

**PORT OF MANCHESTER
MINUTES
February 8, 2016**

Manchester Library Meeting Room, 8067 E. Main Street

REGULAR MEETING

- 1.0 Call to Order.** Board President Strode called the meeting to order at 6:00 PM. Present were Commissioners Strode, Pedersen and Fallstrom. Also present were Contract Administrator O'Connell, Attorney/Auditor Thompson, and 5 guests.
- 2.0 Approvals – Consent Agenda**
- 2.1** Regular meeting minutes for January 11, 2016
- 2.2** All Ports meeting for January 25, 2016.
- 2.2** Vouchers numbered 5396 through 55411 in the total sum of \$5,762.24.
After discussion, Commissioner Pedersen moved approval of the Consent Agenda. Commissioner Fallstrom seconded the Motion. Passed unanimously.
- 3.0 Public Comment -** The Commission would like to see the Manchester Public Library event schedule to ensure that the parking lot remains open during peak demand. There followed discussion regarding the lease that the library has with the Port at \$1 a year rental for a period of fifty years.
- 4.0 Resolution 5-16 - Authorizing Kitsap County Treasurer to Print Warrants -** Attorney Thompson read the proposed Resolution. Contract Administrator O'Connell explained that the County will now be preparing our warrants for payment of bills in a printed format. We will be submitting our certified list of bills to be paid to the County Treasurer who will then make payment in accordance with our voucher approval list. The Resolution provides for this change of procedure. Commissioner Fallstrom moved approval of the Resolution. Commissioner Pedersen seconded the Motion. Passed unanimously.
- 5.0 Cash Deposits Exception Request.** Contract Administrator O'Connell explained that our most recent audit by the State requested that we comply with a State statute that requires timely deposits of cash with the County Treasurer on a daily basis, or if granted permission by the County for good reason, then on a weekly basis. Contract Administrator O'Connell has requested allowance for a weekly deposit from the Treasurer. Effective immediately we will be submitting cash transmittals, primarily from the ramp fee vending machine to the Treasurer on a weekly basis. We will no longer be

writing checks through the County Bank of America account. The County is switching to Key Bank effective March 15th.

6.0 Upcoming Events -

6.1 - Shrimp fishing opens on May 14, 2016. Lots of activity is anticipated for this season.

7.0 Miscellaneous

12.1 Financial Report. Contract Administrator presented a written report. We still do not have final figures from the County for FY 15, but our information is close to accurate and we did wind up the year in a positive financial position with the anticipated reserve

12.2 Commissioner Comments. The Commission would like to receive water quality reports from the waters directly in front of the Port to assess the results of the storm water project on our waters and beaches.

8.0 Future Meeting Dates

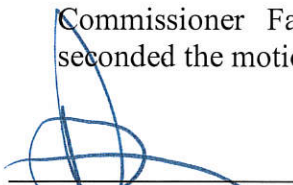
8.1 March 14, 2016, 6:00 PM - Regular meeting

8.2 April 11, 2016, 6:00 PM - Regular meeting

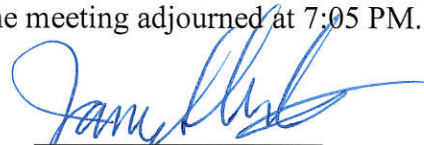
8.3 May 9, 2016, 6:00 PM - Regular meeting

9.0 Adjournment.

Commissioner Fallstrom moved to adjourn the meeting. Commissioner Pedersen seconded the motion. Passed unanimously. The meeting adjourned at 7:05 PM.



Ronald E. Thompson
Attorney/Auditor



James Strode
President