975.59 and from the General Fund, this 26th day of November 2010.

  
Antonio DeCarlo, Commissioner

ATTEST:


  
Glenn E. Gilbert, President & Commissioner

Korinne K. Henry, Recording Secretary

  
Arnold Bockus, Commissioner

| Voucher #    | Claimant                    | Amount     |
|--------------|-----------------------------|------------|
| ACH 11/26/10 | US Treasury/Financial Agent | \$2,975.59 |
|              | TOTAL                       | \$2,975.59 |

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 ~~~



PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA December 3, 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 \$60,187.84 and from the General Fund, this 3rd day of December 2010

*Antonio DeCarlo*  
Antonio DeCarlo, Commissioner

ATTEST:  
  
Korinne K. Henry, Recording Secretary

*Glenn E. Gilbert*  
Glenn E. Gilbert, President & Commissioner

*Arnold Bockus*  
Arnold Bockus, Commissioner

| Voucher # | Claimant                        | Amount             |
|-----------|---------------------------------|--------------------|
| 10516     | Ryan Simpson                    | 270.00             |
| 10517     | Harriett Clark                  | 338.50             |
| 10518     | Tom Hostetter                   | 624.44             |
| 10519     | Richard Brown                   | 182.00             |
| 10520     | Tony Corning                    | 20.00              |
| 10521     | Edward Jones                    | 1,524.32           |
| 10522     | City of Poulsbo                 | 1,521.16           |
| 10523     | Sjon Johnson                    | 275.50             |
| 10524     | CenturyLink                     | 349.18             |
| 10525     | Puget Sound Energy              | 1,894.28           |
| 10526     | AES Consultants, Inc            | 3,500.00           |
| 10527     | All Battery                     | 162.00             |
| 10528     | Associated Petroleum            | 14,778.97          |
| 10529     | Associated Petroleum Products   | 148.19             |
| 10530     | Bank of America                 | 422.61             |
| 10531     | Cass/Cade Distributing, Inc.    | 142.33             |
| 10532     | CHS, Inc/Cenex                  | 47.93              |
| 10533     | Coast & Harbor Engineering      | 3,469.39           |
| 10534     | Coast to Coast Hardware         | 221.68             |
| 10535     | Correctional Industries         | 42.51              |
| 10536     | Curbell Plastics, Inc           | 1,353.44           |
| 10537     | Fire One, Inc                   | 621.72             |
| 10538     | Fisheries Supply                | 121.46             |
| 10539     | Home Depot                      | 69.93              |
| 10540     | James Lumber & Ace Hardware     | 15.86              |
| 10541     | King's Mobile Lock              | 117.13             |
| 10542     | Navy City Metals                | 61.15              |
| 10543     | The Norbut Law Firm             | 1,575.00           |
| 10544     | NOW Environmental Services, Inc | 4,575.00           |
| 10545     | Office Depot                    | 1,273.73           |
| 10546     | Olympic Springs, Inc.           | 10.81              |
| 10547     | Peachtree Forms                 | 925.00             |
| 10548     | Regence Blueshield              | 10,470.26          |
| 10549     | Staples Advantage               | 297.95             |
| 10550     | State Auditor's Office          | 5,841.60           |
| 10551     | Tacoma Screw Products, Inc      | 176.45             |
| 10552     | The Electrical Shop, Inc        | 67.88              |
| 10553     | Kitsap Sun                      | 213.50             |
| 10554     | Verizon Wireless                | 44.98              |
| 10555     | Vernon Publications, LLC        | 990.00             |
| 10556     | Weatherly Press                 | 1,430.00           |
| TOTAL     |                                 | <b>\$60,187.84</b> |

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.

*Carol Depp*  
Port Auditor