

**PORT OF POULSBO
MEETING AGENDA OF
August 5, 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 July 15, 2010

B. Warrants: #10320-10345, #10346-10370, P10156 - P10163, P10164 -
P10175, ACH 07/23/10, ACH 08/06/10 in the amount of \$5,599.24

5. OLD BUSINESS ITEMS

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

B. Mayor/Port Discussions

6. NEW BUSINESS ITEMS

A. Items for public comments/motions/discussions

B. Armory Discussion/American Legion – Port Manager

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
August 5, 2010
7:00PM**

Present: Commissioner Bockus, Commissioner Gilbert, Commissioner DeCarlo, Port Manager Kirk Stickels, Recording Secretary Kori Henry, City Councilman Dale Rudolph, 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: None

Commissioner Bockus: None
- 4. CONSENT AGENDA**
 - A. The Board of Commissioners unanimously approved the regular meeting minutes of July 15, 2010 as written.
 - B. The Board of Commissioners unanimously approved warrants #10320-10345, #10346-10370 P10156-P10163, P10164-P10175, ACH 07/23/2010, ACH 08/06/10 in the amount of \$5,599.24 as written.
- 5. OLD BUSINESS ITEMS**
 - A. Review of City/Port Lease Agreement –Commissioner DeCarlo**
We are just waiting for the City to sign the lease agreement.
 - B. Mayor/Port Discussion**
Becky Erickson: We need to schedule a meeting time and continue discussions about the escrow account. The reconciliation of the escrow account is off so we need to have our two finance people go over the use of the funds and get it balanced out. We need to discuss the use of the funds to make sure it is a joint venture and to possibly use the account for matching funds for a grant to complete projects. We need to set up a date and time to meet and create a vision plan. We need to figure out the projected flow of funds.

Kirk Stickels: The funds that were requested were for bulkhead repairs which direct language in the lease allows for this use of funds. The failure of the City's storm water system is affecting our dinghy dock and guest dock. A year is too long to wait and if we do wait a year we may lose our parking area.

Becky Erickson: That is why I am here. We need to get going on this project. Let's meet and get it worked out. Mondays are best for me to plan a meeting. Fridays will work as well but Mondays are better. The sooner we hold the meeting the better.

Dale Rudolph: I would like to bring a member of the public works department in the meeting as well. If there is a problem then we need to fix it.

Becky Erickson: Let's meet here so we can walk around and look at the site.

Commissioner Bockus: How about next Monday the 9th at 10:30am? I would like Carol to attend the meeting as well.

Dale Rudolph: I will check and see if it works with my schedule as well.

Becky Erickson: I can do Monday the 9th at 11:30am.

Commissioner Gilbert: Mrs. Tripp has been investigating the shortage of funds and according to our attorney the funds that are in the account are correct.

Becky Erickson: We need to get Carol and Debrah together to figure it out.

6. NEW BUSINESS ITEMS

A. Items for public comments/motions/discussions

I received a letter on Tuesday from Mr. Johns requesting a deposit refund. Mr. Johns came down to look at the Port and decided to fill out the form and pay the deposit to get on the waitlist for a slip. The following Monday he decided he did not want to stay here at the Port and is requesting a refund of his waitlist deposit. He reason was that he is a snowbird and does not want to leave his boat here all winter unattended.

The Board of Commissioners unanimously decided to refund Mr. Johns waitlist deposit as requested.

B. Armory Discussion – Port Manager/Craig Steinlicht

Victor Chavone: I am with the American Legion and we have come to you with our backs against the wall. We had use of the Armory building and offices then we had to transfer to the City Hall temporarily. We need to vacate City Hall and leave by August 31. We are selling our hall on Breidablik lane because we can't maintain the building financially or man it with personnel. We need office space similar to what we had before to service our men, women, and children of our service members. We need to use the building one Thursday per week and one meeting per month. We would like to get back

into the Armory. We need to find out how much it would cost but we need to relocate by August 31.

Commissioner Bockus: You need a record storage area as well is that correct?

Victor Chavone: Yes, we had the office in the back as well as the offices in the front for a computer and for our records.

Commissioner Bockus: We established a rate for rent and passed it on to Bob Teal.

Victor Chavone: There are four of us here tonight and we have not seen the rate sheet for the rent.

