

# VIRTUAL MEETING VIA ZOOM

## Poulsbo Port District – Port Commission

<b>Subject</b>	<b>*REMOTE* Regular Meeting Agenda</b>	<b>Date</b>	<b>October 1, 2020</b>
<b>Recorder</b>	<b>Cassidy Conners</b>	<b>Start Time</b>	<b>7:00 PM</b>
<b>Commission Chair</b>	<b>Mark Singer</b>	<b>End Time</b>	<b>9:00 PM</b>
<b>Commission Members</b>	<b>Jamie Green, Thomas Rose</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>COMMISSIONER COMMENTS</b>	
3.	<b>PUBLIC COMMENTS (limit of 3 minutes)</b>	
4.	<b>POULSBO BOATERS ASSOCIATION REPORT</b>	
5.	<b>CONSENT AGENDA ITEMS</b> (Next Res: 2020-13) 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. A. Approve meeting minutes of: 9/17/2020 B. Warrants: 16902 – 16916, P12843 – P12852, EFT 10/2/20, and EFT 10/2/2020 in the amount of \$49,873.57.	
7.	<b>OLD BUSINESS ITEMS</b>	
	A. Breakwater & Boat Ramp Updates – John Piccone	
	B. Resolution #9 – Declaring Local Emergency & Delegation of Authority - Review	
	C. 2021 Budget Presentation	
8.	<b>NEW BUSINESS ITEMS</b>	
	A. Items for public comments/discussions	
	B. Accounting & Manager’s Report	
	C. Harbormaster Report	
9.	<b>PUBLIC COMMENT &amp; REQUESTS FOR FUTURE AGENDA ITEMS</b>	
10.	<b>COMMISSIONER COMMENTS</b>	
11.	<b>EXECUTIVE SESSION</b>	
12.	<b>ADJOURN</b>	

<https://us02web.zoom.us/j/83533564114>

Meeting ID: 835 3356 4114

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

One tap mobile

+12532158782,,83533564114# US (Tacoma)

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Dial by your location

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+1 312 626 6799 US (Chicago)

Meeting ID: 835 3356 4114

Find your local number: <https://us02web.zoom.us/j/83533564114>

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PORT OF POULSBO  
\*REMOTE\* REGULAR MEETING MINUTES  
OCTOBER 1, 2020  
7:00 PM

**Present:** Commissioner Singer, Commissioner Green, Commissioner Rose, Port Accountant Carol Tripp, Melanie Winnett – Harbormaster, Pamela Benson - PBA, Peter Horner, Councilman David Musgrove, Mary Ellen Salen, John Piccone

**Call to Order 7:00pm**

**Commissioner Comments**

Commissioner Rose commented that it is time to start prepping boats, utilities, etc. for winter. Also, be sure to check on your neighbors and support the crew. He recognized and thanked Commissioner Singer and Commissioner Green for what they have been through the last few months. Zoom meetings are difficult, and they make it hard to get to know each other. He wanted to add a few points about how he comes to the Port. Commissioner Rose wants to move forward in partnership and feels everyone needs to harness their differences that may get in the way of the focus. He wants to center on purpose, collectively, and be encouraging and supportive of staff, and of each other. He thinks they all need to get to a point to celebrate being stewards of the Port and everything that surrounds it.

Commissioner Green provided an update on the workshop. It is tentatively scheduled for Tuesday October 13<sup>th</sup> at 1pm and should take roughly an hour. The goal of the workshop is for the committee to explore activities and events that will encourage boaters and community members to utilize the marina. The marina is often thought of as an extension of the waterfront park and we want to encourage citizens to visit the Port. Commissioners and anyone within the community are welcome. Commissioner Green also shared the Port has been trying otter.ai and everyone is impressed with it. It transcribes audio and time stamps are placed when the person speaks. The transcribing highlights the words as it goes on and tracks keywords, which will be beneficial when searching for something in previous minutes.

Commissioner Singer had Port Accountant Tripp clarify that commissioners may all attend a workshop if there are no decisions made. If there are decisions made, the workshop must be advertised as a special meeting. Commissioner Singer welcome everybody and recognized how busy everyone is. He has walked the docks, and maintenance and everyone is doing a great job. Winter moorage is now open, and he hopes there will be better attendance in that regard.

**Public Comments**

David Musgrove said it was nice see a full complement of commissioners who are ready to make a dent in everything they have been tasked to do. He believes the current board will make a lot of head way for the people of Poulsbo and within the Port.

**Poulsbo Boaters Association**

The association gave their report.

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**Consent Agenda**

**Motion:** Move to approve the meeting minutes of 09/17/2020

**Moved by:** Commissioner Rose **Seconded by:** Commissioner Green

Motion passed unanimously.

