

**PORT OF POULSBO
MEETING AGENDA OF
September 2, 2010**

1. OPEN MEETING

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

3. COMMISSIONER COMMENTS

4. CONSENT AGENDA ITEMS

(Next Res. 2010-06)

All matters listed within the Consent Agenda have been distributed to each member of the commission for reading and study, are considered to be routine and will be enacted by one motion of the commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by a Commission member or by citizen request.

- A. Approve meeting minutes of August 19, 2010
- B. Approve special meeting minutes of August 9, 2010
- C. Resolution 2010-06 Allocation of funds to the City/Port Waterfront Improvement Fund
- D. Resolution 2010-07 Adopt Rules & Regulations Booklet
- E. Warrants 10389-10418, P10184-P10195, ACH 9/03/10 in the amount of \$44,905.83

5. OLD BUSINESS ITEMS

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

6. NEW BUSINESS ITEMS

- A. Items for public comments/motions/discussions
- B. Preliminary 2011 Budget Discussions – Port Accountant
- C. Armory Discussion – Port Manager
- D. Managers / Maintenance Report – Port Manager
- E. Board Action Request – Port Manager
- F. Executive Session

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

8. COMMISSIONER COMMENTS

9. ADJOURN MEETING

**PORT OF POULSBO
MEETING MINUTES OF
September 2, 2010
7:00PM**

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

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

2. PUBLIC COMMENTS:

Dale Rudolph: I am announcing that I am relinquishing my City Council seat. We have received your letter of interest in the museum property and I think we are going to counter off. Our counter offer is to sell it to you for \$160,000 plus closing costs but we first have to check with our attorney. The contractor is supposed to bring the property back to its original condition by the end of September but you may decide you want him to leave it as is. The City selling the property to you looks good and I will recommend it to the Council. The property has access to a public street and they are accessing it right now from the alley.

Commissioner Gilbert: Is the sidewalk location there going to be an issue?

Dale Rudolph: The reason the sidewalk was placed there no longer exists so it should be able to be moved. People used to park on only one side of the street and use the sidewalk to cross but there is parking on both sides of the street now.

3. COMMISSIONER COMMENTS:

Commissioner Gilbert: I attended the parking committee meeting and the parking plan looks good and won't affect us much. They are discussing pervious asphalt but I told them I had a concern about it because it will allow water to drain even faster and will cause more silt.

Commissioner DeCarlo: They should have put in some drain holes in the new concrete wall to avoid the hydrostatic pressure. You can't run it into the fill.

Commissioner Gilbert: In the plan there were also several rain gardens and curbs that will have drain pipes that will go directly into the storm drain system. There will be two lanes and add four additional slips by using 90 degree parking.

Commissioner DeCarlo: I went to the City Council meeting last night and there is a new annexation request to the City and is zoned commercial.

Dale Rudolph: The property is zoned commercial and is off highway 3. I would have Kirk talk to Barry about the annexation process. This new annexation is one party and is 5 acres of commercial property.

Commissioner Bockus: So you suggest talking to Barry?

Dale Rudolph: Yes.

Commissioner Bockus: The staff has been doing a lot of work on the Armory and it is looking much better.

Commissioner Gilbert: Contact an architect about drawing up concept ideas for the Armory.

Commissioner DeCarlo: Buzz Whitely is an architect.

Commissioner Bockus: We should get a proposed façade idea for the Armory and advertise for rent with the proposed changes.

Dale Rudolph: Wayne Lamont is who Bill Austin uses all the time and he is local.

Commissioner Bockus: It is time we do something with the Armory. We have sat on this long enough. It is time to do something. The Lions Club was up at the Armory prepping and waxing the floor which was agreed upon as in-kind services for the pancake breakfast. They have been storing some items in there. We are not guaranteeing them space for the next pancake breakfast. The storage is temporary for right now.

Carol Tripp: You were going to discuss the rules and regulations handbook.

Commissioner Bockus: The rules and regulations booklet has been completed and is a good booklet. We went through several different Ports rules and regulations and came up with a new version that applies to us at this Port.

Carol Tripp: You will need to accept them by resolution. They will be sent out on the 11th.

Commissioner Bockus: We will add resolution 2010-07 adoption of the revised rules and regulations to the agenda under consent agenda item E.

