

**PORT OF POULSBO
MEETING AGENDA OF
November 4, 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 October 21, 2010
- B. Approve workshop meeting minutes of October 19, 2010
- C. Approve Special meeting minutes of October 28, 2010
- D. Warrants: 10494-10514, P10224-P10235, ACH 10/29/10 in the amount of \$36,637.44

5. OLD BUSINESS ITEMS

- A. Armory Discussion – Port Manager

6. NEW BUSINESS ITEMS

- A. Items for public comments/motions/discussions
- B. Shoreline Master Plan – Keri Weaver
- 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 4, 2010
10:00am**

Present: Commissioner Bockus, Commissioner Gilbert via video conference, Commissioner DeCarlo, Port Manager Kirk Stickels, Port Accountant Carol Tripp, Recording Secretary Kori Henry, Shane Phillips from Coast & Harbor Engineering, Keri Weaver from the City of Poulsbo Planning Department, and members of the general public.

1. Commissioner Chairman Bockus opened the meeting at 10:00am

2. PUBLIC COMMENTS:

None

3. COMMISSIONER COMMENTS:

Commissioner Bockus: We changed the meeting today to 10:00am so Keri Weaver from the City of Poulsbo Planning Department could attend to discuss the update of the Shoreline Master Plan.

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

Commissioner Gilbert: None

4. CONSENT AGENDA

- A.** The Board of Commissioners unanimously approved the regular meeting minutes of October 21, 2010 as written.
- B.** The Board of Commissioners unanimously approved the special workshop meeting minutes of October 19, 2010 as written.
- C.** The Board of Commissioners unanimously approved the special meeting minutes of October 28, 2010 as written.
- D.** Warrants 10494-10514, P10224-P10235, ACH 10/29/10 in the amount of \$36,637.44 was unanimously approved by the Board.

5. OLD BUSINESS ITEMS

A. Armory – Port Manager

We are moving forward with the demolition. We are working with a consulting engineer to discuss site remediation and parking lot development. We will need to hold a pre-application meeting with the City. It will cost \$27,918 to remove the asbestos that has been identified in the building during the environmental review. The total demolition cost including the asbestos removal is \$92,000. It is over by approx. \$12,000 than we originally budgeted for. If we want to move forward with Sound Excavation to demo the building

in December then we will need to approve the increase of \$12,000 for the asbestos removal. The permits will begin in November. The target date to start the demo is the 22nd. We need a pre-application meeting that includes City staff, Port staff, and the contractor prior to the permits being submitted.

Commissioner Bockus: There is a pre-application meeting cost but I am working with the Mayor to waive the fee.

Kirk Stickels: If you so desire to approve the additional \$12,000 for the abatement to remove the asbestos we can proceed.

Commissioner DeCarlo: I make a motion to approve the additional \$12,000 for abatement to removal the asbestos from the building during demolitions.

The Board of Commissioners has unanimously approved the motion to approve the additional \$12,000 for abatement to remove the asbestos from the Armory Building.

Kirk Stickels: The Herald came down and took some pictures of the Armory. The published the assessed value of the building and wanted to know why we would pay that much money for a building just to tear it down.

Commissioner DeCarlo: A Kitsap Sun reporter approached me at the City Council meeting last night and wanted to know why we would tear the building down.

Commissioner Bockus: Jennifer from the Herald was going to do a nostalgia article on the Armory. We have two more events that will be held in the building before we tear it down.

Commissioner DeCarlo: We have the stainless steel sink in the building can we donate it?

Brad: The contractor works with Habitat for Humanity and they will come in and save or recycle anything in the building that they can and donate the items.

Kirk Stickels: We are working with the contractor to save the door entry system for the Port. It is a cipher lock system and is very expensive.

6. NEW BUSINESS ITEMS

A. Items for public comments/motions/discussions

None

B. Shoreline Master Plan update – Keri Weaver

The County is a little bit behind the City in the process of updating the shoreline master plan. We have just submitted our draft copy to the Dept of Ecology it takes approx. 60 days for the review process and it was sent in October. The first step in the process is to complete an inventory of the waterfront and create a visioning process for future development. It will affect development and permitting. Then we can complete an impact analysis with a mitigation plan to assure no net loss of shoreline habitat. We have about another year to go in the process.

