

**PORT OF POULSBO
MEETING AGENDA OF
November 17, 2011**

1. OPEN MEETING

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

3. COMMISSIONER COMMENTS

4. CONSENT AGENDA ITEMS

(Next Res. 2011-16)

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 October 20, 2011 & November 3, 2011.
- B. Warrants: 11083-11084, 11085, 11086-11118, P10494-P10502, ACH 11/10/11 in the amount of \$81,520.71

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
- D. Commissioner Application Review

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
NOVEMBER 17, 2011
7:05PM

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

PUBLIC ATTENDEES: CITY COUNCILMEMBER, DAVID MUSGROVE; SUE AND JOE
DAZEY; KATHY BERNDTSON AND BOB WICKSTROM, SLIP C-15.

1. Chairman Bockus called the meeting to order at 7:05pm.
2. Public Comments –

Kathy Berndston: We are here to talk to the Board about becoming reinstated. We had unfortunate circumstances, two back- to-back deaths in the family between September and November. We were gone to Hawaii and Ohio. We did make it home for about three days in between. We thought we had paid, but apparently my husband didn't call and pay over the phone.

Bob Wickstrom: Which is normally what we do.

Kathy Berndston: We usually pay between the 8th and the 10th, because we thought that was okay, but we know now that the 1st is the preferred date to pay by. We have been in our slip for over 20 years. We found out when Bob went to make the payment for November that we still owed for October. We went through our bank records, because we thought that we had paid. We got a letter that said we were evicted and needed to be out by the end of the month. We asked what we could do, and that is why we came to the meeting tonight. A few years back we had an incident, which is why we have the eviction notice for this second incident. I used to pay several months in advance, because you did not have an electronic payment method then, but you now do. We had gone on an extended trip, and I thought we were covered. We came back and took care of it immediately. We picked up a form for the electronic payment method, and we will also change our email to not filter the Port's emails. We have since paid for October. We will schedule, via electronic payments, to pay on the 1st from now on.

Bob Wickstrom: It was over five years ago that the other incident occurred. We were in Desolation Sound.

Carol Tripp: It was earlier than 2005. They have a good payment history other than these two incidences.

Commissioner DeCarlo: I recommend that we allow them to stay with the same stipulation as we give others: which is that, if you're late again, you must vacate.

Commissioner Gilbert: In other words, there will be no consideration by the Board in that case.

Kirk Stickels: The automatic electronic payments have worked on several other occasions and I think it will work here.

Commissioners moved to allow Kathy Berndston and Bob Wickstrom to remain as tenants of the Port with the understanding that, if they are late again, they would have to vacate tenancy.

3. Commissioner Comments –

Commissioner DeCarlo: I went to the SMP meeting on Tuesday night. Commissioner Gilbert and Kirk were also there. Kirk and I think that the Commission will seriously look at some of the regulations they were going to pass, and how they would affect people. They talked about shoreline properties, and how, with the 200-foot setback, the properties could not be rebuilt if there were to be more than fifty percent damage to the property. For instance, if part of their home burned they may not be allowed to replace it. Or, if in historic downtown Poulsbo, the Viking House were to burn, it could not be replaced. That means everything from the Sons of Norway to The Marine Science Center, and to the city limit along the waterfront, that's within 200 feet of the shoreline, could not be replaced if damaged more than fifty percent. Now they plan to reword the SMP document to meet State requirements while allowing for repair of the waterfront properties.

Commissioner Gilbert: I went to the City Council meeting last night. They are still working on the budget. No business regarding the Port was addressed.

Chairman Bockus: Tonight we will have an Executive Session to discuss personnel, again. It will probably take about a half an hour.

4. Consent Agenda:

Commissioners approved Consent Agenda Items A & B.

5. Old Business –

A. Armory Parking Lot – Port Manager -

Kirk Stickels: The permits are in hand from the City. We met with the contractor and they will be staging more equipment early next week and then begin working.

