

**PORT OF POULSBO
MEETING AGENDA OF
August 19, 2010**

1. OPEN MEETING

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

3. COMMISSIONER COMMENTS

4. CONSENT AGENDA ITEMS

(Next Res. 2010-05)

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 August 5, 2010 & All Port Meeting July 19, 2010

B. Warrants: #10371-10388, P10176 - P10183 ACH 08/20/10 in the amount of \$2,540.11

5. OLD BUSINESS ITEMS

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

6. NEW BUSINESS ITEMS

A. Items for public comments/motions/discussions

B. Managers / Maintenance Report – Port Manager

C. Executive Session

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

8. COMMISSIONER COMMENTS

9. ADJOURN MEETING

**PORT OF POULSBO
MEETING MINUTES OF
August 19, 2010
7:00PM**

Present: Commissioner Bockus, Commissioner Gilbert, 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:

None

3. COMMISSIONER COMMENTS:

Commissioner Gilbert: I went to City Council last night and there were a lot of people in attendance. They discussed Anderson Parkway reconfiguration it will include some two way lanes. They have left us with a good opening into our parking lot. The project won't begin until 2012 and is expected to last for 2 years.

Kirk Stickels: They will upgrade the storm water system at the same time. The new layout will help with our larger trucks turning radius. They were going to extend a sidewalk along the waterfront for better pedestrian access.

Commissioner DeCarlo: None.

Commissioner Bockus: I went to the Council meeting last week and they approved the lease agreement. I told the Mayor I would be in the next day to pick up a copy. I stopped in on Tuesday and she had signed it but it had not been notarized. She will get it notarized. She would like to talk some more about Kenmore Air because she likes the idea and what she would like to do is set up a meeting with the president of Kenmore Air, Dale Rudolph, a member of the Port, and herself. I told her that this is a Port function and that we would contact Kenmore Air ourselves.

Kirk Stickels: This is a public airport so all airplanes can use it. We could schedule a routine flight but it needs to remain as a public facility.

Commissioner DeCarlo: Have you pursued installing the helical anchors yet?

Kirk Stickels: We got a price for the helical anchors and it won't cost much to pull the pile. Kenmore Air wants to bring in the bigger planes so it will be easier for them when the piling is removed. D-dock extension would work well for the planes too. We could then bring in larger vessels. We could go out to the channel marker with D-dock.

4. CONSENT AGENDA

- A. The Board of Commissioners unanimously approved the regular meeting minutes of August 5, 2010 with a correction to page 5 fifth paragraph change work “wander” to “wonder, and approved the All Port Meeting minutes of July 19, 2010 as written.
- B. The Board of Commissioners unanimously approved warrants #10371-10388, P10176-P10183, ACH 08/20/2010, in the amount of \$2,540.11 as written.

5. OLD BUSINESS ITEMS

- A. **Review of City/Port Lease Agreement –Commissioner DeCarlo**
We are just waiting for the Mayor to get her signature notarized and the agreement is complete.

6. NEW BUSINESS ITEMS

A. Items for public comments/motions/discussions

None.

B. Managers/Maintenance Report – Port Manager

We have been working on our monthly inspection for preventative maintenance. We are replacing some bull rails and re-hanging some fire lines. There is now a short raised rail similar to where the police boat is. It is 8” lower than it was. It will also allow better access to the water lines. We have been working on the short and long term range capital projects. Some will bridge years. We would like to discuss the draft 2011 budget on September 2, and be ready for adoption on September 16.

I forwarded on a copy of the draft policies and regulations for the City’s Shoreline Master Plan. If we have enough questions and concerns Carrie Weaver is willing to come down and discuss our concerns and to help clarify items on the plan. We really need to be involved in this process.

Commissioner Bockus: I think it would be a good idea to meet with her and get clarification.

Another item on the City’s website is the inventory of the waterfront parcels within the City. There was one piece I questioned and it is in regards to Net Shed Park’s classification.

C. Executive Session

There will be an executive session this evening to discuss property acquisition and is expected to last approx 20 minutes.

Close public session and open executive session at 7:40pm
Close executive session and open public session at 8:00pm

No decisions were made.

7. PUBLIC COMMENTS

None.

8. COMMISSIONER COMMENTS

Commissioner Gilbert: In the newspaper there was an article regarding properties and it states the most robust growth is expected in the Bremerton/Silverdale area. One factor has been a stronger economy than the rest of the nation. The military influence helps boost the economy.

