

VIRTUAL MEETING VIA ZOOM

Poulsbo Port District – Port Commission

| | | | |
|---------------------------|--|-------------------|-------------------------|
| Subject | *REMOTE* Public Hearing & Regular Meeting Agenda | Date | February 4, 2021 |
| Recorder | Cassidy Conners | Start Time | 6:30 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 |
| PUBLIC HEARING – COMPREHENSIVE PLAN | | |
| 1. | CALL TO ORDER PUBLIC HEARING – COMPREHENSIVE PLAN 2021 - 2026 | |
| 2. | Brief Overview of the Port of Poulsbo’s Comprehensive Plan – John Piccone, P.E. (5 minutes) | |
| 3. | PUBLIC TESTIMONY/COMMENT (20 minutes) | |
| 4. | Q & A FROM COMMISSION | |
| 5. | ADJOURN PUBLIC HEARING | 6:59 PM |
| REGULAR MEETING | | |
| 7:00 PM | | |
| 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: 01/21/21 B. Warrants: 17077 – 17091, P12927 – P12938, EFT 1/25/21, EFT 1/31/21, EFT 2/5/21 in the amount of \$74,931.88. C. Resolution 2021-02 – Adoption of 2021 Comprehensive Plan | |
| 6. | OLD BUSINESS ITEMS | |
| | A. Breakwater & Boat Ramp Updates - John Piccone, P.E. | |
| | B. Resolution #9 – Declaring Local Emergency & Delegation of Authority - Review | |
| 7. | NEW BUSINESS ITEMS | |
| | A. Commissioner responses to public comments/discussions | |
| | B. Accounting & Manager’s Report | |

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

| | | |
|-----|--|--|
| | C. Harbormaster Report | |
| 8. | PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS | |
| 9. | COMMISSIONER COMMENTS | |
| 10. | ADJOURN | |

Join Zoom Meeting

<https://us02web.zoom.us/j/81501137010>

Meeting ID: 815 0113 7010

One tap mobile

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Dial by your location

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Meeting ID: 815 0113 7010

Find your local number: <https://us02web.zoom.us/u/kdra0z5DIB>

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
FEBRUARY 4, 2021
7:00 PM

Present: Commissioner Singer, Commissioner Green, Commissioner Rose, Port Accountant Carol Tripp, Melanie Winnett – Harbormaster, Pam & Peter– PBA, David Musgrove – Councilman, Mr. John Piccone

Call to Order 6:31pm

Review and Public Hearing of the Comprehensive Plan

The Comprehensive Plan is ready for public comments. Everyone will be heard who has a comment. Mr. Piccone said a lot has been discussed regarding purpose and content. This hearing is the final step in the public input that the Commissioners will go through before deciding if they would like to adopt it.

Pam shared a comment from the PBA, which is that they are concerned about there being nothing in the Comprehensive Plan to accommodate the seals hopping on the docks.

Commissioner Rose closed the public comment, hearing no other comments, and moved to Commissioner comments.

Commissioner Singer said the Port has a future to look forward to and thanked Port Accountant Tripp for all her work. The only comment he has is that he feels the Comprehensive Plan is good. Commissioner Rose expressed many thanks to both Mr. Piccone and Port Accountant Tripp for all their work going in behind this type of work. He wants to make sure everything is in sequence and the Port does things within the budget. He wants to stay away from crisis management and make this a nice strategy that can be presented to the public, tenants, and guests that is well thought out.

Adjourned from the Public Hearing 6:59pm

Regular Public Meeting Called to Order 7:00pm

Commissioner Comments

Commissioner Green attended the All Ports meeting. She said derelict boats are a common theme amongst ports. If the Port is having an issue with removing derelict boats, it was recommended at the meeting to contact the Department of Ecology. There are also Facebook groups available for sharing information regarding derelict boats. Port Legislative day was February 2nd. Commissioner Green will follow up and see what transpired on that day. She said there was a presentation by the DCD regarding the shoreline projects and they did decide to create a small committee for that. Commissioner Green has also been attending the business recovery meetings. The exciting news for Poulsbo is there is now a mobile vaccine unit in addition to COVID testing. Port staff has been assisting with the community outreach and the details and logistics are still being worked out.

PORT OF POULSBO
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7:00 PM

Commissioner Singer said he has been down at the docks, looking at the boats, and looking at future events once the City opens back up.

Public Comments

Councilman Musgrove enjoyed the last meeting and wanted to comment on the presence of the Port at the various meetings he's attended. He has heard comments from the public mentioning the Port being present at the business recovery task force meetings. People say it's nice the Port was there. The Port has also been present at HDPa meetings through many years, and the presence is appreciated. He mentioned that Port Accountant Tripp has been attending the economic development meetings. It's nice to receive input from the Port, and it's good to see representation even when there are no updates to provide. He did request any advice the Port might have to help enforce the downtown parking rules from the outdoor seating at restaurants.

