

PORT OF MANCHESTER
MINUTES
October 14, 2024

Manchester Library Meeting Room
8067 E Main Street
6:00 pm

REGULAR MEETING

1.0 Call to Order – Board President Strode called the meeting to order at 6:00pm. Commissioner Ballard, Commissioner Drotz, Water District GM Tony Lang, and 8 public guests were present.

2.0 Approvals – Consent Agenda

2.1 Meeting minutes for September 9, 2024, Regular business meeting.

2.2 Approval of vouchers numbered 2024.124-2024.140 audited and certified by the Auditing Officer as required by RCW 42.24 in the total sum of \$9,346.66.

2.3 Approval of vouchers numbered 2024.141-2024.143 audited and certified by the Auditing Officer as required by RCW 42.24 in the total sum of \$3,949.61.

After discussion, Commissioner Drotz moved to approve the Consent Agenda as presented. Commissioner Ballard seconded, **the motion carried unanimously.**

3.0 Public Comment- No public comment was given outside the topics published in the agenda. Public input is reflected in the corresponding agenda sections.

4.0 Budget- After a short discussion regarding proposed expenses anticipated for 2025, it was determined that no modifications were necessary to the 2025 draft budget. Adoption of the 2025 Budget will be placed on the agenda for November.

5.0 Rental- Board president Strode and Lang discussed the repairs to the Port's rental property. They described the need and extent of the many improvements that have been completed. They explained that to get the property up to habitable standards, additional budget authority is needed. The original \$5,000 authorization will need to be increased to \$10,000. The attending public agreed that the mobile home looks better and that the needed repairs should be completed.

Commissioner Ballard made a motion to increase the authorized budget for repairs from \$5,000 to \$10,000. Commissioner Drotz seconded, **the motion passed unanimously.**

6.0 Property Management- Ballard introduced a public participant that is interested in renting the Daniel's Loop rental property. After a short discussion regarding rent, included utilities, lease applications, and lease agreements, a motion was made by Commissioner Drotz to appoint Jim Strode and Manchester Water District Administration staff as the property management team for handling the Port's rental property. Lang stated he will communicate with the interested applicant and show her the property sometime in the next few days,

7.0 Dock Piling- Lang discussed the broken piling at the north floating dock, the status of the required repairs, and associated permitting. Lang explained that there are 3 options for replacement and each option requires a different level of environmental mitigation. After discussion it was determined that option 3 is the most lucrative and requires no additional mitigation. Option 3 will abandon the old creosote pile that broke off below ground, install a new

10" galvanized steel pile adjacent to it then remove 2 additional creosote piles and install 10" galvanized piles in their place. A discussion ensued on the potential options.

Commissioner Drotz made a motion to move forward with option 3 and utilize the \$28,000 that was for dock repairs and maintenance. Commissioner Ballard seconded, **the motion passed unanimously.**

8.0 **Miscellaneous:**

8.1 Financial Report –Financial reports were presented. As of September 30, 2024, the Income & Expense Report showed a fund balance of \$64,264.24. The year-to-date Launch Fee Report shows total daily and overnight parking revenue totaling \$24,183.00.

8.2 Towing Incident – Strode and Lang discussed a towing incident that occurred at the port parking lot in September. A citizen was towed for not paying his boat launch fee for the second time in less than a week. Lang stated that he had issued a "violation" notice to the citizen the week prior and had documented the occurrence. The citizen is on the Port's surveillance system showing no attempt to stop at the kiosk to pay. After receiving the first violation he made no attempt to communicate with staff or pay the boat launch fee. Lang explained that the citizen is now threatening to take the port to small claims courts for being unjustly towed. The board and attending public agreed that he was justly towed and should not receive any amount of reimbursement. Lang will notify the owner of the Board's decision to not issue a reimbursement and that the towing was justified.

9.0 **Future meeting dates:**

9.1 November 11, 2024, 6:00 p.m.. – Regular Meeting, Manchester Library

9.2 December 9, 2024, 6:00 p.m. – Regular Meeting, Manchester Library

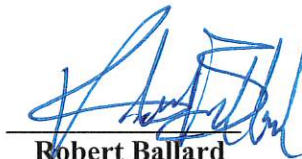
9.3 January 13, 2025, 6:00 p.m. – Regular Meeting, Manchester Library

10.0 **Adjournment** –

Commissioner Ballard moved to adjourn at 7:08 pm, Commissioner Drotz seconded, the **motion passed unanimously.**



James Strode
President



Robert Ballard
Secretary



Paul Drotz
Commissioner