Commissioner DeCarlo: You had talked about grants available for the electric car outlets.

Kirk Stickles: We are making arrangements and finding necessary contacts to determine the requirements for the conduits and pedestals.

B. "C" Dock Project – Port Manager

Kirk Stickles: We have gone out to all the individuals on the Small Works Roster with a set of diagrams, and the scope of the work, to begin getting a definitive price for construction of the new landing float. We have given them two weeks to get numbers together for that. As I said at the last meeting, we are reevaluating all the funds that we had attached to that program, to see where we can best put our money before the end of the year.

Commissioner Gilbert: Would any of our floats that we have accumulated over the years work for that?

Kirk Stickles: They are all jerry-rigged at this time needing whalers. They are concrete floats. They would not have enough flexibility to flex during the tide cycle, where the ramp is the factor to the load and flexing. Also, they are too narrow. The new float will ground out, but will flex.

Chairman Bockus: Also, there is twisting in the float during that cycle.

Kirk Stickles: The twisting will be taken care of by disconnecting the Olympic Outdoor float. In the construction those docks will not be connected. There will be a flex connection, a transition plate, between C dock and the Olympic Outdoor float.

Commissioner Gilbert: Are we going to be able to use the floats we have accumulated?

Kirk Stickles: We anticipate using the larger one linked between C and D dock during the course of construction. It would be prudent to have continuous access to that area. We are also looking at what it would take to do some repairs to them, and use them at the end of the new C dock or as an extension to some existing docks.

C. Shoreline Master Plan (SMP) –

Kirk Stickles: The meeting on Tuesday was the Public Hearing for the Planning Commission. There wasn't too much comment to provide because the draft had been available for less than 24 hours. It was over 50 pages long, and I didn't get to read it to the extent that I would have liked to. A lot of questions were asked at the meeting, and concerns were raised as to the implementation of it and how it would affect shoreline landowners, the Port and marinas, and other users. The Planning Commission did not get to every item on the SMP that night, but they did discuss

nonconforming uses, and the question of whether they should be irreplaceable if damaged more than 50% in a natural disaster. In the draft as it was, the buildings that are nonconforming uses would be considered totally destroyed and need to be completely removed. There are several other issues that I have with the SMP. We have sent the Commission land use tables from four other jurisdictions, and I will be sending one more, the tables reflect how different adjacent properties and activities in the water are treated. One other item that I hoped had been solved, but I don't think it has yet, is the sale of fish across the dock. They went to lengths to say that the permitting has nothing to do with the owner of the property, or whether they were public or private, but instead what they would be permitting is the sale of fish. That could only occur in a high-density area such as the downtown area. So, where the Port could have fish sales, if they wanted to do that at the Yacht Club or at Liberty Bay Marina they would have to obtain a conditional use permit. The conflict is a question of whether the permitting of the use is actually being addressed. Liberty Bay Marina was a cod plant, and they sold fish and shellfish out of the oyster plant. That goes back to Captain Shields who was sailing his ships to Alaska 75 years ago. Also, the SMP states that the City wishes to reserve the rights to restrict floatplane flights in and out of Liberty Bay, and I think it is unenforceable. There's a designated runway out there, set by FAA, and once a floatplane touches the water it is no longer a plane by Coast Guard regulations, it is a boat.

Commissioner Gilbert: I read to page 31, or so, and I thought that we needed to look very carefully at, and challenge, most everything on pages 25 to 30. One thing that it didn't address is the pollutions from the old sewer plant.

Kirk Stickels: I think I remember being at a public meeting where the former Mayor, Donna Jean Bruce, stated that there was never any remedial action taken after the closing of the plant. It is a public park, and people can traverse up and down the slope. One of the points of the SMP is to address all opportunities to give public access to the waterfront, and I think that park is a logical choice for that. The Planning Commission directed the Planning Staff to address a section of the draft that dealt with nonconforming uses, and refer to a portion of the critical ordinances that were recently passed and deal with shorelines and waterfront, both fresh or salt water. To meet the schedule of open public hearings, and to have enough time to advertise the next meeting, they have elected to continue that hearing on the 29th at 6PM, which means that the entire document is still open for comment.