Commissioner DeCarlo: None

Commissioner Bockus: None

9. ADJOURN MEETING AT 8:00pm



Commissioner Bockus



Commissioner DeCarlo



Commissioner Gilbert

**PORT OF POULSBO
SPECIAL MEETING MINUTES OF
AUGUST 9, 2010
11:00AM**

Present: Commissioner Bockus, Commissioner Gilbert, Commissioner DeCarlo, Port Manager Kirk Stickels, Port Accountant Carol Tripp, City of Poulsbo Mayor Becky Erickson, City of Poulsbo Councilman Dale Rudolph, City of Poulsbo Finance Director Debrah Booher, City of Poulsbo Public Works Director Berry Loveless, and members of the general public.

1. Discuss Port/City projects

Mayor Erickson: The lease agreement will be going to the City Council Wednesday night for approval. The agreement states that the funds have to be used to repair seawalls and bulkheads within the leased areas and the repair project that you proposed I don't believe is in the leased area. How much is currently in the escrow account?

Carol Tripp: \$34,900 plus change.

Mayor Erickson: Do you know how much the project will cost?

Kirk Stickels: I am gathering more information. We are working on phase I which will give us ideas on how to fix it. We will try to restore the wall by bringing the rock back in place. The rock can be moved as long as they are 50% or less in the mud. A WDFW inspector will be on site while we are moving the rocks. We have to go through the permitting process and the Corp permit could take up to 18 months which is similar to the HPA permit. We will apply for a dredging permit and depending on the cubic yardage it can be very expensive because it has to be tested so we know where it needs to be disposed. I am more concerned about the water from the outfall because it all comes from the street.

Mayor Erickson: So your priority is to work on the seawall by replacing the rock where the damage occurred by the storm water system last year. Is this where you want to use the escrow account? Is there any other project that you would need the escrow account for? If you used the money in the escrow account as a match for grant funds would you be open to that? Do you use someone for grants?

Commissioner DeCarlo: We have used Kathleen Barrantes but we were not able to get a grant. We also used Parametrix but they applied for the wrong grant.

Mayor Erickson: You need to do your design and engineering before you apply for a grant because it will be easier if the project is ready for construction.

Barry Loveless: We have a grant to reconfigure the parking lot and will include upgrades to the storm water system. Maybe we could piggy back the projects together. We have the money in hand for design and it has to be committed within two years.

Mayor Erickson: You need to decide what you want to do and go for grant funds for design and construction. What is the availability for the Port to pay for the engineering and design?

Kirk Stickels: We are already spending funds on engineering. The dredging and bulkhead fix would be costly but just to repair or re-set the rocks would not be very costly or difficult.

Mayor Erickson: We will be digging the parking lot in 2012 so we should dig at the same time. We need to know how much your project will cost. Who is your engineer?

Kirk Stickels: Shane Phillips from Coast & Harbor Engineering and they specialize in bulkhead repairs and dredging.

Dale Rudolph: Your current scope is to look at alternatives to fix the wall?

Kirk Stickels: Yes, the scope is to evaluate the site and to look at project alternatives. Shane is very familiar with the project and the Port's concerns.

Mayor Erickson: Try to get some cost estimates so you can start looking for grants.

Dale Rudolph: Does this company do grants?

Kirk Stickels: They have helped us with grants in the past.

Dale Rudolph: Have you tasked Shane to look for grant funds for this project? This needs to be done immediately.

Mayor Erickson: If the City and Port can partner together we are more likely to get the funds.

Commissioner DeCarlo: The IAC provides 3 to 4 million dollars per year in grant funds that used to go to Ports for projects but the funds were removed from the Ports by the legislature.

Mayor Erickson: You need to look at environmental grants such as DOE grants.

Commissioner DeCarlo: Who does your grant writing?

Mayor Erickson: We do our grant writing in house. We use Parametrix a lot and they are very helpful. The LID grant came from the Department of Ecology. We need our two finance people to figure out where the \$2,500 discrepancy is in the escrow account.

Deborah Booher: It looks as if some years there were too large of a payment, and others there was not enough. I show a discrepancy of \$2,500.

