

**PORT OF POULSBO
MEETING AGENDA OF
March 18, 2010**

1. OPEN MEETING

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

3. COMMISSIONER COMMENTS

4. CONSENT AGENDA ITEMS

(Next Res. 2010-03)

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 March 4, 2010

B. Warrants

5. OLD BUSINESS ITEMS

A. Draft Port "Rules and Regulations" - Port Manager

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

6. NEW BUSINESS ITEMS

A. Items for public comments/motions/discussions

B. Accounting Summary Report – Port Accountant

C. Managers / Maintenance Report – Port Manager

D. Board Action Request – Port Manager

E. Executive Session

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

8. COMMISSIONER COMMENTS

9. ADJOURN MEETING

**PORT OF POULSBO
MEETING MINUTES OF
March 18, 2010
7:00PM**

Present: Commissioner Bockus, Commissioner DeCarlo, Commissioner Gilbert via tele-conference, 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:

Thomas Mengert: I would like to address my continual objection of my moorage slip size adjustment. You have collectedly ignored my written response request, but do not assume you are exempt from answering my questions or the substance of my objection. I also object to the stringent three minute time rule during the public comment period it is unfair and does not give sufficient enough time to discuss the issues.

3. COMMISSIONER COMMENTS:

Commissioner DeCarlo: I went to the City Council meeting last night. They would like us to be included in the String of Pearls trail system. There is a brochure and website that lists the groups that are currently involved. They also discussed Paddle Kitsap which will be held August 2nd. The Mayor would like to get together April 7th to discuss the lease agreement.

Kirk Stickels: The meeting with the Mayor is scheduled for April 7th from 3:00-4:00pm at City Hall. We will need to advertise the special meeting since all three Commissioners will be present.

Commissioner Gilbert: None

Commissioner Bockus: The saga of the movie that they want to film in Poulsbo is continuing. On Sunday Kirk, Tammy, the Mayor, film crew, Poulsbo Inn, and I all met at Tizley's. The movie will be filmed in the era of the late 60's or early 70's. Tizley's provided the coffee and lunches for the meeting and it was very nice. We took a tour of the Port again and we were able to accommodate what they are looking for. Kirk will discuss it in his report later. This may come to fruition if it does it would bring in around \$6,000,000 to the City of Poulsbo. Part of the negotiations is that whatever location they use for filming will be paid for at the current lease rate. If they use the Armory or any of our docks they will pay the current lease rate for the use of the facility. It will be good for the City and for the Port.

4. CONSENT AGENDA

- A.** The Board of Commissioners unanimously approved the regular meeting minutes March 4, 2010 with the correction to page 1 under Commissioner Comments Commissioner Bockus stated that Tammy is now “on the Board of Directors of the Chamber of Commerce and she is the Chairperson for the Economic Development Committee”, and on page 5 under Public Comment the last statement needs to be changed from Commissioner Bockus to “Commissioner DeCarlo”.
- B.** The Board of Commissioners unanimously approved warrants 10150-10177, ACH 03/19/10 P10060-P10071-P10077 in the amount of \$57,754.96 as written.

5. OLD BUSINESS ITEMS

- A. Review of City/Port Lease Agreement –Commissioner DeCarlo**
A meeting has been set to discuss the lease agreement with both the City and Port and their legal advisors on April 7th from 3:00-4:00pm at City Hall.

6. NEW BUSINESS ITEMS

A. Items for public comments/motions/discussions

Commissioner Bockus: The three minute rule in is in place so we can limit the time for comments if the item is not on the agenda. A person can request to staff to be placed on the agenda prior to the meeting and then that subject will not be restricted to the three minute rule. The rule is in place to keep order at the meetings and to keep the meeting at hand.

B. Accounting Summary Report – Port Accountant

Attached is the Summary of Financial Statements for the Twelve Months ending December 31, 2009. There was a net gain for the month of December in the amount of \$14,510.23 and a net gain for the year of \$357,179.77. Also included is the Summary of Financial Statements for the One Month ending January 31, 2010. There is a net gain for the month of January in the amount of \$8,120.33. A detailed Revenue & Expenditure Report for the 4th quarter ending December 31, 2009 is included. Several re-allocations were necessary to make the expense accounts fall within the approved budget. The following re-allocations were made. From the contingency fund to <\$5,195> to Employee Benefits \$25, Insurnace-Health \$1,200, Accounting \$120, Office Supplies \$2,400, Insurance – General \$350, and Outside Service \$1,100. From the Contingency Fund <\$66,000> to Maintenance \$66,000. Capital Improvements and Equipment purchased during 2009 are as follows; C dock ramp \$26,471.25, and Radial Arm Saw \$758.91 for a total of \$27,230.16. A total of \$217,902 was not used for projects in 2009 and has been put into reserves. The annual report to Kitsap County has been completed and mailed. The annual report to the State of Washington has been completed and is at the CPA’s office for review.