Rodney said, regarding a gate on D dock, that as long as he can remember there hasn't been a crime problem on D dock. Crimes seem to happen behind the gate. The biggest security feature the Port has are the live-aboards. As a commercial boat, with a gate he has the opportunity to recruit any locals walking around. He said the locking gate at Liberty Bay Marina was a disadvantage because public didn't have access to walk around the boats.

Poulsbo Boater's Association

The association gave their report.

Consent Agenda

Motion: Move to approve the meeting minutes of January 21, 2021 as written.

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

Motion passed unanimously.

Motion: Move to approve the warrants.

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

Motion passed unanimously.

Motion: Move to approve Resolution 2021-2, Comprehensive Plan as written and discussed.

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

Motion passed unanimously.

PORT OF POULSBO
REMOTE REGULAR MEETING MINUTES
FEBRUARY 4, 2021
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Old Business Items

Breakwater & Boat Ramp Updates

Mr. Piccone said that at the beginning of January the Port passed a resolution stating the emergency condition of the boat ramp. He submitted the emergency request for emergency work to the Army Corps on January 26th. He will have a more thorough update at the next meeting. His expectation is that the board will be pleased with the update he provides. He will have the bid documents for the boat ramp ready to advertise as soon as he's able. It is anticipated to have the boat ramp closed for 8-10 weeks.

The breakwater has many tasks happening at all once, and that's a good sign. He had a productive meeting with the Army Corps, the City, WDFW, and the Suquamish Tribe. Most of the meeting did center around tribal concerns. Overall, he is encouraged and believes things have moved to the next level of understanding with the tribe. He will provide an update when he has more information on the next steps. It looks like things are moving in a positive direction with the Suquamish Tribe. Mr. Piccone feels it is premature to have an emergency related discussion with the Corps about the breakwater. He recommends seeing how things play out for now. He is working on finalizing the final design plan documents. He believes it's too early to say things will be ready by this summer, but he has let all agencies know that is the Port's desire.

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

Nothing to report.

New Items

Items for Public Discussion

There were none.

Accounting & Manager's Report

See attached.

Motion: Move to approve Sole Source Justification Form

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

Motion passed unanimously.

Harbormaster's Report

See attached.

Public Comments/Request for Future Agenda Items

Pam put up the breakwater flier on several Facebook pages of local boating groups. The feedback on those pages has been wonderful. People are excited about the changes coming in.

PORT OF POULSBO
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Peter said to Carol what she did two days ago was fantastic. It was the best compilation of usable financial information that he has heard in a long time.

Commissioner Comments

Commissioner Singer commented on the credit/debit transaction fees and wondered if there was another route the Port can take to pay a lesser fee.

Motion: Move to adjourn

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

Final Adjournment 8:26pm



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 5, 2021

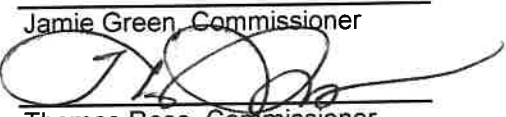
We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of

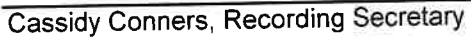
\$28,018.63


and from the General Fund, this 5th day of February 2021


Mark Singer, Commissioner

ATTEST:


Jamie Green, Commissioner


Cassidy Conners, Recording Secretary


Thomas Rose, Commissioner

| Voucher # | Claimant | Amount |
|--------------|------------------------------------|---------------------|
| 17077 | City of Poulsbo | 13,890.00 |
| 17078 | Bank of America | 830.65 |
| 17079 | Consolidated Electrical Distr | 166.25 |
| 17080 | Chmelik Sitkin & Davis PS | 1,516.00 |
| 17081 | City of Poulsbo | 2,705.98 |
| 17082 | Coast to Coast Hardware | 52.28 |
| 17083 | Critter Ridders Pest Control | 545.00 |
| 17084 | Home Depot | 228.53 |
| 17085 | Kitsap County Dept of Public Works | 35.02 |
| 17086 | Kitsap Networking Services | 1,265.00 |
| 17087 | Office Depot Credit Plan | 128.04 |
| 17088 | PetroCard | 6,029.42 |
| 17089 | Propane Northwest | 178.83 |
| 17090 | PUD #1 of Kitsap County | 345.00 |
| 17091 | Home Depot Pro | 102.63 |
| TOTAL | | \$ 28,018.63 |

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 5, 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 \$13,820.68 and from the General Fund, this 5th day of February 2021.