4. CONSENT AGENDA

- A.** The Board of Commissioners unanimously approved the regular meeting minutes of August 19, 2010 as written.
- B.** The Board of Commissioners unanimously approved the special meeting minutes of August 9, 2010 as written.

- C. Resolution 2010-06 allocation of funds to the City/Port Waterfront Improvement Fund was unanimously approved by the Board as written.
- D. Warrants 10389-10418, P10184-P10195, ACH 09/03/10 in the amount of \$44,905.83 were unanimously approved by the Board as written.
- E. Resolution 2010-07 adoption of the Port of Poulsbo rules and regulations booklet was unanimously approved by the Board as written.

5. OLD BUSINESS ITEMS

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

The maps were not included in the new lease agreement. Kirk is on vacation when he gets back he can take the maps up to the City so they can be added to the lease agreement then the Mayor will sign it.

6. NEW BUSINESS ITEMS

A. Items for public comments/motions/discussions

Thank you for your comments on our property purchase request. The communication between the City and Port is improving and this is was a quick response. Thank you.

B. Preliminary 2011 Budget Discussions – Port Accountant

There is a negative CPI this year so there are only small increases in moorage. Permanent Moorage will go to \$4.87 per foot, Guest Moorage will stay at \$.90 per foot, Transient, Winter, and Summer Moorage will go to \$4.25 per foot, and Boathouse Moorage will go to \$.36 per square foot. We are going to have to dip into the reserve account if we purchase the museum property, and for capital improvement projects. Capital Improvements budgeted for 2011 are washers/dryers and bathroom upgrades \$12,500, Armory upgrades \$15,000, C-dock rebuild \$12,000, Engineering Design and permitting \$25,000, gates for DNR Trust Lands \$6,000, Electrical Pedestal upgrades \$39,096, 2 portable pump-outs \$10,426, and DNR Trust Lands \$160,000 for a grand total of \$267,522. Total budgeted income is \$1,161,171.00, and total budgeted expenses are \$1,269,187.00 which will dip into our reserves in the amount of \$108,016.00. Please review the budget and let me know if any corrections are needed, if not the budget will be ready to pass at the next meeting.

C. Amory Discussion – Port Manager

The Armory was discussed under Commissioner Comments.

D. Managers/Maintenance Report – Port Manager

A station was broke on the guest dock and has been fixed. We have two yacht clubs in this weekend so we will be full. Staff has been working on the Armory.

E. Board Action Request – Port Manager

None

F. 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 8:07pm

Close executive session and open public session at 8:27pm

No decisions were made.

7. PUBLIC COMMENTS

None

8. COMMISSIONER COMMENTS

Commissioner Gilbert: I was looking at grants today for pump outs and the grant closed last month. I was also looking for float plane grants but could not find any. I looked at the BIG grant information that is needed and it is very helpful. They want partners but don't want the actual letters. We need to set a date to discuss the budget.

Carol Tripp: Review the information and if you have any questions Kirk, and I will answer any questions you may have.

Commissioner DeCarlo: None

Commissioner Bockus: Congratulations on your decision to retire.

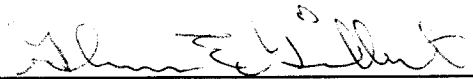
9. ADJOURN MEETING AT 8:27pm



Commissioner Bockus



Commissioner DeCarlo



Commissioner Gilbert

PORT OF POULSBO
KITSAP COUNTY, WASHINGTON
RESOLUTION NO. 2010-06
DATED: SEPTEMBER 2, 2010

A RESOLUTION of the Board of Commissioners, Port of Poulsbo, in Washington State, to allocate funds from the Liberty Park Fund #88737 to the Port/City Waterfront Improvement Fund #88738 in the amount of \$1,350.00.

WHEREAS, the Port of Poulsbo wishes to allocate funds from the Liberty Park Fund #88737 to the Port/City Waterfront Improvement fund #88738 in the amount of \$1,350.00; now, therefore

BE IT RESOLVED by the Board of Commissioners, Port of Poulsbo, Kitsap County, Washington, to allocate funds from the Liberty Park Fund #88733 to the Port/City Waterfront Improvement Fund #88738 in the amount of \$1,350.00.

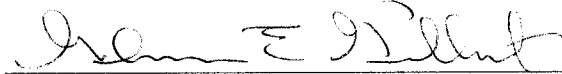
ADOPTED by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 2nd day of September 2010 and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.