I will need a resolution typed to change the custodian of the Petty Cash from Janese Peterson to Kirk Stickels effective immediately.

Commissioner Bockus: Thank you Carol, a job well done.

Commissioner Bockus: I make a motion to transfer the custodian of the Petty Cash from Janese Peterson to Kirk Stickels effective immediately.

The motion was unanimously approved by the Board to transfer the custodian of the Petty Cash from Janese Peterson to Kirk Stickels effective immediately.

Commissioner DeCarlo: I make a motion to accept the accounting report as written.

The motion was unanimously approved by the Board to accept the accounting report as written.

C. Manager/Maintenance Report – Port Manager

I met with Greg Norbut regarding the lease for occupancy of the Armory for daily, weekly, monthly, and yearly leases. He has a basis that he can use for the agreement from another client within the same area. I asked him to look into the land trust property as conservation right away. The legal description will be drawn up this spring or summer by DNR. We will speak with DNR again this fall and we will also need a road maintenance lease for the access to the homes that are currently on the state right of way. No maintenance fund or maintenance lease has ever been addressed for these homes. Do we want to maintain the road or lease it to the homeowners? The county parcel maps are not clear as to whether there are easements but there could be a potential for confusion. These homeowners rely on this access to get to their homes. Greg will attend the meeting on April 7th to work on the Port/City lease.

Commissioner Gilbert: I should be back in town around April 1st, or 2nd.

I have been working on a map for the City that shows our parking areas within Anderson Parkway. I got a map from the City and marked the areas that are the Ports. I also included the memorandum of understanding with the Marine Science Center that allows use of their parking after hours that was agreed upon July 2, 1999 the agreement does not have a termination date. I will take it up to the Mayor's Office tomorrow.

The movie is called Hook, Line, and Sinker. It is still fuzzy on how he wants to shoot the film. I showed him areas within the Port that could be used and that would have minimal effect on our tenants and staff. They are looking at D-dock, the boathouse, and the area by the Public Hose to use for shooting.

We will meet again next week. The filming company was surprised by the constraints of working around the fish window for in water shooting.

We have continued to work on stray current within the marina. The wind event created minimal damage.

D. Board Action Request

None

E. Executive Session

Kirk Stickels: I would like to request an executive session this evening to discuss personnel issues and it is expected to last approx. 15 minutes.

7. PUBLIC COMMENTS

Thomas Mengert: I appreciate Commissioner Bockus's comments about being able to be added to the agenda. Parking in the summer is an extreme problem. I don't think it serves purpose in the summer to eliminate overnight parking. It is currently a parking informality and it works well for tenants, and the Port. Practical Magic was filmed in Coupeville which is a small town and they rebuilt the whole town. It has worked well for several small towns.

Commissioner Bockus: In response to your comments about parking we are not involved with the parking enforcement. If you want to make comments to the City I recommend that you attend the City Council meeting or Public Safety Committee meeting. It is a matter to take up with the City.

Dale Rudolph: For the meeting on April 7th it would help if you bring documentation showing that you have a special right to the areas of parking that you have drawn on the map. I would also suggest you review your Marine Science Agreement and see if it was signed by the current organization because the previous organization dissolved. The Mayor is forming a Downtown Parking Committee that will discuss parking enforcement they will meeting the 2nd Wed of the month at 4:00pm.

Kirk Stickels: The Marine Science Center Organization changed but it is a past custom and practice.

Dale Rudolph: There is a new board and they may not be aware of the memorandum of understanding that you have.

8. COMMISSIONER COMMENTS

Commissioner Bockus: April 21st the Mayor would like to set up a joint meeting with the Port and come up with an agenda that includes items that we would like to discuss as well as items that the City wants to discuss. In her e-mail she included subjects such as Port expansion, Amory, breakwater, and Net Shed Park. Before the 21st I

suggest we hold a workshop of our own to come up with items that we would like to discuss. I think this would be a good thing to do with the City.

Commissioner Gilbert: I will be back on the 1st or 2nd. I was thinking of trying to meet around the 10th to discuss the agenda.

Kirk Stickels: Instead of having the meeting on the April 1 we could delay it to the 8th so that Glenn could attend the meeting. You could discuss the agenda items at the meeting for the meeting with the City on April 21.

Commissioner DeCarlo: The meeting would be cancelled for the 1st and changed to the 8th.

Commissioner Gilbert: We could hold another meeting on April 22 to discuss our workshop that we will hold with the City on the April 21.

The Board of Commissioner has decided to change the regular scheduled meetings on April 1st to April 8th and to change April 15th to April 22nd at 7:00pm.

Kirk Stickels: We will need to place two ads in the newspaper the change of the two regular scheduled meeting and to advertise the meetings on April 7th and April 21st with the City.

There will be an executive session this evening to discuss personnel issues and is expected to last approx. 15 minutes.

