

VIRTUAL MEETING VIA ZOOM

Poulsbo Port District – Port Commission
Poulsbo Marina – 18809 Front Street
Multi-Purpose Building on 'E' Dock

Subject	*REMOTE* Regular Meeting Agenda	Date	July 2, 2020
Recorder	Cassidy Conners	Start Time	7:00 PM
Commission Chair	Mark DeSalvo	End Time	9:00 PM
Commission Members	Mark Singer, Jamie Green		
Staff Present	Carol Tripp, Port Accountant & Mgr. - Melanie Winnett, Harbormaster		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	COMMISSIONER COMMENTS	
3.	CONSENT AGENDA ITEMS (Next Res: 2020-11) 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: 6/4/20 and 6/17/2020 B. Warrants: 16772 – 16790, P12784 – P12794, EFT 6/26/20 in the amount of \$46,017.67. C. Resolution 2020-10: Authorizing Public Sale of the Vessel	
4.	Boat Ramp Discussion	
5.	Accounting & Manager's Report	
6.	Harbormaster Report	
7.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
8.	EXECUTIVE SESSION	
	ADJOURN	

<https://us02web.zoom.us/j/87370331922>

Meeting ID: 873 7033 1922

One tap mobile

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Dial by your location

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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 step up to the podium and 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: 873 7033 1922

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PORT OF POULSBO
REMOTE REGULAR MEETING MINUTES
JULY 2, 2020
7:00 PM

Present: Commissioner DeSalvo, Commissioner Singer, Commissioner Green, Port Accountant Carol Tripp, Melanie Winnett - Harbormaster

Call to Order 7:00pm

Public Comments

Port Account Tripp stated there was a request for public comment from the PBA. The PBA shared their report as a public comment.

Commissioner Comments

Commissioner Singer expressed his frustration over the accusation of use of picnic table and chairs on the docks.

Commissioner Green said she has been following cases with COVID and the numbers are alarming this month. She encouraged everyone to continue practicing social distancing and wearing masks.

Commissioner DeSalvo said everyone is doing a good job with social distancing, let us keep up the good work. If something does need to be changed, we can address those items. He also said Port Accountant Tripp has good news to share in her report this evening.

Consent Agenda

Motion: Move to approve the minutes of 06/04/200 and 06/17/2020

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

Motion passed unanimously.

Motion: Move to approve the warrants

Moved by: Commissioner Singer **Seconded by:** Commissioner DeSalvo

Motion passed unanimously.

Discussion of PBA Report

Commissioner DeSalvo reminded everyone that the Port has been extremely limited to essential business during COVID, which is why the board has not been discussing topics like the pump out boat. Once we get farther past COVID and back to a normal lifestyle we can start discussing those things more (unless the board wishes to discuss them sooner). We are by no means letting any of that go, there is still a full desire to get our own pump out boat. He also wanted to reiterate that the Port already has policies regarding people's boats. If there are changes that should be made about the policy manual, we can discuss and make changes; until then, all the policies are in effect.

PORT OF POULSBO
REMOTE REGULAR MEETING MINUTES
JULY 2, 2020
7:00 PM

Commissioner Green inquired about the frequency of inspections, and how they are tracked. Port Account Tripp stated inspections are done when boat arrives in the marina. Annual inspections are done for live-aboards, and inspections are done when anyone has a new vessel. If there is a boat experiencing electrical problems, oil leakages, etc., an inspection will also be done.

Boat Ramp Discussion

Port Accountant Tripp sent a letter with requested information to the City of Poulsbo Planning Dept on June 30th. She did receive a letter today saying the City of Poulsbo did receive it. We are now waiting to hear feedback from the city.

Accounting & Manager's Report

See attached.

Motion: Move to approve the Resolution 2020-10 Authorizing Public Sale of a Vessel

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

Motion passed unanimously.

Harbormaster's Report

See attached.

Commissioner Comments

Commissioner Green said to everyone please be safe and enjoy your 4th of July. She also thanked Port Accountant Tripp for all her hard work.

Commissioner Singer apologized for getting upset at the start of the meeting and explained how he fulfills his duties as a responsible boatowner.

Commissioner DeSalvo thanked and recognized Port Accountant Tripp and everyone else who has been working hard for the BIG grant. The alternative funding discussion that we would have had to have if that grant did not come through would not have been pleasant. He also wanted to note that we are getting this project done and we have not asked the taxpayers for a tax increase because of the hard work everyone is putting in to get the grant. He wanted to say thank you and this is good news that we got the grant. We are in the permitting process now and would love to be a partner with the City for this project. The Port has helped bring a lot of money to the City and he wants to work together with everyone to get the permits moving. This project is a big deal and is something the Port has been working on for many years.

