

VIRTUAL MEETING VIA ZOOM

Poulsbo Port District – Port Commission

Subject	*REMOTE* Regular Meeting Agenda	Date	February 18, 2021
Recorder	Cassidy Conners	Start Time	7:00 PM
Commission Chair	Thomas Rose	End Time	9:00 PM
Commission Members	Jamie Green, 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: 2021-03) 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: 02/04/2021 B. Warrants: 17092, 17093 – 17113, P12939 – P12945, EFT 2/12/21, EFT 2/19/21 in the amount of \$55,827.19.	
6.	OLD BUSINESS ITEMS	
	A. Breakwater & Boat Ramp Updates	
	B. Resolution #9 – Declaring Local Emergency & Delegation of Authority - Review	
7.	NEW BUSINESS ITEMS	
	A. Commissioner responses to public comments/discussions	
	B. Marketing	
	C. Accounting & Manager’s Report	
	D. Harbormaster Report	
8.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
9.	COMMISSIONER COMMENTS	
10.	ADJOURN	

<https://us02web.zoom.us/j/82420116737>

Meeting ID: 824 2011 6737

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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 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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PORT OF POULSBO
REMOTE REGULAR MEETING MINUTES
FEBRUARY 18, 2021
7:00 PM

Present: Commissioner Singer, Commissioner Green, Commissioner Rose, Port Accountant Carol Tripp, Melanie Winnett – Harbormaster, Pamela Benson & Peter Horner– PBA, David Musgrove – Councilman

Call to Order 07:00pm

Commissioner Comments

Commissioner Rose noticed boats were prepared for the snow. Commissioner Green said there was no business recovery meeting due to President's Day, so there are no updates. Commissioner Singer said he was glad to be at the meeting, it's good to see everyone, and he's glad it's not as snowy; Poulsbo is starting to open up and it's nice to see.

Public Comments

There were none.

Poulsbo Boater's Association

The association gave their report.

Consent Agenda

Motion: Move to approve the meeting minutes of February 4, 2021 as written.

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

Motion passed unanimously.

Motion: Move to approve the warrants.

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

Motion passed unanimously.

Old Business Items

Breakwater & Boat Ramp Updates

Port Accountant Tripp shared that the Port has been approved by the Army Corps to get their permit under an emergency situation. The Port will be moving ahead with bid documents for the boat ramp. Bids are planned to go out some time in April. The boat ramp ties into 6B, Resolution 9, which allows the boat ramp to close due to the hazardous conditions. The Port is waiting on the City to assist with the Ecology signs blocks.

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

Nothing to report.

PORT OF POULSBO
REMOTE REGULAR MEETING MINUTES
FEBRUARY 18, 2021
7:00 PM

New Items

Items for Public Discussion

Commissioner Singer acknowledged Richard Stice, a Port employee, who is stepping down. He wished him farewell and fair winds, and the best to his future.

Marketing & Development

Commissioner Rose stated this agenda item is intended to be an open item for input on action items regarding marketing. This agenda item does not require an update at every meeting, but it will be left open for response to any actions that come up. Harbormaster Winnett and ~~Janeace~~ Jannese have been working on a newsletter. Harbormaster Winnett said the newsletter has increased with more businesses in town. She'll also be in touch with the Kitsap Humane Society about their annual pet walk in June and whether or not it'll be virtual. She also said that ~~Janeace~~ Jannese attended the HDP meeting and spoke about the idea of the Port hosting Films on the Fjord. She's putting together a planning committee after the economic development meeting and hoping to learn what level of support the City may provide. ~~Janeace~~ Jannese will also be meeting with the committee to see about securing sponsorships.

Accounting & Manager's Report

See attached.

7:29pm - meeting went into recess.

7:35pm - reconvened the meeting.

Port Accountant Tripp said she will rework some details surrounding rate options and bring them in to the next meeting for more discussion. They'll be similar with the targeted amount of \$731,000. It won't be official until a resolution is passed, which can be done as soon as the second meeting in March.

Current rates at other ports, as of February 18, 2021:

Brownsville is \$7.08/ft, boathouses \$.53.

Port of Kingston slips \$9.17 - \$11.60, covered moorage is \$14.49 - \$15.30.

Port Orchard \$6.82 - \$8.35, covered \$7.70 - \$12.89.

Bremerton \$9.30 - \$11.62

Rate is per linear foot.

