

**PORT OF POULSBO  
MEETING AGENDA OF  
October 6, 2011**

**1. OPEN MEETING**

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

**3. COMMISSIONER COMMENTS**

**4. CONSENT AGENDA ITEMS**

(Next Res. 2011-15)

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 September 15, 2011, Correct minutes of 2/17/11 & 4/28/11.
- B. Warrants: 11008-11033, P10462-P10473, ACH 09/30/11 in the amount of \$100,272.67
- C. Resolution 2011-13 on the subject of 2012 Levy.
- D. Resolution 2011-14 on the subject of matching funds to the City of Poulsbo.

**5. OLD BUSINESS ITEMS**

- A. Armory Parking Lot Project – Update - Port Manager
- B. “C” Dock Project – Update - Port Manager
- C. Shoreline Master Plan – Port Manager

**6. NEW BUSINESS ITEMS**

- A. Items for public comments/motions/discussions
- B. Carol Tripp/ Accountant/ Staff Auditor
- D. Port Attorney – Greg Norbut
- E. Managers/Maintenance Report – Port Manager

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

**8. COMMISSIONER COMMENTS**

**9. EXECUTIVE SESSION**

**10. ADJOURN MEETING**

PORT OF POULSBO  
BOARD MEETING MINUTES  
OCTOBER 6, 2011  
7:00PM

ATTENDEES: CHAIRMAN BOCKUS; COMMISSIONER DECARLO; PORT MANAGER, KIRK STICKELS; PORT ACCOUNTANT AND AUDITOR, CAROL TRIPP; PORT ATTORNEY, GREG NORBUT; PORT SECRETARY, ANDREA NIX.

PUBLIC ATTENDEES: CITY COUNCILMEMBER, DAVID MUSGROVE.

1. Chairman Bockus called the meeting to order at 7:00pm.
2. Public Comments -

Kirk Stickels: In your packet there is a proposal from a tenant that has been submitted for a website design. She's not here this evening. I downloaded the email she sent, and this item is under New Business.

3. Commissioner Comments -

Commissioner DeCarlo: I went to the Shoreline Management meeting on Tuesday night and the City Council meeting last night. Andre informed me that the quick claim deed is done. Though it's not in our hands yet, it is on its way.

Commissioner Bockus: Commissioner Gilbert is recovering from surgery that he had this morning at 7AM. He asked to be excused from tonight's meeting.

4. Consent Agenda:

Commissioners approved Consent Agenda Items A, B, C & D.

5. Old Business -

A. Armory Parking Lot - Port Manager -

Kirk Stickels: The project continues forward. We have received two bids from thirteen sent out to everyone on our Small Works Roster who was capable of doing the job. The two bids are from Sound Excavation Inc., which is the company that handled the demolition, and Liddell Construction, which recently did the sewer connection for the Port. There is a difference of about \$3,000, so the bids are very competitive. One is \$270,677 and the other is \$273,715. We want to make sure that there are no exclusions and will closely analyze them. There is a concern about the time of the year we will be working at and the type of asphalt that we will be utilizing. The porous asphalt has a different type of oil in it and cannot be used in temperatures below 50 degrees.

Commissioner Bockus: What would the ramification be of using a different type of asphalt, including costs?

Kirk Stickels: I would have to gather figures. The reason for using the porous material is because after excavation it became clear that the site would be an onsite retention site.

Carol Tripp: Approximately \$61,000 of this bid is for the asphalt. Also, keep in mind when you're considering cost recovery, that this entire project has not been budgeted for this year or next year.

Commissioner DeCarlo: How many stalls will we have?

Kirk Stickels: 57, eight of which are 40 feet long for trailers.

Commissioner Bockus: We have discussed making some of those stalls tenant and employee parking for a monthly charge.

#### B. Shoreline Master Plan –Port Manager

Kirk Stickels: We attended another SMP Planning Commission review on Tuesday. Commissioner DeCarlo was also there. This was the fifth meeting out of five, which concludes the review of the draft in its current form. At the last meeting and at this one I offered copies of the Port's review comments. Several people came up to me to let me know that the Port's concerns and comments will be acknowledged. Early in November there will be a public hearing held by the Planning Commission to review the final draft and accept any further comments. Once satisfied, the Planning Commission will pass it on to the City Council, and then they will have two months to decide on it.

