

## **JOINT POULSBO CITY COUNCIL AND PORT OF POULSBO MEETING OF OCTOBER 24, 2018**

### **MINUTES**

**PRESENT:** Mayor Erickson; Councilmembers Garland, Lord, McGinty, Musgrove, Nystul, Stern, Thomas; Commissioners Saunders, Swann.

Staff: Finance Director Booher, City Clerk Fernandez, Transportation Engineer Bateman, IT Senior Technician Williamson, Port Business Manager & Accountant Tripp, Maintenance Manager Hofer

**ABSENT:** Commissioner DeSalvo

### **MAJOR BUSINESS ITEMS**

- \* \* \* Small City-Owned Parking Lot
- \* \* \* Silting of Liberty Bay
- \* \* \* Joint fund and Lease Agreement
- \* \* \* Seawall and Floating Breakwater
- \* \* \* Status Update from the Port
- \* \* \* Port Annexation Status
- \* \* \* Deep Water Pier/Mooring Buoy for Cruise Ships
- \* \* \* Status on Jensen Parking Lot
- \* \* \* Update on Port's Restroom Plan
- \* \* \* List of Port Festivals/Events

#### **1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Erickson called the meeting to order in the Council Chambers at 7:00 p.m. and led the Pledge of Allegiance.

#### **2. AGENDA APPROVAL**

The agenda was approved by consensus.

#### **3. COMMENTS FROM CITIZENS**

Mayor Erickson asked for citizen comments; no comments were received.

#### **4. MEETING AGENDA**

Commissioner Swann introduced the commissioners and staff in attendance and gave an overview. He said running an older marina is expensive. American Cruise Line is in its

sixth year of coming to Poulsbo; they have two ships coming in now. The new fire boat "Viking Shield" is at the marina. They have a pump out guy, Terry and Sons, providing free pump outs to the boaters (grant funded from the State of Washington). The Port provides a moorage fee to fund the service. The boat ramp project has been voted on and authorized. A good boat ramp encourages people to come to Poulsbo. The project costs around \$450,000, which is mostly grant funded. The Poulsbo Boaters Association (PBA) is in its fourth year, and they volunteer to serve on committees for port matters and provide feedback. In their 2019 budget, they approved a 7.5% moorage rate increase to go to a capital improvement fund. There are many views on fair rates for boaters. One view is they have been charging too much for their slightly shabby marina; another view is they need to charge market rates to recognize the spectacular location of Poulsbo. Lastly, they have restructured the port administration. They abolished the position of executive director, and now they have a business manager and maintenance manager. They have specialized port counsel and local counsel. They have also hired a grant writer.

**a. Small City-Owned Parking Lot**

Commissioner Swann said this parking lot's status comes up every year. He has been told there is a handshake agreement. They would like an interlocal agreement or a mutual benefit agreement, where they formalize their rights to use the parking lots and its access.

Councilmember Stern asked what is wrong with the current status quo. Commissioner Swann gave an example of regarding what authority they have on the parking lot for towing vehicles.

Mayor Erickson stated that in 2011 she put together a package to sell the parking lot to the Port, and at that time the Port wasn't interested.

Commissioner Swann stated they would like to identify the benefits that flow to both jurisdictions. He would like to move forward to a more formalized agreement.

Councilmember Musgrove said it is not a problem unless it is in contention. For example, when the police boat moorage came up, it was suggested it was being used as a form of payment for the police boat, or it could be, but nothing is really formalized. So, they don't know where things stand at this point. It drew in a number of other issues with it. It would be great to get a handle on it to clear up any confusion.

Councilmember Thomas said they have ILAs with other agencies. He likes seeing them, it provides a solid basis of what each side is committed to do. He would like to see this included in a general ILA with the Port with whatever else that needs to be addressed.

Councilmember Stern asked why the lot was not purchased in 2011. Port Business Manager Tripp was not aware of the offer to buy the parking lot, it was not shared with her at that time. Mayor Erickson said she worked with Commissioner Gilbertson.

**b. Siltation of Liberty Bay**

Commissioner Saunders stated that silting of the bay has increased and shared photographic evidence. The silting is causing the Port to make changes to the marina design to have a longer lasting public marina.

