

# VIRTUAL MEETING VIA ZOOM

## Poulsbo Port District – Port Commission

<b>Subject</b>	<b>*REMOTE* Regular Meeting Agenda</b>	<b>Date</b>	<b>January 7, 2021</b>
<b>Recorder</b>	<b>Cassidy Conners</b>	<b>Start Time</b>	<b>7:00 PM</b>
<b>Commission Chair</b>	<b>Thomas Rose</b>	<b>End Time</b>	<b>9:00 PM</b>
<b>Commission Members</b>	<b>Jamie Green, Mark Singer</b>		
<b>Staff Present</b>	<b>Carol Tripp, Port Accountant &amp; Mgr. - Melanie Winnett, Harbormaster</b>		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	<b>CALL TO ORDER</b>	
2.	<b>FINANCING BREAKWATER/BONDS</b> – Presentation by NW Municipal Advisors – Alan Dashin	
3.	<b>ELECTION OF CHAIRMAN</b>	
4.	<b>COMMISSIONER COMMENTS</b>	
5.	<b>PUBLIC COMMENTS (limit of 3 minutes)</b>	
6.	<b>POULSBO BOATERS ASSOCIATION REPORT</b>	
7.	<b>CONSENT AGENDA ITEMS</b> (Next Res: 2021-01) All matters listed within the Consent Agenda have been distributed to each member of the Commission for reading and study, are considered to be routine and will be enacted by one motion of the commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by a Commission member or by Citizen Request. <b>A. Approve meeting minutes of: December 17, 2020</b> <b>B. Warrants: 17039, 17040 – 17050, 17051 – 17056, P12899 – P12910, P12911 – P12918, EFT 12/24/20, EFT 12/24/20, EFT 12/24/20, EFT 12/24/20, EFT 12/28/20, EFT 1/8/21, EFT 1/8/21 in the amount of \$97,647.22.</b>	
8.	<b>OLD BUSINESS ITEMS</b>	
	<b>A. Breakwater &amp; Boat Ramp Updates - John Piccone, P.E.</b>	
	<b>B. Resolution #9 – Declaring Local Emergency &amp; Delegation of Authority - Review</b>	
9.	<b>NEW BUSINESS ITEMS</b>	
	<b>A. Items for public comments/discussions</b>	
	<b>B. Confirmation of the Regular Meeting Schedule for 2021</b>	
	<b>C. Accounting &amp; Manager’s Report</b>	
	<b>D. Harbormaster Report</b>	
10.	<b>PUBLIC COMMENT &amp; REQUESTS FOR FUTURE AGENDA ITEMS</b>	
11.	<b>COMMISSIONER COMMENTS</b>	
12.	<b>ADJOURN</b>	

<https://us02web.zoom.us/j/86846563157>

Meeting ID: 868 4656 3157

The Port of Poulsbo provides a time for citizen input during, ‘Public Comments.’ Please limit yourself to three (3) minutes per person. If you wish to address the Commission, please speak clearly. The Commission is committed to maintaining a meeting atmosphere of mutual respect and speakers are encouraged to honor this principle. The Board will address public comments during ‘New Business Items – public comments.’ If you wish to attend the Commission meeting and require physical accommodations in order to do so, please call (360) 779-9905 by 9 a.m. the day of the meeting.

# VIRTUAL MEETING VIA ZOOM

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Meeting ID: 868 4656 3157

Find your local number: <https://us02web.zoom.us/j/kef9Wdboul>

**The Port of Poulsbo provides a time for citizen input during, 'Public Comments.' Please limit yourself to three (3) minutes per person. If you wish to address the Commission, please speak clearly. The Commission is committed to maintaining a meeting atmosphere of mutual respect and speakers are encouraged to honor this principle. The Board will address public comments during 'New Business Items – public comments.' If you wish to attend the Commission meeting and require physical accommodations in order to do so, please call (360) 779-9905 by 9 a.m. the day of the meeting.**