Councilman Musgrove: Since you are involved with a unique perspective and knowledge on this subject, have they given you a statement, or the impression as to their motivation, for the regulations they are placing in here?

Kirk Stickels: It is an unfunded mandate by the State of Washington, where they have not had resources to do what they want to have done. They have written criteria and parameters that have nothing to do with economic viability, or the continuation of it. It is the Department of Ecology that deals with the SMP. They want the local legislation to take it on, draft the regulations within the parameters

that they have established from afar. Unless the counties and cities take an exacting look at the SMP, they will be left to deal with illogical restrictions. They have made no allowance for economic viability of the jurisdictions.

Chairman Bockus: I think this would also effect redevelopment of Viking Way. So, that is something that should be looked at very closely.

D. Commissioner Application Review –

Carol Tripp – You are reviewing the applications tonight. You have a special meeting scheduled for interviews on the 23rd. You have only one application out of the district, and another one that is incomplete.

Attorney Norbut: It occurred to me that after Councilman Rudolf resigned he was not allowed to do any of the review for his successor. I'm concerned about that issue. I'm also concerned about a statute, which is Title 4212070, which deals with nonpartisan appointments for special districts. The statute specifically advises that the remaining members will appoint a successor. That may result in one Commissioner making that appointment. The alternative to that approach is set forth in the statute, which states that if the members have not made that appointment within 90 days of the resignation, the County commissioners will make the appointment. It's a technical area of the law that is not particularly well defined. It is interesting that you could have a quorum. You will in effect have extensions, necessarily, because of the potential conflict. I don't think that's what the statute contemplates. I'd like to research that further, particularly with the Municipal Research Center. My feeling is that if it isn't prohibitive we can do it. My recommendation is that Commissioner Gilbert should not take part in the appointment of his successor.

Commissioner DeCarlo: In the Robert's Rules of Order, and that's generally how we conduct our meeting, it says, if the Commissioners cannot make a decision the Chairman can make that decision.

Attorney Norbut: Robert's Rules of Order is very important in terms of the quorum, because, in spite of the fact that only one Commissioner can make that decision, you could still have a quorum by having one of the Commissioners sustain. What's novel about this statute is that it says that the remaining Commissioners will make that appointment, instead of saying that it would require, for example, a 2/3 majority. It simply says the remaining Commissioners will make the decision if there's one vacancy to be filled. I'm inclined to take that position unless I find something that's incorrect.

Commissioner DeCarlo: We have only one applicant that's qualified. Since we have already closed the applications we'll review them after the first of the year. What do you think is best? I could make the decision tonight.

Attorney Norbut: As far as I've read you're the one who can make the decision. The statute is not annotated in case law for an interpretation of it, and that means that there is nothing in the law that says that you can't do it. You are the remaining Commissioner.

Carol Tripp: In speaking with Delores Gilmore, the elections manager, she said exactly what Attorney Norbut did. According to her, you cannot appoint a Commissioner until the vacancy exists.

Commissioner Gilbert: That would be after the 1st of the month.

Commissioner DeCarlo: So this is tabled until our first meeting in December.

E. High Dock -

Commissioner Gilbert: I want to find out what's happening to our four feet of lumber (four foot strip on wood wharf).

