

VIRTUAL MEETING VIA ZOOM

Poulsbo Port District – Port Commission

Subject	*REMOTE* Regular Meeting Agenda	Date	November 5, 2020
Recorder	Cassidy Conners	Start Time	7:00 PM
Commission Chair	Jamie Green	End Time	9:00 PM
Commission Members	Thomas Rose, Mark Singer		
Staff Present	Carol Tripp, Port Accountant & Mgr. - Melanie Winnett, Harbormaster		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	COMMISSIONER COMMENTS	
3.	PUBLIC COMMENTS (limit of 3 minutes)	
4.	POULSBO BOATERS ASSOCIATION REPORT	
5.	CONSENT AGENDA ITEMS (Next Res: 2020-16) 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: 10/13/20 and 10/15/20 B. Warrants: 16943 – 16979, P12861 – P12871, EFT 10/26/20, EFT 10/30/20 in the amount of \$94,329.54.	
6.	OLD BUSINESS ITEMS	
	A. Breakwater & Boat Ramp Updates	
	B. Resolution #9 – Declaring Local Emergency & Delegation of Authority - Review	
	C. Comprehensive Scheme	
7.	NEW BUSINESS ITEMS	
	A. Items for public comments/discussions	
	B. Recycling – Perm side	
	C. Accounting & Manager’s Report	
	D. Harbormaster Report	
	E. Mission Statement	
	F. Security Cameras	
	G. Disabled Veteran Program – Commissioner Rose	
8.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
9.	COMMISSIONER COMMENTS	
10.	EXECUTIVE SESSION	
11.	ADJOURN	

Join Zoom Meeting

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

<https://us02web.zoom.us/j/89978856015>

Meeting ID: 899 7885 6015

One tap mobile

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PORT OF POULSBO
REMOTE REGULAR MEETING MINUTES
NOVEMBER 5, 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

Call to Order 7:00pm

Commissioner Comments

Commissioner Singer said he was glad to see everybody. He has been walking the docks and remarked that Port Accountant Tripp and the crew have been doing well with tying things down during the wind.

Commissioner Rose is looking forward to the coming months as things slow down. Now is a good time to get the projects done that have been talked about during the committee meeting. There has been good conversation and good progress.

Commissioner Green wanted to thank staff for all their hard work from the workshop that was held in October. She acknowledged and recognized those who have been involved thus far.

Public Comments

There were none. Commissioner Green encouraged public comments via email.

Poulsbo Boaters Association

The association gave their report.

Consent Agenda

Motion: Move to approve the consent agenda

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

Motion passed unanimously.

Old Business Items

Breakwater & Boat Ramp Updates

Port Accountant Tripp said she and John Piccone had a telephone conversation with the project manager and supervisor at the Army Corps. The process is stalling again. They were able to get the understanding of what the expectations are regarding a timeline. She is expecting a reply from Army Corps and is planning to receive one tomorrow. Once the Army Corps distributes information to various agencies, those agencies do their reviews. The report is then sent and dissected. Right now, the report is caught between two agencies. Some progress has been made, but a follow up is required. There currently is no need for board involvement, but reconsideration of board involvement may be needed at some point. The concerns of the

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Squamish Tribe ultimately resulted in the removal of the sea plane float from the breakwater design. This was the only way to allow the breakwater permitting process to continue. It doesn't mean the sea plane float can't continue at another time; one could always go in later. The other item that was added were 17 parking spots reserved for Port of Poulsbo use only. Port Accountant Tripp said this is a very fair assessment by the city and wished to commend Karla Boughton for being so great to work with. The parking spot topic will be something for the board to discuss and look at.

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

Port Accountant Tripp said the only thing that has occurred that was somewhat emergent was to move a transformer box for the D Dock expansion. The bid for that will be \$1000 or less to have electrical come in and move it. Port Accountant Tripp didn't ask for permission because the threshold limit is \$5000, so it wasn't a board decision. She took the lowest, most responsible bidder and signed off the gangway replacement.

**Call to recess at 7:15pm because Commissioner Singer was disconnected.
Meeting called back to order from recess 7:18pm**

Comprehensive Scheme

Port Accountant Tripp and Mr. Piccone are working on comments received by the Commissioners. The scheme will be ready for presenting at the next meeting with Commissioner comments. If there are changes or updates to the mission statement, it can now be incorporated into the document. After the next meeting, final comments will be added and it will be put on the website to await comments from the City of Poulsbo, the Squamish Tribe, and any public comments. There will then be a public hearing. Port Accountant Tripp will wait for input at that time after to incorporate any public comments (or from the City or Tribe). The document will then be adopted by the board in the later part of January 2021.