**Motion:** Move to approve the warrants

**Moved by:** Commissioner Green **Seconded by:** Commissioner Rose

Motion passed unanimously.

**Old Business Items**

**Breakwater & Boat Ramp Updates – John Piccone**

Mr. Piccone started the update with the breakwater replacement project. Nothing has changed regarding the planned schedule. He is shooting for a goal of bidding the project early next year in the February - April timeframe. He believes there will then follow a seven-month construction process, and he would like to see it started with a time frame of June – August 2021. The exact timeline is unknown, but the closer we get the more we will be able to hone in. We are now ready to start the final design process and there are two components: final engineering and preparing the bid documents. If the schedule gets stretch out on permits and we don't have the permits but want to push forward with the schedule by January 2021, we should have conversation about either pushing the bid date back, or carry forward but contingent on issuance of any pending permits. We can talk more in detail about that come January.

Speaking to the permits at the federal level, the corps has been much more responsive. The NMFS has been delaying projects all throughout Puget Sound and we cannot get any kind of feedback from them on how long it may take. Mr. Piccone said he will continue to push and let them know there's urgency on this project. Regarding permitting the breakwater addition, the Suquamish Tribe has generalized concerns about the project. Over the past few months Mr. Piccone has made several attempts to reach out for detailed feedback to the tribal fisheries manager and she has not been responsive at all. Mr. Piccone has made comments to the city directly, and still their responses have been too generalized to specifically respond and know exactly what we want to do regarding workable solutions. His next step is to reach out to someone in the tribal department head for an in-person meeting. Mr. Piccone encouraged one commissioner to attend the meeting, once it's scheduled, hopefully in October.

The city permitting package has been submitted to the city. The last couple of the months they have been accommodating and easy to work with, so progress is being made. Mr. Piccone received a memo back from planning department, and they have officially revised and clarified

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their position on parking demand. The city originally wanted to look at the marina as a whole and now we are just being asked to look at breakwater only for parking. The city has suggested that according to their 17 parking stalls needed, they are willing to accept 17 designated Jensen Way parking stalls to marina liveaboards. There are no changes to funding the breakwater at this time; grants are in good status and money is in holding.

Commissioner Singer had three questions:

1. What's the risk to taking bids vs waiting until permitting is done?

The risk is when we get bids, we issue documents with conditions and bidders will use conditions to figure a price. Without permits, Mr. Piccone must make a guess about permit conditions. If those are different in a way that affects contracts work, the contractor can say cost+ and it becomes change order driven.

2. NMFS where are they located, servicing from?

The primary office is in Olympia.

3. Why must there be parking spots allocated for marine tenants only when marine tenants have parking passes, and visitors in boats don't have cars?

If a transient boater comes in and calls friend/family to come on down and visit them, a car is generated. If, during the winter/slow season, the Port wants to use those slips for winter moorage, that'll generate parking because of the longer stay.

The boat ramp design is on hold at a 60% level, and it is a much simpler project so we can finalize the design quickly. We are currently waiting on the city to determine a permit. We originally requested an exception for the shoreline substantial development permit, and the city denied. We had a third-party consultant look at the permitting nuances of the project and the good news is the city has come back and said yes to an exception for the SSDP permit. The planning department has been good to work with. The permitting for the boat ramp is currently at the comment period and we're waiting for that to end. Once that is finished, it'll be submitted to HPA then to WDFW. We are waiting on the corps permit next. The corps permit is much the same as the breakwater; the good news is there doesn't appear to be any concerns at the tribal level. Mr. Piccone said the project is still on track for a bidding schedule in early next year. The work window is the same as the breakwater: July 2021 through February 2022. The RCO grant is set to expire at the end of this year, beginning 2021. It isn't uncommon to request a two-year extension agreement and Mr. Piccone is prepared to make that request.

Commissioner Singer asked if the construction of the breakwater will require contractors the use of the boat ramp. Mr. Piccone said it would be ideal to give them the boat ramp as a staging area so long as it's the old boat ramp. If the boat ramp is new when construction begins, we will need to make sure it is kept in great conditions.

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The comprehensive scheme is moving along well, and the first draft has been completed. Port Accountant Tripp reviewed it this week. A few more things will be added over the next week and next the draft will be sent to each of the commissioners directly. He is encouraging and hoping to be contacted directly by email, zoom, phone, etc. for any feedback. Mr. Piccone will gather feedback between mid-October and the end of October to develop a more refined draft. Moving into November, the expectation is the commissioners will discuss the draft. The public can comment and provide feedback as well. Mr. Piccone said the PBA has already submitted some of their thoughts. End of January 2021 – early February 2021 will be a good time for a public hearing. The open regular meeting can immediately follow the public hearing so as to motion to adopt decisions discussed in the public hearing.

