

VIRTUAL MEETING VIA ZOOM

Poulsbo Port District – Port Commission

Subject	*REMOTE* Regular Meeting Agenda	Date	September 3, 2020
Recorder	Cassidy Conners	Start Time	7:00 PM
Commission Chair	Mark Singer	End Time	9:00 PM
Commission Members	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.	PUBLIC COMMENTS (limit of 3 minutes)	
4.	POULSBO BOATERS ASSOCIATION REPORT	
5.	ANNOUNCE PORT COMMISSIONER POSITION #2	
6.	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: N/A B. Warrants: 16854 – 16867, P12826 – P12835, EFT 9/4/20 in the amount of \$48,061.51.	
7.	OLD BUSINESS ITEMS A. Breakwater & Boat Ramp Updates B. Resolution #9 – Declaring Local Emergency & Delegation of Authority – Rescind	
8.	NEW BUSINESS ITEMS A. Items for public comments/discussions B. Commissioner Rules of Procedure - Green C. Employee Mental Health Days - Green D. Review Comprehensive Scheme Calendar E. Accounting & Manager’s Report F. 2021 Preliminary **Draft** Budget Presentation G. Harbormaster Report	
9.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
10.	COMMISSIONER COMMENTS	
11.	EXECUTIVE SESSION	
12.	ADJOURN	

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

Join Zoom Meeting

<https://us02web.zoom.us/j/82265106475>

Meeting ID: 822 6510 6475

One tap mobile

+12532158782,,82265106475# US (Tacoma)

+16699006833,,82265106475# US (San Jose)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

Meeting ID: 822 6510 6475

Find your local number: <https://us02web.zoom.us/u/kbjCT4JCD3>

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
SEPTEMBER 3, 2020
7:00 PM

Present: Commissioner Singer, Commissioner Green, Port Accountant Carol Tripp, Melanie Winnett – Harbormaster, Pamela Benson – Poulsbo Boater’s Association, Council Person Connie Lord, Council Person David Musgrove, Kim Singer, Peter Horner, Damien Clark

Call to Order 7:00pm

Public Comments

There were none.

Commissioner Comments

Commissioner Green said it’s been beautiful out. She has been enjoying the docks and seeing the wonderful projects come to fruition by the staff. She thanked everyone for helping make the Port safe and beautiful.

Commissioner Singer said he has been sailing and it’s been great. He was walking down the docks and encountered people standing and talking. He mentioned social distancing as a reminder and the people reflected how they loved what was happening at the Port and were sharing general admiration for the Port.

Poulsbo Boaters Association

The association gave their report.

Announcement of Port Commissioner Position #2

Commissioner Singer thanked the applicants applying for the position. He stated that, as Commissioners, they were pleased with the interest shown by the community to be involved with the success of one of the most desired ports in the area. After reviewing the applications and interviews, he believes Mr. Kenneth Thompson would be the best candidate and bringing the most experience.

Commissioner Green welcomed Ken to the meeting, to Port of Poulsbo Commissioners, and was glad he got to hear the report on the selection.

Motion: Move to appoint Kenneth Thomas as Port Commissioner #2

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

Port Accountant Tripp will put together a document required for the Commissioners to sign, then she will notarize it, and a resolution will be provided at the next meeting. After that, everything will be official. She’s aware that Mr. Thomas will have to make some travel arrangements and will contact him to learn more about that. Mr. Thomas said he appreciates the confidence in him. He reflected there were a lot of applicants that were qualified. He is humbled that he was chosen to fill the position and will give this his utmost participation.

PORT OF POULSBO
REMOTE REGULAR MEETING MINUTES
SEPTEMBER 3, 2020
7:00 PM

Consent Agenda

The minutes of 08/12/2020 and 08/20/2020 will be delayed until the next meeting.

Motion: Move to approve the warrants

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

Motion passed unanimously.

Motion: Move to approve Resolution 2020-11 authorizing limited free parking to support downtown businesses during COVID

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

Motion passed unanimously.

Old Business Items

Breakwater & Boat Ramp Updates

Port Accountant Tripp reported there's not much new other than the last of the documents were submitted to the planning department last week and everything being reviewed. The Port has submitted fees and we're waiting to hear back to see if there's any additional information the City needs at this time. The same goes for the boat ramp; we're currently in the phase of waiting

Commissioner Singer summated that we're there, ready, and have spent a lot of money to get the engineering taken care of. Next, we will need to get permits done. He reflected how stagnant and dirty the water is on the waterfront. The pilings are preventing the water from moving. A floating break water will help with water flow and improving water quality. He reiterated the importance of pushing forward with unity with the City as the Port is very interested in having the new breakwater put in.