PORT OF POULSBO  
\*REMOTE\* REGULAR MEETING MINUTES  
JANUARY 7, 2021  
7:00 PM

**Present:** Commissioner Singer, Commissioner Green, Commissioner Rose, Port Accountant Carol Tripp, Melanie Winnett – Harbormaster, Pam Benson & Peter Horner – PBA, Rodney McVicker, David Musgrove – Councilman, Nico Jensen, Alan Dashen, Scott Bower

**Call to Order 7:00pm**

**Scott and Alan Presentation**

Scott and Alan presented the “ABCs of Bonds.” They explained the current bond market, described the history of interest rates, and the impact COVID is making on interest rates (i.e.: very low interest rates). They also described the process of obtaining the bonds, and all the steps the bond makes along the way up to approval. It was reiterated that they have a fiduciary responsibility to the Port when working with banks and underwriters and protect the best interest of the Port.

Next, they described the security involved with bonds and the importance of the bond holder to know the loan will be repaid. Various types of bonds were mentioned, including unlimited tax general obligation bond (requires a vote of 60% approval among voters and results in a lowest cost of borrowing – there are no ports that currently have this); limited tax general obligation bond (many ports utilize this by passing a resolution among the Commission and it then taps into the regular property tax of those in the Port district); net revenue bond (passed by a resolution of the Commission and does have a higher interest rate because its cost is not pledged). It was mentioned that ports typically more often look at the limited tax general obligation bond and net revenue bond. Once a bond is chosen, it is negotiated and up for public sale via underwriting and then sold to an investor. Interest rates and fees are publicly negotiated.

According to the statutory 2020 assessed value of the Port of Poulsbo (\$1.3 billion), if a general obligation bond were passed (60% majority vote), that would generate nearly \$10 million (.75% of the assessed value). If a limited tax general obligation bond were enacted (non-voter, passed by a resolution of the Commission), \$3.3 million in funds would be made available. The number would vary depending on the assessed value, so the 2021 value may be different. For a revenue bond, there is no statutory limit, but the question then becomes: Can you pay it back? Another option would be the industrial development district levy. The Commission can impose the levy over a 20-year period and the maximum amount is calculated by the assessed value of homes for a \$2.70 levy rate. The total amount collected over a 20-year period would be \$3.5 million, which would result in \$180,000 annually. This option would be an additional levy the Port has the option to impose. Another important route would be to raise moorage rates to get more revenue in the Port.

Commissioner Rose asked what the cost of the first phase of the breakwater project will be. Port Accountant Tripp said the entire project will cost \$6.9 million and anticipates the project

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will take less than two years to complete. The Port currently has \$2.44 million in grants and would contribute \$1 million in cash. The rest will need to be from a bond or other sources. The cost to obtain a bond for \$3.5 million would be about \$15,000. The path to obtain financing moves quickly, about 2-2.5 months to get the documentation and to get the responses back from the bank. Mr. Piccone said at that point that grant funding is dependent on the majority of the work done within phase one.

Commissioner Rose suggested a planning session (special meeting/workshop) to discuss the information more at length and gain more clarification and understanding to develop a strategy in which to move forward. The board has a deadline of March 5<sup>th</sup> to make a decision and the sooner the process starts the easier it'll be for Port Accountant Tripp to do what needs to be done that follows.

#### **Election of the Chairman**

**Motion:** Move to approve Commissioner Rose as Chairman for the 2021 Commission  
**Moved by:** Commissioner Singer **Seconded by:** Commissioner Green

Motion passed with two in favor, and one opposed.

#### **Public Comments**

Council Musgrove posed the following questions for consideration: Would the annual burden of \$3.5 million equal \$179,000 a year? Why would raising rates equal more boats? Will the Port be releasing public information to the media? Is there an analysis for Port housing costs in terms of housing?

#### **Poulsbo Boater's Association**

There was no report.

#### **Consent Agenda**

**Motion:** Move to approve the meeting minutes of December 17th  
**Moved by:** Commissioner Green **Seconded by:** Commissioner Singer

Motion passed unanimously.

**Motion:** Move to approve the warrants  
**Moved by:** Commissioner Green **Seconded by:** Commissioner Singer

Motion passed unanimously.