Commissioner Bockus: I recommend you take a look at our rate sheet and work with Kirk on getting back in the Armory. It is empty right now but it has been cleaned up and we are working with a property manager to get it rented.

Commissioner Gilbert: We proposed a letter to swap property with the City and we understand it probably won't happen but we need to find out from the City for sure before we do too much with the Armory.

Becky Erickson: Let's talk about this at the meeting on Monday.

Victor Chavone: I will check with Kirk on the 10th to see what has been decided.

Kirk Stickels: The rent is \$1.25 per square foot and the office space that the legion used before was about 1,000 square feet. Bob Teal wasn't sure if you needed to use all the space that you had before or not.

Commissioner Bockus: Since there are construction delays on City Hall can the Legion stay longer than August 31?

Becky Erickson: We won't re-negotiate the lease but we won't kick them out either.

Victor Chavone: We can work it out but we want to get relocated as soon as possible.

Commissioner Bockus: We are aware of what you do for our service men, their families, and widows and we support your services. We want to work with you on this.

C. Manager/Maintenance Report – Port Manager

We are continuing to work on our routine maintenance. We are working on inspections on our maintenance schedule but are finding nothing unusual. We are changing the zincs on the fuel barge. On E-dock the triangles are being replaced because the plywood was deteriorating so we decided to switch to high impact poly triangles. It is much easier on the feet. Both of our maintenance guys have had some time off to fix their houses the past few weeks.

They Mayor and I have been having discussions and would like to set a meeting which has already been decided on for Monday August 9th.

Becky Erickson: I will attend as well as Berry Loveless, Dale Rudolph, and Deborah Booher.

Kirk Stickels: I have been contacted by a member of the boy scouts and he would like to complete an Eagle Scout project. He is going to build a stackable stand that will help prevent the boat launch float from sitting on the bottom at low tide. He will also complete a group project that he will manage and over see by removing the smaller rocks under the boat launch and placing them back on the slope. He has submitted his paperwork to his council for approval.

We have been involved in the shoreline master plan process and we have also been following the county master plan process as well. The City has posted on their website a shoreline master plan land inventory. They have a review coming up on the new policies outlined in the plan. This will affect the Port and future projects. Carrie Weaver can come down and meet with us to go over the proposed policies once our Board has approved it. The new policy is mainly no net loss. I brought up the Ports ongoing process to clean up the bay as well as submitted a letter to Carrie outlining our effort in cleaning up the bay. These are specific questions that we want to ask Carrie Weaver about when she is here. We should be able to refer to these processes or have a mechanism in the plan that our processes would be recognized during the final process of the plan. I stay in touch with Carrie weekly. August 16th is the public meeting then we have a 30 day window to discuss the policies.

Commissioner Gilbert: How are the zincs on the bulkhead by the ramp?

Kirk Stickels: We have checked that area thoroughly and there are no zincs on the bulkhead.

Commissioner DeCarlo: There used to be.

Kirk Stickels: They must be well below the mud line because we have not found any.

Commissioner Gilbert: Over on the permanent side we discussed allowing dock boxes on the triangles did that ever go anywhere with our tenants?

Kirk Stickels: We asked our tenants if they were interested in dock boxes but we did not receive much interest in them.

Commissioner Gilbert: The last scout that completed an Eagle Scout project here has gone on to college and is now in a pre-med program. How is the float plane doing with the failure of the sea wall?

Kirk Stickels: We will have to dredge that area to make sure it does not ground out. The float plane dock has seen a lot more use this year than in the past. We will have to anchor the dock differently to give them more space for landing larger planes. If it gets too far out there it will be difficult to get dinghies in there. The alcohol free gas is a bonus for our float planes.

Commissioner Bockus: I wonder how many passengers Kenmore Air would get by providing service here.

Kirk Stickels: They are interested in providing service here. Kenmore would like to bring in a scheduled plane.

Commissioner DeCarlo: I spoke with the ROC about our projects and grant possibilities.

Becky Erickson: How much money are you looking for?

Kirk Stickels: To extend the dock it would cost approx. \$2,500.

Becky Erickson: Consider a bigger project because grants typically have minimums.

Kirk Stickels: We could reconfigure D-dock that would accommodate larger vessels and larger planes. If I extend that dock will I have to provide more parking spaces even though it would be water based and not need parking?

Becky Erickson: Only permanent moorage slips require more parking spaces. In the PMC it states that you need to provide one parking space for two permanent moorage slips.