Resolution #9 – Delegation of Authority

Per the resolution put into place at the beginning of the pandemic in March, Port Accountant Tripp has since opened all slips at the Port, along with the bathrooms. Employees were cleaning the restrooms three times a day, and then that was changed to once a day. The current cleaning schedule is not working at all and the state of the restrooms are not sufficient. Port Accountant Tripp let the board know she's moving forward with cleaning the restrooms twice a day based on their current conditions. She also reminded the Commissioners they could rescind the resolution at any time. The Commissioners agreed to read through the resolution, and it will be discussed further at the next meeting.

PORT OF POULSBO
REMOTE REGULAR MEETING MINUTES
SEPTEMBER 3, 2020
7:00 PM

New Items

Items for Public Discussion

David Musgrove requested the Commissioners revisit the concept of the parking lot. He suggested encouraging downtown workers and employees to use the lot instead to free up downtown parking for paying customers. This would better benefit the merchants. Port Accountant Tripp briefly mentioned the reason the arrangements are as described is the agreement must be tied into COVID to avoid gift of public funds. Commissioner Green wanted to know how the public will be notified of the free parking lot. Port Accountant Tripp said she didn't want to invest any money into notifications because of the budget. She wants to take advantage of all the free routes (Facebook page, the chamber, etc.). She's also thinking of covering the actual pay box with a laminated "free parking to support downtown businesses" sign.

Commissioner Rules and Procedures

Commissioner Green reflected on a meeting when the board discussed rules of decorum for public comment and the Commissioners agreed to listen with respect and not interrupt. She said the Commissioners never got around to motion for the approval of these rules of decorum. Commissioner Singer didn't feel there was a need for a resolution or a vote. He said it was an item the Commissioners understand, accept, and can go read the handbook if necessary. He said the commissioners can move forward with that understanding but didn't feel a vote was necessary.

Employee Mental Health Days

Commissioner Green wished to discuss consideration of incorporating any need for mental health services to employees given current circumstances that have taken place this year. Harbormaster Winnett touched briefly on the excellent health plans currently in place, as well as the wellness programs that are available. Port Accountant Tripp said she would have a difficult time endorsing a program with the current generous leave policy. Commissioner Green said it sounds like the current plan is well versed in caring for the employees and the mental health and PTO days are sufficient. She requested the topic be brought back to attention if additional needs are required.

Review Comprehensive Scheme Calendar

Port Accountant Tripp emailed the calendar to both Commissioners earlier in the week. The calendar provides a basic plan and maintenance goals. Come the first part of October she will be looking for input from the Commissioners. A draft will be created mid-October and then public meetings will be scheduled to discuss the draft. Port Accountant Tripp did reach out to the PBA for input. She wants to include everyone within the taxing district for their input. There will need to be a minimum of two public meetings for the comprehensive plan. The comprehensive plan is a four-year plan, but it would be a good idea to look out ten years (or

PORT OF POULSBO
REMOTE REGULAR MEETING MINUTES
SEPTEMBER 3, 2020
7:00 PM

farther). There are a lot of projects that still need done (docks and electrical replaced, to name a few) and those items need to be on a schedule.

Accounting & Manager's Report

There was no report.

Harbormaster's Report

See attached.

Public Comments/Request for Future Agenda Items

Commissioner Green wished to add to the next agenda: scheduling workshops and discussing the next chairman position.

Commissioner Comments

Commissioner Singer wished to continue bringing attention to the budget because there are priorities that need completed. The breakwater will aid the community, Poulsbo, and bring people to the Port that will spend money downtown. The moorage supports the Port. It is critical that the projects are moving forward because these will keep the Port running and make it possible to do projects in the future.

Commissioner Singer also mentioned the boating accident that happened recently. There were new boat owners and accidentally ran into a piling, consequently destroying the boat. He said the Port handled the boat for them and the individuals were pleased the Port stepped in.

Final Adjournment 8:10pm



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

September 4, 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 \$32,944.03 and from the General Fund, this 4th day of September 2020.


Mark Singer, Commissioner

ATTEST:


Cassidy Conners, Recording Secretary


Jamie Green, Commissioner

Voucher #	Claimant	Amount
16854	Bank of America	813.98
16855	Chmelik Sitkin & Davis PS	3,768.30
16856	Coast to Coast Hardware	42.10
16857	Curbell Plastics Inc	1,034.69
16858	Home Depot	159.46
16859	Kitsap County Dept of Public Works	118.05
16860	Keco Pump and Equipment	354.55
16861	Kitsap Networking Services	1,240.00
16862	Mascott Equipment	454.82
16863	Napa/Westbay Auto Parts	151.50
16864	New Pig Corporation	139.42
16865	Office Depot Credit Plan	166.04
16866	PetroCard	24,363.06
16867	Home Depot Pro	138.06
TOTAL		\$ 32,944.03

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 September 4, 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 \$11,812.98 and from the General Fund, this 4th day of September 2020.