Commissioner DeCarlo: Based on the SMP our office and this building, as well as the Marine Science Center boathouse, will have to be removed because they are not water use. We had talked about putting a second floor on the bathroom building. I asked what our height limit would be. They were unable to provide an immediate answer, and my comment was that we have no choice but to build up on that building.

Commissioner Bockus: I think at this point there is room for negotiation, and that is what we have to pursue.

Carol Tripp: Attorney Norbut, if the SMP went through the way it is at present, how would that affect our decision to keep or remove these buildings?

Attorney Norbut: It comes down to whether it is an essential public building. If so, it cannot be barred by the SMP. In Kingston and Brownsville the Ports make the SEPA

determinations. We cooperate with the City, but we can't be put in the position where we can't have our own offices. In terms of administrative procedure, the Port would have the opportunity to challenge the SMP. As a practical matter, that is why it is so important for the Port to be participatory at this time. With our comments on record we can more easily make an appeal.

Kirk Stickels: There was a cutoff date of tomorrow for comments on the Declaration of Non-significance regarding the SMP. The Port has drafted its response and given it to the City.

David Musgrove: I think that now is a good time for the Port to be added as a required component, to have the voice that you should have throughout the review process. We have some negotiation room, but this is a process that is required, and as a consequence we have no choice but to make updates and changes. We need to add to the SMP, as well. I am pushing for maximum leeway to be given the City and the Port with local restriction to be enforced where appropriate on a case-by-case basis. In other words, we should attempt to give ourselves as much authority within the SMP as possible. My understanding is that once the SMP review process is concluded it is difficult to impossible to change it. Other marinas down the shore and private residents are affected too, and the Port can be a voice for those who may not know how they will be restricted.

Kirk Stickels: One of the requirements of the City is that they make contact with all the waterfront property owners. One example of the restrictions of this SMP is that no one can build a dock in front of their property. The jurisdictions are not supposed to be restricting developments to the maximum degree possible, but instead to the minimum standards set by D.O.E. so that water recreation and water dependant uses can continue.

Commissioner Bockus: We will follow through with a news release to address the ramifications that the SMP will have on all of the Liberty Bay property owners. We will direct them to the City's link to the SMP review process and let them know about the meetings, and invite them to our meetings.

Board took a five-minute recess.

#### C. C Dock Update – Port Manager

Kirk Stickels: We are still waiting for our revised JARPA permit to come through. The plans for the design are in hand and we have identified several contractors who would be capable of handling the project.

#### 6. New Business –

##### A. Items for public comments/motions/discussions

## 1. True Northe website design project:

Commissioner Bockus: Is this something that we went out looking for or did this person come to us?

Kirk Stickels: The Port did not solicit this proposal. The person is a tenant with the Port, and does this type of work as a business. The proposal is to put together a new website for us. The Port currently has a website, and this one would supersede it. As per the proposal, the cost of the development of the site would offset the tenant's winter moorage. This is a barter arrangement, which the State prohibits the Port from engaging in. We would have to be billed and pay for the service, not make a trade for it. Staff is happy with the website we have. We receive good comments on it. We own the site, and we maintain it by adding new links and updating. I'm not sure that we have seen such difficulties with this site, that would warrant us abandoning it.

Commissioner Bockus: We haven't had this site for very long, only for about two years. Why fix something that is not broken?

Commissioner DeCarlo: I don't see any reason to change.

## B. Accountant's Report -

Carol Tripp: I do not have a formal report tonight, other than to let the Board know that all of our documents have been sent into the assessor's office for the tax levy. Ours are the first ones in this year. Our levy will go up next year to approximately 29 cents per thousand. Also, I will be on vacation next week from Tuesday through Friday.

## C. Port Attorney -

Attorney Norbut 1): We got a court order on the abandoned vessel, Dream Girl. I checked with the Department of Licensing, and they processed the application for the title with a certified copy sent to the court. They told me it could be rejected because it is a documented vessel, and that I need to take care of the documentation and then resubmit. I contacted the Coast Guard in Falling Waters, West Virginia. They were very helpful. They said that we don't want to document it in the Port's name if we are planning to sell it. Instead, we should use a form on their website that is more or less a bill of sale. That document and the court order can be sent to the Coast Guard in West Virginia and they will issue the new owner the new vessel documentation. I mentioned that there had been some interest expressed in the vessel. An attorney for the Rhode Island bank contacted me trying to determine what interest they have in the vessel.

Attorney Norbut 2): We have already discussed the other matter I have to report on, which was in regard to the SMP and the discussion we had on essential shoreline properties.