Attorney Norbut: It's been an interesting week. I went to record the deed from the City of Poulsbo for the property, and the County Clerk in the auditor's office advised me that I would need a Certificate of Transfer. Typically, when we buy property we don't need to hang on to the deed, because we create a new deed when we sell. In the case of this property, I needed to obtain a Certificate of Transfer in order to file the deed under the Torren System. I was advised that the City of Poulsbo kept a record of the deed. I contacted them, and they said they would have to get it through the clerk; there was quite a bit of confusion. I can appreciate why. As a consequence, they didn't want to provide the certificate. I encouraged the City to go ahead and deal with the filing. I'm pleased to say that the City did due diligence. They contacted their attorney, and the clerk who I had spoken to, and recommended that the property be taken out of the Torren System. The City's attorney advised me of that, and I said I thought it was a good idea but I didn't think the Port would want me spending time taking property out of the Torren System. He said he would do it. I told him I'd provide him with the application that the clerk provides me. What I understand is that all he has to do is submit the application, and the clerk will take it out of the Torren system. I was happy with the Mayor's response, and I think overall it had a good impact on the relations between the Port and the City. At this point, it appears as if everyone is on the same page.

Chairman Bockus: Thank you for diligence in finalizing this property transfer.

6. New Business -

A. No items for public comments/motions/discussions.

B. Accountant's Report -

Carol Tripp: I don't have a formal report this evening. I do have a couple of items to mention. I passed out a new signature card that I need to be signed because Commissioner Gilbert is leaving. Also, Kirk will be leaving around the 16th of January, and he won't be back until April. During that time, although we may have three Commissioners available, we may need to have a signature on a check right away. I recommend the Board put another person, probably someone in the office, on the signature card. All checks require two signatures, and we may not be able to reach the Commissioners. The second thing is that we received our two stationary pump-outs this week. Hopefully, we can get reimbursement for one for those pump-outs before the end of the year.

Commissioner Gilbert: Did we throw the old one away.

Kirk Stickels: There was no trade-in value on it. It is in serviceable working condition, so we will put a kit in and put it in storage, and it will go out on D dock. Then all three docks will have a pump-out system and a portable cart.

Carol Tripp: The Parks Department has been very generous with the Port this year by providing two new pump-outs and two new portable pump-outs, and installation of them`.

C. Port Attorney -

Attorney Norbut: I have no other matters besides the items brought up early in the meeting.

D. Managers/Maintenance Report -

Kirk Stickels, Maintenance Report: In the last couple of weeks we have been continuing with our regularly scheduled maintenance program. We have put out cans filled with salt. We have been working on other cleanup areas. One area is the cleaning of gutters, roofs and drains. The roof on the fuel dock is in poor condition. We are going to reroof in two stages, beginning with the top most part. We have been donated some roofing material by Richard

Chairman Bockus: Can we establish a monetary value for those donated bundles, and write a thank-you letter that includes that number, for whatever purposes he can use that value for?

Kirk Stickels: Yes, we will.

Kirk Stickels, Manager's Report 1.): Some of you may have noticed that we have a new picnic table. That was the second part of Jeremy Gunnel's Eagle Scouts Project. The first phase was to help restore the boat ramp where rock had fallen down under the floats from the Marine Science Center. He led a large crew in the project. The

picnic table we used to have was old and weathered. He delivered the new table, and we will put a letter and certificate together for him to submit with his project.

Kirk Stickels 2.): As Carol reported, we received the new pump-outs. Those both have port-a-potty capabilities included.

7. Public Comments –

Joe Dazey: I appreciate the heads-up that I got from the staff about the SMP. I was able to get comments in before the deadline. It seems that after the meeting the other night we will be able to keep selling fish over the dock. I also want to thank Commissioner Gilbert for his years of commitment and service to the Port.

Sue Dazey: I wanted thank the staff for getting the cans of salt out on the docks. I was watching for them, and there they were. Thank you.

8. Commissioner Comments –

Commissioner Gilbert: I have had to do a lot of walking since I got my back worked on. I walked down to Oyster Plant Park, and noticed how they had used prisms to provide light under a solid dock. They were about one foot by six inches and were staggered around the surface of the dock.

Councilman Musgrove: I saw another option, a private dock with windows in the dock that were left over trimmings from the armored glass in the military vehicles. They came cost-free because they were trimmings and the manufacturers needed to get rid of them. I thought it was a creative use.