Bremerton and Port Orchard are in the middle of raising rates because they haven't been raised in a few years.

PORT OF POULSBO
REMOTE REGULAR MEETING MINUTES
FEBRUARY 18, 2021
7:00 PM

Harbormaster's Report

See attached.

Public Comments/Request for Future Agenda Items

Councilman Musgrove was unable to access tonight's agenda; the server was down. He wondered about a similar page on the website posting cancellations, updates, etc. He wasn't able to locate that information on the website. He also reminded the board that everything needs to be made transparent and available to the public when it comes to voting, approving, and doing business in the meetings.

Port Accountant Tripp said the agenda goes out to the public and is posted to the website without the warrants; those are filled out afterward. All meeting minutes (including copies of the warrants) are uploaded to the website and includes all information. EFTs are either direct deposits, Dept of Revenue, and are signed off on a blanket voucher and included in the minutes. The vouchers are never sent out until the blanket voucher is signed by the board. The approved warrants go out the day after the meeting and are posted on the website for the public to observe.

Councilman Musgrove requested a link so he can find that information and added he finds the website difficult to navigate.

Pam shared the notification for ramp closure is clearly stated on the bottom of the homepage. She said she has been able to access this information with no issue after the meetings.

Commissioner Comments

Commissioner Green thanked Port Accountant Tripp for the visual presentation. She looked at the newsletter and told Harbormaster Winnett it looks wonderful and thanked her for time and efforts. Commissioner Green said she hopes everyone continues to be safe.

Commissioner Singer thanked Port Accountant Tripp and Harbormaster Winnett. He recognized Richard Stice and thanked him for all his work at the Port. He is happy for him moving forward into his future. He said Richard has a lot of experience and down the road the board may call on him again.

Commissioner Singer thanked everyone who participated at tonight's meeting and is looking forward to seeing everyone on the docks.

Motion: Move to adjourn

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

Final Adjournment 8:18pm

PORT OF POULSBO
REMOTE REGULAR MEETING MINUTES
FEBRUARY 18, 2021
7:00 PM



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 February 19, 2021


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 \$1,564.65 and from the General Fund, this 19th day of February 2021.


Mark Singer, Commissioner

ATTEST:


Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Thomas Rose, Commissioner

Voucher #	Claimant	Amount
17092	Richard Stice	1,564.65
	TOTAL	\$ 1,564.65

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

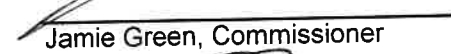
Kitsap County, WA

February 19, 2021

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 \$30,022.09 and from the General Fund, this 19th day of February 2021.


Mark Singer, Commissioner

ATTEST:


Jamie Green, Commissioner


Cassidy Conners, Recording Secretary


Thomas Rose, Commissioner

Voucher #	Claimant	Amount
17093	Edward Jones	1,998.43
17094	Duane Carlson	356.82
17095	Adam Bays	287.60
17096	Paul Swanson	35.00
17097	Jeff Goller	35.00
17098	William Woodruff	35.00
17099	Puget Sound Energy	6,880.79
17100	Bainbridge Disposal Inc	29.72
17101	Bank of America	255.07
17102	Bird Electric Corp	1,438.80
17103	CHS Inc/Cenex	82.15
17104	HD Fowler Co	104.92
17105	Home Depot	20.64
17106	Keco Pump and Equipment	383.15
17107	Kitsap Networking Services	1,390.00
17108	Office Depot Credit Plan	338.63
17109	Olympic Organics LLC	10.00
17110	Olympic Springs Inc	28.18
17111	PetroCard	15,958.30
17112	CenturyLink	72.14
17113	Home Depot Pro	281.75
TOTAL		\$ 30,022.09

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

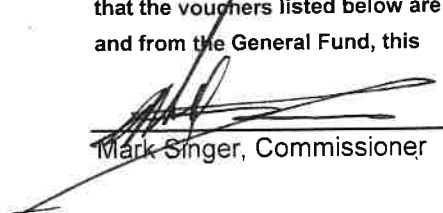
PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

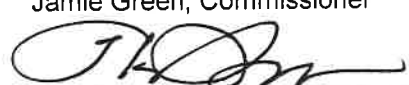
Kitsap County, WA

February 19, 2021

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 \$9,470.10 and from the General Fund, this 19th day of February 2021.