Kirk Stickels: The Board is aware of the letter I sent early on regarding concerns the shoreline master plan will have on the Port and future development. We have discussed various marina expansion projects in regards to the master plan regulations. We will have to be recognizant of the new shoreline rules and regulations. The permit requirements for expansion we know will require additional parking spaces but there will be other regulatory requirements that will have to be met. We increased our outer harbor line and would like to expand in the future. I have concerns about float plane activity within the Port. Kenmore Air would like to bring in a regular scheduled plane. They would like to bring in the larger float planes such as the Otters. We were discussing possibly moving the float plane dock to the end of the commercial dock but would not change the landing area. We anticipate there may be more air traffic.

Commissioner Bockus: It could change this from a drop off area to a terminal for Kenmore Air.

Keri Weaver: Adding commercial airline terminals would take a conditional use permit as well as a substantial development permit. We don't want to see more new air terminals in the bay. Relocation of the runway would need a permit. The float plane hours will need to be limited due to noise concerns.

Kirk Stickels: No matter what our development plans are permits will be required and necessary.

Keri Weaver: Everything is tightening up for permits and the bar is being raised. You will have to meet the requirements of no net loss. We are mandated to update this Shoreline Plan every seven years.

Commissioner DeCarlo: In water construction states all debris will need to be removed from the water. If we have a pile that rots off at the base and cannot be removed what do we do?

Keri Weaver: We can try to rephrase the way it is written but the meaning is if structures are hanging in the water or broken off into the water then they will need to be removed.

Commissioner DeCarlo: It also states silt control for underwater construction will be needed. Pesticides are also not allowed. Currently the City and Port place pesticides on the rock wall to remove the rats. How will this be affected?

Kirk Stickels: The pesticide is set in a trap not placed in the water and Kitsap Pest Control sets the traps.

Keri Weaver: I will check on this. The Port property is in the HI area.

Commissioner DeCarlo: What does conditional use mean for boat repairs, expansion, ETC.

Keri Weaver: It means there is a more extensive permit process that is needed for the project. It allows us to put conditions on certain uses. It will be a major permitting process to complete an expansion.

Kirk Stickels: In an effort to provide more pump out facilities for boaters we have looked at a self contained barge that has a pump out station with a restroom facility. We ordered two additional portable units. I have also begun the permitting process to connect these to the City's sewer system.

Keri Weaver: I don't see a problem with this project. I would be contained and used by the boaters.

Commissioner Gilbert: Could we use this as mitigation?

Keri Weaver: Typically they ask for like mitigation such as habitat loss then they would want mitigation that improves the habitat. I would present it as supporting facilities as part of your project. If you were pulling piles then that could be part of a mitigation plan.

Commissioner DeCarlo: What is considered as a floating home?

Keri Weaver: There is a definition on the next page.

Commissioner Bockus: If someone wanted to set up an office similar to this structure would it be allowed?

Kirk Stickels: It is an office structure and it is only open for a period of time during the day and has no restroom facilities.

Keri Weaver: An office is not a water dependant use. If it doesn't need to be on the water then it shouldn't be. We are discussing the future and could be more restrictive once this process is done.

Commissioner DeCarlo: the 125' buffer does this affect the building in Anderson Parkway?

Keri Weaver: It goes up in to the middle of Anderson Parkway, and the 125' is a no build zone. If the building fell down they could rebuild it but they couldn't rebuild it if they tore it down.

Commissioner DeCarlo: What is the maximum height allowed if you tore the building down such as a structure near Anderson Parkway?

Keri Weaver: The height restriction is 30'

Kirk Stickels: What about within the 125' buffer?

Keri Weaver: It will be a permit process if it is a water dependant use that is needed.

Kirk Stickels: Permits for a maintenance dredge will take 16 to 18 months to complete.

Commissioner DeCarlo: For new live aboards do you need a permanent sewer connection?

Keri Weaver: This is what Ecology wants. It is geared to new live aboard slips or expansion.

Kirk Stickels: The limit for live aboards should be the State allowable limit.

Keri Weaver: It is based on the permit as to what is allowable and if parking is available within 250 to 300 feet than you would meet the parking requirements as well.