Regarding D Dock, the permitting tasks have been completed, and they're ready to go and in hand. The necessary engineering is done, and we are currently in the process of soliciting quotes for both fabrication and installation of that dock. The lead time for fabrication of gang way is six weeks.

Commissioner Singer asked what the angle of descent of the new ramp vs the angle of descent of the old ramp at new tide. Mr. Piccone said the new ramp will be better, and at low tide he is guessing there will be about a 20% improvement over the old ramp.

### **2021 Budget Presentation**

**Motion:** Move to approve Resolution 2020-13

**Moved by:** Commissioner Rose **Seconded by:** Commissioner Singer

Unanimously approved

**Motion:** Move to approve Resolution 2020-14

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

Unanimously approved

**Motion:** Move to approve Resolution 2020-15

**Moved by:** Commissioner Green **Seconded by:** Commissioner Rose

Unanimously approved

### **New Items**

#### **Items for Public Discussion**

There were none.

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**Accounting & Manager's Report**

See attached.

**Harbormaster's Report**

See attached.

**Public Comments/Request for Future Agenda Items**

Requested for future agenda items were: Recycling at the Port, and Wide Berthing

**Commissioner Comments**

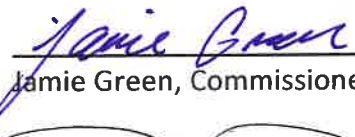
Commissioner Singer thanked everyone for attending the meeting. He suggested Commissioner Green or Commissioner Rose attend the meeting with Mr. Piccone and the tribe.

**Final Adjournment 8:41pm**



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Mark Singer, Commissioner



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Jamie Green, Commissioner



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Thomas Rose, Commissioner

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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

October 2, 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 \$25,848.29 and from the General Fund, this 2nd day of October 2020.

  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green, Commissioner

  
Cassidy Conners, Recording Secretary

  
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
16902	Department of Ecology	55.00
16903	Bank of America	279.82
16904	CASS/Cade Distributing Inc	102.46
16905	CHS Inc / Cenex	71.68
16906	Chmelik Sitkin & Davis PS	715.00
16907	Curbell Plastics Inc	402.30
16908	HD Supply Facilities Main LTD	2,275.92
16909	Home Depot	122.20
16910	Industrial Scientific Corp	257.57
16911	Kitsap County Dept of Public Works	43.93
16912	MD Marine Electric LTD	3,939.54
16913	Office Depot Credit Plan	68.57
16914	Peninsula Fire Inc	895.38
16915	PetroCard	16,420.62
16916	Home Depot Pro	198.30
	TOTAL	\$ 25,848.29

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

October 2, 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 \$11,948.15 and from the General Fund, this 2nd day of October 2020.


  
Mark Singer, Commissioner

  
Jamie Green, Commissioner

  
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P12843	Jamie Green	655.68
P12844	Mark Singer	550.41
P12845	Cassidy Conners	315.84
P12846	Richard Stice	1,434.04
P12847	Brian Smith	1,158.98
P12848	Eugene Madayag	1,218.61
P12849	Jannese Hunt	1,285.80
P12850	Carol Tripp	2,226.13
P12851	Melanie Winnett	1,766.53
P12852	Kelli Hodges	1,336.13
	TOTAL	\$ 11,948.15

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Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA October 2, 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 \$3,329.58 and from the General Fund, this 2nd day of October 2020.

  
Mark Singer, Commissioner

ATTEST:

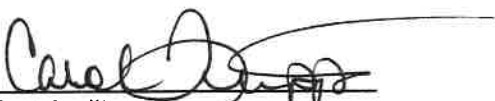
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Thomas Rose, Commissioner

| Voucher #   | Claimant                    | Amount            |
|-------------|-----------------------------|-------------------|
| EFT 10/2/20 | US Treasury/Financial Agent | \$3,329.58        |
|             | TOTAL                       | <b>\$3,329.58</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

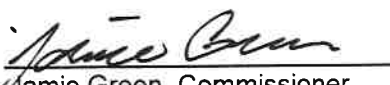
Kitsap County, WA

October 2, 2020

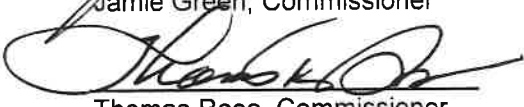
We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$8,747.55 and from the General Fund, this 2nd day of October 2020.

