

PORT OF MANCHESTER
MINUTES
January 13, 2020
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, Fallstrom and Ballard. Also present were Attorney Thompson, Contract Administrator O'Connell and 6 guests.
- 2.0 Oath of Office – James Strode** – Attorney Ron Thompson administered the oath of office to recently elected James Strode as Commissioner.
- 3.0* Consent Agenda**
- 3.1** October 28, 2019, All Ports Meeting
3.2 December 9, 2019, Regular Meeting Minutes
3.3 Vouchers numbered 20100 through 20114 in the total sum of \$4,521.02.
After discussion, Commissioner Fallstrom moved approval of the consent agenda.
Commissioner Ballard seconded and the motion carried unanimously.
- 4.0 Public Comment** – Manchester resident Joe Guariz asked if the large cedar tree on the south property line of the Port-owned Daniels Loop property was going to be removed. Commissioner Strode explained that the tree is on the property line with the Studebaker property to the north and will not be removed at this time.
- No action was required on this Agenda item*
- 5.0* Resolution 1-20 - Appointing Attorney for 2020:** - Attorney Thompson read aloud Resolution 1-20 appointing Ronald Thompson as attorney for the Port for the year 2020. Commissioner Fallstrom moved to approve Resolution 1-20 as presented. Commissioner Ballard seconded and the motion carried unanimously.
- 6.0* Resolution 2-20 - Election of Officers for 2020** - Attorney Thompson read aloud Resolution 2-20. Commissioner Ballard moved to elect the same officers that served in 2019. Commissioner Fallstrom seconded and the motion carried unanimously. Commissioner Strode was elected as President, Commissioner Fallstrom was elected as Vice-President and Commissioner Ballard was elected as Secretary.
- 7.0* Resolution 3-20 - Appointing Contract Administrator for 2020** - Attorney Thompson read aloud the proposed Resolution appointing Dennis O'Connell and the Manchester Water District as Contract Administrator for the Port, under an existing interlocal agreement for the year 2020. Commissioner Ballard moved to approve Resolution 3-20 as presented. Commissioner Fallstrom seconded and the motion carried unanimously.
- 8.0* Resolution 4-20 – Appointing Agent to Receive Claims** - Attorney Thompson read aloud the proposed Resolution appointing an agent to receive claims against the Port for damages made under Chapter 4.96 RCW. The Resolution appointed Attorney Thompson as primary agent and Contract Administrator O'Connell as alternate agent. Following brief discussion, Commissioner Ballard moved to approve the Resolution 4-20 as presented. Commissioner Fallstrom seconded and the motion carried unanimously.

- 9.0*** **Resolution 5-20 – Small Works Roster** - Attorney Thompson read aloud Resolution 5-20 adopting a Small Works Roster as set forth in Chapter 39.04.155 RCW. The Port of Silverdale has established and maintains a small works roster for use by various local Port districts. As in previous years, Resolution 5-20 adopts the Port of Silverdale small works roster as the official roster for the Port of Manchester. Following brief discussion, Commissioner Fallstrom moved to adopt Resolution 5-20 as presented. Commissioner Ballard seconded and the motion carried unanimously.
- 10.0*** **Resolution 6-20 – Rules of Governance** – Attorney Thompson summarized Resolution 6-20 adopting general rules of governance for the Port of Manchester. These rules include, but are not limited to, using Roberts Rules of Order as the defining authority in the transaction of business; organization of a Port Commission; adopting resolutions of policy; holding monthly regular business meetings; and keeping and publishing meeting minutes. Following further discussion, Commissioner Fallstrom moved to adopt Resolution 6-20 as presented. Commissioner Ballard seconded and the motion carried unanimously.
- 11.0*** **Resolution 7-20 – Public Records** – Attorney Thompson read aloud Resolution 7-20 adopting rules for the inspection and copying public records in accordance with Chapter 42.56 RCW. The Port of Manchester (Port) shall make available all public records prepared, owned, used or retained by the Port for public inspection and copying. The Port shall appoint Dennis O’Connell, Contract Administrator as their Public Records Officer and shall adopt rules and guidance for requesting public records by the general public as presented. Following discussion, Commissioner Fallstrom moved to adopt Resolution 7-20 as presented. Commissioner Ballard seconded and the motion carried unanimously.

12.0 Miscellaneous

12.1 Financial Report - Contract Administrator O’Connell gave a written and oral report. The Port finished 2019 with a total fund balance of \$59,804.49, including \$18,727.00 in launch fee and overnight parking revenue.

12.2 Commissioner Comments - Commissioner Fallstrom reminded the commissioners that there would be an All Ports meeting on Monday, January 27th.

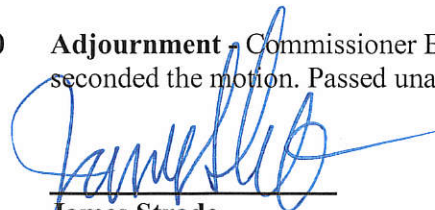
13.0 Future Meeting Dates:

13.1 January 27, 2020, 6:30 pm - All Ports meeting (Brownsville)

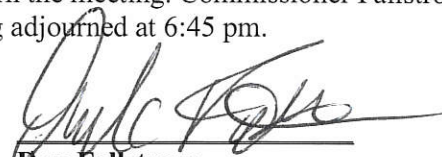
13.2 February 10, 2020, 6:00 pm - Regular meeting

13.3 March 9, 2020, 6:00 pm - Regular meeting

- 15.0 Adjournment** - Commissioner Ballard moved to adjourn the meeting. Commissioner Fallstrom seconded the motion. Passed unanimously. The meeting adjourned at 6:45 pm.



James Strode
President



Dan Fallstrom
Vice President