

PORT OF MANCHESTER
MINUTES
April 11, 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 were four Manchester residents.

2.0 Approvals – Consent Agenda

2.1 Meeting minutes for the March 14, 2022, Regular business meeting.

2.2 Approval of 14 vouchers audited and certified by the Auditing Officer as required by RCW 42.24 in the total sum of \$4,530.15.

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

3.0 Public Comment -

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. Although Mr. Bagwell has expressed a desire to represent the Port, he was unable to attend the meeting and the adoption of a services agreement was deferred until the May meeting.

5.0* Resolution 8-22 – Appointing Attorney – Resolution 8-22 appoints Kenneth W. Bagwell as Attorney of the Port of Manchester. If adopted, this resolution would support a services agreement to be executed at the May meeting. Following brief discussion, Commissioner Coppola moved to adopt Resolution 8-22 as presented. Commissioner Ballard seconded, and **the motion carried unanimously.**

6.0* Resolution 9-22 – Appointment of Claims Agent – Pursuant to the provisions of RCW 4.96.020, the governing body of each local governing entity shall appoint an agent to receive any claim for damages made under RCW Chapter 4.96. Resolution 9-22 appoints attorney Ken Bagwell as the primary claims agent for the Port, and Commissioner Ballard as the secondary agent. Commissioner Coppola moved to adopt Resolution 9-22 as presented. Commissioner Ballard seconded and **the motion carried unanimously.**

7.0* Resolution 10-22 – Appointing Auditor – Resolution 10-22 appoints Manchester Water District Accounting Specialist Erin Civilla as auditor for the Port for 2022. As auditor, Erin will submit the Port's Annual Financial Report to the state. Erin has performed general accounting functions for the Port for several years. Commissioner Coppola moved to adopt Resolution 10-22 as presented. Commissioner Ballard seconded and **the motion carried unanimously.**

7.1 Non-Agenda Item – Daniels Loop Property Lease Termination –At last month's meeting, 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.

Presented for the Commissioners' consideration was a letter addressed to Port property lessee Shirley Steward. The letter was drafted by Dennis O'Connell and included the terms set forth in last month's motion. O'Connell stated that Attorney Ken Bagwell had reviewed the first draft and this letter included his suggested edits. Following review and brief discussion, Commissioner Coppola moved to send the letter as presented via certified mail. Commissioner Strode seconded the motion, and Commissioner Ballard abstained. **The motion carried with two yeas and one abstention.**

8.0 Miscellaneous:

8.1 Financial Report - Dennis O'Connell presented financial reports prepared by Kathryn Aguon of Manchester Water District. As of March 31, 2022, the Income & Expense Report included a total of all funds in the amount of \$50,388.31. The 2022 Launch Fees report detailed year-to-date revenue for launch fees and overnight parking totaling \$2,240.00.

8.2 COMMISSIONER COMMENTS – No further comment was offered.


9.0 Future meeting dates:

9.1 April 25, 2022, 6:00 pm – All Ports Meeting, Brownsville Marina

9.2 May 9, 2022, 6:00 pm - Regular Meeting, Manchester Library

9.3 June 13, 2022, 6:00 pm- Regular Meeting, Manchester Library

10.0 Adjournment - Commissioner Ballard moved to adjourn the meeting. Commissioner Coppola seconded and the motion. passed unanimously. The meeting adjourned at 6:40 p.m.



James Strode, President



Robert Ballard, Secretary