  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green, Commissioner

  
Cassidy Conners, Recording Secretary

  
Thomas Rose, Commissioner

| Voucher #     | Claimant                         | Amount            |
|---------------|----------------------------------|-------------------|
| EFT 10/2/2020 | Washington State Dept of Revenue | \$8,747.55        |
|               | TOTAL                            | <b>\$8,747.55</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 ~~~

**Date:** October 1, 2020  
**To:** Carol Tripp Port Manager, Board of Commissioners  
**From:** John Piccone, P.E., Soundwest Engineering Assoc.  
**Subject:** Current Projects - Status Summary

### **Breakwater Replacement Project:**

#### **Design & Construction**

- As previously reported; the planned construction schedule has not changed with the goal of going out for bid in the February through April 2021 timeframe and an approximate 7-month construction period beginning in the June through August 2021 timeframe. However, construction cannot begin until all permits are obtained and the timeframe for agency completion of this process is highly unpredictable (see permitting below).
- We are ready to proceed with final design however, receiving and addressing various regulatory review comments should inform the final design process. It is also desirable to have permits in hand as final bid documents are completed so that permit provisions can be made a contractual part of the bid documents. If permit comments and/or issuance are not received in time to meet the above schedule goal the board may wish to either delay bidding or proceed with bidding and make award contingent on permit issuance. This should be discussed further late this year or by January of 2021 as more information becomes available.

#### **Permitting & Regulatory Status**

- At the Federal level, the Corps have been reasonably responsive in moving the project application forward however, federal agencies that provide consultation to the corps (such as NMFS) have not provided any feedback on review or timelines. I will continue to periodically request updates and reiterate the urgency of the project.
- As we've discussed previously, the Suquamish Tribe has expressed some generalized concerns about the project. I've made several attempts to engage with them at the lower staff level but been unable to solicit direct and specific feedback and/or discussion around potential solutions. Recently, the Tribe officially submitted several comments to the City regarding their concerns however, those comments continue to be too generalized to effectively address a solution to Tribal concern. I plan to request a meeting with the Tribal sr. biologist and appropriate fisheries and natural resources

department heads as soon as possible this month. I recommend one Commissioner also attend that meeting and once the meeting date is set Carol can reach out to see which Commissioner is available.

- The full permit package has been submitted to the City and we have been actively engaged with planning staff regarding the review. Generally, the City has been accommodating and easy to work with over the past two months. The City has also officially revised and clarified its position regarding parking; stating that only the breakwater expansion impact is under consideration (as opposed to the whole marina) This is now a very reasonable request and in line with my original expectation so I am proceeding to prepare the demand analysis that is expected to allocate a certain number of Jensen Way parking stalls (17 at most) for marina tenants only.
- Regarding the DNR; we have been working with the DNR project manager and the City to lay ground work for renewal of the current tideland lease and other options that will enable us to submit our PMA and lease renewal request to DNR. There are two primary options going forward that are scheduled for discussion at your Oct. 15 Board meeting.

**Funding**

- No changes since the last update.

**Boat Ramp Project:**

**Design & Construction**

- The design plans remain at the 60% level and final design is planned for November through January 2021.
- The allowable in-water construction window is anticipated to be July 2021 through February 2022 and the recommended construction period is July through September 2021 if all permits can be obtained by then, but federal permit timelines do remain uncertain.
- As more information becomes available in late 2020 and early 2021 we will want to discuss the same bidding options described above for the breakwater.

**Permitting**

- Federal permitting is generally tracking along the same path as the breakwater, although there is no indication of Tribal concern on the boat ramp project, and there is far less information for other federal agencies to review, so it may proceed ahead of the breakwater.

- The shoreline exemption request to the City has now finally been resolved. The City has agreed that the project is exempt from SSDP permitting and currently we are awaiting final authorization pending the SEPA comment period. This process is expected to be finalized in the coming weeks.
- We will be ready to proceed with our HPA application to WDFW as soon as the SEPA comment period is complete, and the City issues their SEPA determination. Submittal of the HPA is expected to occur this month and not likely to become a rate limiting factor (corps permitting is expected to take longer than WDFW).

#### Funding

- We have requested an extension to the RCO funding agreement to accommodate the permitting related delays. The extension is not anticipated to be denied.