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**Old Business Items**

**Breakwater & Boat Ramp Updates**

Mr. Piccone focused specifically on the breakwater for his update. He said the project is on schedule and we're hoping to begin construction late this year. The master schedule breaks down into the following items to address: regulatory review process and permitting, finishing the final design, and the construction process itself. The final design elements and construction process are predictable. When it comes to the regulatory permitting pieces there's a lot of variation. Typically, Mr. Piccone would like to start project flyers for the public to provide a synopsis on what's coming and what's next; however, he said the Port is not quite ready for that because of the unknowns with the regulatory permitting piece.

Mr. Piccone explained the latest update with the Army Corps and the National Marine Fisheries Service. The two organizations haven't been working effectively together. The issues between the two are not indicative of the Port's project, but because of the lack of coordination between the agencies. There was progress in October 2020, but since December 8<sup>th</sup>, the communication from the Corps has stopped. Mr. Piccone hasn't seen any tangible progress, just commitments from the Corps to move things along. At this point he encouraged the board to proceed with the requesting of an emergency authorization. The emergency authorization would be appropriate in the event the Port is unable to get the permit in a reasonable timeframe and demonstrate there is an emergency that is directly related to safety in nature, property or persons, or in some cases, economic hardship. This doesn't bypass the permitting review, and there wouldn't be any certainty they would grant the authorization, but it might be worth asking at this point because of the condition of the breakwater. Mr. Piccone thinks there is a reasonable chance the Corps would allow proceeding ahead of the permitting process review. There is also a chance, if the Corps authorizes an emergency authorization, that they would only authorize pieces of the project that are necessary to mitigate the emergency.

The Commissioners shared their frustrations with the lack of progression on the permitting process and agreed to move forward with the emergency authorization request. Mr. Piccone said a request for an emergency authorization can most effectively be done by scheduling a conference call with the Corps prior to submitting the application. He encouraged at least one Commissioner be present on the conference call to reiterate their position. He will draft a resolution next week and immediately set up a conference call with the appropriate people at the Corps. Commissioner Green, Mr. Piccone, and Port Accountant Tripp will for sure be on the call. Commissioner Singer recommended all three Commissioners attend the meeting.

Mr. Piccone continued on to the shoreline permitting. This piece happens primarily through the City of Poulsbo and they have been very helpful and responsive. The application is with the City and is technically complete. The only thing to note in the process of potential concerns is the Suquamish Tribe Fisheries has expressed concern through the City for the shoreline permits. That's another item that does affect the schedule and can ultimately have a big impact on the

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City permitting process. Aside from that, we'll continue the shoreline permitting process and hope to complete that in the March-April timeframe. Another item regarding shoreline permitting is the City will send the report to a hearing examiner who will then make the final decision for permits on the City's behalf. Part of the project includes a shoreline conditional use permit. Mr. Piccone was recently informed by the City that the Department of Ecology is taking an excessively long period of time to do that review. He's working with the planning department to reach out to the Department of Ecology ahead of the review and see if they have concerns (and how to handle those) instead of waiting for feedback 3-5 months down the road.

Everything is 98% ready for the boat ramp project and will be advertising for bids in short order. One item that is holding up the project, and is of great concern, is the permitting. As we continue to have the conversation about the Corps, we should be thinking about the boat ramp and addressing that as well. The permit could stagnate for a long time and we may want to seek an emergency authorization on the boat ramp from the Corps as well. Port Accountant Tripp would like to schedule the conference call with the Army Corps within the next week. Mr. Piccone encouraged the board to utilize whatever political press they can, but this is not a unique situation regarding the Army Corps. Port Accountant Tripp is happy to send a letter to a representative requesting assistance. Mr. Piccone said he has reached out to Representative Kilmer but has not received a response.

**Resolution #9 – Declaring Local Emergency & Delegation of Authority – Review**

There was nothing to report.

**New Items**

**Items for Public Discussion**

There were none.

**Confirmation of Regular Meeting Schedule**

Meetings in 2021 shall be every first and third Thursday of the month.

**Motion:** Move to approve the Regular Meeting Schedule of 2021

**Moved by:** Commissioner Green **Seconded by:** Commissioner Singer

Motion passed unanimously.

