

VIRTUAL MEETING VIA ZOOM

Poulsbo Port District – Port Commission

| | | | |
|---------------------------|--|-------------------|--------------------------|
| Subject | *REMOTE* Regular Meeting Agenda | Date | December 17, 2020 |
| 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: 2020-19) 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: 11/19/2020, 12/3/2020, 12/8/2020 B. Warrants: 16995, 17013 – 17038, P12891 – P12898, and EFT 12/11/20 in the amount of \$30,162.42. | |
| 6. | OLD BUSINESS ITEMS A. Breakwater & Boat Ramp Updates B. Resolution #9 – Declaring Local Emergency & Delegation of Authority - Review | |
| 7. | NEW BUSINESS ITEMS A. Items for public comments/discussions B. Extension of Water Trail discussion C. Accounting & Manager’s Report D. Harbormaster Report | |
| 8. | PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS | |
| 9. | COMMISSIONER COMMENTS | |
| 10. | ADJOURN | |

Join Zoom Meeting

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Meeting ID: 872 7504 5077

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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
DECEMBER 17, 2020
7:00 PM

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

Call to Order 7:00pm

Commissioner Comments

Commissioner Singer said Christmas is coming, COVID is here, and he will be at home this year. He has been down on the docks and it seems everybody has been wearing their masks.

Commissioner Green saw the very tail end of the Poulsbo Yacht Club’s lighted boat parade and said it was lovely.

Public Comments

Councilman Musgrove requested a copy of the draft for the comprehensive scheme. Port Accountant Tripp said a first draft will be made available for public comment on the website, and in the meantime a copy will be sent to Councilman Musgrove directly.

Poulsbo Boater’s Association

There was no report.

Consent Agenda

Motion: Move to approve the meeting minutes of November 19th 2020, December 3rd 2020, and special meeting minutes of December 8th 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 Green

Motion passed unanimously.

Old Business Items

Breakwater & Boat Ramp Updates

Port Accountant Tripp said the Port is still in a holding pattern with the Army Corps. The holiday season has slowed down any progression and we may need to try some different avenues. Mr. Piccone will be present at the second meeting in January and this topic will be addressed more in depth at that time. There has been no movement on the boat ramp as well. We are currently waiting for the permit from the Army Corps.

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

There was nothing to report.

New Items

Items for Public Discussion

Councilman Musgrove mentioned the basic mission statement of the Port and wondered what the vision is of the Port and moving forward specifically to economic development for its district. He wondered if there any “out of the box” ideas on the table to help the downtown/small businesses through this time of economic difficulty.

Commissioner Rose touched on solidifying relationships with tenants and therefore promoting tourism through the marina. He’s hoping to get some interest in the Spring and that’ll get more people down to the Port and in the downtown area. Commissioner Rose said the Port is leveraging what is possible and he realizes that the Port does not currently have investment capability, but we are open to partnering and are vitally aware of the situation.

Commissioner Singer brought up the breakwater and boat ramp as a source of major economic development efforts. The breakwater will bring in bigger boats and he said that if three days the new slips were full, with an average of 3.5 people on each boat, they would spend \$78,000 on food, and then be purchasing souvenirs, etc. He emphasized the importance of getting the required permits to process the paperwork so that the economic development project can move forward.

Commissioner Green wondered about surveys to collect information on barriers to explain why people aren’t shopping like they used to. She also mentioned a big social media push and pairing with the Chamber of Commerce for a more collective approach. To this, Councilman Musgrove recommended contacting the HDPA for survey results.

Port Accountant Tripp fully understands and very much appreciates the concerns the downtown merchants have. She knows there are struggles during certain times of the year, and knows the Port brings in \$2.63 million a year to downtown businesses. She wants to increase that because a successful Port makes a successful town. She wants the symbiotic relationship to continue. There are things we can do right now that are free. Port Accountant Tripp wants to revamp advertising and really hit the target audience. There’s a new website that changes can be made to. She would like to create an events calendar that includes all local events and then target the calendar to appropriate demographics, including specific yacht clubs. We can get information out and people will come to the Port.

Extension of the Water Trail

Commissioner Rose wanted to add and encapsulate the Port’s support of the trail within its concept. There will be easy integration and we will already have public access to the

PORT OF POULSBO
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breakwater. He recognized that it's crucial the Port demonstrate fiscal conservatism because of current projects in the works. The Port is not in the position to add anything on to the permitting or construction budget. That being said, the area can be open for development once the project is off the ground and into the water.