Commissioner DeCarlo: We are removing the Armory and making it into a parking lot but is not within 250 to 300 feet.

Keri Weaver: Would the parking be open to the public and Port tenants? If you offered a loading zone it may be acceptable.

Commissioner DeCarlo: Are we still going to have mooring buoys?

Kirk Stickels: Now that we have control of the state lands we may look at it again so far it has not financially penciled out.

Commissioner DeCarlo: The plan states that lights in marinas should be 12" above the ground.

Keri Weaver: I will check with WDFW again on this. It does not affect existing lighting. I will change the wording to all new light fixtures.

Commissioner DeCarlo: It also states no flashing lights or strobe lights will be allowed.

Keri Weaver: I can change the wording to say unless it is required by the Coast Guard or other safety requirements.

Commissioner Bockus: If we have other questions we can relay them to Keri as we gather them.

Kirk Stickels: There will be a few more questions.

Keri Weaver: We need a written response so we have record of the discussions.

Commissioner Bockus: Thank you for attending the meeting.

Commissioner DeCarlo: I will go over the plan again to check and see if I have any other questions.

Keri Weaver: I will make some changes but I will wait until I get more information back from ecology then make all the changes at once.

Kirk Stickels: I asked Shane to be here to go over this as well and give us any comments he has.

Shane Phillips: It looks pretty similar to other City and County updates. I can send you comments by section and number so you can send them to everyone for review. Conditional use is subject to public review but you need to find out if it is then approved by staff or by the City Council. Get some clarity on the conditional use.

Kirk Stickels: In my letter I stated that we are an authority of the state so we do not have to go through the City for our planning process.

Shane Phillips: We are completing an expansion project in Snohomish County and there regulations have been updated and the City or County permits are harder and require conditional uses.

Commissioner DeCarlo: I wonder why it has to be conditional use versus permitted use. We have to ask them to change this to permitted use because conditional use is not needed.

Kirk Stickels: I will check with Jefferson and Clallam County to see what they have.

C. Managers/Maintenance Report – Port Manager

The crew has done an excellent job on their routine maintenance projects, and are preparing for the winter weather. We worked with one of the fisherman to remove two brine tanks from his boat and it went well. I have been in contact with Thompson Pile Driving on how to fix that upper dock. A barricade is in place until the repair can be made. We are also in the process of making signs for that area.

Commissioner Bockus: Zeno's is in agreement with blocking that area off too.

Commissioner Gilbert: For emergencies can we add a steel plate or a piece of heavy plywood that extends cap to cap to cover the bad piles?

Kirk Stickels: Yes steel plates would work in an emergency. We can also use the grid as a fall back at high tide if needed.

Commissioner Bockus: Do we have metal plating on hand?

Kirk Stickels: Not right now. We will wait until spring and have something in place for the fisherman to load their boats. I am back this week but have been leaving early in the afternoon so I can get my boat done. I thank you for advancing my leave hours but the auditor has stated that is has to be donated leave and not advanced. I have a board action request that will allow Carol Tripp to donate the 56 hours of leave to me. This will be only on a case by case basis.

The Board of Commissioners has decided to rescind the motion made at the last meeting to allow the advancement of 56 hours of leave to Kirk Stickels.

The Board of Commissioners has decided to allow Carol Tripp to donate 56 hours of leave to Kirk Stickels on a one time case to case basis.

D. Executive Session

None

7. PUBLIC COMMENTS

None

8. COMMISSIONER COMMENTS

Commissioner Gilbert: None

Commissioner DeCarlo: None

Commissioner Bockus: The auditor is finished. The personnel manual needs to be brought up to date on the leave. I drafted a new form that will address that so it will be there prior to the exit interview.

Commissioner Gilbert: Did we get an auditor's report yet?

Commissioner Bockus: His verbal comments were good. He will call for an exit interview.

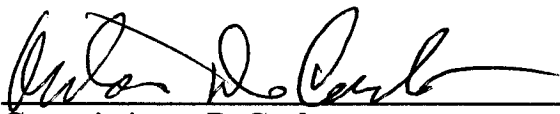
Commissioner Gilbert: Did we settle the policy to get turkey's for the crew?

Commissioner Bockus: We do not have the policy yet in place. I will bring it to the next meeting. It will only include the full time employees.

