

PORT OF MANCHESTER
MINUTES
April 14, 2025

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 6:08pm. Commissioner Ballard, Water District GM Tony Lang, and 7 public guests were present. Commissioner Drotz was excused for personal obligations.

2.0 Consent Agenda

2.1 Meeting minutes for March 10, 2025, Regular Business meeting.

2.2 Approval of vouchers numbered 2025.43 - 2025.58 were audited and certified by the Auditing Officer as required by RCW 42.24 in total sum of \$7,429.26.

Commissioner Ballard moved to approve the Consent Agenda as presented. President Strode seconded, **the motion carried unanimously.**

3.0 Public Comment

A public guest stated that the geoduck boat is back out in front of the Port again. He saw their transfer rowboat chained to one of the Port beach logs as well. Lang stated he would contact the owner about mooring his boat on the beach.

Another public guest mentioned that a community Christmas decorating contest is being planned this year for residential homeowners and commercial businesses located in Manchester. Prizes and trophies for the best decorations will be awarded. More information to come as the date gets closer.

4.0 Regular Agenda

4.1 2025 Port Election Cycle – President Strode commented on the upcoming 2026 election cycle for Port Commissioner Positions 2 & 3. He stated if anyone is interested in running for one of these positions, they need to file with the Kitsap County elections office from May 5-9.

4.2 Port Parking – The recent motor home that has been periodically camping/parking at the Library during the month of March was discussed. After discussion and soliciting ideas from the attending public, staff will investigate having signs made prohibiting overnight parking in the overflow lot if the problem persists.

4.3 2022/2023 Assessment Audit – Lang reported the Port completed its Assessment Audit with the State Auditor's Office (SAO) in March. No Audit findings were reported by the SAO, but they did have a few exit recommendations pertaining to documentation of meeting minutes, depository account sweeping, and Board employment status. Lang stated these items will be resolved in the next few months.

4.4 Financial Report –Financial reports were presented. As of March 31, 2025, the Income & Expense Report showed a fund balance of \$46,602.61. The year-to-date Launch Fee Report shows total daily and overnight parking revenue totaling \$2,308.50.

5.0 Executive Agenda

5.1 Commissioner Comments – President Strode noted that the June meeting has been changed from June 9th to June 16th due to Commissioner obligations during the regularly scheduled week in June.

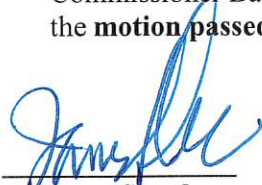

Lang reported that the credit card reader on the Ventek pay machine has been replaced due to customer complaints of the reader not working properly. A blank plate has also been installed in place of the coin acceptor, so the machine no longer accepts coins for payment. It accepts bills and credit cards only and does not provide change.

6.0 Future Meeting Dates:

- 6.1** May 12, 2025, 6:00 p.m.– Regular Meeting, Manchester Library
- 6.2** June 16, 2025, 6:00 p.m. – Regular Meeting, Manchester Library
- 6.3** July 14, 2025, 6:00 p.m. – Regular Meeting, Manchester Library

7.0 Adjournment

Commissioner Ballard moved to adjourn the meeting at 6:56 pm. President Strode seconded, and the **motion passed unanimously.**


James Strode
President
Robert Ballard
Secretary
Paul Drotz
Commissioner