**c. Joint Fund and Lease Agreement**

Commissioner Saunders stated they annually pay \$13,000 into a joint account in lieu of paying the DNR, and the fund balance is \$150,000. He pointed out that the lease agreement states that if they petition to the City and come to an agreement, they can use some of the funds, specifically for the seawall maintenance areas that are owned to the City and leased to the Port.

**d. Seawall and Floating Breakwater**

Commissioner Saunders stated that they need to do a hydrographic survey of the entire bottom of the marina, including the seawall area. The Port is asking for the seawall area to be covered by the joint fund, while the Port pays the rest.

He showed the revised design of the marina and noted after the survey, they can determine if they need to dredge using an existing permit or move the docks out another 40 feet. The creosote piling wall needs to be removed and replaced with a floating breakwater with full public access. The public access float will bring increased revenue and provide an enhanced seaplane base.

The overall survey cost is \$22,000, but the seawall area is about \$8,720, which would be the ask from the joint fund.

Councilmember Stern said they extensively worked on the seawall 10-15 years ago. He asked if any of the areas are being undermined by erosion. Commissioner Saunders said he cannot see any evidence of that, but the survey will provide more details. It appears to be more of a filling in of sediment.

Councilmember Thomas stated that the Port's plan is a great vision. He asked if the silting is on the current breakwater side or the other side. Commissioner Saunders said he cannot say where the majority of the silting is until they do the survey. They are seeing it near the seaplane area, coming from the head of the bay, working slowly towards us and right along the seawall.

Councilmember Lord talked about the possible natural or unnatural causes of the siltation. She believes a majority of it coming from the head of the bay where the bridge was installed to replace the culvert. It is siltation coming from Dogfish Creek, so the salmon are allowed to go up the creek, creating a natural stream. She does not know how it is going to be remedied. Commissioner Saunders does not believe it can be stopped, they can only deal with it. Councilmember Lord said if they dredged, do the know how long it would take before it filled up again. Commissioner Saunders said that information will be part of the survey. It has increased dramatically in the last 4-5 years.

Mayor Erickson asked if they were going to turn back an existing dredging permit. Commissioner Saunders said there is a dredging permit that was open, and he understands it can be opened again with less bureaucracy.

Mayor Erickson would like the Port to submit a written, formalized request with specifics of how exactly that money is going to be used. Then the request can come before the Council for approval at a business meeting.

Councilmember Lord suggested using specific wording in the request that matches the lease agreement, because the funds are for specific repairs of the seawall in the area of the lease.

Mayor Erickson requested the Port's engineers meet with the City's engineers, specifically Michael Bateman, because a lot of things have changed in the way of federal permitting.

Transportation Engineer Bateman stated that a core permit makes things easier, but it is a complicated process, including shoreline permitting, FEMA, et cetera.

Councilmember Stern thanked the Port for the release of the Marine Science Center, because it was a great step for economic development and education for the community. Earlier the cruise lines were mentioned, and he asked if there will be any opportunities in the future to provide a better shore link other than tenders. Commissioner Saunders said it depends on the depth and how the survey goes.

Councilmember Musgrove said for several years there has been the concern of the depth at the breakwater at low tide is at a minimum for existing little cruise ships. The survey will confirm or deny the actual reality.

Councilmember Lord asked when the Port would inform the Tribe. It is important to have a conversation with them, because they are very protective of Liberty Bay. Commissioner Saunders they should start the conversation. Their engineering firm has set up a meeting with all departments, including the Tribe, to share their plans.

**e. Status Update from the Port**

Maintenance Manager Hofer said most of his presentation was already covered by the previous discussions tonight. He quickly shared his powerpoint presentation, that included a draft design of the reconfigured marina, the boat ramp project which will be ADA compliant (they are working on the permits and hope to start in the spring), the breakwater replacement, the new breakwater, the seaplane base, and marina sedimentation.

Mayor Erickson asked how the Department of Natural Resources (DNR) calculates their lease cost. Business Manager Tripp said it is based on acreage of land. The Port's is about \$17,000. Mayor Erickson said DNR doesn't monitor it, pick it up, clean up the stormwater, or police it. She feels that needs to be changed.