New Items

Items for Public Discussion

There were none.

Recycling – Permanent Side

Port Accountant Tripp said there haven't been any changes other than the receptive recycling up there. It all comes down to the limited space. Options include a smaller dumpster with more frequent pick ups (which will be more expensive) or reduce the dumpster on the guest side and put recycling in the guest side. People will have more of a walk to the guest side to do that. We are currently dealing with what we have.

Accounting & Manager's Report

See attached.

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Harbormaster's Report

See attached.

Call to recess at 8:03pm.

Meeting called back to order from recess 8:05pm.

Mission Statement

Commissioner Green read aloud the current mission statement. Commissioner Singer didn't see any changes necessary. Commissioner Rose didn't have anything to add at the time, thinks including stewardship, environment, and integrating community (and what that means as far as the inclusivity) could be worked in. If there are no changes, that's ok, but he recommended considering and reflecting on it. The comprehensive plan rough draft will be available at the next meeting and the board will revisit their reflections.

Security Cameras

Port Accountant Tripp received two bids (the third company never replied). After reviewing the bids, ultimately what a project like this comes down to is cost that'll have to be handed to the user. This is not a cost the Port can absorb. While many have expressed a desire for security cameras, she doesn't know if this is a concern for all live-aboards. She explained what the system would be, and the cost breakdown would be 6.3 cents per foot, per month, for five years, to recover the cost of the cameras. This is a decision that the board needs to make. After some discussion it was agreed to send out a survey to who all is interested in security cameras. Results will be reported at the next meeting.

Disabled Veteran Program – Commissioner Rose

Commissioner Rose would like to provide an outlet for Veterans for therapy and recreation. It looks like there is interest, so for the next 3-4 months he is going to do more research to find out an idea of the level of participation and volunteers to provide boats.

Public Comments/Request for Future Agenda Items

Councilman David Musgrove touched on the joint City/Port meeting and Port Accountant Tripp did want more information on that. He mentioned again the waterfront trail and the timeline is quickly approaching, so if that's something the Port wants to be part of, be prepared to be contacted for a follow up about contributing to the project. He recommended seeking legal advice on the mission statement to make sure the Port is staying within legal definitions. Mr. Musgrove also mentioned the National History Marine Trails and its use for kayakers. This could potentially be used for the Veteran's program.

Commissioner Comments

Commissioner Singer had no comment

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Commissioner Rose had no comment

Commissioner Green thanked everyone and recognized everyone for supporting the Port.

Executive Session

The board will have an Executive Session for approximately ten minutes for personnel issues. No decision will be made. RCW 42.30.110(1)(g)

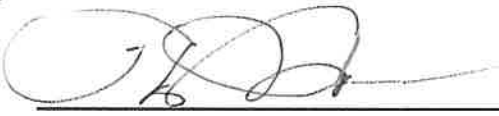
Meeting closed at 8:37pm for Executive Session.

Final Adjournment 8:46pm

Mark Singer, Commissioner



Jamie Green, Commissioner



Thomas Rose, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)



PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA November 6, 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 \$48,982.27 and from the General Fund, this 6th day of November 2020.

Mark Singer, Commissioner

ATTEST:

Jamie Green
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas Rose
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
16943	Graham Wilson	357.75
16944	Amanda OR David Jackson	167.60
16945	Stacy Bartolotta	235.69
16946	Nathan Walters	210.00
16947	Leslie Andersen	210.00
16948	James Wheeler	273.06
16949	Jack Madson	210.00
16950	James Findlater	218.16
16951	William O'Neill	110.00
16952	Joyce Mitchell	210.00
16953	Daryl Munson	217.00
16954	Karla DeVries	231.00
16955	Michael Naab	175.00
16956	Jeff Griffin	238.00
16957	Joseph McGrath	267.20
16958	Parker Davis	338.04
16959	Michael Sharp	300.14
16960	Dan Bracher	119.00
16961	Andrew Nelson	175.00
16962	George OR Toni Cook	252.10
16963	Kevin Coulter	140.00
16964	MaryBeth Kobs	35.25
16965	Deborah Novar-Holt	219.33
16966	Thompson Piling Driving Co	20,149.49
16967	Bank of America	970.95
16968	Cass/Cade Distributing Inc	49.67
16969	Consolidated Electrical Distr	167.42
16970	Chmelik Sitkin & Davis PS	935.00
16971	City of Poulsbo	2,982.94
16972	Coast to Coast Hardware	108.79
16973	Home Depot	138.36
16974	Kitsap Networking Services	2,290.00
16975	New Pig Corporation	274.08
16976	Office Depot Credit Plan	302.56
16977	PetroCard	15,063.27
16978	PUD #1 of Kitsap County	345.00
16979	Home Depot Pro	295.42
TOTAL		\$ 48,982.27

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.