Arnold Bockus, Chairman and Commissioner

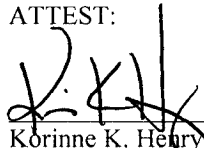


Antonio DeCarlo, Commissioner



Glenn Gilbert, Commissioner

ATTEST:



Korinne K. Henry Recording Secretary


PORT OF POULSBO
KITSAP COUNTY, WASHINGTON
RESOLUTION NO. 2010-07
DATED: SEPTEMBER 2, 2010

A RESOLUTION of the Board of Commissioners, Port of Poulsbo, in Washington State, to adopt the updated Port of Poulsbo rules and regulations booklet as written.

WHEREAS, the Port of Poulsbo wishes to adopt the updated Port of Poulsbo rules and regulations booklet as written; now, therefore

BE IT RESOLVED by the Board of Commissioners, Port of Poulsbo, Kitsap County, Washington, to adopt the updated Port of Poulsbo rules and regulations booklet as written.

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



Arnold Bockus, Chairman and Commissioner

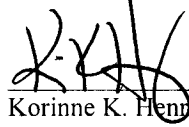


Antonio DeCarlo, Commissioner



Glenn Gilbert, Commissioner

ATTEST:



Korinne K. Henry, Recording Secretary



PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA

September 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 \$31,691.42 and from the General Fund, this 3rd day of September 2010.

Antonio DeCarlo, Commissioner

ATTEST:

Glenn E. Gilbert, President & Commissioner

Kbrinne K. Henry, Recording Secretary

Arnold Bockus, Commissioner

Voucher #	Claimant	Amount
10389	Ian Meikle	171.02
10390	William & Sandra Cusick	180.34
10391	Kenneth Fleming	20.00
10392	Dave Johnson	159.34
10393	Kimberly Miller	479.99
10394	Associated Petroleum	26,820.99
10395	Associated Petroleum Products	196.67
10396	Bank of America	249.36
10397	CHS, Inc/Cenex	74.30
10398	Cheyenne Products, Inc.	332.15
10399	Coast to Coast Hardware	24.72
10400	Home Depot	134.93
10401	James Lumber & Ace Hardware	69.83
10402	The Norbut Law Firm	1,325.00
10403	Staples Advantage	126.89
10404	Kitsap Sun	38.75
10405	Toiletpaperworld.com	255.44
10406-10417	VOID	
10418	DPI Print	1,031.70
TOTAL		\$31,691.42

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

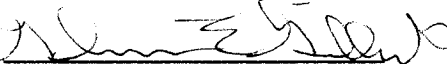
Kitsap County, WA

September 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 \$10,162.77 and from the General Fund, this 3rd day of September 2010.


Antonio DeCarlo, Commissioner


ATTEST:

Korinne K. Henry, Recording Secretary


Glenn E. Gilbert, President & Commissioner


Arnold Bockus, Commissioner

Voucher #	Claimant	Amount
P10184	Kirk Stickels	\$1,494.60
P10185	Richard Stice	1,434.17
P10186	Brady Miller	1,076.11
P10187	Jannese Petersen	1,081.74
P10188	Carol Tripp	1,518.50
P10189	Melanie Winnett	923.07
P10190	Charles Schmidt	273.80
P10191	Jonathan Davis	470.05
P10192	Arnold Bockus	655.68
P10193	Antonio DeCarlo	368.06
P10194	Glenn Gilbert	578.85
P10195	Korinne Henry	288.14
TOTAL		\$10,162.77

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

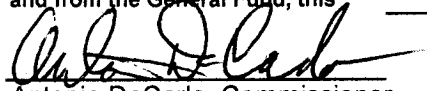
PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA

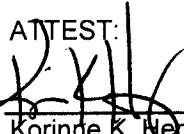
September 3, 2010

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 \$3,051.64 and from the General Fund, this 3rd day of September 2010.


Antonio DeCarlo, Commissioner



Glenn E. Gilbert, President & Commissioner


Arnold Bockus, Commissioner

ATTEST:

Korinne K. Henry, Recording Secretary

Voucher #	Claimant	Amount
ACH 09/03/10	US Treasury/Financial Agent	\$3,051.64
	TOTAL	\$3,051.64

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 ~~~