

# VIRTUAL MEETING VIA ZOOM

## Poulsbo Port District – Port Commission

<b>Subject</b>	<b>*REMOTE* Regular Meeting Agenda</b>	<b>Date</b>	<b>October 15, 2020</b>
<b>Recorder</b>	<b>Cassidy Conners</b>	<b>Start Time</b>	<b>7:00 PM</b>
<b>Commission Chair</b>	<b>Mark Singer</b>	<b>End Time</b>	<b>9:00 PM</b>
<b>Commission Members</b>	<b>Jamie Green, Thomas Rose</b>		
<b>Legal Counsel</b>	<b>Les Reardanz</b>		
<b>Port Engineer</b>	<b>John Piccone, P.E.</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>EXECUTIVE SESSION – Consider the selection of a site or the acquisition of real estate by lease or purchase – RCW 42.30.110(1)(b)</b>	
3.	<b>COMMISSIONER COMMENTS</b>	
4.	<b>PUBLIC COMMENTS (limit of 3 minutes)</b>	
5.	<b>POULSBO BOATERS ASSOCIATION REPORT</b>	
6.	<b>CONSENT AGENDA ITEMS</b> (Next Res: 2020-16) 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. <b>A. Approve meeting minutes of: 09/11/2020 and 10/01/2020</b> <b>B. Warrants: 16917 – 16942, P12853 – P12860, EFT 10/10/20, and EFT 10/16/20 in the amount of \$77,126.31.</b>	
7.	<b>OLD BUSINESS ITEMS</b> <b>A. Breakwater &amp; Boat Ramp Updates</b> <b>B. Resolution #9 – Declaring Local Emergency &amp; Delegation of Authority - Review</b> <b>C. Comprehensive Scheme</b>	
8.	<b>NEW BUSINESS ITEMS</b> <b>A. Items for public comments/discussions</b> <b>B. Recycling – Perm side</b> <b>C. Accounting &amp; Manager’s Report</b> <b>D. Harbormaster Report</b>	
9.	<b>PUBLIC COMMENT &amp; REQUESTS FOR FUTURE AGENDA ITEMS</b>	
10.	<b>COMMISSIONER COMMENTS</b>	
11.	<b>EXECUTIVE SESSION</b>	
12.	<b>ADJOURN</b>	

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

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Meeting ID: 837 5592 1584

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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.**

PORT OF POULSBO  
\*REMOTE\* REGULAR MEETING MINUTES  
OCTOBER 15, 2020  
7:00 PM

**Present:** Commissioner Singer, Commissioner Green, Commissioner Rose, Port Accountant Carol Tripp, Melanie Winnett – Harbormaster, Pamela Benson - PBA, Peter Horner, Councilman David Musgrove, John Piccone, Les Reardens, Kim Singer

**Call to Order 7:00pm**

**Executive Session**

The board adjourned into an executive session to discuss selection of a site of acquisition of real estate by lease or purchase pursuant to RCW 42.30.110 – 1B. The executive session will last approximately 20 minutes. No decision is anticipated.

**Adjourned at 7:02pm.**

**Called back to session 7:23pm to adjourn back into executive session until 7:35pm.**

**Called back to session 7:35pm.**

**Present:** Commissioner Singer, Commissioner Green, Commissioner Rose, Port Accountant Carol Tripp, Melanie Winnett – Harbormaster, Pamela Benson - PBA, Peter Horner, Councilman David Musgrove, John Piccone, Kim Singer

**Commissioner Comments**

Commissioner Rose hopes everyone had an equally good two weeks. He appreciates staff input and getting up to date in the Port. Commissioner Green said the workshop was a success. There were a lot of ideas, dialogue, and good, positive feedback. A lot of people would like to see another workshop here in another couple of months. There's a lot of value added in opening up the opportunity to meet with fellow city members. Commissioner Singer said there's a lot to do in the Port. The upgrade to the breakwater will be great for the City and increase the amount of people who can visit, increase the income for downtown businesses, and increase people who can go visit the waterfront.

**Public Comments**

Dave looks forward to another workshop. The participation shows well for the public. He touched on the fact that the breakwater will be part of the trail system that'll be in the south end of the trail on to the breakwater. He recommended anticipating being prepared for some sort of discussing/planning or consideration of a water feature out there to help welcome people and boaters. It would help draw them out to the breakwater and enjoy the waterfront. There would be heavy electrical service required to support amenities. If that's something the board wants to consider, now would be the time to include those details in the planning.

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**Poulsbo Boaters Association**

The association gave their report.

**Consent Agenda**

**Motion:** Move to approve the meeting minutes of 09/11/2020, 10/01/2020

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

Motion passed unanimously.

**Motion:** Move to approve the warrants

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

Motion passed unanimously.