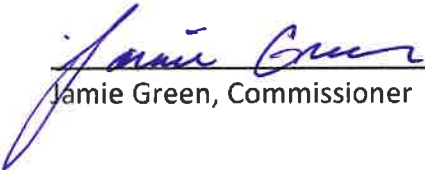
Final Adjournment 7:57pm

PORT OF POULSBO
REMOTE REGULAR MEETING MINUTES
JULY 2, 2020
7:00 PM

Mark DeSalvo, Chairman & Commissioner



Mark Singer, Commissioner



Jamie Green, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)



PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA

July 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 \$32,514.04 and from the General Fund, this 2nd day of July 2020.

Mark DeSalvo, Commissioner

ATTEST:

Mark Singer, Commissioner

Cassidy Conners, Recording Secretary

Jamie Green, Commissioner

Voucher #	Claimant	Amount
16772	Melanie Winnett	98.47
16773	Bank of America	3,684.66
16774	VOID	
16775	CHS Inc/Cenex	75.91
16776	Chmelik Sitkin & Davis PS	2,723.50
16777	Eaton Corporation	502.27
16778	Fisheries Supply	122.82
16779	Home Depot	514.61
16780	Kingston Lumber Supply, Inc	281.81
16781	Kitsap Networking	1,015.00
16782	Norbut Law Firm PLLC	1,350.00
16783	North Coast Electric Company	59.83
16784	Office Depot Credit Plan	134.58
16785	Peninsula Fire	18.53
16786	Masco Petroleum	21,454.76
16787	Propane Northwest	133.04
16788	Tacoma Screw Products Inc	95.87
16789	Kitsap Sun	135.24
16790	WA Dept of Corrections	113.14
TOTAL		\$ 32,514.04

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.

Carol Duff
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA

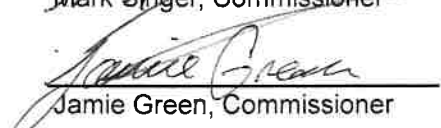
June 26, 2020

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 \$10,674.55 and from the General Fund, this 26th day of June 2020.

Mark DeSalvo, Commissioner




Mark Singer, Commissioner



Jamie Green, Commissioner

Voucher #	Claimant	Amount
P12784	Jamie Green	445.13
P12785	Mark DeSalvo	550.41
P12786	Mark Singer	445.13
P12787	Cassidy Conners	210.55
P12788	Richard Stice	1,433.10
P12789	Grant Hlebechuk	263.06
P12790	Eugene Madayag	1,217.91
P12791	Jannese Hunt	722.19
P12792	Carol Tripp	2,225.67
P12793	Melanie Winnett	1,726.18
P12794	Kelli Hodges	1,435.22
	TOTAL	\$ 10,674.55

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 June 26, 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 \$2,829.08 and from the General Fund, this 26th day of June 2020.

Mark DeSalvo, Commissioner

ATTEST:

Mark Singer, Commissioner

Cassidy Conners, Recording Secretary

Jamie Green, Commissioner

| Voucher #   | Claimant                    | Amount     |
|-------------|-----------------------------|------------|
| EFT 6/26/20 | US Treasury/Financial Agent | \$2,829.08 |
|             | TOTAL                       | \$2,829.08 |

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 [Signature]  
Port Auditor

~~~ EFT ~~~


**PORT OF POULSBO
KITSAP COUNTY, WASHINGTON
RESOLUTION NO. 2020-10**

**A RESOLUTION OF THE COMMISSION OF THE PORT OF POULSBO
AUTHORIZING PUBLIC SALE OF THE VESSEL**

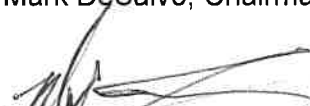
WHEREAS, the Port of Poulsbo has secured the vessel identified as 1980 – 36' Wood Cabin Cruiser HIN-WNZ07342G717 pursuant to RCW 53.08.320 and the Port of Poulsbo's rules and regulations for the vessel owner's failure to pay charges owed.

WHEREAS, ninety (90) days have elapsed since notifying or attempting to notify the vessel's owner that the vessel has been secured, and pursuant to RCW 53.08.320, the vessel is conclusively presumed to have been abandoned by the owner.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners, Port of Poulsbo that the vessel 1980 – 36' Wood Cabin Cruiser HIN-WNZ07342G717 shall be sold at public sale by authorized Port personnel to the highest and best bidder for cash per RCW 53.08.320. A minimum bid in the amount of \$2,041.00 is established for the auction to discourage the future reabandonment of the vessel. If an opening bid is not offered, then the Port Manager is authorized to reduce the minimum opening bid.

ADOPTED by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof, held on this 2nd day of July, 2020, by motion, seconded and unanimously passed, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

Mark DeSalvo, Chairman, Commissioner



Mark Singer, Commissioner



Jamie Green, Commissioner

ATTEST:

Cassidy Conners, Recording Secretary