**Close the regular session and open the executive session at 8:05pm
Close the executive session and open public session at 8:15pm**

No decisions were made.

9. ADJOURN MEETING AT 8:15pm

Commissioner Bockus



Commissioner DeCarlo



Commissioner Gilbert

PORT OF POULSBO
KITSAP COUNTY, WASHINGTON
RESOLUTION 2010-03
April 8, 2010

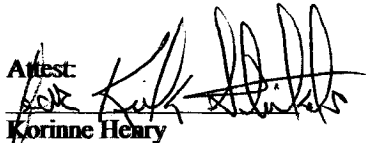
A RESOLUTION of the Board of Commissioners, Port of Poulsbo, in Washington State, to change the custodian of the Petty Cash fund from Janese Peterson to Kirk Stickels effective immediately.

WHEREAS, the Port of Poulsbo wishes to, change the custodian of the Petty Cash fund from Janese Peterson to Kirk Stickels effective immediately.


NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners, Port of Poulsbo, to change the custodian of the Petty Cash fund from Janese Peterson to Kirk Stickels effective immediately.

ADOPTED by the Board of Commissioners, of the Port of Poulsbo at the regular scheduled meeting there of held this 8th day of April 2010, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

Attest:


Korinne Henry
Recording Secretary


Antonio DeCarlo, Commissioner


Glenn Gilbert, Commissioner


Arnold Bockus, Commissioner

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA March 19, 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 \$48,070.28 and from the General Fund, this 19th day of March 2010.

Antonio DeCarlo, Commissioner

ATTEST:


Glenn E. Gilbert, President & Commissioner

Korinne K. Henry, Recording Secretary

Arnold Bockus, Commissioner

Voucher #	Claimant	Amount
10150	City of Poulsbo	\$1,648.19
10151	Edward Jones	1,341.03
10152	CenturyLink	349.82
10153	AT & T	75.04
10154	David Green	71.16
10155	Puget Sound Energy	6,880.22
10156	WA State Dept of Revenue	2,302.36
10157	Harriet Clark	33.85
10158	Nick Neal	130.74
10159	Keith Shockley	294.85
10160	Associated Petroleum	23,511.60
10161	Associated Petroleum Products	1.09
10162	Bainbridge Disposal Inc	53.88
10163	Bank of America	521.77
10164	Chemsearch	424.77
10165	Coast to Coast Hardware	306.66
10166	Ferguson Enterprises, Inc.	77.95
10167	Fire One, Inc	105.00
10168	Fisheries Supply	522.48
10169	NAPA/Westbay Auto Parts	15.42
10170	Norman MacLeod	720.00
10171	Olympic Springs, Inc	33.31
10172	Peninsula Fire Inc	94.16
10173	Regence Blueshield	7,711.65
10174	Reliable Dive Service	651.60
10175	Tacoma Screw Products, Inc.	13.18
10176	Kitsap Sun	133.50
10177	Verizon Wireless	45.00
TOTAL		\$48,070.28

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

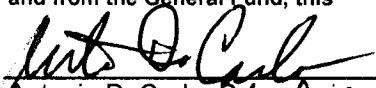
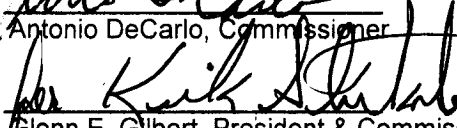
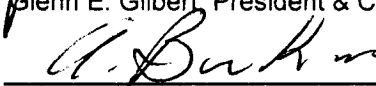
PORT OF POULSBO

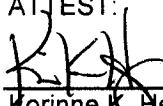
PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA March 19, 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 \$7,447.40 and from the General Fund, this 19th day of March 2010.


Antonio DeCarlo, Commissioner

Glenn E. Gilbert, President & Commissioner

Arnold Bockus, Commissioner

ATTEST:

Korinne K. Henry, Recording Secretary

Voucher #	Claimant	Amount
P10071	Kirk F. Stickels	\$1,494.60
P10072	Richard E. Stice	1,419.42
P10073	Brady A. Miller	1,072.93
P10074	Jannese M. Petersen	1,010.54
P10075	Carol L. Tripp	1,560.76
P10076	Christine O. Dewees	504.21
P10077	Charles R. Schmidt	384.94
TOTAL		\$7,447.40

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

March 19, 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 \$2,237.28 and from the General Fund, this 19th day of March 2010.

Antonio DeCarlo, Commissioner

ATTEST:


Glenn E. Gilbert, President & Commissioner

Korinne K. Henry, Recording Secretary

Arnold Bockus, Commissioner

| Voucher #    | Claimant                    | Amount            |
|--------------|-----------------------------|-------------------|
| ACH 03/19/10 | US Treasury/Financial Agent | \$2,237.28        |
|              | TOTAL                       | <b>\$2,237.28</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