**Old Business Items**

**Breakwater & Boat Ramp Updates – John Piccone**

Mr. Piccone gave a lengthy update at previous meeting. There have not been many changes. Regarding breakwater concerns by the Suquamish Tribe, the meeting on the 13<sup>th</sup> was successful and somewhat productive. Commissioner Rose and Port Accountant Tripp were also in attendance. We are going ahead and making formal responses to their comments that will be submitted to the City of Poulsbo. Mr. Piccone anticipates having more than one round of comments from the tribe, and we'll have to go back and forth a couple of times. He's optimistic we'll get things ironed out. The federal Boating Infrastructure Grant (BIG) funds have been made available to the state. This is the grant that was awarded to the Port of Poulsbo and is in the amount of \$1.44 million. All the grant funding will be in place for the schedule we're planning on. Regarding the boat ramp, things are moving smoothly with the City. We did the get the shoreline exception, and the permitting process is moving along.

Mr. Piccone stated he has received feedback from Commissioner Green and Commissioner Rose regarding the comprehensive scheme and is anticipating getting Commissioner Singer's feedback soon. He recommended considering whether to discuss the feedback in the first or second meeting in November and to give thought if that ought to be an agenda item. The D Dock Gangway replacement is moving forward. All the quotes are in and he and Port Accountant Tripp are going everything. They will be authorizing a contractor here soon in the next week.

**Recycling**

Port Accountant Tripp explained during the renovations to the downtown parking lot, the Port lost their separate dumpster area. The Port then had an agreement with the downtown restaurants to share a dumpster area. There were three restaurants and all licensees sharing

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7:00 PM

that area. The garbage and recycling were getting grossly overfilled. Port Accountant Tripp received complaints of someone regularly filling the recycling bins completely full after emptying the back of their pickup truck. Port Accountant Tripp was able to find the person based on their license plate number so she can confirm it was a tenant. She affirmed the Port of Poulsbo wants to utilize the service and encourage the practice of recycling. After the tenant emptied the entire back of the pickup truck into the recycling, on more than one occasion, she was receiving angry phone calls from restaurants unable to use the dumpster because it was too full. Port Accountant Tripp explained the complications of bin sizes, costs, and other accommodations. At some point something has got to give, and recycling was it. She is happy to put recycling over on the guest side, but there's not enough room to put on the permanent side. The service provided was once a week pick up for \$14.86 per month for one 96-gallon bin, and there were 7-11 bins available. As of now, recycling is not available at the Port of Poulsbo, but options will continue to be explored.

**New Items**

**Items for Public Discussion**

There were none.

**Accounting & Manager's Report**

See attached.

**Harbormaster's Report**

See attached.

**Public Comments/Request for Future Agenda Items**

Commissioner Rose suggested brainstorming for a sailing program available to veterans.

Pamela Benson has received questions from three different boating groups over the last summer about the difficulties hooking up to the new GFCI. Harbormaster Winnett said she would send the digital handout to Pamela.

**Commissioner Comments**

Commissioner Singer thanked everyone for their attendance, participation, and input.

**Final Adjournment 8:52pm**

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Mark Singer, Commissioner

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OCTOBER 15, 2020  
7:00 PM

  
\_\_\_\_\_  
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

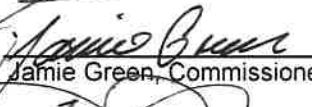
Kitsap County, WA

October 16, 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 \$50,550.29 and from the General Fund, this 16th day of October 2020.

  
Mark Singer, Commissioner

ATTEST:


  
Jamie Green, Commissioner

  
Cassidy Conners, Recording Secretary

  
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
16917	Puget Sound Energy	2,768.35
16918	Dave Clark	110.00
16919	James Raelson	286.59
16920	Jeff Sullivan	302.38
16921	Eugene Cote	205.06
16922	Jordia Blumenstein	109.48
16923	Bainbridge Disposal Inc	26.41
16924	Bank of America	412.06
16925	Blue Sky Printing	32.69
16926	Brian Kilpatrick	1,500.00
16927	City of Poulsbo	3,410.82
16928	Coast to Coast Hardware	96.58
16929	HD Fowler Co	143.45
16930	Home Depot	207.43
16931	Kitsap Networking Services	6,565.00
16932	Napa/Westbay Auto Parts	90.29
16933	New Pig Corporation	139.42
16934	Olympic Springs	45.52
16935	Petrocard	18,110.67
16936	Propane Northwest	156.94
16937	PUD #1 of Kitsap County	345.00
16938	Seattle Injector Co	264.67
16939	Soundwest Engineering Assoc Inc	14,748.75
16940	Centurylink	66.80
16941	Home Depot Pro	45.73
16942	Kitsap Sun	360.20
<b>TOTAL</b>		<b>\$ 50,550.29</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

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA                      October 16, 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 \$10,679.64 and from the General Fund, this 16th day of October 2020.

  
Mark Singer, Commissioner

  
Jamie Green, Commissioner

  
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P12853	Thomas Rose	339.84
P12854	Richard Stice	1,140.19
P12855	Brian Smith	1,158.98
P12856	Eugene Madayag	1,323.53
P12857	Jannese Hunt	1,289.18
P12858	Carol Tripp	2,226.55
P12859	Melanie Winnett	1,868.38
P12860	Kelli Hodges	1,332.99
TOTAL		<b>\$ 10,679.64</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

October  
~~September~~ 10, 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 \$12,684.80 and from the General Fund, this 10th day of October 2020.