Carol Tripp: There is a letter in there from Nancy and one year we deposited \$15,000 which was reduced from the original amount because some of the funds were used for legal fees to negotiate the lease agreement. But the difference is \$2,700. We have minutes and a letter from the Mayor regarding the deposited amount. I don't know how the account was set up initially.

Mayor Erickson: We need to get it resolved even if we have to split the difference so we can move on.

Commissioner Bockus: You received a letter about the property proposal where is the City on this?

Mayor Erickson: I am glad you are thinking out of the box. I think we would be interested in exchanging properties but not in the same format that was submitted. The police station is a very valuable asset but not as much as the Armory.

Dale Rudolph: To move the police station in the Armory would be way too costly and we don't have the money to do it. It would be a significant expense.

Mayor Erickson: The Armory is a difficult property and we could not use it for office space.

Commissioner Gilbert: We rescind the letter.

Mayor Erickson: We would be interested in leasing the Net Shed property to the Port and then have you put the money saved in to the escrow account similar to what you are doing now.

Kirk Stickels: There is no access to Net Shed Park it would be a ¼ mile walk to access your boat.

Carol Tripp: There was one year that we deposited \$15,000 into the escrow account which brought the account up to \$17,000.

Commissioner DeCarlo: We wanted to use the escrow funds for legal fees to negotiate the lease agreement.

Deborah Booher: The escrow account was not to be used for legal fees.

Commissioner Gilbert: I make a motion to transfer the difference of \$1,350 into the escrow account to resolve the discrepancy.

The motion to transfer \$1,350 into the escrow account to resolve the fund discrepancy was unanimously approved by the Board of Commissioners.

Commissioner Bockus: So the City is not interested in the Armory at all?

Mayor Erickson: We don't have any money and I don't see it happening.

Dale Rudolph: We have the Parks & Rec building, City Hall, and the one other piece of property. We also have the museum property which will be listed as soon as the agreement is signed. The property is tax assessed at \$166,000.

Mayor Erickson: It is a valuable piece of property because it is flat and buildable.

Dale Rudolph: The only thing keeping it from being on the market is the signed agreement with the Historical Society.

Mayor Erickson: If you are interested in it we could work it out. What is the Armory assessed at?

Commissioner Gilbert: \$814,000 is the assessed value.

Mayor Erickson: You should turn the Armory into paid parking.

Dale Rudolph: The parking committee is discussing providing 3 or 4 hours of free parking down town then charge for anything over the allotted hours. I haven't heard back from anybody about the enforcement. It is in the citizen committee process.

Commissioner Gilbert: No one except small towns provide free parking.

Dale Rudolph: Downtown merchants want 3 to 4 hours of free parking then they are OK if they have to pay. Everyone seems OK with this plan. We have had people complain about the stop signs because they initially said it would close their businesses but it didn't.

Mayor Erickson: I think the Armory should be used for long term parking for your boaters.

Dale Rudolph: We are not going to charge for parking to make money we are doing it to move the traffic flow better.

Mayor Erickson: We can use spot enforcement for the paid parking.

Commissioner Gilbert: You could come down and mark the tires.

Mayor Erickson: We have given 150 tickets at night so far and have not received one complaint. I really wish you would take the fence down at the Armory, move the satellite dish, and pave that area for long term parking. I will find out about the jurisdictions if you will check with Shane on the grants funds then we can get this going.

Commissioner DeCarlo: I think we should look at the lot that was for the museum and buy it outright. Property is no really selling right now.

Commissioner Gilbert: It is assessed at \$166,000. There would have to be some construction work done on it for an access to Jensen Way or the alley.

Commissioner Bockus: I spoke with a couple of the live-aboards and asked them if they would pay for a specific assigned parking spot and they said yes.

Commissioner DeCarlo: Property is a good investment and will only go up in value.

Kirk Stickels: You will need a self pay system for parking. It is an ongoing project. A credit card pay system is a lot easier because we won't have to deal with cash and have an employee up there all the time.

Commissioner DeCarlo: The Armory will generate income. Could we turn the Armory into a medical facility?

Kirk Stickels: It would cost a lot to modify the Armory to meet the health standards for a medical facility. I think the City is short sighted in looking at the Armory for the police station.

Commissioner Gilbert: How much would it cost to tear down the Armory?

Carol Tripp: You need to decide whether to rent the Armory out or tear it down.

Commissioner DeCarlo: Tear it down or at least part of it and provide covered parking.

Kirk Stickels: The Lions Club and the Legion are still interested in leasing the space.