Accounting & Manager's Report

Please see attached.

Harbormaster's Report

See attached.


Public Comments/Request for Future Agenda Items

Pam would like to have access to an events calendar and believes it would be important and worthwhile for the community.

Commissioner Comments

Commissioner Green said to enjoy the holidays and she is looking forward to seeing everyone in the new year. She hopes everyone will continue to be safe. Commissioner Rose thanked everyone for what they're doing at the Port. He encouraged everyone to support the local businesses and enjoy the holiday season. He looks forward to 2021 and being able to do their due diligence.

Final Adjournment 8:15pm



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 December 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 \$67.27 and from the General Fund, this 18th day of December 2020.

Mark Singer, Commissioner

ATTEST:



Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Thomas Rose, Commissioner

| Voucher # | Claimant | Amount |
|-----------|---|-----------------|
| 16995 | Correction of \$10 from 11/20/2020. (Warrant was for \$67.27, but was listed as \$57.27 in error) | 67.27 |
| TOTAL | | \$ 67.27 |

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.


Port Auditor



PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA

December 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 \$15,879.07 and from the General Fund, this 18th day of December 2020.

Mark Singer, Commissioner

ATTEST:

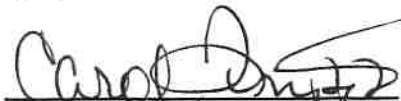

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Thomas Rose, Commissioner

| Voucher # | Claimant | Amount |
|--------------|----------------------------|---------------------|
| 17013 | U.S. Postal Service | 53.00 |
| 17014 | George Busony | 431.94 |
| 17015 | Eric Levi | 375.60 |
| 17016 | Jim & Marie Wilson | 413.16 |
| 17017 | Taylor Rognerud | 469.50 |
| 17018 | Charlie Dixon | 328.65 |
| 17019 | Janiece Christian | 319.26 |
| 17020 | Poulsbo Farmers Market | 250.00 |
| 17021 | Puget Sound Energy | 5,584.33 |
| 17022 | AT & T | 6.54 |
| 17023 | Bainbridge Disposal | 3.96 |
| 17024 | Bank of America | 634.93 |
| 17025 | CHS Inc/Cenex | 66.00 |
| 17026 | Coast to Coast Hardware | 7.39 |
| 17027 | Excel Business Systems Inc | 488.71 |
| 17028 | Fisheries Supply | 17.08 |
| 17029 | Home Depot | 82.40 |
| 17030 | New Pig Corporation | 139.33 |
| 17031 | Office Depot Credit Plan | 293.45 |
| 17032 | Olympic Springs Inc | 19.52 |
| 17033 | PetroCard | 5,040.12 |
| 17034 | Propane Northwest | 108.56 |
| 17035 | PUD #1 of Kitsap County | 345.00 |
| 17036 | CenturyLink | 67.03 |
| 17037 | Home Depot Pro | 283.16 |
| 17038 | Tacoma Screw Products | 50.45 |
| TOTAL | | \$ 15,879.07 |

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Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA December 11, 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 \$10,940.23 and from the General Fund, this 11th day of December 2020.


Mark Singer, Commissioner


Jamie Green, Commissioner


Thomas Rose, Commissioner

| Voucher # | Claimant | Amount |
|-----------|-------------------|---------------------|
| P12891 | Richard Stice | 1,435.27 |
| P12892 | Brian Smith | 1,205.36 |
| P12893 | Eugene Madayag | 1,219.31 |
| P12894 | Jannese Hunt | 1,291.52 |
| P12895 | Carol Tripp | 2,227.76 |
| P12896 | Melanie Winnett | 1,724.74 |
| P12897 | Kelli Hodges | 1,334.51 |
| P12898 | Christopher Henry | 501.76 |
| TOTAL | | \$ 10,940.23 |

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 December 11, 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 \$3,275.85 and from the General Fund, this 11th day of December 2020.

Mark Singer, Commissioner

ATTEST:

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas Rose, Commissioner

| Voucher #    | Claimant                    | Amount            |
|--------------|-----------------------------|-------------------|
| EFT 12/11/20 | US Treasury/Financial Agent | \$3,275.85        |
|              | TOTAL                       | <b>\$3,275.85</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.