Commissioner Gilbert: This is my last meeting. I just want to express my appreciation of the Staff. We have a great one. Everybody's heart is on the Port where it should be. I was proud to be a Commissioner for twelve years, and I thank you all.

9. Executive Session.

Commissioners and Staff held an Executive Session to discuss a personnel issue.

10. PORT OF POULSBO BOARD MEETING FOR NOVEMBER 17, 2011
ADJOURNED AT 8:30PM



COMMISSIONER BOCKUS



COMMISSIONER GILBERT



COMMISSIONER DECARLO



SECRETARY TO THE COMMISSIONERS,
ANDREA NIX

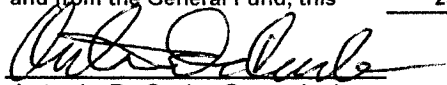
PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370


Kitsap County, WA November 25, 2011

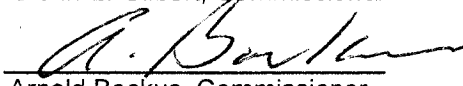
We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$2,616.43 and from the General Fund, this 25th day of November 2011.


Antonio DeCarlo, Commissioner

ATTEST:

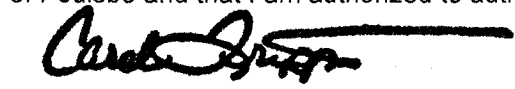
Andrea Nix, Recording Secretary


Glenn E. Gilbert, Commissioner


Arnold Bockus, Commissioner

Voucher #	Claimant	Amount
ACH 11/10/11	US Treasury/Financial Agent	\$2,616.43
	TOTAL	\$2,616.43

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 November 25, 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 \$8,261.06 and from the General Fund, this 25th day of November 2011.

  
Antonio DeCarlo, Commissioner

ATTEST:   
Andrea Nix, Recording Secretary

  
Glenn E. Gilbert, Commissioner

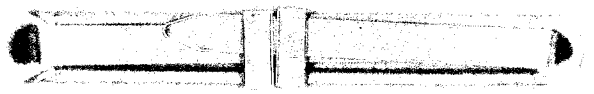
  
Arnold Bockus, Commissioner

| Voucher # | Claimant         | Amount            |
|-----------|------------------|-------------------|
| P10503    | Kirk Stickels    | \$1,369.53        |
| P10504    | Jonathan Davis   | \$92.72           |
| P10505    | Brady Miller     | \$1,178.91        |
| P10506    | Jannese Petersen | \$1,038.19        |
| P10507    | Charles Schmidt  | \$356.12          |
| P10508    | Richard Stice    | \$1,477.48        |
| P10509    | Melanie Winnett  | \$1,102.49        |
| P10510    | Carol Tripp      | \$1,645.62        |
| TOTAL     |                  | <b>\$8,261.06</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**

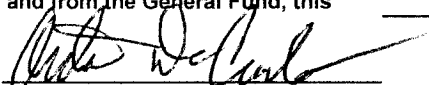
PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA

December 2, 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 \$13,550.11 and from the General Fund, this 2nd day of December 2011.

  
Antonio DeCarlo, Commissioner

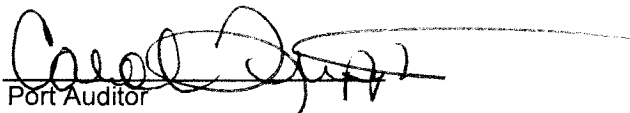
ATTEST:

  
Arnold Bockus, Commissioner

  
Andrea Nix, Recording Secretary

| Voucher #    | Claimant                            | Amount             |
|--------------|-------------------------------------|--------------------|
| 11119        | Associated Petroleum Products, Inc. | 7,720.52           |
| 11120        | Bank of America                     | 375.99             |
| 11121        | Better Business Forms               | 202.77             |
| 11122        | Cabela's Mktg & Brand Mgmt Inc.     | 165.02             |
| 11123        | Cass/Cade Distributing, Inc.        | 60.82              |
| 11124        | CHS, Inc/Cenex                      | 150.02             |
| 11125        | Coast to Coast Hardware             | 38.23              |
| 11126        | Home Depot                          | 245.53             |
| 11127        | The Norbut Law Firm                 | 2,937.50           |
| 11128        | Staples Advantage                   | 72.28              |
| 11129        | Kitsap Sun                          | 154.44             |
| 11130        | Edward Jones                        | 1,426.99           |
| <b>TOTAL</b> |                                     | <b>\$13,550.11</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

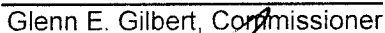
Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA November 30, 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 \$709.61 and from the General Fund, this 30th day of November 2011.

  
Antonio DeCarlo, Commissioner

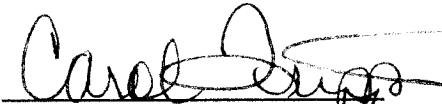
ATTEST:  
  
Andrea Nix, Recording Secretary

  
Glenn E. Gilbert, Commissioner

  
Arnold Bockus, Commissioner

| Voucher #    | Claimant                    | Amount   |
|--------------|-----------------------------|----------|
| ACH 11/30/11 | US Treasury/Financial Agent | \$709.61 |
|              | TOTAL                       | \$709.61 |

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

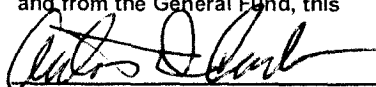
PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

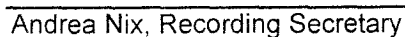
Kitsap County, WA

November 30, 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 \$1,951.51 and from the General Fund, this 30th day of November 2011.


Antonio DeCarlo, Commissioner

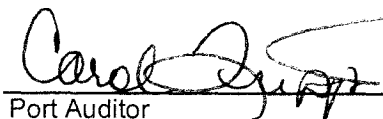
ATTEST:


Andrea Nix, Recording Secretary


Arnold Bockus, Commissioner

| Voucher # | Claimant | Amount |
|-----------|-----------------|-------------------|
| P10511 | Arnold Bockus | \$657.30 |
| P10512 | Antonio DeCarlo | \$520.82 |
| P10513 | Glenn Gilbert | \$577.15 |
| P10514 | Andrea Nix | \$196.24 |
| | TOTAL | \$1,951.51 |

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**  
**KITSAP COUNTY, WASHINGTON**  
**RESOLUTION NO. 2011-16**  
**DATED: DECEMBER 1, 2011**

**A RESOLUTION** of the Board of Commissioners, Port of Poulsbo, authorizing the Port Auditor to write off uncollectible receipts in the amount of \$12,301.50, effective December 1, 2011.

**WHEREAS** the Port of Poulsbo has determined that the following accounts are uncollectible:

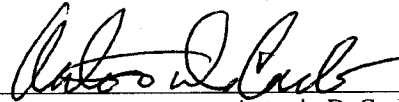
|                      |                    |
|----------------------|--------------------|
| Robert M. Rodman, Sr | \$2,246.40         |
| Max Gano             | 233.88             |
| John Greenway        | 2,777.21           |
| Jim Heywood          | 307.46             |
| David Kretschmar     | 6,736.55           |
| <u>TOTAL</u>         | <u>\$12,301.50</u> |

**THEREFORE** be it resolved, by the Board of Commissioners, Port of Poulsbo, that the Port Auditor is hereby authorized to write off \$12,301.50 in uncollectible receipts effective December 1, 2011.

