

PORT OF MANCHESTER  
MINUTES  
May 9, 2022

Manchester Library Meeting Room  
8067 E Main Street  
6:00 p.m.

REGULAR MEETING

1.0 **Call to Order** - Board President Strode called the meeting to order at 6:00 p.m.. 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 were four Manchester residents.

2.0 **Approvals – Consent Agenda**

2.1 Meeting minutes for the April 11, 2022, Regular business meeting.

2.2 Approval of 13 vouchers audited and certified by the Auditing Officer as required by RCW 42.24 in the total sum of \$4,917.80.

Following brief discussion, Commissioner Coppola moved to approve the Consent Agenda as presented. Commissioner Ballard seconded **the motion carried unanimously**.

3.0 **Public Comment** – No public comment was offered.

4.0\* **Legal Representation Services Agreement – Ken Bagwell** – In March, the Commission discussed entering into a services agreement with Attorney Ken Bagwell to represent the Port. Mr. Bagwell currently represents many special purpose districts in Kitsap County, including Manchester Water District. A services agreement was presented for Port Commission consideration and review. Under the terms of the agreement, Mr. Bagwell would be retained for \$550.00 per month. The retainer fee includes 2.5 hours of work, but shall be paid regardless of the time spent on behalf of the Port. Mr. Bagwell shall be paid an additional \$250.00 per hour if additional time is needed. Following brief discussion, Commissioner Coppola moved to execute the services agreement as presented. Commissioner Ballard seconded and **the motion carried unanimously**.

5.0 **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 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. The motion carried with two yeas and one abstention. Since that time, Ms. Steward has been notified of the Port's offer to purchase the rental unit and she has agreed to the terms therein. However, she will not be back in Manchester until the end of June. Following discussion, Commissioner Strode moved to extend the purchase offer until June 30, 2022. Commissioner Coppola seconded the motion, and Commissioner Ballard abstained. **The motion carried with two yeas and one abstention.**

**6.0 Miscellaneous:**

**6.1 Financial Report** - Dennis O'Connell presented financial reports prepared by Kathryn Aguon of Manchester Water District. As of April 30, 2022, the Income & Expense Report included a total of all funds in the amount of \$96,025.12. The 2022 Launch Fees report detailed year-to-date revenue for launch fees and overnight parking totaling \$2,626.00.

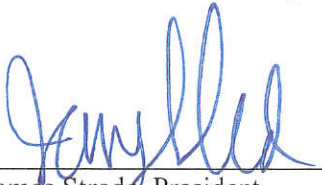
**6.2 Commissioner Comments** – Commissioner Ballard asked if the life jackets hanging at Pomeroy Park could be checked and either cleaned or discarded. The life jacket loaner program is a state-wide effort to improve child safety at public ports and swim areas. O'Connell agreed to have Manchester Water District staff gather and inspect the life jackets.

Commissioner Coppola will be attending an upcoming Washington Public Ports Association (WPPA) meeting to select a new director of the WPPA.

**9.0 Future meeting dates:**

- 9.1 June 13, 2022, 6:00 p.m.- Regular Meeting, Manchester Library
- 9.2 July 11, 2022, 6:00 p.m. – Regular Meeting, Manchester Library
- 9.3 August 8, 2022, 6:00 p.m. – Regular Meeting, Manchester Library

**10.0 Adjournment** - Commissioner Coppola moved to adjourn the meeting. Commissioner Ballard seconded and the motion. passed unanimously. The meeting adjourned at 6:36 p.m.

  
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James Strode, President

  
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Robert Ballard, Secretary