

**PORT OF MANCHESTER
MINUTES
September 13, 2010**

REGULAR MEETING

- 1.0 Call to Order. Board-President Strode called the meeting to order at 6:00 PM. Commissioners Strode, Fallstrom, and Pedersen were present. Also present were Contract Administrator Fletcher, Attorney/Auditor Thompson, and 11 guests.
- 2.0 Approvals
- 2.1 Approval of Minutes of the All Ports meeting held on July 19, 2010.
 - 2.2 Approval of Minutes of the regular meeting held on August 9, 2010.
 - 2.3 Approval of Vouchers 4409 through 4420 from the general account in the total sum of \$8,987.92 and Vouchers 4421 and 4422 in the sum of \$3,337.45 from the Capital Projects Fund account 88734 as required by RCW 42.74.
- Commissioner Pedersen moved to approve items 2.1, 2.2, and 2.3; seconded by Commissioner Fallstrom. The motion was unanimously approved.
- 3.0 Public Comments.
- A guest reported a concern that vehicles backing to park in the new lot may hit the fence. The Port will see whether this condition can be corrected. Commissioner Strode reported that he had a conversation with a County official regarding vessels mooring overnight in violation of our Resolution. The offending vessels will be tagged, and the vessels should be gone within a month.
- 4.0 FY Preliminary Budget
- 4.1 Financial report. Contract Administrator Fletcher provided a written financial report. He stated that reimbursement funds have been deposited. The draft preliminary budget for FY 2011 was distributed. A public hearing will be scheduled for the November meeting to adopt the final budget.
 - 4.2 Planning Session. Commissioner Strode would like to have a Planning Session with the Commissioners open to the public. He would like to see whether a five year plan can be adopted. After discussion, the session was scheduled for October 21, 2010 commencing at 5:30 PM. Members of the PAC were specifically invited to attend.
 - 4.3 Proposal for Pomeroy Winter Maintenance - Blacklotus Landscaping. A proposal from Blacklotus Landscaping regarding Pomeroy Park was discussed. There was discussion to reduce the maintenance from 4 months to every other month or 2 months during the winter. Action was deferred to the next meeting.
- 5.0 Parking Lot Expansion Project Update. The new parking area is in use. Still to be done is the landscaping and the lighting. The lights are coming from Montreal. There will be provision for electrical for special events. The contractor is still owed less than \$20,000. The project is well under budget at this point.
- 6.0 Community Groups
- 6.1 Port Advisory Committee Updates. Commissioner Pedersen reported that the PAC met on August 19. The second annual report was prepared and submitted to the Port. Close to 70 % of persons using the boat ramp live outside the geographic area of the Port. The PAC is looking at storm water issues and whether the Port should budget for a grant writer to make application for a storm water grant. There was a suggestion that the Port

should have a financial plan. This can be discussed further at the Planning Session. Dave Kimble presented a plan prepared by Tom Herstad Building Design, Inc., for beach restoration at Pomeroy Park.

7.0 Miscellaneous

7.1 Potential Liability Claim. Contract Administrator Fletcher reported that he had heard from a potential claimant that a claim may be presented for an injury suffered at Pomeroy Park. Attorney Thompson reported that the claimant had been advised as to how to present a claim, and that to date none had been received. If a claim is received, it will be reported to our insurance carrier.

7.2 Commissioner Comments. Commissioner Fallstrom reported that he will be attending a meeting in Olympia for the purpose of retaining RCO funding for future projects. Since a question was raised regarding Port volunteers enforcing Port Resolutions, and whether there should be a Resolution authorizing volunteers to do enforcement. Commissioner Pedersen stated that he would see to it that refreshments are available for the planning session meeting

8.0 Future Meeting Dates

8.1 October 11, 2010, 6:00 PM – Regular Meeting, Manchester Library

8.2 October 21, 2010, 5:30 PM – Planning Session Meeting, Manchester Library

8.3 November 8, 2010, 6:00 PM Regular Meeting, Manchester Library

9.0 Adjournment. On a motion duly made by Commissioner Fallstrom and seconded by Commissioner Pederson, the meeting was adjourned at 8:17 PM.

Ronald E. Thompson
Attorney/Auditor

James Strode
President