#### **Comprehensive Scheme:**

- A complete 1<sup>st</sup> draft has been prepared and reviewed by the Port Manager and I will be sending individual copies to each Commissioner before your next Board meeting. This next step is intended to solicit input and ideas from each Commissioner individually and give you each time to review and consider your comments to the early draft prior to any public meeting discussion you may feel appropriate. Once you receive a copy to review I encourage you to contact me and discuss your ideas and impressions on the several aspects of the scheme; this will enable me to develop the draft further with your preliminary input prior to moving forward in a more public forum.
- Following preparation and subsequent review of the second draft mentioned above, we may wish to discuss the 2<sup>nd</sup> draft in your first and/or second November board meeting before preparing a third draft for public and stakeholder input. Or, alternately, you may wish to begin soliciting public input at those November meetings in conjunction with any discussion necessary.
- You may also wish to directly solicit comments on the 3<sup>rd</sup> draft from key stakeholders at your discretion.
- Following Commissioner, public, and stakeholder input we will prepare a final draft for adoption. I recommend posting that final draft on the Port's website and if not already done, forwarding that final draft to stakeholders as you deem appropriate.
- Tentatively scheduled for January of next year, we will schedule and advertise for public hearing on the scheme prior to a motion for adoption.

**D-dock Gangway:**

- I am currently in process soliciting fabrication and installation quotes from contractors and expect to have a recommendation for construction contract to the Port Manager in the next few weeks.
- Following approval, we will authorize the successful contractor to proceed with fabrication and installation. Currently, I am being told the lead time for fabrication is on the order of 6 weeks and installation should go relatively quickly (likely within two weeks) following that.

**PORT OF POULSBO**  
**KITSAP COUNTY, WASHINGTON**  
**RESOLUTION NO. 2020-13**  
**DATED: OCTOBER 1, 2020**

A RESOLUTION of the Board of Commissioners, Port of Poulsbo, adopting a new tariff.

WHEREAS, the tariff for the Port of Poulsbo as indicated in exhibit "A" are approved; and

WHEREAS, all rates listed in exhibit "A" will take effect January 1, 2021.

THEREFORE, BE IT RESOLVED by the Board of Commissioners are adopting a new tariff as indicated in exhibit "A".

ADOPTED by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 1<sup>st</sup> day of October 2020, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

  
\_\_\_\_\_  
Mark Singer, Commissioner

  
\_\_\_\_\_  
Jamie Green, Commissioner

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

ATTEST:

\_\_\_\_\_  
Cassidy Conners, Recording Secretary



Port of Poulsbo  
2021 Rates

| ***Permanent Moorage***                     |                              |
|---------------------------------------------|------------------------------|
| \$5.83 Per foot                             |                              |
| \$0.18 Per foot - Util Chrg                 |                              |
| \$0.75 Leasehold Tax                        |                              |
| \$0.43 Cap Imp Surchrg                      |                              |
| <b>\$7.19 Total-Per foot</b>                |                              |
| <b>Electricity Charge</b>                   | .095 per kwh                 |
| \$0.75 per month charge 'Environmental Fee' |                              |
| ***Transient, Winter & Summer Moorage***    |                              |
| \$5.00 Per foot                             | \$25.00 per month for Dinghy |
| \$0.64 Leasehold Tax                        | Storage                      |
| \$3.25 Electrical Charge                    |                              |
| \$0.50 Cap Imp Surchrg                      |                              |
| <b>\$9.39 Total-Per foot</b>                |                              |

| ***Boat House Moorage***                       |                                                             |
|------------------------------------------------|-------------------------------------------------------------|
| \$ 0.4300 Per Sq Ft                            | 722 \$ 412.29                                               |
| \$ 0.0400 Per Sq Ft - Util Chrg                | 1012 \$ 577.59                                              |
| \$ 0.0600 Leasehold Tax                        | 1188 \$ 677.91                                              |
| \$ 0.0400 Cap Imp Surchrg                      |                                                             |
| <b>\$ 0.57 Total-Per Sq Ft</b>                 |                                                             |
| \$ 0.7500 per month charge 'Environmental Fee' | .095 per kwh                                                |
| <b>Electricity Charge</b>                      |                                                             |
| ***Guest Moorage***                            |                                                             |
| <b>**for vessels 14' wide or less**</b>        |                                                             |
| \$ 1.00 Per foot                               | October 1 - April 30                                        |
| \$ 1.15 Per foot                               | May 1 - Sept 30                                             |
| \$ 1.25 Per foot                               | In connection with: Memorial Day<br>July 3rd, and Labor Day |
| <b>**for vessels 14' wide or more**</b>        |                                                             |
| \$ 2.00 Per foot                               | October 1 - April 30                                        |
| \$ 2.30 Per foot                               | May 1 - Sept 30                                             |
| \$ 2.50 Per foot                               | In connection with: Memorial Day<br>July 3rd, and Labor Day |
| \$ 0.75                                        | per visit charge for 'Environmental Fee'                    |
| \$ 5.00                                        | Electrical Charge - per night                               |
| \$ 5.00                                        | Day BBQ Grill                                               |
| \$ 5.00                                        | Day Dinghies under 15' at Dinghy Dock                       |