Attorney Norbut 3): I did some research on Commissioner's vacancies and the procedure for filling them according to the statutes. The law is straightforward, and I will report to you on that in the Executive Session of this meeting.

D. Managers/Maintenance Report – Port Manager

Kirk Stickels: The last couple of weeks have been spent completing the repairs to this building. Final topcoats of paint were put on and the building should be set to go for the winter. We have reworked a couple of electrical pedestals in different areas on the docks moving them into more protected locations. The repairs to the office from being hit by the vessel are not quite complete. We are staying in contact with the insurance company and the cost, so far, has been fairly minimal. The work should be wrapped up by the end of the month depending on what we have to do to fix the list in the floats.

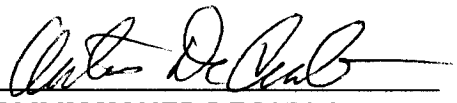
Kirk Stickels, Manager's Report: We spent a significant amount of time working on the SMP. Shane has been a wealth of information. He has a lot of contacts in the industry. Other consulting firms that he has worked with have given us some good insight into the approach to take and what has worked well in other jurisdictions, as well as some of the challenges they've faced. Also, as we have already discussed, we have two bids for the parking lot. Over the next few days we will be going item by item to make an analysis of them.

7. No Public Comments.
8. No Commissioner Comments.
9. Executive Session –

10. PORT OF POULSBO BOARD MEETING FOR OCTOBER 6, 2011 ADJOURNED AT 9:30PM


  
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CHAIRMAN BOCKUS

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COMMISSIONER GILBERT



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COMMISSIONER DECARLO



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PORT SECRETARY ANDREA NIX

**Draft minutes\* for**  
**Quarterly Kitsap All Ports Meeting**  
**October 17, 2011**

The quarterly All Ports meeting was held October 17, 2011 at the Port of Silverdale office. Attendees included: Mike Mantzke and Dennis Sheeran representing the Port of Illahee; John Jacobsen representing the Port of Indianola; Daniel Fallstrom, Steve Pedersen, and James Strode all representing the Port of Manchester; Arnie Bockus and Antonio DeCarlo representing the Port of Poulsbo; Henry Aus, Ed Scholfield, Phil Best, and Theresa Haaland all representing the Port of Silverdale; Jack McCarn, Ray Ondracek and Rod Reid all representing the Port of Waterman.

Commissioner Aus of Silverdale welcomed everyone and introductions were made.

Commissioner McCarn of Waterman reported that Commissioner Ray Ondracek will soon be retiring from his Commissioner position with the Port (best wishes!). He introduced Rod Reid as the soon-to-be appointed replacement. The erosion of the bulkhead is still a major concern, although it is currently stable. Unfortunately, the original anticipated prices have nearly doubled, due to necessary engineering costs. The County has been contacted, but they are not willing to take the lead on repairs. There is a concern that if the Port pushed the issue with the County, the road would be indefinitely closed. This continues to be an ongoing issue for the Port of Waterman.

Commissioner Bockus of Poulsbo explained that the proposed parking lot at the Armory property site is a continuing saga. The necessary permits involve the City, County, and State. They have not been obtained. The proposed parking lot will have some parking stalls designated for vehicles with boat trailers, which will be a much needed addition for local boaters. Right now to launch a boat at Poulsbo is great, but finding parking for the vehicle and boat trailer is nearly impossible. The Commissioners are looking into using pervious concrete for the parking lot, but Commissioner DeCarlo expressed a concern with using it, if the ground were to freeze. This was discussed. The Poulsbo Commissioners have tasked the Port manager with investigating the pros and cons of pervious concrete as well as the costs associated with its maintenance. Storm water drain off is another issue of concern. Commissioner Scholfield suggested they talk with Michael Wnek, a local civil engineer who assisted the Port of Silverdale on its recent parking lot upgrade

project. Mr. Wnek's number is (360) 692-3802. Commissioner Bockus is up for re-election on the November ballot. Jim Rutledge is challenging for the position.

Commissioner Pedersen of Manchester explained that Commissioner Fallstrom is up for re-election as well. David Kimble is challenging for that position. Mr. Kimble has asked for several different documents from the Port. At first, he was given the documents, but when the requests became more and more frequent it was explained to him that he needed to begin filling out the Port's Request for Public Records form. Unfortunately, he has refused to complete the form and has threatened to contact the Public Disclosure Commission (PDC). The Commissioners have discussed the issue with their lawyer.