**f. Port Annexation Status**

Commissioner Saunders explained the ballot measure is for two marinas in the bay that are not in their Port District. One is their marina and the other is Liberty Bay Marina. These people are not able to vote or have a say of the areas they live in. It is 50-52 people that are affected. They are one of the most important factors and

stakeholders in their bay. It is on the ballot. They currently have no other annexation plans besides this.

Commissioner Swann said annexation continues to be talked about. As a minimum, the Commissioners agree they should include the city limits of Poulsbo. They are currently one half the size of the city limits. Commissioner Saunders said it has been talked about casually, but they have no immediate plans.

**g. Status on Jensen Parking Lot**

Councilmember Thomas asked how the parking lot fits into the parking situation of downtown Poulsbo. He asked if it's the ultimate final use of land as it stands now.

Commissioner Saunders stated that the Port is required to have a minimum number of parking spots for their liveaboards. It does make a little revenue. He is open to suggestions. At the moment there is no planned change. It provides a service and meets a requirement.

Councilmember Musgrove said he has recently received complaints of boat trailers parking on 3<sup>rd</sup> Avenue. He suggested that in the future there may be some sort of requirement that if you launch a boat, you must park in a trailer parking spot.

Mayor Erickson said she is thankful for the extra parking lot. It helped relieve a lot of parking pressures at Anderson Parkway, which was paid for by the merchants. It helped begin the resurgence of downtown.

**h. Update on Port's Restroom Plan**

Commissioner Swann said they tossed around plans for changes over the last 3-4 years. It needs an overhaul inside. There are no major changes in the near-term. Maintenance Manager Hofer said it is in fair condition and boaters have full access. Commissioner Swann said the new restroom on the waterfront is impressive.

**i. List of Port Festivals/Events.**

Mayor Erickson said she enjoyed working with Janice. The waterfront dance this year was a huge success. She would like to see more joint festivals for Christmas and more tree lightings in the downtown areas.

Commissioner Saunders thinks there is a Christmas one underway, Janice is working with the HDPa and the City for the waterfront park. They are trying to do as much as they can to bring people downtown the waterfront.

Maintenance Manager Hofer said there was a list:

- February – Winter Rendezvous
- Yacht club rendezvous
- May - Viking Fest
- Poulsbo Arts festival
- Fireworks - 3<sup>rd</sup> of July
- Labor Day
- They get booked up most weekends with visiting yacht clubs.

Councilmember Lord said the HDPa enjoyed working with Janice, too. She hopes Janice will continue to attend their meetings. The HDPa is always welcoming energetic people with new ideas.

Councilmember Stern said the Economic Development Committee meets the fourth Wednesday of each month. He said the waterfront dance was successful and thanked them for their donation of \$6,000 to the Western Washington University for the SEA Discovery Center. He noted port authorities also work on economic development, and the council committee looks forward to working with them on future projects.

Mayor Erickson asked for a heads up if pirates are coming to town and lighting off cannons. Every year the police department gets calls when this happens.

Councilmember Musgrove commented on the changes that happened over the years with the joint meetings between the Port and the City. Over that period, it has been great to see the changes. He feels there are real solid opportunities moving forward. He is happy to be part of it. The progression has been interesting to watch.

Councilmember Stern asked about the Mayor's research to sell the parking lot to the Port. Mayor Erickson said she would have to review her files. There was a move from the Council to sell the parking lot. She does not know if the Council feels that way at this time.

Councilmember Lord said times have changed, and they are not strapped for cash like they were in 2011. She would like an ILA for the parking lot. Mayor Erickson said she can work on at the beginning of the new year.

## **5. CONTINUED COMMENTS FROM CITIZENS**

Rick Eckert said tomorrow night the school board will vote on a strategic planning contractor. He is seeking energetic leaders in the community to be part of the process. They want the whole community to help them plan their future.

**6. ADJOURNMENT**

**Motion:** Move to adjourn at 8:17 p.m.,

**Action:** Approve, **Moved by** McGinty, **Seconded by** Stern.

Motion carried unanimously.

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Rebecca Erickson, Mayor

ATTEST:

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Rhiannon Fernandez, CMC, City Clerk