Commissioner Singer mentioned additional meetings the board will need to be involved with in the community and encouraged a conversation around what the board will want to support for the 2021 year. Commissioner Rose suggested this conversation be addressed as a future agenda item. Councilman Musgrove suggested looking at the comprehensive scheme, how to pay for things, increase perception of value, concentrate on economic development in certain

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areas of town, and the relationship with the City of Poulsbo. Commissioner Rose encouraged everyone to email in suggestions for future discussion.

**Accounting & Manager's Report**  
Please see attached.

**Harbormaster's Report**  
See attached.

**Public Comments/Request for Future Agenda Items**  
Commissioner Singer suggested the following future agenda items: annexation, moorage rate increases, and Commissioner participation for the year.


Councilman Musgrove thanked the board for their efforts to relieve parking during the holidays.


**Commissioner Comments**  
Commissioner Green thanked everyone for the hard work and said to continue being safe. Commissioner Singer said there is a lot of work ahead of us, he is passionate about getting the projects finished, and thanked Mr. Piccone for looking at the breakwater project because the Commissioners ahead of us will thank us for what we did. Commissioner Rose said we can't let our guard down now, and we are so close on the horizon with COVID. We need to support staff and we'll get through this. The days are getting longer and there's nothing but opportunity ahead.

**Final Adjournment 9:22pm**

**Motion:** Move to adjourn

**Moved by:** Commissioner Singer **Seconded by:** Commissioner Green

  
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Mark Singer, Commissioner

  
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Jamie Green, Commissioner

  
\_\_\_\_\_  
Thomas Rose, Commissioner

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\*REMOTE\* REGULAR MEETING MINUTES  
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Cassidy Conners, Recording Secretary (Not in Attendance)



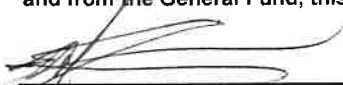
PORT OF POULSBO

PAYMENT VOUCHER


Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA December 24, 2020

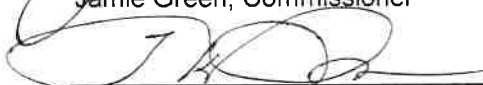
We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$4,505.49 and from the General Fund, this 24th day of December 2020.

  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
17039	Edward Jones	4,505.49
	TOTAL	\$ 4,505.49

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.

  
Port Auditor



PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370


Kitsap County, WA

December 31, 2020

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$33,424.74 and from the General Fund, this 31st day of December 2020.

  
Mark Singer, Commissioner

ATTEST:


  
Jamie Green, Commissioner

  
Cassidy Conners, Recording Secretary

  
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
17040	Melanie Winnett	87.15
17041	Bank of America	4,351.30
17042	Chmelik Sitkin & Davis PS	1,320.00
17043	Coast to Coast Hardware	78.53
17044	Home Depot	213.11
17045	Office Depot	97.51
17046	PetroCard	5,428.32
17047	Home Depot Pro	101.76
17048	Thompson Piling Driving Co	21,209.98
17049	West Marine Pro	95.88
17050	Zandra Walton, BBF	441.20
TOTAL		<b>\$ 33,424.74</b>

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.

  
Port Auditor



**PORT OF POULSBO**


PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA

January 8, 2021


We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$25,103.51 and from the General Fund, this 8th day of January 2021.

  
Mark Singer, Commissioner

ATTEST:


  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
17051	Bank of America	438.89
17052	City of Poulsbo	3,082.57
17053	Home Depot	43.14
17054	PUD #1 of Kitsap County	345.00
17055	Reliable Storage	3,024.00
17056	Soundwest Engineering Assoc Inc	18,169.91
<b>TOTAL</b>		<b>\$ 25,103.51</b>

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.

  
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA

December 24, 2020

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$12,689.37 and from the General Fund, this 24th day of December 2020.


  
Mark Singer, Commissioner

  
Jamie Green, Commissioner

  
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P12899	Richard Stice	1,487.72
P12900	Brian Smith	1,026.98
P12901	Eugene Madayag	1,215.62
P12902	Jannese Hunt	1,287.31
P12903	Carol Tripp	2,226.20
P12904	Melanie Winnett	1,757.08
P12905	Kelli Hodges	1,333.88
P12906	Christopher Henry	492.81
P12907	Jamie Green	760.96
P12908	Thomas Rose	445.13
P12909	Mark Singer	445.13
P12910	Cassidy Conners	210.55
TOTAL		\$ 12,689.37

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.