Carol Duff
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

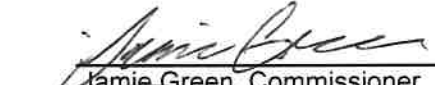
Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA

October 30, 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 \$12,084.25 and from the General Fund, this 30th day of October 2020.

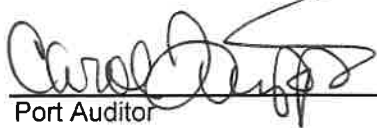
Mark Singer, Commissioner


Jamie Green, Commissioner


Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P12861	Richard Stice	1,137.96
P12862	Eugene Madayag	1,226.51
P12863	Melanie Winnett	1,746.13
P12864	Jamie Green	655.68
P12865	Brain Smith	1,158.98
P12866	Jannese Hunt	1,285.43
P12867	Carol Tripp	2,228.32
P12868	Kelli Hodges	1,333.86
P12869	Thomas Rose	550.41
P12870	Mark Singer	445.13
P12871	Cassidy Conners	315.84
TOTAL		\$ 12,084.25

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 October 30, 2020

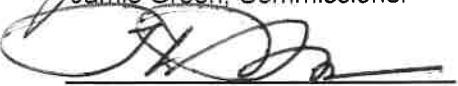
We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$29,861.50 and from the General Fund, this 30th day of October 2020.

Mark Singer, Commissioner

ATTEST:

  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Thomas Rose, Commissioner

| Voucher #    | Claimant                               | Amount             |
|--------------|----------------------------------------|--------------------|
| EFT 10/26/20 | Washington State Dept of Revenue       | \$6,043.02         |
| EFT 10/30/20 | Washington State Dept of Revenue - LET | \$20,131.69        |
| EFT 10/30/20 | Paid Family & Medical Leave            | \$203.21           |
| EFT 10/30/20 | Employment Security Department         | \$289.00           |
| EFT 10/30/20 | WA State Dept of Labor & Industries    | \$3,194.58         |
|              | TOTAL                                  | <b>\$29,861.50</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 30, 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 \$3,401.52 and from the General Fund, this 30th day of October 2020.

Mark Singer, Commissioner

ATTEST:

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas Rose, Commissioner

| Voucher # | Claimant | Amount |
|--------------|-----------------------------|------------|
| EFT 10/30/20 | US Treasury/Financial Agent | \$3,401.52 |
| | TOTAL | \$3,401.52 |

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.

Carol Supp
Port Auditor

~~~ EFT ~~~

11/5/20

Not too much went on these last two weeks.

Free library was built and installed at the top of our guest moorage ramp. Richard and Eugene put their craftsmanship together and it looks great.

Halloween was a success with the Chambers Drive thru trick or treating Eugene & Richard safely gave out candy through a decorated tube to safely give out candy.

Friday the 23<sup>rd</sup> during the first really big storm of the season Richard and I assisted two boats out on anchor in liberty bay both were in jeopardy of hitting our breakwater floats. We were able to tow one vessel past our harbor lines and re-anchor and the other we assisted a current tenant to get him on his vessel and get it started. So he was able to move it out as well.

I have started to work on revamping our inspection process because we are finding vessels that after initial inspection or annual inspections some are not passing certain steps in the process like operability or seaworthiness. So normally we give the tenant 14 days to fix the problem and if it is not fixed we have a T.O.W. (temp operational waiver) we offer that give the licensee and additional 90 days to fix the problem, but allow the vessel to stay in our marina while being repaired. We have changed it to 30 days which is felt is plenty of time. We will be conducting inspections of vessels we suspect maybe having issues that may be being ignored. If we feel after an inspection that a vessel is in danger of sinking, we will be requiring the licensee to get a overall safety assessment survey from an accredited Marine Surveyor to show the vessel is seaworthy. Right now we have a licensee that is wanting to bring in a new boat because his current one is not operable and after inspection there were questionable items such as engine, thru hulls, etc.

Survey thank you to everyone that participated. there were 107 that took it. The top 3 requests was oil & oil filters at 71%, paints n stains 44%, 3<sup>rd</sup> marine flares 42%. there were a couple added comments and several items. I am putting all these together to make the list and then speaking with the representative from the hazardous waste site and work on a date and what we will be accepting at the port then transporting to them at the waste site.

Ecology came out for the yearly fuel dock inspection. passed everything was good just need to watch the fuel hose lines and the diesel pump for leaks. Explained we have already started the process with bids for new pumps so that made him please to hear.

New hire started today his name is Christopher please come down introduce yourself.