| ***Other Charges***                                |                    |
|----------------------------------------------------|--------------------|
| Paper Statement Fee                                | 5.00               |
| Reservation Fee                                    | 5.00               |
| Waiting List Fee                                   | 25.00              |
| Keycard Deposit                                    | 35.00              |
| Parking Permit Replacement Chrg                    | 30.00              |
| Charge for not returning Keycard                   | 35.00              |
| Daily Grid Rate                                    |                    |
| Current Port Tenant                                | 25.00              |
| Non Port Tenant                                    | 50.00              |
| Tow Charge                                         |                    |
| Current Port Tenant                                | 25.00              |
| Non Port Tenant                                    | 50.00              |
| Late Fee (or 10% of Balance, whichever is greater) | 20.00              |
| Processing Fee                                     | 100.00             |
| Second Processing Fee                              | 200.00             |
| Liveboard Fee                                      | 85.00              |
| Maintenance Fee **                                 | 50.00 per man hour |
| one hour minimum                                   | + materials cost   |
| After hours Maintenance Fee **                     | 75.00 per man hour |
| one hour minimum                                   | + materials cost   |
| NSF Check Charge                                   | 50.00              |
| Pet Clean-up                                       | 50.00              |
| Illegal Garbage Dump Fee                           | 524.00             |
| Guest Moorage Late Fee                             | 50.00              |
| Guest Moorage Late Fee                             |                    |
| Second offense                                     | 150.00             |
| Convenience Fee                                    | 2.4 % of Moorage   |
| Portable Isolation Transformer Rental              | 10.00              |
| <i>(for guest moorage - per visit)</i>             |                    |

| Port Parking Lot Fees |                       |
|-----------------------|-----------------------|
| Vehicle Only-         | Boat w/Trailer or RV  |
| Up to 3 Hrs           | \$ 2.00               |
| Up to 3 Hrs           | \$ 7.50               |
| 3 - 24 Hrs            | Weekly Chrg \$45.00   |
| Per Month             | Monthly Chrg \$175.00 |
|                       | \$ 5.00               |
|                       | \$ 100.00             |

**\*\*Maintenance Fee is for dewatering or securing boats because of lack of response, carelessness, neglect etc. of licensee and/or visitor. Maintenance Fee is an hourly fee charged for repairs to Port facilities due to damage caused by vessels coming into or out of the Port.**

**PORT OF POULSBO**  
**KITSAP COUNTY, WASHINGTON**  
**RESOLUTION 2020-14**  
**DATED: OCTOBER 1, 2020**

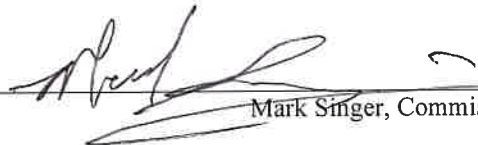
WHEREAS, the Board of Commissioners of the Port of Poulsbo has met and considered its budget for the calendar year 2021; and,

WHEREAS, the districts actual levy amount from the previous year was \$311,905; and,

WHEREAS, the population of this district is less than 10,000; and now, therefore,

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2021 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$378 which is a percentage increase of 0.1212% from the previous year. The increase is exclusive of additional revenue resulting from new construction, improvement to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

ADOPTED by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 1<sup>st</sup> day of October 2020, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

  
\_\_\_\_\_  
Mark Singer, Commissioner

  
\_\_\_\_\_  
Jamie Green, Commissioner

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

ATTEST:

\_\_\_\_\_  
Cassidy Connors, Recording Secretary

**PORT OF POULSBO**  
**KITSAP COUNTY, WASHINGTON**  
**RESOLUTION NO. 2020-15**  
**DATED: OCTOBER 1, 2020**

A RESOLUTION of the Board of Commissioners, Port of Poulsbo, adopting a final budget for 2021.

WHEREAS, State law requires this Port Commission to prepare a preliminary budget for the ensuing fiscal year showing the estimated expenditures and the anticipated available funds from which all expenditures are to be paid; and

WHEREAS, this Port Commission has published a Notice in accordance with state law stating that the preliminary budget of this Port District has been prepared, and has given due notice of the place and hour designated of a hearing on the preliminary budget and adoption of the final budget; and

WHEREAS, all persons present at said hearing were given the opportunity to comment and present objections to the preliminary budget; now, therefore

BE IT RESOLVED by the Board of Commissioners, Port of Poulsbo, Kitsap County, Washington, as follows:

The final budget for the Port of Poulsbo, as reflected in exhibit attached hereto, and by this reference incorporated herein, is hereby adopted as the final budget for this Port for the 2021 calendar year.