Commissioner Gilbert: If we provide parking then we have to maintain the supports for the covered parking.

Kirk Stickels: I can check with a demolition company to see what it would cost to tear down the building.

Carol Tripp: Or you could spend \$50,000 and dress it up to lease it out.

Kirk Stickels: If the Lions and the Legion got together we could lease a part of the building and still use the rest of the space for covered indoor secured parking. It would have a key pad code so we would know who comes and goes.

Commissioner DeCarlo: When the Legion holds there meetings once per month they can have between 20 -60 people attend, they will need space for their meetings.

Kirk Stickels: You could roll the door up and provide assigned parking and use the rest of the building for the Legion and the Lions.

Commissioner Gilbert: That area is 97 x 88 square feet. How many trucks could we fit in there?

Kirk Stickels: A pick-up truck would need at least 18' but we could use angle parking. We would have to meet the standards for turning radiuses.

Carol Tripp: You have to decide what to do with it. At least it will be doing something with the building instead of leaving it empty.

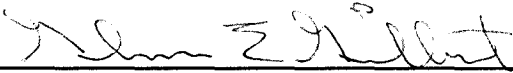
Kirk Stickels: If we change the use of the building then it may trigger different permit requirements. I will find out how much it would cost for a curb cut.

2. Adjourn the meeting at 1:00pm

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

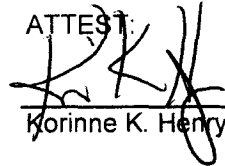
August 20, 2010

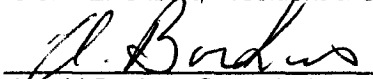
We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$41,076.21 and from the General Fund, this 20th day of August 2010.


Antonio DeCarlo, Commissioner

ATTEST:



Glenn E. Gilbert, President & Commissioner


Korinne K. Henry, Recording Secretary


Arnold Bockus, Commissioner

Voucher #	Claimant	Amount
10371	WA State Dept of Revenue	7,173.71
10372	Alan Jahns	12.50
10373	Puget Sound Energy	1,846.21
10374	CenturyLink	349.32
10375	Amy Spray	133.14
10376	Richard Nutter	36.89
10377	Associated Petroleum Products, Inc.	21,529.35
10378	Bank of America	438.64
10379	Better Business Forms	204.14
10380	Coast to Coast Hardware	66.27
10381	Excel Business Systems, Inc	20.60
10382	Fisheries Supply	462.26
10383	Regence Blueshield	8,271.55
10384	Reliable Dive Service	217.20
10385	Staples Advantage	119.48
10386	Toiletpaperworld.com	84.70
10387	Verizon Wireless	45.03
10388	Wizz Signs	65.22
TOTAL		\$41,076.21

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

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370


Kitsap County, WA


August 20, 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 \$8,671.99 and from the General Fund, this 20th day of August 2010.


Antonio DeCarlo, Commissioner

ATTEST:



Glenn E. Gilbert, President & Commissioner


Korinne K. Henry, Recording Secretary


Arnold Bockus, Commissioner

Voucher #	Claimant	Amount
P10176	Kirk Stickels	\$1,494.60
P10177	Richard Stice	1,433.29
P10178	Brady Miller	1,078.02
P10179	Jannese Petersen	1,015.28
P10180	Carol Tripp	1,518.10
P10181	Melanie Winnett	954.57
P10182	Charles Schmidt	734.65
P10183	Jonathan Davis	443.48
TOTAL		\$8,671.99

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

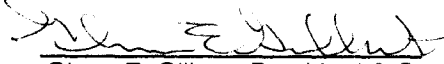
Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA

August 20, 2010

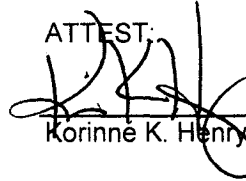
We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$2,540.11 and from the General Fund, this 20th day of August 2010.

  
Antonio DeCarlo, Commissioner

  
Glenn E. Gilbert, President & Commissioner


  
Arnold Bockus, Commissioner

ATTEST:

  
Korinné K. Henry, Recording Secretary

| Voucher #    | Claimant                    | Amount     |
|--------------|-----------------------------|------------|
| ACH 08/20/10 | US Treasury/Financial Agent | \$2,540.11 |
|              | TOTAL                       | \$2,540.11 |

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 ~~~