  
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO


PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA

January 8, 2021

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$11,373.04 and from the General Fund, this 8th day of January 2021.

  
Mark Singer, Commissioner

  
Jamie Green, Commissioner

  
Thomas Rose, Commissioner

| Voucher # | Claimant          | Amount       |
|-----------|-------------------|--------------|
| P12911    | Richard Stice     | 1,549.33     |
| P12912    | Brian Smith       | 1,032.38     |
| P12913    | Eugene Madayag    | 1,222.75     |
| P12914    | Jannese Hunt      | 1,566.54     |
| P12915    | Carol Tripp       | 2,231.95     |
| P12916    | Melanie Winnett   | 1,691.43     |
| P12917    | Kelli Hodges      | 1,405.75     |
| P12918    | Christopher Henry | 672.91       |
| TOTAL     |                   | \$ 11,373.04 |

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.

  
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER


Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA January 8, 2021


We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$3,619.33 and from the General Fund, this 8th day of January 2021.

  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green, Commissioner

  
Cassidy Conners, Recording Secretary

  
Thomas Rose, Commissioner

| Voucher #  | Claimant                    | Amount            |
|------------|-----------------------------|-------------------|
| EFT 1/8/21 | US Treasury/Financial Agent | \$3,391.80        |
| EFT1/8/21  | DSHS                        | \$227.53          |
|            | TOTAL                       | <b>\$3,619.33</b> |

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.