There is a petition going around in Manchester for the Port to change its Commissioners term from a 6-year term to 4-year term. If enough voters sign the petition the Port will have to have it placed on the ballot. The County has explained that if they require a Special Election for the ballot measure, it could cost the Port up to \$30,000; whereas, if they wait until the General Election next November it will cost approximately \$800. Hopefully, the voters will be understanding to the Commissioners decision to wait until the following November, if it comes to that.

Commissioner Pedersen told everyone of one of the Port Advisory Committee's (PAC) ideas for the Port boat launch fee envelope. It was suggested to ask local businesses if they would like to advertise on the envelope and the money received from the advertisers would offset the costs of the envelopes. Manchester pays about .50 per envelope. Everyone was receptive to the idea. Commissioner Scholfield explained that Silverdale pays approximately .25 per envelope through Minuteman Press. Silverdale has a problem with vandals taking the envelopes and throwing them in the bay or garbage. Commissioner Scholfield has been investigating the idea of having a moorage fee envelope vending machine, where the boater would pay .25 to receive an envelope. The machines cost anywhere from \$1500 to \$2000.

Marine Floats is constructing new floats for Manchester. This is the final phase of the Recreation Conservation Office (RCO) grant.

Commissioner Fallstrom provided an e-mail from Kitsap County Environmental Planner / SMP Update Project Coordinator, David Greetham (Dgreetha@co.kitsap.wa.us). The e-mail was asking guidance from Kitsap County Ports regarding elements to include in a navigational study. It was decided that

Ports should respond individually as they see fit. Commissioner Fallstrom explained that the next Shoreline Management Project meeting is scheduled for November 9<sup>th</sup> at 6:30 at the Silverdale Community Center – all are invited to attend.

Commissioner Fallstrom reminded everyone that October 28<sup>th</sup> is the start of the Special Session in Olympia. He urged everyone to contact local legislators and remind them not to touch RCO funds. Initiative Measure No. 1125 concerning State expenditures on transportation was discussed. Commissioner Fallstrom explained there is a possibility this initiative could affect RCO funding and he urged everyone to vote against it.

Commissioner Sheeran of Illahee reported that he will be resigning as of the end of this year – he is retiring and moving to Colorado (best wishes!). The Dietch property has been purchased and the Port currently has a tenant in the upper portion of the house. Illahee Day was a success – the community really chipped in to beautify the area and the Commissioners pressure washed and restriped the Port's parking lot. The Port pays about \$200 towards Illahee Day and the rest is donations from several different businesses (i.e. Costco, Subway, Fred Meyer, Starbucks) through the Illahee Preserve, which is a non-profit organization (501c3). County Commissioner Brown even provided the Port with a large banner declaring "Illahee Day". Squid season is currently keeping the pier and parking area very busy in the evening hours.

Commissioner Jacobsen of Indianola explained the repair to the dock and partial new railing, as well as the additional float is complete. The Port is holding the 5% retainer, until the okay is given from a State agency to release it. Two steel pilings were driven by Blackwater out of Kirkland to accommodate the new float. For mitigation purposes two old wooden pilings were removed in the area. Commissioner Jacobsen explained that redistricting is the Port's next priority and they have contacted Phil Best to help with it.

Commissioner Scholfield reported that he had noticed the Suquamish Tribal Police towing a boat into the Port of Silverdale. Despite objections, law enforcement moored the boat at the Port of Silverdale. The owner was contacted. The owner paid for moorage and shortly left the Port. A few weeks later the Kitsap County Department of Health must have been out in the water and found the same boat with no one on it. They contacted Commissioner Scholfield and he denied moorage. The boat was actually closer to the Port of Bremerton at that time anyway and so they ended up taking it to Bremerton. The boat was in a recent


accident, where the mast was broken off as it floated past the USS Turner Joy and then it ran into a barge that was being used to work on the construction of the new Manette Bridge. The owner of the boat obtained severe injury.

The contract to construct the Sailboat Float was awarded to Marine Floats. The Army Corps of Engineers permit is the one permit not yet received.


Commissioner Scholfield has been clearing out the wetlands area of weeds, etc. There are several homeless individuals who are living in that area.

An e-mail dated October 12, 2011 from the Washington State Parks and Recreating Commission was reviewed.

The meeting adjourned at 9:00 pm.