Kirk Stickels: These would be transient slips.

Dale Rudolph: The Tribe might be interested in a grant for tourism.

D. Executive Session

None.

7. PUBLIC COMMENTS

None.

8. COMMISSIONER COMMENTS

Commissioner Bockus: None

Commissioner DeCarlo: I spoke with the three legislatures regarding Ports losing the ROC funds. They are going to check into it.

Commissioner Bockus: None

9. ADJOURN MEETING AT 8:15pm



Commissioner Bockus



Commissioner DeCarlo



Commissioner Gilbert


PORT OF POULSBO

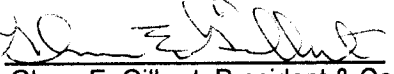
PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

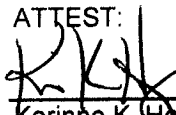
Kitsap County, WA July 23, 2010

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 \$8,521.51 and from the General Fund, this 23rd day of July 2010.


Antonio DeCarlo, Commissioner


Glenn E. Gilbert, President & Commissioner


Arnold Bockus, Commissioner

ATTEST:

Korinne K. Henry, Recording Secretary

Voucher #	Claimant	Amount
P10156	Kirk Stickels	\$1,494.60
P10157	Richard Stice	1,422.19
P10158	Brady Miller	1,084.24
P10159	Jannese Petersen	1,061.76
P10160	Carol Tripp	1,519.12
P10161	Melanie Winnett	964.36
P10162	Charles Schmidt	516.59
P10163	Jonathan Davis	458.65
TOTAL		\$8,521.51

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

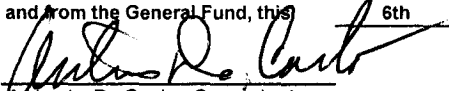
Kitsap County, WA

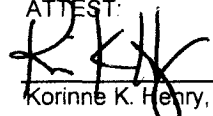
August 6, 2010


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

\$48,032.28

and from the General Fund, this 6th day of August 2010

  
Antonio DeCarlo, Commissioner

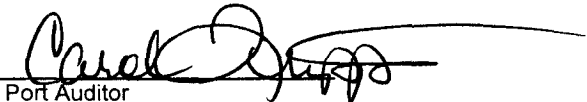
ATTEST:  
  
Korinne K. Henry, Recording Secretary

  
Glenn E. Gilbert, President & Commissioner

  
Arnold Bockus, Commissioner

| Voucher # | Claimant                           | Amount      |
|-----------|------------------------------------|-------------|
| 10346     | Jackie Adams                       | 2.00        |
| 10347     | Scot Wilson                        | 106.49      |
| 10348     | Edward Jones                       | 1,398.26    |
| 10349     | City of Poulsbo                    | 2,441.63    |
| 10350     | Jerry Wells                        | 250.50      |
| 10351     | AT & T                             | 153.93      |
| 10352     | Margo Hobbs                        | 45.00       |
| 10353     | Jan Paulin                         | 53.10       |
| 10354     | Frank Dvorak                       | 48.60       |
| 10355     | Eddie Adamowicz                    | 9.00        |
| 10356     | Alpine Products, Inc.              | 141.15      |
| 10357     | American Meter & Appliance Inc     | 92.31       |
| 10358     | Associated Petroleum Products, Inc | 40,891.58   |
| 10359     | Associated Petroleum Products, Inc | 201.86      |
| 10360     | Bainbridge Disposal                | 123.16      |
| 10361     | Bank of America                    | 262.94      |
| 10362     | CHS, Inc/Cenex                     | 75.01       |
| 10363     | Coast to Coast Hardware            | 45.21       |
| 10364     | DSC, Inc                           | 283.84      |
| 10365     | Flag Factory Northwest             | 79.01       |
| 10366     | Home Depot                         | 98.95       |
| 10367     | New Pig Corp                       | 607.35      |
| 10368     | Office Depot Credit Plan           | 92.79       |
| 10369     | Olympic Springs, Inc               | 23.68       |
| 10370     | Toiletpaperworld.com               | 504.93      |
| TOTAL     |                                    | \$48,032.28 |

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 July 23, 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 \$65,756.25 and from the General Fund, this 23rd day of July 2010.

