

**PORT OF POULSBO
MEETING MINUTES OF
April 8, 2010
7:00PM**

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

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

2. PUBLIC COMMENTS:

Jan Wold: I want to talk about Johnson Creek and annexations. The City is in the process of the Tibbetts annexations, which has been proposed. If you look at the arial photos the sediment is phenomenal. There is so much sediment out there now that it is filling in at low tide. There is now only a small strip of water. Dogfish Creek is doing this as well. The sediment fans out almost to the marina. The difference is amazing and the depth of the sediment is a concern. We are losing the Coho salmon run. Johnson Creek cannot handle the amount of water that is coming in to it. It eats away at the tows of the slopes, and the trees are being undercut. We are losing a lot of trees.

Commissioner Gilbert: Where is the water coming from?

Jan Wold: The new construction is causing it.

Earl Jones: I am from the American Legion Post 235. In the past we rented office space in the Armory but we are now renting office space in the old City Hall. We will need to move out of City Hall soon and would like to rent space back at the Armory if it is available. We handle relationships with our veterans, and the VA funds that come from the County. The space we had previously worked really great for us. The upper floor does not work well due to mobility of most of our clients and the difficult access. We are very helpful to the community and to our veterans.

Kirk Stickels: We have a draft copy of the lease agreement for the Armory.

3. COMMISSIONER COMMENTS:

Commissioner Gilbert: Commissioner Backus will not be here tonight due to being sick.

Commissioner DeCarlo: I went to the City Council meeting last night but they did not discuss anything pertaining to the Port.

4. CONSENT AGENDA

- A. The Board of Commissioners unanimously approved the regular meeting minutes of March 18, 2010 as written.
- B. The Board of Commissioners unanimously approved warrants 10178-10200 P10078-P10089 ACH 04/02/10 in the amount of \$33,877.05 as written.
- C. Warrant 2010-04 changing the custodian of the Petty Cash was unanimously approved by the Board as written.

5. OLD BUSINESS ITEMS

- A. **Review of City/Port Lease Agreement –Commissioner DeCarlo**
This item has been tabled until May 5th at 3:00 at City Hall's Engineering Conference Room. This special meeting will need to be advertised in the newspaper.

6. NEW BUSINESS ITEMS

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

Commissioner Gilbert: Which fork of Johnson Creek has the worst sediment problem?

Jan Wold: The north fork is the worst. We also almost lost the culvert under Viking Way due to the volume of water. The culvert is located before Bright Star Lane. The north fork and center fork comes together right before the Viking Way culvert which creates a large flow of water. The south fork is also plugging up and having problems it is just not as bad as the north fork. The County has been out to work on it.

Dale Rudolph: The storm water standards that Olhalva was developed under required retainage ponds that meter the water out. SR3 is the main culprit for the sediment. Olhalva has not been proven to be the problem. Olhalva has a lot better storm drain standards than other areas including SR3. The base is silting up but it has not been proven as to what is creating the problem. Two of the retention ponds feed into Johnson Creek and one feeds into Dogfish Creek. From Finn Hill to the base there is only one retention pond. The culvert problem occurred during the 100 year storm when the entire City was having problems.

- B. **Kitsap County Hazard Mitigation Profile Update- Public Comments**

The Hazard Mitigation Plan was put together by the County and our profile is a part of the plan that was adopted by the State. Each entity adopts their profile individually. The profile we have on record is being updated with minimal changes. This will be sent to the County to show that we discussed the profile in a public meeting. We will send in our updated profile as well as the agenda, and meeting minutes. Once all the information has been collected from all the agencies Kitsap County will then mail the information back to the State. This Mitigation Plan is updated every five years.

Kori Henry: You may want to add the Armory Building to the mitigation profile update.

Public Comments:

Thomas Mengert: A while back there was an earthquake at low tide and you could see the pilings moving outside the boathouses and may need to be checked out. It is affected by the tides. There is some electrical wires out there as well that could be a concern.

Kirk Stickels: The electrical lines have been removed.

Commissioner Gilbert: The pilings are all secured together and attached to the docks.

Thomas Mengert: A local earthquake would have more effect.

C. Manager/Maintenance Report – Port Manager

We have been working on floats and docks. We are chasing down stray current and are assessing the problems that we are finding. The power from the distribution system is not giving us a great ground. We are reading a small amount on the meters. We want to find out if the problem is coming in to us from the transformer or coming from our dock. I believe it is coming from the transformer.

