

PORT OF MANCHESTER
MINUTES
March 14, 2022

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 6:00 PM. Also present were Commissioners Coppola and Ballard. Dennis O'Connell of Manchester Water District was in attendance and agreed to take minutes of the meeting. Also present was Attorney Ken Bagwell and three Manchester residents.
- 1.1 **Moment of Silence** – Commissioner Strode asked for a moment of silence in honor of Ron Thompson, attorney for the Port for more than 40-years who passed away recently. Mr. Thompson's service to the Port and friendships created along the way are testament to the quality of his character and he will be missed.
- 2.0 Approvals – Consent Agenda**
- 2.1 Meeting minutes for the February 14, 2022, Regular business meeting.
- 2.2 Approval of 15 vouchers audited and certified by the Auditing Officer as required by RCW 42.24 in the total sum of \$6,027.40.
- After discussion, Commissioner Coppola moved to approve the Consent Agenda as presented. Commissioner Ballard seconded **the motion carried unanimously.**
- 3.0 Public Comment** - Manchester resident Bill Malmquist noticed a barricade on the south dock and asked if there was an issue with the structure. O'Connell explained that the barricade was there to advise visitors of a baby seal that has been resting on the dock frequently as of late. Signage from the Washington State Department of Fish & Wildlife advised onlookers that harassing the seal in any way is unlawful, and that the seal was being monitored. There were no structural issues with the dock itself.
- 4.0* Daniels Loop Rental Property** - Commissioner Strode explained that Shirley Steward, owner of the mobile home rental unit located on Port-owned property at 8205 Daniels Loop has moved out of state. The Port has received a letter from Ms. Steward asking that the property lease agreement be renewed for another year. Following discussion, Commissioner Coppola moved to offer Ms. Steward \$2,500 to purchase the mobile home or terminate the rental agreement after the required 90-day notice to Ms. Steward's tenant, and then give Ms. Steward an additional 30-days to remove the mobile home from the site. Commissioner Strode seconded the motion, while Commissioner Ballard recused himself citing a personal relationship with Ms. Steward. The motion carried with two yea votes and one abstention. O'Connell agreed to draft a notification letter to Ms. Steward.
- 5.0 Legal Representation for the Port** – Commissioner Strode introduced Attorney Ken Bagwell and explained that Mr. Bagwell currently provides legal services for many special purpose districts, including Manchester Water District. Mr. Strode suggested the Port enter into a services agreement with Mr. Bagwell. Mr. Bagwell explained that although he does have prior commitments that may conflict with Port meetings scheduled for the second Monday of each month, he would be available to provide legal representation for the Port. Mr. Bagwell agreed to draft a services agreement for review at the Port's next regular business meeting in April.

No further action was taken.

6.0 Miscellaneous:

6.1 Financial Report - Dennis O'Connell presented financial reports prepared by Kathryn Aguon of Manchester Water District. As of February 28, 2022, the Income & Expense Report included a total of all funds in the amount of \$49,994.84. The 2022 Launch Fees report detailed year-to-date revenue for launch fees and overnight parking totaling \$1,454.00.

6.2 COMMISSIONER COMMENTS – No further comment was offered.

7.0 Future meeting dates:

- 7.1 April 11, 2022, 6:00 pm - Regular Meeting, Manchester Library
- 7.2 April 25, 2022, 6:00 pm – All Ports Meeting, Brownsville Marina
- 7.3 May 9, 2022, 6:00 pm - Regular Meeting, Manchester Library

8.0 Adjournment - Commissioner Ballard moved to adjourn the meeting. Commissioner Coppola seconded and the motion passed unanimously. The meeting adjourned at 6:50 p.m.



James Strode, President



Robert Ballard, Secretary