  
Port Auditor

~~~ EFT ~~~

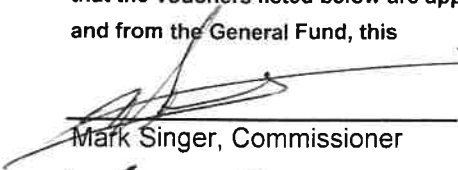
PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA December 24, 2020

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$4,248.84 and from the General Fund, this 24th day of December 2020.

  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green, Commissioner

  
Cassidy Conners, Recording Secretary

  
Thomas Rose, Commissioner

| Voucher #                   | Claimant                    | Amount            |
|-----------------------------|-----------------------------|-------------------|
| EFT 12/24/20                | US Treasury/Financial Agent | \$3,547.54        |
| EFT 12/24/20                | DSHS                        | \$227.40          |
| EFT 12/24/21                | DSHS                        | \$227.40          |
| EFT 12/24/22<br><i>2021</i> | DSHS                        | \$246.50          |
| TOTAL                       |                             | <b>\$4,248.84</b> |

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.

  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER


Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA December 28, 2020


We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$2,682.90 and from the General Fund, this 28th day of December 2020.

  
Mark Singer, Commissioner

ATTEST:


  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Thomas Rose, Commissioner

| Voucher #    | Claimant                         | Amount            |
|--------------|----------------------------------|-------------------|
| EFT 12/28/20 | Washington State Dept of Revenue | \$2,682.90        |
|              | TOTAL                            | <b>\$2,682.90</b> |

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.

  
Port Auditor

\*\*\* EFT \*\*\*



Accounting and Manager Report – January 7, 2021

The Comprehensive Scheme was posted on the Port's website and sent to the City Council and Mayor, mid-December. At this time the only feedback that has been received has been concerns regarding property acquisition and concerns regarding future annexation attempts. As information is received, it will be forwarded directly to the Commission.

The Port received a claim of infringement from Paramount to cease downloading copywritten material that is exclusively owned by said company. Upon further investigation it was noted that over 143 GB of data was downloaded on one access point (on the permanent moorage side) within a 4-day period. There are 15 access points on the permanent moorage side. In order to prevent future issues with this type of activity, a restriction has been placed on peer to peer sites like BitTorrent. If this continues to be an issue, further restrictions will be necessary in order for the business office to maintain its internet service.

The Director of the SEA Discovery Center has contacted the Port, inquiring if we would be interested in an interlocal agreement for maintenance services. The maintenance staff at the center were laid off in October due to funding issues. They are looking for minor maintenance assistance. I would encourage the Board to let me investigate this further before saying, "No."

During the last part of December, a live-aboard vessel from the Port of Poulsbo left the marina under tow and sunk outside of Keyport. The Dept of Ecology and the US Coast Guard are involved in this incident.

The Kitsap County Elections District Questionnaire has been completed for the Port. We will have two Port Commission positions coming up for election this year. The dates for filing for these positions is May 17<sup>th</sup> through May 21<sup>st</sup>. Commission position #2 is for a 6-year term and Commission position #3 is for an unexpired 2-year term.

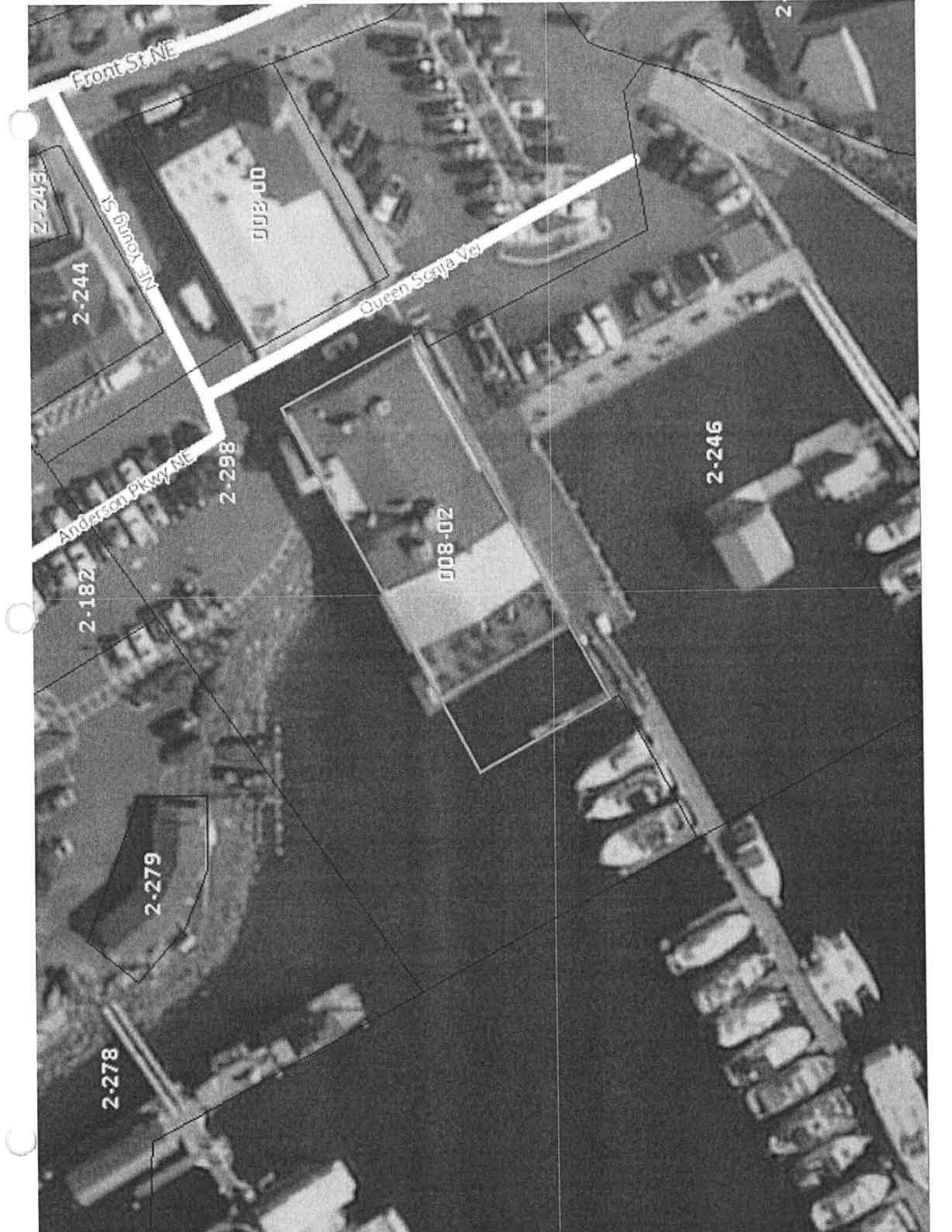
An agreement will need to be drafted between the Port of Poulsbo and John Xenos regarding the finger pier at the base of the "D" Dock gangway. (See picture attached) There has never been a formal agreement between Mr. Xenos and the Port regarding this area and it should be documented.