**ADOPTED** by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 1<sup>st</sup> day of December, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

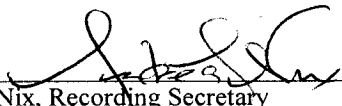


Arnold Bockus, President and Commissioner



Antonio DeCarlo, Commissioner

ATTEST:

  
\_\_\_\_\_  
Andrea Nix, Recording Secretary

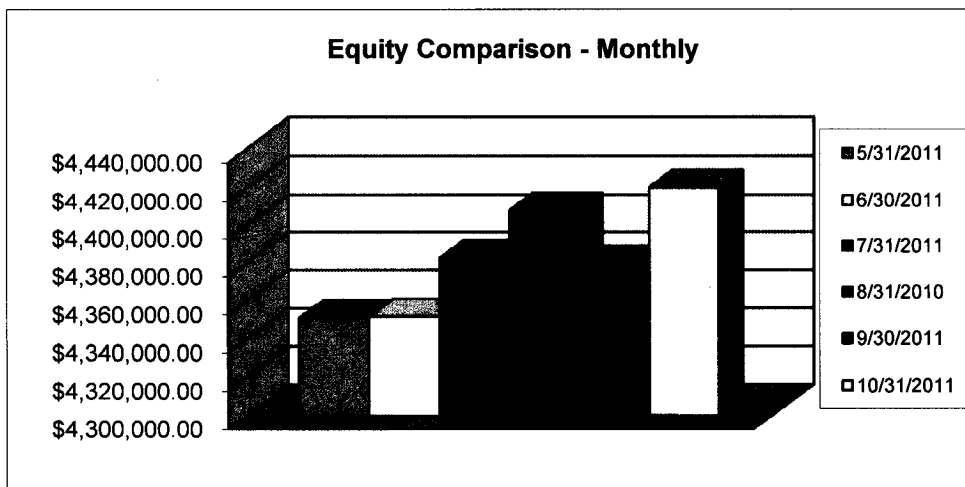
**Port of Poulsbo  
Summary of Financial Statements  
For the Ten Months Ending October 31, 2011**

**ASSETS, LIABILITIES, EQUITY**

|                          |                        |
|--------------------------|------------------------|
| Cost of Capital Assets   | \$ 2,240,985.18        |
| Current Assets           | 2,225,873.60           |
| <b>TOTAL ASSETS</b>      | <b>\$ 4,466,858.78</b> |
| Current Liabilities      | \$ 46,694.93           |
| <b>TOTAL LIABILITIES</b> | <b>\$ 46,694.93</b>    |
| <b>TOTAL EQUITY</b>      | <b>\$ 4,420,163.85</b> |

|                              | October              | Year To<br>Date      |
|------------------------------|----------------------|----------------------|
| <b>INCOME &amp; EXPENSES</b> |                      |                      |
| Moorage & Other Receipts     | 137,433.64           | 897,089.80           |
| Net Fuel Sales               | 4,945.71             | 76,043.32            |
| <b>TOTAL RECEIPTS</b>        | <b>\$ 142,379.35</b> | <b>\$ 973,133.12</b> |
| Operating Expenses           | 102,091.71           | 921,642.48           |
| <b>NET GAIN/LOSS</b>         | <b>\$ 40,287.64</b>  | <b>\$ 51,490.64</b>  |
| <b>CAPITAL IMPROVEMENTS</b>  | <b>\$ 15,076.32</b>  | <b>\$ 15,076.32</b>  |

|                                                     |                        |
|-----------------------------------------------------|------------------------|
| Balances of Assets Accts                            |                        |
| <i>October 31, 2011</i>                             |                        |
| General Fund                                        | \$ 130,524.78          |
| General Investment Fund                             | 1,817,561.46           |
| Liberty Park Fund                                   | 3,355.28               |
| Park Investment Fund                                | 197,485.74             |
| Remaining Fund Balances<br>and other current assets | 76,946.34              |
|                                                     | <b>\$ 2,225,873.60</b> |



**CAPITAL ASSETS ARE BASED ON HISTORICAL COSTS AND DO NOT REPRESENT THE CURRENT FAIR MARKET VALUE OR REPLACEMENT COST.**