ADOPTED by the Board of Commissioners of the Port of Poulsbo at the public meeting thereof held this 1st day of October 2020, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

  
\_\_\_\_\_  
Mark Singer, Commissioner

  
\_\_\_\_\_  
Jamie Green, Commissioner

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

ATTEST:

\_\_\_\_\_  
Cassidy Conners, Recording Secretary

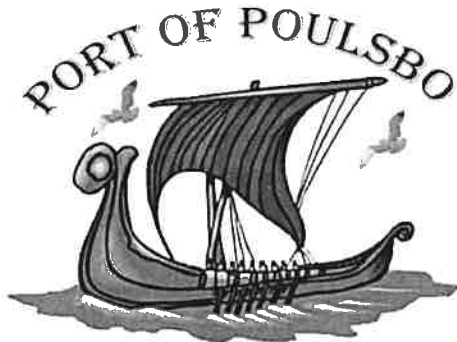
## Budget Summary for 2021

### Total Income

|                     | <i>Port</i>      | <i>Liberty Park</i> | <i>Totals</i>    |
|---------------------|------------------|---------------------|------------------|
| General Tax Levy    | 320,000          |                     |                  |
| Facility Revenues   | 986,992          | 321,450             |                  |
| Interest Revenues   | 25,000           | 1,500               |                  |
| Reserve Funds       | 359,441          |                     |                  |
| <b>Total Income</b> | <b>1,691,433</b> | <b>322,950</b>      | <b>2,014,383</b> |

### Expenses

|                          |                  |                |                  |
|--------------------------|------------------|----------------|------------------|
| Maintenance & Operations | 1,423,232        | 436,635        |                  |
| Capital                  | 154,516          | 0              |                  |
| <b>Total Expenses</b>    | <b>1,577,748</b> | <b>436,635</b> |                  |
| To Cash Reserves         | 0                |                | <b>2,014,383</b> |



# Port of Poulsbo

## 2021 Budget

### OPERATING FUNDS

| INCOME                           | General (Port)      | Liberty Park      | POP Parking     |
|----------------------------------|---------------------|-------------------|-----------------|
| General Fund Taxes & LET         | \$ 320,000          |                   |                 |
| Operating Revenue (Attachment A) | 983,992             | \$ 321,450        | \$ 3,000        |
| Interest on Investments          | 25,000              | 1,500             |                 |
| <b>TOTAL INCOME</b>              | <b>\$ 1,328,992</b> | <b>\$ 322,950</b> | <b>\$ 3,000</b> |

### EXPENDITURES

|                                       |             |            |          |
|---------------------------------------|-------------|------------|----------|
| Commissioner Comp & Travel            |             |            |          |
| <i>Singer - Comp</i>                  | \$ 7,152.00 |            |          |
| <i>Singer - Travel/Training</i>       | 1,500.00    |            |          |
| <i>Green - Comp</i>                   | 7,152.00    |            |          |
| <i>Green - Travel/Training</i>        | 1,500.00    |            |          |
| <i>Rose - Comp</i>                    | 7,152.00    |            |          |
| <i>Rose - Travel/Training</i>         | 1,500.00    |            |          |
| Recording Secretary Compensation      | 5,472.00    |            |          |
| Salaries & Payroll                    | 233,800.00  | 187,200.00 |          |
| Payroll Taxes                         | 33,000.00   | 27,000.00  |          |
| Employee Benefit Programs             | 6,875.00    | 5,625.00   |          |
| Insurance - Health                    | 87,929.00   | 71,900.00  |          |
| Uniforms                              |             | 750.00     |          |
| Accounting                            | 1,000.00    |            |          |
| Legal                                 | 25,000.00   |            |          |
| Office Expenses                       | 18,000.00   | 3,000.00   |          |
| Supplies                              | 500.00      | 4,000.00   |          |
| Storage Rent                          | 1,600.00    | 1,600.00   |          |
| Credit Card Fees                      | 15,000.00   | 5,000.00   |          |
| Insurance - General                   | 46,400.00   | 18,560.00  |          |
| Advertising                           | 5,000.00    | 15,000.00  |          |
| Dues                                  | 3,000.00    |            |          |
| Electricity                           | 34,000.00   | 25,000.00  | 750.00   |
| Garbage, Sewer & Water                | 20,000.00   | 20,000.00  | 750.00   |
| Telephone                             | 4,500.00    | 4,500.00   |          |
| Short & Over                          | 200.00      |            |          |
| Refunds (Deposits)                    | 40,000.00   |            |          |
| Bad Debt Expense                      | 2,000.00    |            |          |
| Maintenance                           | 55,000.00   | 15,000.00  | 1,500.00 |
| Outside Services                      | 30,000.00   | 5,000.00   |          |
| Training (includes travel)            | 7,500.00    |            |          |
| Consultants/Audit Fees                | 560,000.00  | 5,000.00   |          |
| Lease - DNR (includes matching funds) | 19,000.00   | 18,000.00  |          |
| Miscellaneous                         | 2,500.00    |            |          |
| Taxes - Excise                        | 25,000.00   | 4,500.00   |          |
| Taxes - LET                           | 95,000.00   |            |          |
| Election Expense                      | -           |            |          |