Antonio DeCarlo, Commissioner  
  
Glenn E. Gilbert, President & Commissioner  
  
Arnold Bockus, Commissioner

ATTEST:  
  
Korinne K. Henry, Recording Secretary

| Voucher #    | Claimant                           | Amount             |
|--------------|------------------------------------|--------------------|
| 10320        | Advanced Rentals                   | 127.64             |
| 10321        | Associated Petroleum Products, Inc | 23,215.61          |
| 10322        | AT & T                             | 76.74              |
| 10323        | Bank of America                    | 198.37             |
| 10324        | CHS, Inc/Cenex                     | 45.55              |
| 10325        | City of Poulsbo                    | 408.00             |
| 10326        | Coast to Coast Hardware            | 119.97             |
| 10327        | Dept of Natural Resources          | 3,610.83           |
| 10328        | Ferguson Enterprises, Inc          | 44.97              |
| 10329        | Home Depot                         | 663.35             |
| 10330        | Kitsap Printing                    | 97.74              |
| 10331        | Norbut Law Firm                    | 800.00             |
| 10332        | Plastic Supply, Inc                | 4,788.52           |
| 10333        | Regence Blueshield                 | 8,271.55           |
| 10334        | Staples Business Advantage         | 247.30             |
| 10335        | Tacoma Screw Products, Inc         | 315.41             |
| 10336        | Kitsap Sun                         | 93.88              |
| 10337        | Toiletpaperworld.com               | 200.89             |
| 10338        | Verizon Wireless                   | 47.04              |
| 10339        | WA State Department of Revenue     | 4,449.58           |
| 10340        | WA State Department of Revenue     | 13,968.01          |
| 10341        | Puget Sound Energy                 | 2,965.82           |
| 10342        | CenturyLink                        | 349.37             |
| 10343        | Safe Security                      | 528.00             |
| 10344        | Beverly Anthony                    | 68.11              |
| 10345        | Kari Conlon                        | 54.00              |
| <b>TOTAL</b> |                                    | <b>\$65,756.25</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

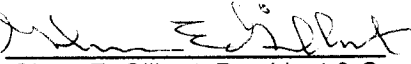
PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370


Kitsap County, WA August 6, 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 \$3,121.15 and from the General Fund, this 6th day of August 2010.

  
Antonio DeCarlo, Commissioner


  
Glenn E. Gilbert, President & Commissioner

  
Arnold Bockus, Commissioner

ATTEST:  
  
Korinne K. Henry, Recording Secretary

| Voucher #    | Claimant                    | Amount     |
|--------------|-----------------------------|------------|
| ACH 08/06/10 | US Treasury/Financial Agent | \$3,121.15 |
|              | TOTAL                       | \$3,121.15 |

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 July 23, 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 \$2,478.09 and from the General Fund, this 23rd day of July 2010.

  
Antonio DeCarlo, Commissioner

  
Glenn E. Gilbert, President & Commissioner

  
Arnold Bockus, Commissioner

ATTEST:  
  
Korinne K. Henry, Recording Secretary

| Voucher #    | Claimant                    | Amount     |
|--------------|-----------------------------|------------|
| ACH 07/23/10 | US Treasury/Financial Agent | \$2,478.09 |
|              | TOTAL                       | \$2,478.09 |

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

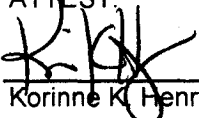
August 6, 2010

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 \$10,381.87 and from the General Fund, this 6th day of August 2010.


Antonio DeCarlo, Commissioner


Glenn E. Gilbert, President & Commissioner


Arnold Bockus, Commissioner

ATTEST:

Korinne K. Henry, Recording Secretary

| Voucher # | Claimant | Amount |
|-----------|------------------|--------------------|
| P10164 | Arnold Bockus | \$680.68 |
| P10165 | Antonio DeCarlo | 539.34 |
| P10166 | Glenn Gilbert | 578.85 |
| P10167 | Korinne Henry | 96.04 |
| P10168 | Kirk Stickels | 1,494.60 |
| P10169 | Richard Stice | 1,419.42 |
| P10170 | Brady Miller | 1,073.04 |
| P10171 | Jannese Petersen | 1,142.52 |
| P10172 | Carol Tripp | 1,517.59 |
| P10173 | Melanie Winnett | 954.57 |
| P10174 | Charles Schmidt | 392.05 |
| P10175 | Jonathan Davis | 493.17 |
| TOTAL | | \$10,381.87 |

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---