Mark Singer, Commissioner



Jamie Green, Commissioner

Voucher #	Claimant	Amount
P12826	Jamie Green	550.41
P12827	Mark Singer	550.41
P12828	Cassidy Conners	315.84
P12829	Richard Stice	1,432.98
P12830	Brian Smith	1,170.03
P12831	Eugene Madayag	1,215.45
P12832	Jannese Hunt	1,298.98
P12833	Carol Tripp	2,225.69
P12834	Melanie Winnett	1,719.88
P12835	Kelli Hodges	1,333.31
TOTAL		\$ 11,812.98

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 September 4, 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 \$3,304.50 and from the General Fund, this 4th day of September 2020.

  
Mark Singer, Commissioner

ATTEST:  
  
Cassidy Conners, Recording Secretary

  
Jamie Green, Commissioner

| Voucher #  | Claimant                    | Amount            |
|------------|-----------------------------|-------------------|
| EFT 9/4/20 | US Treasury/Financial Agent | \$3,304.50        |
|            | TOTAL                       | <b>\$3,304.50</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 ~~~

- Week of 9/1; SEA/Port Staff meeting to discuss project & maintenance goals
- Week of 9/15; Carol/John review rough draft components to be included
- Oct. 1; Seek preliminary Commissioner input (not a draft review, just input for incorporation)
- Oct. 6-14; Carol/John review draft plan components
- Oct. 15; Commissioner review of draft components & authorize public meetings
- Week of 10/19; Carol/John/PBA meeting for PBA input (not draft review just ideas input)
- Nov. 5th; First public meeting (Virtual TBD)
- Nov. 19th; Reserved for final Commissioner input on draft components (if needed following public comment at first public meeting)
- Dec. 3rd; Second public meeting (If desired, virtual TBD)
- Week of Dec. 14; Final Port staff and Commissioner written comments on full review of draft comp scheme for adoption.
- Jan. 4th; Post draft scheme for adoption on Port website
- Jan. 7th; Commission authorization to publish notice of public hearing to adopt comp scheme
- Jan. 21; Public hearing to adopt comp scheme

9/3/20

Port of Poulsbo

2021 Budget

OPERATING FUNDS

| INCOME | <i>General (Port)</i> | <i>Liberty Park</i> | <i>POP Parking</i> |
|----------------------------------|-----------------------|---------------------|--------------------|
| General Fund Taxes & LET | \$ 315,000 | | |
| Operating Revenue (Attachment A) | 983,992 | \$ 321,450 | \$ 3,000 |
| Interest on Investments | 25,000 | 1,500 | |
| TOTAL INCOME | \$ 1,323,992 | \$ 322,950 | \$ 3,000 |

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>Vacant - Comp</i> | 7,152.00 | | |
| <i>Vacant - Travel/Training</i> | 1,500.00 | | |
| Recording Secretary Compensation | 5,472.00 | | |
| Salaries & Payroll | 228,800.00 | 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 | - | | |

| | | | |
|---------------------|---------------------|-------------------|-----------------|
| EXPENDITURES | 1,418,232.00 | 436,635.00 | 3,000.00 |
|---------------------|---------------------|-------------------|-----------------|

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 | 72,000.00 | | |
| Shop/Boathouse Repair/Replacement | 52,000.00 | | |

| | | | |
|-------------------------------|------------|---|---|
| Total Allocated Costs for CIP | 190,600.00 | - | - |
|-------------------------------|------------|---|---|

| | | | |
|---------------------------|---------------------|-------------------|-----------------|
| TOTAL EXPENDITURES | 1,608,832.00 | 436,635.00 | 3,000.00 |
|---------------------------|---------------------|-------------------|-----------------|

| | | | |
|--|--------------|--------------|---|
| | (284,840.00) | (113,685.00) | - |
|--|--------------|--------------|---|

BUDGET FOR CALENDAR YEAR 2021

| | | | |
|-----------------|---------------------|--|--|
| Revenues | 1,649,942.00 | | |
|-----------------|---------------------|--|--|

| | | | |
|----------------------|-------------------|--|--|
| Reserve Funds | 398,525.00 | | |
|----------------------|-------------------|--|--|

| | | | |
|---------------------|---------------------|--|--|
| Expenditures | 2,048,467.00 | | |
|---------------------|---------------------|--|--|

| | | | |
|-----------------------------|----------|--|--|
| Addition to Reserves | - | | |
|-----------------------------|----------|--|--|