Olympic Outdoor Center has requested to have another 5-year contract with the Port of Poulsbo.

Respectfully Submitted,

Carol Tripp  
Port Accountant, Auditor & Treasurer  
Port Manager





2

Front St NE

2-243

2-244

15 Street NW

003-00

Queen Sanja Vel

2-298

Anderson Pkwy NE

2-182

008-02

2-246

2-279

2-278

01/07/2021

HM Report

Since the last meeting, we still had not received the shipment of 50 amp GFCI breaker replacements from Eaton. Over this last weekend, we had a winter moorage person while transferring slips did not unplug and the pedestal ended up in the water. I had Richard called to come down and assess the situation, he turned off electrical got the pedestal out of water, sprayed it with electrical cleaner to help with drying it out... and set it so it is used as a pass thru for current for the remaining of F dock to get power. Jannese & Chris also assisted Richard in retrieving, securing, and putting up safety tape until Monday when a decision could be made. On Monday the decision was made to order a new 50 amp pedestal & 30 amp pedestal through a different company. And we went through Sea Technology. The cost is around \$3500 in total should be receiving them week of the 18<sup>th</sup>. Cannot express the disappointment on how long this has taken to repair a pedestal, or the time wasted not only for the port but also the electrician repeated trips, the inconsistency of Eaton to be able to get us a breaker from their making; that will not trip when in use, and of course the revenue that has been lost because we could not provide 50 amp power to our guests.

Would like to address repeat dinghies that are full of water and not being attended until they get a phone call. Since I have been directed by the board to do inspections of vessels that look unattended and have not been inspected in over 4 years. I think conditions and placement of dinghies should be addressed. Per our rules & regulations Section 9 "Activities" sub section 9.4 Dinghies 1. Dinghies must be kept within the confines of the moorage space OR stored aboard the vessel when not in use. All of the dinghies, kayaks, canoes, that have had repeated calls to pumpout their dinghies, kayaks, canoes have not been in use for several months. It's unfortunate, but I feel this rule needs to be enforced if these are not being used frequently, they need to be put on your vessel or upland. If vessels are to not be an eyesore and kept clean so should these dinghies, kayaks, canoes. They collect the same green grime & micro isms as the larger boats.

We will be starting a quarterly newsletter and are looking for content on what would be of interest to our boating community. Any ideas please feel free to email ideas to [reservations@portofpoulsbo.com](mailto:reservations@portofpoulsbo.com).

Guest moorage boat nights for Dec. 2020 were 243 which is up from Dec 2019 of 159 boat nights.

I have updated our inspection checklist. Our previous 6 key points were (list points) and the new checklist adds:

*Fuel holding qty.*

*fuel type*

*condition of thru hull material*

*picture will be taken exhaust fan operability.*

*access to vessel from finger*

Tuesday we were taking a fuel drop during high tide and during the beginning of the transfer, fuel was spilled up top of ramp in parking lot. While driver was trying to get the flow started and a seal on the vapor recovery cap did not seal and driver had to shut off process and there was about 2 gallons spilled. Richard and the driver cleaned up the spill efficiently, laid down floor dry and 30 pads. Jordan from the City came down and observed outcome and spill. With our conversation he said everything looks good with clean up.

Free parking at our Jensen parking lot comes to an end on Friday January 15<sup>th</sup> and will return to paid parking on Saturday January 16<sup>th</sup>.

Fuel Dispensers switch out will happen before end of 1<sup>st</sup> qtr this year.

Next week meeting with staff & Carol and schedule the upcoming CIP.

