

# VIRTUAL MEETING VIA ZOOM

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

<b>Subject</b>	<b>*REMOTE* Regular Meeting Agenda</b>	<b>Date</b>	<b>June 17, 2020</b>
<b>Recorder</b>	<b>Cassidy Conners</b>	<b>Start Time</b>	<b>7:00 PM</b>
<b>Commission Chair</b>	<b>Mark DeSalvo</b>	<b>End Time</b>	<b>9:00 PM</b>
<b>Commission Members</b>	<b>Mark Singer, Jamie Green</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>CONSENT AGENDA ITEMS</b> (Next Res: 2020-10) 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: 16757 – 16771, P12778 – P12783, EFT 6/12/20, and EFT 6/25/2020 in the amount of \$101,009.91.	
4.	Boat Ramp Discussion	
5.	Accounting & Manager’s Report	
6.	Harbormaster Report	
7.	<b>PUBLIC COMMENT &amp; REQUESTS FOR FUTURE AGENDA ITEMS</b>	
8.	<b>EXECUTIVE SESSION</b>	
	<b>ADJOURN</b>	

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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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Find your local number: <https://us02web.zoom.us/j/kcDd0GRS0DZOOM> MEETING INSTRUCTIONS

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PORT OF POULSBO  
\*REMOTE\* REGULAR MEETING MINUTES  
JUNE 17, 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**

There was a letter from the Kitsap Rowing Association that Port Accountant Tripp emailed to the Commissioners earlier in the week. The letter will be published and discussed during tonight's meeting.

**Commissioner Comments**

Commissioner Green said everyone is doing great and please keep up the good work.

Commissioner Singer has been enjoying the weather and hopes everyone else is, too. There are people down on the docks cleaning their boats.

Commissioner DeSalvo has also been walking the docks and has enjoyed seeing people doing their thing while practicing social distancing. He knows the City may be moving toward Phase Three, which has some implications for the Port. Hopefully, we can get things open here soon.

**Consent Agenda**

The minutes will be reviewed by the next meeting.

**Motion:** Move to approve the warrants

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

Motion passed unanimously.

**Letter from the Kitsap Rowing Association**

Commissioner Green removed herself from the discussion as she is a member of the Kitsap Rowing Association.

The letter from the Kitsap Rowing Association requested a 33% reduction in rates due to COVID interfering with business.

Commissioner DeSalvo stated the Port just passed an outstanding audit due to fairly conducting business with no legal discrepancies. A reduction in rates would be considered a gift of public funds. He does recognize the value of the KRA, as well as addition of public access and variety, so he would be willing to make a proposal that might allow things to move forward. He would like to propose a deferred payment plan to the KRA. The contract would describe how the Port

PORT OF POULSBO  
\*REMOTE\* REGULAR MEETING MINUTES  
JUNE 17, 2020  
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would make up the 33% reduction later. Port Account Tripp said she would draft something up and get it back to the board at the next meeting.

Mac from KRA said there is no rush in this, and it could be put off until the first of August if needed. The KRA appreciates the time and consideration from the Port. The KRA is uniquely involved in COVID as there are no social distancing practices available with the sport of rowing. It is possible the KRA could lose another season, in which case they could be at risk of shutting down the entire operation. The KRA will run out of money before they can reopen, though they are doing ok now.

**Accounting & Manager's Report**

See attached.

**Harbormaster's Report**

See attached.

**Commissioner Comments**

Commissioner Singer thinks we are doing a good thing trying to work the City, pushing forward to make a stand, and make sure we are successful regarding the marina.

Commissioner Green looking forward to continue collaborating with the City a little more and seeing summer arrive. She hopes we can move into Phase Three and see more people out on the docks.

Commissioner DeSalvo said the Port has the money (and did not need to go to the people for it). We have a way to bring more people to Poulsbo, which is a big deal considering we are in an economy that will need to be restarted. All the way around, we need to keep this moving. To the City: We are serving the same taxpayers. We are not doing this for profit, and we aren't a profit construction agency. We want to work together and collaborate. We are here for the same goals.

**Final Adjournment 7:43pm**

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Mark DeSalvo, Chairman & Commissioner



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Mark Singer, Commissioner

PORT OF POULSBO  
\*REMOTE\* REGULAR MEETING MINUTES  
JUNE 17, 2020  
7:00 PM

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

\_\_\_\_\_  
Cassidy Conners, Recording Secretary (Not in Attendance)



PORT OF POULSBO

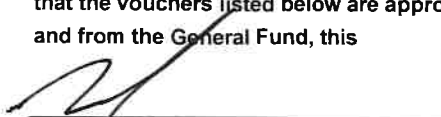
PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA

June 18, 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 \$84,951.58 and from the General Fund, this 18th day of June 2020.