Thomas Rose, Commissioner

ATTEST:



Mark Singer, Commissioner

Cassidy Conners, Recording Secretary



Jamie Green, Commissioner

| Voucher #    | Claimant                   | Amount             |
|--------------|----------------------------|--------------------|
| EFT 10/10/20 | WA Teamsters Welfare Trust | \$12,684.80        |
| TOTAL        |                            | <b>\$12,684.80</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 October 16, 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 \$3,211.58 and from the General Fund, this 16th day of October 2020.

  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Thomas Rose, Commissioner

| Voucher #    | Claimant                    | Amount            |
|--------------|-----------------------------|-------------------|
| EFT 10/16/20 | US Treasury/Financial Agent | \$3,211.58        |
|              | TOTAL                       | <b>\$3,211.58</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

~~~ EFT ~~~

Accounting & Manager Report – October 15, 2020

The Port's new website will be live tomorrow October 16<sup>th</sup>. Be aware that if you are using "Chrome" as your internet browser, you may see a delay of up to 48 hours due to a security issue that we're working on with GoDaddy currently. There will be some fine tuning over the course of the next couple of weeks.

The Governor's proclamation 20-19.4 was extended until December 31, 2020 regarding the eviction moratorium. This has directly impacted the Port in several ways; the first is that we still have a vessel that has been secured due to non-payment (back in 03/06/2020). At this date, the individual owes \$3,775.53 and by the end of the year, the amount owing will be over \$4,000.00. This licensee is not a liveaboard but because of the way the proclamation is drafted, the Port can not remove him until the proclamation is ended.

The other way this proclamation impacts the Port is that we are forced to examine each and every boater that enters into the marina in the off chance that they could default on their moorage and we would again be forced to supply moorage and utilities to a non-paying licensee for months on end.

The Port is once again being contacted regularly by the general public, neighboring marina's, the Poulsbo Fire Department and various other entities about vessels that are anchored out in the bay or vessels that are dragging anchor. The Port of Poulsbo personnel and equipment are covered by our insurance only to our harbor lines and no further. We are not able to assist vessels that are outside of those boundaries. It is very difficult on our staff when they are dealing with a person who expects the Port to rescue a vessel that is well beyond those boundaries. It is even more difficult when the vessel happens to 'mysteriously' arrive at the Port's docks the next day and we have to locate the owners, then come to find out that the owners have no insurance or funds to pay for moorage and they are unwilling to leave (see Governor's proclamation 20-19.4).

We have started to receive bids on the 'D' Dock Ramp project, and it appears that the project will come in under budget. I would like to request that any overage of funding on this project go towards a security camera system for the Port before the end of the year. I can get a proposal together for the next meeting if this is acceptable to the Board. I would like to complete this project before the end of the year.

Lastly, I had a good conversation with Holly Hill from WWU-Sea Discovery Center regarding an educational program encompassing the new sea-bins, the FLUPSY, and general marine education.

Respectfully Submitted

Carol Tripp  
Port Accountant, Auditor & Treasurer  
Port Manager

10.15.20 –

Nothing too exciting happened these last 2 weeks.

On Friday later afternoon October 9<sup>th</sup> during the windstorms there was a vessel that had broke anchor out on south side of Liberty Bay Marina. At the time of the phone calls coming into our office the maintenance and myself were out checking the vessels and docks in our marina. It was mentioned later that Poulsbo pd did not have a marine officer on duty to help assist at that time. The boat had made it to the beach. Come Tuesday morning the 13<sup>th</sup> that same boat ended up making it around the south end breakwater and log boom into our marina between two vessels on linear side of AA dock. Richard and I went over and towed vessel over to the guest docks until we could locate the owner. After running WN and speaking with the Poulsbo police dept. We did find the owner and he was very thankful for the Port not only trying to locate him but also securing his boat until he could get here instead of letting it continue bouncing around Liberty Bay.

Maintenance still working on their monthly checklist. we are also preparing for colder weather with stocking up on certain supplies salt & freeze valves for example.

We have 17 transient vessels in winter moorage, and we are only ½ through the 1<sup>st</sup> month of winter moorage, this is the same amount we had during 2019/2020 season.

Will be conducting an annual Fuel dock refresher training with staff tomorrow during our safety meeting.

Working on creating a poll for the marina to see what boat generated materials are most in need of disposal. Because the Port is limited to how much we can transport to the facility. For example, they can only take so many gallons of oil or gas a day. As soon as it is set up the PBA will put a link on their Facebook page.

Fisherman Chris Attwood on "Maja" came into Port today. Went onto D dock this morning and welcomed him back to the Port and let him know we are so happy he is back. Chris replied it feels good to be back at the Port and with familiar faces and that it feels good that he is back in Poulsbo.