Mark Singer, Commissioner

Jamie Green, Commissioner


Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P12939	Brian Smith	1,028.96
P12940	Eugene Madayag	1,218.39
P12941	Jannese Hunt	1,337.40
P12942	Carol Tripp	2,226.79
P12943	Melanie Winnett	1,753.89
P12944	Kelli Hodges	1,404.21
P12945	Christopher Henry	500.46
	TOTAL	\$ 9,470.10

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---

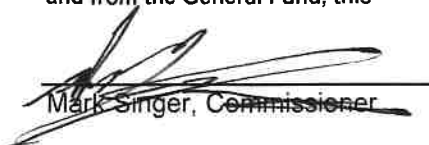
PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA February 12, 2021

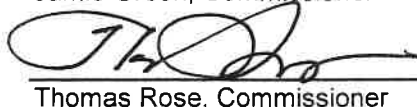
We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$11,253.20 and from the General Fund, this 12th day of February 2021.


Mark Singer, Commissioner

ATTEST:

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Thomas Rose, Commissioner

Voucher #	Claimant	Amount
EFT 2/12/21	WA Teamsters Welfare Trust	\$11,253.20
	TOTAL	\$11,253.20

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 February 19, 2021

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 \$3,517.15 and from the General Fund, this 19th day of February 2021.

  
Mark Singer, Commissioner

ATTEST:


  
Jamie Green, Commissioner

  
Cassidy Conners, Recording Secretary

  
Thomas Rose, Commissioner

| Voucher #   | Claimant                    | Amount            |
|-------------|-----------------------------|-------------------|
| EFT 2/19/21 | US Treasury/Financial Agent | \$3,289.62        |
| EFT 2/19/21 | DSHS                        | \$227.53          |
| TOTAL       |                             | <b>\$3,517.15</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 ---

HM 02.18.21

Updates on CIPs we have going & starting.

Seabins should be here in 2 weeks as of yesterday they are currently undergoing the anti-fouling treatment and almost ready to be shipped.

Maintenance has started the process of designing a kayak storage area.

Maint. Shop boathouse bids have been approved we are going with Float Services NW Proposal. Will be starting in April.

Bids for Fuel dispenser replacement has been approved Mascott will do the bid, lead way time though is about 6 weeks so we are looking at end of March beginning of April, but of course will notify the public with days our fuel dock will closed.

Marina Hazmat Day will Saturday March 20<sup>th</sup> from 10 am – 2 pm. We will be accepting up to 3 gallons of boat generated used oil from each marina participant. Also if you have oil filters to get rid of HHW says if you empty them it is safe to dispose of the empty oil filter. We are also taking Marina Flares. We will have three 55 barrel drums to accept oil, which is why we have to limit the amount of gallons of oil, we may have had 35 people commit to this event, but I prepared us for a few more than that. So limiting the amount of boat generated gallons per participant is essential. So I ask to not bring any oil from home because this event is for the boaters to dispose of items from their vessels and nothing else. Like I have mentioned in previous meetings if you have other hazardous waste items you would like to dispose of properly you can contact Kitsap County Household Hazardous Waste Collection Facility 360-337-5777 in Bremerton they are before the Olympic View Transfer Station and they will help you with what you may need to do when bringing your waste items. They are only open Thursday, Friday, & Saturday 10am - 4pm. Ill be sending out an email with all this info again within the next week.

**Newsletter updates** Jannese has gathered a couple more businesses in town to add to our newsletter the Sons of Norway & US power squadron 16. She also is contacting Kitsap humane society to see if they would like to be mentioned about the pet walk June 26<sup>th</sup>.

So far for “~~the~~ films on the fjord” committee we have Jannese, Bettina, Nico, after the economic development meeting out on Wednesday at 24<sup>th</sup>. We hope to learn what level of support the City may be able to provide. Jannese will be meeting with committee to discuss next steps to securing other sponsorships.

Permanent side is at 100% for the first time in the month of February including the 20 foot slips normally doesn't happened until mid year. Hard to say what the change is, but happy to report the Port is at 100% occupancy. Nice Job & Thank you Kelli !!

Thank you to the licensee that shoveled the docks since some of the employees could not make it in since we do not live in Poulsbo like majority. I did call two and thanked one face to face for taking time to help the Port. If I missed anyone because I did not hear of anymore names, just want them to know thank you it is appreciated greatly, and It did not go unnoticed.

*Melanie*