  
Mark DeSalvo, Commissioner

ATTEST:

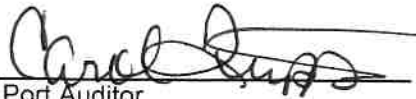
  
Mark Singer, Commissioner

  
Cassidy Conners, Recording Secretary

  
Jamie Green, Commissioner

Voucher #	Claimant	Amount
16757	Puget Sound Energy	2,593.74
16758	Bainbridge Disposal	350.22
16759	Bank of America	640.24
16760	City of Poulsbo	3,046.32
16761	Coast to Coast Hardware	37.09
16762	Excel Business Systems Inc	426.02
16763	Fisheries Supply	585.55
16764	Home Depot	137.61
16765	Kitsap Networking Services	2,250.00
16766	Office Depot	74.00
16767	Olympic Springs Inc	43.34
16768	Masco Petroleum	13,686.07
16769	Soundwest Engineering Assoc Inc	52,436.13
16770	CenturyLink	64.42
16771	State Auditor's Office	8,580.83
TOTAL		<b>\$ 84,951.58</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

**PORT OF POULSBO**

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PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA


June 12, 2020

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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           \$9,108.35           and from the General Fund, this       12th       day of       June 2020      .

  
\_\_\_\_\_  
Mark DeSalvo, Commissioner

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

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

Voucher #	Claimant	Amount
P12778	Richard Stice	1,828.25
P12779	Eugene Madayag	1,530.85
P12780	Carol Tripp	2,226.58
P12781	Melanie Winnett	1,976.76
P12782	Kelli Hodges	1,435.71
P12783	Jannese Hunt	110.20
TOTAL		<b>\$ 9,108.35</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

~~~DIRECT DEPOSIT ADVICES~~~


PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA June 12, 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 \$2,701.73 and from the General Fund, this 12th day of June 2020.

  
Mark DeSalvo, Commissioner

ATTEST:

  
Mark Singer, Commissioner

  
Cassidy Conners, Recording Secretary

  
Jamie Green, Commissioner

| Voucher #   | Claimant                    | Amount            |
|-------------|-----------------------------|-------------------|
| EFT 6/12/20 | US Treasury/Financial Agent | \$2,701.73        |
|             | TOTAL                       | <b>\$2,701.73</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 June 25, 2020

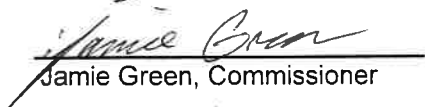
We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$4,248.25 and from the General Fund, this 25th day of June 2020.

  
Mark DeSalvo, Commissioner

ATTEST:

  
Mark Singer, Commissioner

  
Cassidy Conners, Recording Secretary

  
Jamie Green, Commissioner

| Voucher #     | Claimant                         | Amount     |
|---------------|----------------------------------|------------|
| EFT 6/25/2020 | Washington State Dept of Revenue | \$4,248.25 |
|               | TOTAL                            | \$4,248.25 |

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

~~~ EFT ~~~

Accounting & Manager Report – June 17, 2020

- Dive team was here last week and completed their underwater survey. We have some fine quality mud and no eel grass.
- Council members Livdahl and Musgrove approached the Port about the possibility of outdoor seating down at the Port. Mayor Erickson is promoting an idea of a 'Summer Fair' concept. In summary, it is a way for the public to be able to safely get outside and support the local businesses. There have been two businesses that have offered to have dockside deliveries to the Port if we had tables setup on a float. We have a 76' float that we could place in slip F-21, which is relatively close to shore and won't interfere with the airplane float. This would be an opportunity for the Port to economically support the downtown businesses and enable the citizens of Poulsbo to visit the docks down at the Port.
- Planning has started for the annual Down Poulsbo Classic Car and Boat Show. There has been correspondence from the Classic Boat Association asking for '2 nights for the price of 1' during the event. Also, they would like to know if the Port is limiting the amount of classic boats for this event. As of June 16<sup>th</sup>, there are 25 boats planning on being at the Port.
- Earlier in the week, I forwarded a draft letter from the Board to the Mayor and the City Council that addressed 3 major issues of concern:
  - The Port's Lease of City Owned Tidelands
  - Environmental Permitting of Port Projects
  - Potential Concerns Relating to Parking

If amendments need to be made to this letter, please let me know. I would like to get this correspondence sent out by this Friday. Also, as a reminder, this letter will require that each Commissioner come into the Port office to sign the document.

Respectfully Submitted,

Carol Tripp



6/17/20

Went and looked at the boat ramp with Commissioner Green. I found that out of the four pilings at the dock only 2 have piling hoops. Why I do not have the answer. I did however look at photos I had taken back on October 25<sup>th</sup> and yes it appears there has been movement on the shoreline wall below the science center. It still has a slight incline in the center on lower tides, but not as intense as back in October. I could install two piling hoops on the dock, the cost would be about \$375 each with labor and take about 3-4 weeks. I went out at high tide and found that one piling without hoop is about foot and half away from dock and the end piling with a rusted broken hoop has a lean of about 70-80 degree over the dock. I was also able to push on it easily atleast 6 inches.

I have scheduled with Kitsap Gutters to replace gutter on Fuel Dock that has been desperately needed. It is now at a stage that it just pours from the farthest sw corner. Schedule date is July 9<sup>th</sup>.

We are awaiting to hear if Kitsap County is approved to move into phase III if that happens then we will be implementing Plan 3 – window transactions, fuel dock mask required, bathrooms open day use only for guest moorage and move to one open slip in every berth instead of every other berth like we have been that last 3 months.

We have called back another staff member. They are to be starting this week.

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