|                     |                     |                   |                 |
|---------------------|---------------------|-------------------|-----------------|
| Contingency         | 20,000.00           |                   |                 |
| Promotional Hosting | -                   |                   |                 |
| <b>EXPENDITURES</b> | <b>1,423,232.00</b> | <b>436,635.00</b> | <b>3,000.00</b> |

**CAPITAL IMPROVEMENTS & PURCHASES**

*Projects may be modified, delayed or deferred depending on the availability and amount of funds.*

|                                     |            |   |   |
|-------------------------------------|------------|---|---|
| Sea Bins (2)                        | 15,000.00  |   |   |
| D - Dock Repairs                    | 31,600.00  |   |   |
| Office Re-Roof                      | 10,000.00  |   |   |
| C Dock & E/F Cross Float Water Line | 5,000.00   |   |   |
| Kayak Storage Racks                 | 5,000.00   |   |   |
| Fuel Dispensers                     | 35,915.50  |   |   |
| Shop/Boathouse Repair/Replacement   | 52,000.00  |   |   |
| Total Allocated Costs for CIP       | 154,515.50 | - | - |

|                           |                     |                   |                 |
|---------------------------|---------------------|-------------------|-----------------|
| <b>TOTAL EXPENDITURES</b> | <b>1,577,747.50</b> | <b>436,635.00</b> | <b>3,000.00</b> |
|---------------------------|---------------------|-------------------|-----------------|

|              |              |   |
|--------------|--------------|---|
| (248,755.50) | (113,685.00) | - |
|--------------|--------------|---|

**BUDGET FOR CALENDAR YEAR 2021**

|                             |                     |
|-----------------------------|---------------------|
| <b>Revenues</b>             | <b>1,654,942.00</b> |
| <b>Reserve Funds</b>        | <b>362,440.50</b>   |
| <b>Expenditures</b>         | <b>2,017,382.50</b> |
| <b>Addition to Reserves</b> | <b>-</b>            |

**Attachment A**

**Breakdown of Projected Operating Revenues for the year 2021**

|                            | <b>General (Port)</b> | <b>Liberty Park</b>  | <b>Armory</b>      |
|----------------------------|-----------------------|----------------------|--------------------|
| Permanent Moorage          | \$ 622,764.00         |                      |                    |
| Refundable Deposits        | 25,000.00             |                      |                    |
| Winter Moorage             |                       | \$ 19,250.00         |                    |
| Transient Moorage          | 1,500.00              |                      |                    |
| Guest Moorage              |                       | 245,000.00           |                    |
| Finance Charges            | 10,000.00             |                      |                    |
| Statement Fee              | 400.00                |                      |                    |
| Misc - Other 1 & 2         | 15,000.00             | 7,500.00             |                    |
| Live Aboard Fee            | 22,599.00             |                      |                    |
| BW - Capital Improvemt Fee | 46,440.00             | 2,500.00             |                    |
| Fuel Revenue (Net)         | 90,000.00             |                      |                    |
| Electricity                | 31,500.00             | 38,500.00            | 3                  |
| Reservation Fees           |                       | 7,500.00             |                    |
| Environmental Surcharge    | 1,300.00              | 1,200.00             |                    |
| Utility Fee                | 22,489.00             |                      |                    |
| Leasehold Tax Collected    | 95,000.00             |                      |                    |
| Parking Lot Fees           |                       |                      | \$ 3,000.00        |
| <b>TOTAL</b>               | <b>\$ 983,992.00</b>  | <b>\$ 321,450.00</b> | <b>\$ 3,000.00</b> |
| Interest - Investments     | \$ 25,000.00          | \$ 1,500.00          |                    |

1 Grid, Waiting List & Key cards (Port)

2 Shower & Washer/Dryer Monies (Park)

3 Includes Winter Moorage Electrical and \$5.00 per night power chrg for guest moorage