

MINUTES

PORT OF MANCHESTER

February 9, 2009

PRESENT:

Commissioners Fallstrom and Pedersen, Contract Administrator Alan Fletcher; Attorney Thompson and 7 guests. Commissioner Strode was excused

- 1.0 **CALL TO ORDER** – Board Vice-President Fallstrom called the meeting to order at 6:00 PM.
- 2.0 **APPROVAL OF MINUTES:**
The minutes of the Regular Meeting of January 12, 2009 were approved.
- 3.0 **APPROVAL OF VOUCHERS AUDITED AND CERTIFIED BY THE AUDITING OFFICER AS REQUIRED BY RCW 42.24** –Vouchers 4155 through 4165 were approved for payment. A copy of this voucher approval is attached to these minutes.
- 4.0 **PUBLIC COMMENTS**
None
- 5.0 **GRANT APPLICATION UPDATE**
 - 5.1 **Property Purchase.** Contract Administrator Alan Fletcher reported that there is agreement between the owner of adjacent property and the Port for the purchase of the property. The RCO now will look it all over to determine what further might be necessary for the release of the funds for the purchase. A second appraisal has been obtained and called an appraisal review. An environmental assessment will be required.
 - 5.2 **Press Release.** A press release will be circulated for publication after the Port as taken possession of the property.
 - 5.3 **Next Steps.** Different assessments are required by RCO. There will be an environmental assessment, and a cultural and ecological assessment which are being accomplished. We are on a fast track, and hope to be fully approved in a short period of time.
- 6.0 **PORT ADVISORY & SIGN COMMITTEE MEETING UPDATES**
 - 6.1 **Sign Policy.** The Port Advisory Committee drafted a proposed Sign Policy which has been reviewed by the attorney and approved. The Commissioners approved the policy by voice vote.
 - 6.2 **Mission Policy.** The Port Advisory Committee circulated a proposal for a statement of vision, mission and values. Action on the draft was postponed until the March meeting when all Commissioners will be present.
 - 6.3 **Slogan.** The Advisory Committee will present this idea next month. Preliminary thoughts are around “Moving Forward.”

6.4 Other. An application for a permit has been submitted to Kitsap County for the installation of the sign. Money is still being raised to pay for the sign and its installation. The donation box has been installed. A small sign will be placed next to it seeking voluntary contributions for the use of the facilities. A work day to clean up Port property is scheduled for March 28th. The committee may have some idea as to how to preserve historical records owned by the Port, most of which are in the offices of the attorney/auditor.

7.0 MISCELLANEOUS

8.1 Financial Report. Alan Fletcher stated that a report will be submitted at the March meeting, and that none was available for this meeting because the county had not sent records to him which is necessary to prepare the report. .

8.2 Commissioner Comments. Commissioner Fallstrom stated that we should have a Resolution regarding the procedures and rules of the Port with regard to release of public records. The attorney will draft a Resolution for consideration at the March meeting. The April meeting will be held at the Manchester Elementary School because the library will not be available. South Kitsap requires a Certificate of Insurance and a hold harmless agreement which will be obtained through our Enduras, our insurer.

9.0 FUTURE MEETING DATES

9.1 March 9, 2009 – Regular meeting.

9.2 April 13, 2009 at Manchester Elementary School.

10.0 ADJOURNMENT – There being no further business the meeting was adjourned at approximately 7:30 PM.

Ronald E. Thompson
Attorney/Auditor

Daniel Fallstrom
Vice-President