

**PORT OF MANCHESTER
MINUTES
March 14, 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 4 guests.

- 2.0 Approvals – Consent Agenda**
 - 2.1** Regular meeting minutes for February 8, 2016
 - 2.2** Vouchers numbered 16-001 through 16-015 in the total sum of \$3,267.60.
After discussion, Commissioner Pedersen moved approval of the Consent Agenda. Commissioner Fallstrom seconded the Motion. Passed unanimously.

- 3.0 Public Comment -** The US Coast Guard has changed fall and winter anchorage of vessels to shift from Smith Cove Grain Terminal and Tacoma to Yukon Anchorage near Blake Island.
Some used IV needles have been found in the parking area by the library. Caution should be used in touching these needles. The Manchester Water District has two disposal kits available with safety equipment and instructions for handling.

- 4.0 C&L Lawn Maintenance Services Agreement.** Contract Administrator O'Connell presented a proposed contract from our landscape contractor for the forthcoming year. They want an increase from \$335.53 a month to \$456.59. Their responsibility has been increased. There has been nothing but praise for their good work. After discussion, Commissioner Fallstrom moved to accept the contract and authorize the President to sign in behalf of the Port. Commissioner Pedersen seconded the motion. Passed unanimously.

- 5.0 Voucher Request and Banking Update.** Contract Administrator O'Connell reported on changes that have been made by Kitsap County in the procedure to pay bills and banking. Effective now, bills payable by the Port will be listed on the monthly voucher list to be approved by the Commissioners each month before being submitted for payment. After approval the list will be submitted to the Kitsap County Treasurer who will issue machine prepared checks based on the approval. The Contract Administrator will then pick up the checks and mail them to the vendors. The County has switched banks from Bank of America to Key Bank.

- 6.0 Park Play Area & Other Ideas.** Contract Administrator O'Connell reported on his findings regarding a proposal for a play area at Pomeroy Park. It is apparent that each item of playground equipment requires far more space than is available. There is a

footprint of only approximately twenty feet by seventeen feet available, and that is not enough to support any item of playground equipment. Commissioner Strode opined that the Port should see what the use of the Park is this coming summer before making a decision. It is possible that the playground could be located on County property devoted to the storm drain project. Also, perhaps a sponsor or sponsors could be found to fund the project.

There is a need for a new covered picnic area. Contract Administrator O'Connell presented some graphic ideas for a cover. Further study will be done.

The docks are in good shape and came through our winter storms in good condition. Some beach front was lost. Logs came loose from the North park and wound up in the South park. They will be replaced tomorrow.

7.0 Upcoming Events.

- 7.1 4-23-16 - Friends of the Manchester Library Plant & Book Sale
- 7.2 5-14-16 - Shrimp fishing opens - expect a lot of activity
- 7.3 7-23-16 - Power Squadron free vessel checks

8.0 Miscellaneous

8.1 Financial Report. Contract Administrator presented a written report. We will keep an eye on expenses to see if we are within our approved budget knowing that some expenses are not recurring or monthly.

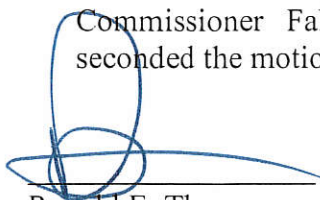
8.2 Commissioner Comments. Commissioner Strode stated that he was concerned that we may have some parking issues this summer. The new spaces developed by the storm water project are fairly well filled up and there is not much availability. The storm water facilities are working well. The water being discharged to the bay appears to be crystal clear.

9.0 Future Meeting Dates

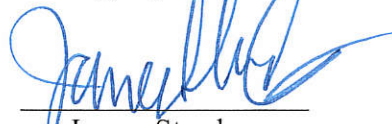
- 9.1 April 11, 2016, 6:00 PM - Regular meeting
- 9.2 May 9, 2016, 6:00 PM - Regular meeting
- 9.3 June 13, 2016, 6:00 PM - Regular meeting

10.0 Adjournment.

Commissioner Fallstrom moved to adjourn the meeting. Commissioner Pedersen seconded the motion. Passed unanimously. The meeting adjourned at 7:30 PM.



Ronald E. Thompson
Attorney/Auditor



James Strode
President