Commissioner DeCarlo: Generally it would be coming back from the dock.

Kirk Stickels: We are checking in to it. We will check it with a megger reader. The electrical system on our permanent dock is 30 plus years old.

Commissioner Gilbert: Have you checked each of the transformers?

Kirk Stickels: Yes, and we check each individual boat annually. I think we may have a small problem within our own distribution wiring. We can find it whenever we have a problem with a boat. It is a time consuming process. We have eight transformers within the marina. Each dock is fed and wired differently from the transformers.

Commissioner DeCarlo: They do that to keep the phases balanced between the transformers.

We are working on defining our scopes of work for the Capital Improvement Projects along with a timeline to complete the projects.

We have done a complete review and audit of our tenant records. They need to be updated including phone numbers, addresses, boat owners, credit card authorizations, and e-mail addresses. This is long overdue.

Yesterday Commissioner Bockus, Mayor, Dale Rudolph, Police Chief, and I all met to go over the parking enforcement in Anderson Parkway. We discussed the Port parking areas, and the Mayor asked that we review our records for a document that shows we have access to the parking by the restroom. An informational sign will go up regarding the enforcement of overnight parking. Citations will be given for overnight parking. We will send out a blanket e-mail to our tenants so they are aware of the enforcement.

Dale Rudolph: City Hall will not allow overnight parking either and will also be strictly enforced.

Kirk Stickels: We changed personnel in the office. Janese has been moved to transient moorage. We advertised for a part-time accounting assistant, which will be a 20 hour per week position.

Commissioner Gilbert: Who will this person assist Carol?

Kirk Stickels: This person will help with general office duties and Carol Tripp as needed.

In your packet you have a draft concession and/or space lease agreement. It was sent to everyone to review and the corrections have been made. This was drafted by Greg. We have had a lot of interest in using the space for the day or weekend. We wanted to give them a square footage rate to budget for. The lease will cost \$1.25 per square foot based on a review of adjacent buildings.

Commissioner Gilbert: If we charge different rates for different spaces in the building how would you do that in this agreement?

Kirk Stickels: It would be done by an addendum page in the lease agreement. We may also have an in-kind service that needs a different rate.

Commissioner Gilbert: I don't see a clause in the parking agreement regarding parking. How are we going to address that?

Kirk Stickels: We kept silent on it for now until we can determine how many parking spaces we have available.

Commissioner Gilbert: So we are not going to allocate any parking spaces for now?

Kirk Stickels: Correct we don't want to guarantee a specific number of spaces right now. We will address it as it happens or occurs.

Commissioner DeCarlo: If we need to lease the space to someone right now we can use this agreement even while we are in the process of reviewing it.

Kirk Stickels: I would like the chairman to be aware of this agreement to. This gives me direction for the square footage price and the hold harmless wording.

Commissioner Gilbert: You could put together a check off list for people using the facility.

Dale Rudolph: Consult with Marion Parks regarding the Cities hold harmless agreements that the City uses.

D. Board Action Request

None

E. Executive Session

None

7. PUBLIC COMMENTS

Thomas Mengert: I have been here 14 years. In the summer if the City tickets overnights won't affect the businesses but it will affect the Port tenants. The parking lot is heavily used during the day but it is empty after 1:00am. I am speaking for all the boaters especially during the summer season. This should not be a Port problem because it is a City problem. The 3 hr parking limit should be enforce not the overnight parking. Thank you for listening.

Commissioner DeCarlo: You would be better heard if you go to the City and object to their plans for enforcement.

Dale Rudolph: The proposed joint City/Port workshop meeting will be cancelled and rescheduled. The parking committee will discuss the parking configuration. We will inform the Port when we meet to discuss the parking within the City. We want our businesses to succeed. The Gains annexations will have a public hearing on May 5th. There is another annexation off of Noll Road it is the Tibbet's annexation. The Port could try to parallel with the Cities annexation. The Armory is not a concern to the City unless you reconfigure the building. The rental of the Marine Science Center upstairs really affected the parking issue for the City.

Jan Wold: The map includes the Chamberlain, and Tibbets annexation and they will both affect the creek.