  
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Commissioner

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Commissioner

  
\_\_\_\_\_  
Commissioner

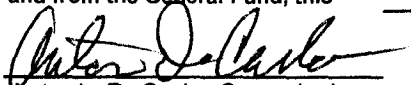
PORT OF POULSBO

PAYMENT VOUCHER

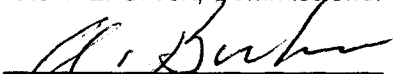
Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA                      October 14, 2011

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 \$2,691.55 and from the General Fund, this 14th day of October 2011.


  
Antonio DeCarlo, Commissioner

ATTEST:   
Andrea Nix, Recording Secretary

Glenn E. Gilbert, Commissioner  
  
Arnold Bockus, Commissioner

Voucher #	Claimant	Amount
ACH 10/14/11	US Treasury/Financial Agent	\$2,691.55
	TOTAL	<b>\$2,691.55</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

~~~ ACH ~~~

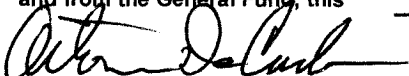
PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

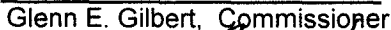
Kitsap County, WA October 14, 2011


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 \$8,544.58 and from the General Fund, this 14 day of October 2011.

  
Antonio DeCarlo, Commissioner

ATTEST:

  
Andrea Nix, Recording Secretary

  
Glenn E. Gilbert, Commissioner

  
Arnold Bockus, Commissioner

| Voucher # | Claimant         | Amount            |
|-----------|------------------|-------------------|
| P10474    | Kirk Stickels    | \$1,367.53        |
| P10475    | Richard Stice    | \$1,476.28        |
| P10476    | Brady Miller     | \$1,175.61        |
| P10477    | Jannese Petersen | \$1,038.70        |
| P10478    | Carol Tripp      | \$1,657.20        |
| P10479    | Melanie Winnett  | \$1,102.17        |
| P10480    | Charles Schmidt  | \$452.72          |
| P10481    | Jonathan Davis   | \$274.37          |
| TOTAL     |                  | <b>\$8,544.58</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~~~



PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

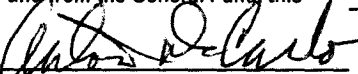
Kitsap County, WA

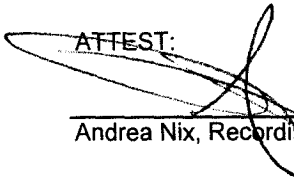
October 21, 2011


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

\$75,778.51

and from the General Fund, this 21st day of October 2011


  
Antonio DeCarlo, Commissioner

ATTEST:  
  
Andrea Nix, Recording Secretary

Glenn E. Gilbert, Commissioner  
  
Arnold Bockus, Commissioner

| Voucher # | Claimant                           | Amount             |
|-----------|------------------------------------|--------------------|
| 11034     | Joseph Buehring                    | 124.06             |
| 11035     | William Bayley                     | 292.50             |
| 11036     | Bruce Barrett                      | 45.00              |
| 11037     | Fred Gustafson                     | 9.72               |
| 11038     | Robert Nau                         | 117.40             |
| 11039     | WA State Department of Revenue     | 13,846.76          |
| 11040     | CenturyLink                        | 501.74             |
| 11041     | Puget Sound Energy                 | 2,422.41           |
| 11042     | EMP Industries, Inc                | 14,643.00          |
| 11043     | WA State Department of Revenue     | 8,221.55           |
| 11044     | Advanced Rentals                   | 31.60              |
| 11045     | Associated Petroleum Products, Inc | 18,840.16          |
| 11046     | Bank of America                    | 28.40              |
| 11047     | CHS, Inc/Cenex                     | 75.01              |
| 11048     | Coast & Harbor Engineering         | 3,302.85           |
| 11049     | Coast to Coast Hardware            | 91.42              |
| 11050     | Home Depot                         | 6.64               |
| 11051     | Lydel Construction, Inc            | 1,075.40           |
| 11052     | McMaster-Carr Supply Co            | 79.44              |
| 11053     | VOID                               |                    |
| 11054     | Regence Blueshield                 | 11,862.14          |
| 11055     | Tacoma Screw Products, Inc         | 85.37              |
| 11056     | Verizon Wireless                   | 45.51              |
| 11057     | Olympic Springs, Inc               | 30.43              |
|           | TOTAL                              | <b>\$75,778.51</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