Carol [Signature]  
Port Auditor

~~~ EFT ~~~

Dear Commissioner Green,

Thank you so much for the thoughtful gift bags. It was very much appreciated by all the staff members. It's nice to be remembered at the holidays, especially given the rough year everyone has been through. We hope you and your family have a merry Christmas!

My wife's
for Christmas
on 12/25/15
Shirley

Thank you!
Joy to the world

Xeni

James Scott

Erin
Melanie

Richard E. Hill

Accounting & Manager's Report December 17, 2020

The Summary of Financial Statements for the Eleven months ending November 30, 2020 was emailed directly to the Commission earlier this week. There was a net loss for the month of November of <\$8,057.67> which was due to the large deposit paid to Thompson Pile Driving for the replacement of the 'D' Dock Gangway. There is a Net Gain YTD of \$226,488.54.

The D-Dock Ramp was replaced earlier this week with just a few minor issues arising. Some lumber was needing to be replaced under the transformer, at the head of the dock and the maintenance staff made some minor adjustments to the fire-line under the ramp. Kelli and Brian did a great job in notifying and coordinating the licensee's moves from 'D' dock over to guest moorage for a couple of days while the ramp was being installed.

The Comprehensive Scheme will be posted on our web site Monday December 21st for public view and comment. I still have not been able to reach anyone at the Suquamish Tribe to help with the history portion of the Port's plan. My emails to the Tribe have all been returned as 'undeliverable.' If anyone has contact information, please feel free to email it to me.

The employee evaluations have been completed thanks to Melanie. There is one remaining evaluation to be completed which is mine.

As a reminder, we will be having Alan Dashin from NW Municipal Advisor's at the next Board meeting to update the Board on the bonding opportunities for our Breakwater. In addition, we will need to do a few housekeeping items at the first meeting which will include a schedule of meetings for 2021 and assignments of which Commissioners will be attending meetings on the Port's behalf. The Board will also need to appoint a new President for 2021.

If the Board would like to change the day, frequency etc. of the 2021 meetings please let me know at this meeting so that I can incorporate it into the schedule for the upcoming meeting for adoption.

A reminder to the Board that starting next Tuesday December 22nd I will be away from the office until January 4, 2021.

Respectfully Submitted,

Carol Tripp
Port Accountant, Auditor & Treasurer
Port Manager

12/17/20

Again, a pretty slow 2 weeks, guys continue working on our maintenance

Electrical pedestal on F2 is still not working. Mike from MD was once again on the phone with Eaton and they are over night 2 more breakers. Mike went through the entire system with engineer of Eaton and it was decided to try one more time and Eaton engineer said he would test them before sending out today.

Replacement of D dock ramp was completed.

The reinspection's have been going a lil slow. I have completed 3 of the 22, one of them is being given a T.O.W. for an additional 30 days and then if the in question item is not fixed and pass the vessel must leave the marina. I have been stopped and talked with several folks within that 22 with questions and also showing me that they are at their boats getting them cleaned up and checked out before the reinspection so I will think scheduling will increase after holiday.

Hazardous waste Day Im shooting for Mid February. Waiting on confirmation thru my contact from the Hazardous waste facility. Date is NOT in stone so please do not have that month stored in your mind quite yet. They have to coordinate with a couple different folks and make sure one of them can be present during this recycling day. The top three were: oil and oil filters, paints solvents, and marine flares, im also adding bilge water. All of this is free to the licensee that bring their" boat generated" items as the Port will be transporting all that we receive, and the Port will also flip the bill. Example of cost from our bill back last spring for 21 items of paints, solvents was about \$120.

Marine flares are considered explosive, so please contact the Washington State Patrol so I am contacting them to arrange for safe disposal.

Meanwhile folks that now need to dispose of their oil please go to the closest automotive parts store and they can take your oil up to 5 gallons for free. O'Riely's, AutoZone, etc will take this for you, but is only 5 gallons per customer per day and it cannot have water or gas in it.

Then I am going to read a card for Commissioner Green from the entire staff at the Port. She can pick it up when she comes down to sign the meeting warrants and minutes.

A handwritten signature in cursive script, appearing to read "Melanie W. Smith". The signature is written in dark ink and is located at the bottom of the page.