Ed Williams: If you have weekend events at the Armory how will you know if you need a permit? Is there a central source that we would talk within the City?

Kirk Stickels: We have had several requests for weekend or daily use including a boater's swap meet. Would we need a permit for that? We will create a checklist. We

were also contacted regarding use for a skateboarding event, and a bluegrass festival. We are continuing with the same uses of the original building. The kitchen will be up and usable as well as the restrooms. The security for the building has been worked out. There is good interest in the building.

Commissioner Gilbert: I could see a Friday night teen dance as well.

8. COMMISSIONER COMMENTS

Commissioner Gilbert: None

Commissioner DeCarlo: 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

April 9, 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 \$22,660.38 and from the General Fund, this 9th day of April 2010.

Antonio DeCarlo, Commissioner

ATTEST:

Korinne K. Henry, Recording Secretary

Glenn E. Gilbert, President & Commissioner

Arnold Bockus, Commissioner

Voucher #	Claimant	Amount
10178	Associated Petroleum	\$6,636.80
10179	Associated Petroleum	240.45
10180	AT & T	77.75
10181	Bainbridge Disposal, Inc	53.88
10182	Bank of America	1,329.69
10183	CHS, Inc/Cenex	74.62
10184	Coast to Coast Hardware	72.34
10185	Excel Business Systems, Inc	8,766.19
10186	Ferguson Enterprises, Inc	78.66
10187	Lab Safety Supply, Inc.	136.15
10188	Mascot Equipment	113.27
10189	NAPA/Westbay Auto Parts	8.33
10190	The Norbut Law Firm	550.00
10191	Olympic Springs, Inc	25.81
10192	Staples Business Advantage	159.62
10193	Swift Plumbing & Heating Inc.	21.70
10194	Kitsap Sun	93.75
10195	USArchive & Imaging Service	620.00
10196	Edward Jones	1,361.62
10197	CenturyLink	350.66
10198	City of Poulsbo	1,607.28
10199	FAC EduServ	200.00
10200	Kirk Stickels	81.81
TOTAL		\$22,660.38

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

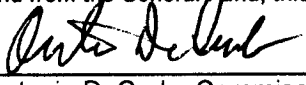
PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370


Kitsap County, WA

April 2, 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 \$2,668.23 and from the General Fund, this 2nd day of April 2010.


Antonio DeCarlo, Commissioner


Glenn E. Gilbert, President & Commissioner

ATTEST:

Korinne K. Henry, Recording Secretary

Arnold Bockus, Commissioner

Voucher #	Claimant	Amount
ACH 04/02/10	US Treasury/Financial Agent	\$2,668.23
	TOTAL	\$2,668.23

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

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PORT OF POULSBO

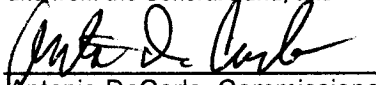
PAYMENT VOUCHER

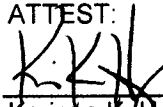
Post Office Box 732  
Poulsbo, WA 98370

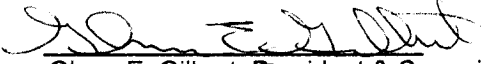
Kitsap County, WA

April 2, 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 \$8,548.44 and from the General Fund, this 2nd day of April 2010.

  
Antonio DeCarlo, Commissioner

ATTEST:  
  
Korinne K. Henry, Recording Secretary

  
Glenn E. Gilbert, President & Commissioner

Arnold Bockus, Commissioner

| Voucher #    | Claimant         | Amount            |
|--------------|------------------|-------------------|
| P10078       | Arnold Bockus    | \$519.80          |
| P10079       | Antonio DeCarlo  | 453.70            |
| P10080       | Glenn Gilbert    | 417.97            |
| P10081       | Korinne Henry    | 192.08            |
| P10082       | Kirk Stickels    | 1,494.60          |
| P10083       | Richard Stice    | 1,419.42          |
| P10084       | Brady Miller     | 1,072.47          |
| P10085       | Jannese Petersen | 464.81            |
| P10086       | Carol Tripp      | 1,520.14          |
| P10087       | Christine Dewees | 560.47            |
| P10088       | Charles Schmidt  | 432.98            |
| P10089       | VOID             |                   |
| <b>TOTAL</b> |                  | <b>\$8,548.44</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

---DIRECT DEPOSIT ADVICES---