9. ADJOURN MEETING AT 12:18pm



Commissioner Bockus



Commissioner DeCarlo

Commissioner Gilbert

PORT OF POULSBØ
~~PORT OF KINGSTON~~
SPECIAL MEETING MINUTES OF
November 9, 2010
1:00PM

Present: Commissioner Bockus, Commissioner Gilbert, Commissioner DeCarlo, Port Accountant Carol Tripp, Port Manager Kirk Stickels, Mayor Becky Erickson, Legislature Christine Rolfes , and members of the general public.

1. State Grants for Redevelopment Projects

Christine Rolfes: There are two possible grants that could be helpful with the redevelopment of downtown Pousbo they are the LIFT grant and the CURB grant. Both use the retail taxes that are collected by the City.

Commissioner DeCarlo: We also need you to try to get the funds back for the Ports from the ROC. They were taken away from the Ports and transferred to other projects. The ROC grants are funded through the boating fuel taxes that are collected so should be used for the boaters.

Christine Rolfes: You need to think of creative ways to fund the re-development. You will also want to come up with a realistic development plan that all major partners agree too.

Commissioner Bockus: We also need to change the way annexations can be completed. We as a Port District cannot solicit people to come into the tax district they have to willingly ask to be annexed.

Christine Rolfes: I will check into the annexation legislation to see why the rules changed as well as the ROC grant funds.

Becky Erickson: We need to get together right away to begin developing the plan for re-development.

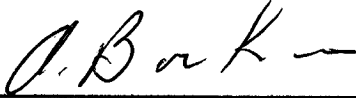
2. Executive Session

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

Close the public session and open the executive session at 2:00pm

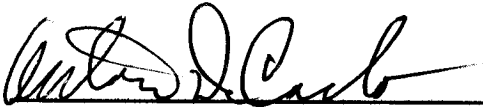
Close the executive session and open the public session at 2:30pm

The meeting minutes are approved as written by:



Commissioner Bockus

Commissioner Gilbert



Commissioner DeCarlo

PORT OF POULSBO

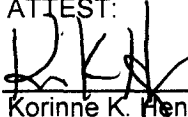
PAYMENT VOUCHER

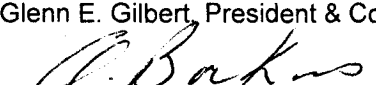
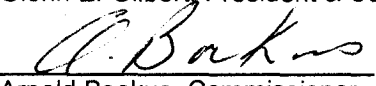
Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA November 12, 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 \$8,063.53 and from the General Fund, this 12th day of November 2010.

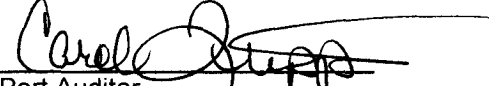

Antonio DeCarlo, Commissioner

ATTEST:

Korinne K. Henry, Recording Secretary


Glenn E. Gilbert, President & Commissioner

Arnold Bockus, Commissioner

Voucher #	Claimant	Amount
P10236	Kirk Stickels	\$1,338.88
P10237	Richard Stice	1,422.49
P10238	Jannese Petersen	1,002.58
P10239	Carol Tripp	1,517.98
P10240	Brady Miller	1,072.30
P10241	Melanie Winnett	893.02
P10242	Charles Schmidt	502.36
P10243	Jonathan Davis	313.92
TOTAL		\$8,063.53

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

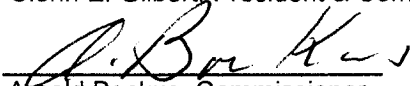
Kitsap County, WA November 12, 2010

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 \$2,341.21 and from the General Fund, this 12th day of November 2010.

  
Antonio DeCarlo, Commissioner


ATTEST:  
  
Korinne K. Henry, Recording Secretary

Glenn E. Gilbert, President & Commissioner

  
Arnold Bockus, Commissioner

| Voucher #    | Claimant                    | Amount     |
|--------------|-----------------------------|------------|
| ACH 11/12/10 | US Treasury/Financial Agent | \$2,341.21 |
|              | TOTAL                       | \$2,341.21 |

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 ---

|                     |                                                                                                                        |
|---------------------|------------------------------------------------------------------------------------------------------------------------|
| <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**

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:**

**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.