Mark Singer, Commissioner


Jamie Green, Commissioner


Thomas Rose, Commissioner

| Voucher # | Claimant | Amount |
|--------------|-------------------|---------------------|
| P12927 | Jamie Green | 971.53 |
| P12928 | Tom Rose | 760.96 |
| P12929 | Mark Singer | 655.68 |
| P12930 | Cassidy Conners | 421.12 |
| P12931 | Richard Stice | 1,589.88 |
| P12932 | Brian Smith | 1,028.35 |
| P12933 | Eugene Madayag | 1,217.18 |
| P12934 | Jannese Hunt | 1,342.58 |
| P12935 | Carol Tripp | 2,226.79 |
| P12936 | Melanie Winnett | 1,691.66 |
| P12937 | Kelli Hodges | 1,403.64 |
| P12938 | Christopher Henry | 511.31 |
| TOTAL | | \$ 13,820.68 |

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 January 25, 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 \$1,492.04 and from the General Fund, this 25th day of January 2021.

  
Mark Singer, Commissioner

ATTEST:

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Thomas Rose, Commissioner

| Voucher #   | Claimant                         | Amount            |
|-------------|----------------------------------|-------------------|
| EFT 1/25/21 | Washington State Dept of Revenue | \$1,492.04        |
|             | TOTAL                            | <b>\$1,492.04</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 January 31, 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 \$27,626.65 and from the General Fund, this 31st day of January 2021.


Mark Singer, Commissioner

ATTEST:


Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Thomas Rose, Commissioner

| Voucher # | Claimant | Amount |
|-------------|--|--------------------|
| EFT 1/31/21 | Employment Security Department | \$263.16 |
| EFT 1/31/21 | WA State Dept of Labor & Industries | \$3,792.86 |
| EFT 1/31/21 | Employment Security Department - Paid Family Leave | \$245.72 |
| EFT 1/31/21 | WA Dept of Revenue - Misc Tax | \$23,324.91 |
| | TOTAL | \$27,626.65 |

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

*** EFT ***

PORT OF POULSBO

PAYMENT VOUCHER

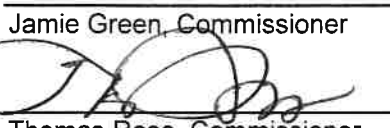
Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA February 5, 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 \$3,973.88 and from the General Fund, this 5th day of February 2021.


Mark Singer, Commissioner

ATTEST:


Jamie Green, Commissioner


Cassidy Conners, Recording Secretary


Thomas Rose, Commissioner

| Voucher # | Claimant | Amount |
|------------|-----------------------------|-------------------|
| EFT 2/5/21 | US Treasury/Financial Agent | \$3,746.35 |
| EFT 2/5/21 | DSHS | \$227.53 |
| | TOTAL | \$3,973.88 |

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
KITSAP COUNTY, WASHINGTON
RESOLUTION 2021-02
DATED: FEBRUARY 4, 2021**

A RESOLUTION of the Board of Commissioners of the Port of Poulsbo, Washington; adopting the Port's 2021 Comprehensive Scheme, known as the 2021 Comprehensive Plan, as provided by RCW 53.20.020

WHEREAS, a 2014 Comprehensive Plan was adopted by the Port of Poulsbo Commission at a regular meeting on April 10, 2014, and

WHEREAS, public notices were published in a newspaper of general circulation proclaiming the availability of the 2021 Comprehensive Plan to the public and announcing a public hearing on the Comprehensive Plan, all in accordance with RCW 53.20.020; and


WHEREAS, the Port Commission has heard from all persons desiring to be heard on the matter of the 2021 Comprehensive Plan all in accordance with RCW 53.20.020.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Commissioners of the Port of Poulsbo approves the Port's 2021 Comprehensive Scheme known as the 2021 Comprehensive Plan.

ADOPTED by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 4th day of February 2021 and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.



Mark Singer, Commissioner

Jamie Green, Commissioner


Thomas Rose, Commissioner



Port of Poulsbo
18809 Front St NE
Poulsbo, WA 98370

SOLE SOURCE JUSTIFICATION FORM

Date: February 4, 2021

Item: Seabin Floating Trash Collector V5

1. Describe the item and its function:

The V5 Seabin unit is a 'trash skimmer' which is specifically designed to be installed in the water. The unit acts as a floating garbage bin, skimming the surface of the water by pumping water into the device. The Seabin collects: floating debris, macro and micro plastics and organic materials. If equipped with oil absorbent pads, the bins will absorb petroleum-based surface oils and detergents.

2. The item is a sole source* because:

- sole provider of a licensed or patented good or service.
- sole provider of items that are compatible with existing equipment, inventory, systems, programs, or services.
- sole provider of factory-authorized warranty service.
- solve provider of goods or services that will meet the specialized needs of the Port or perform the intended function (detail below of in an attachment).
- the vendor/distributor is a holder of a used item that would represent good value and is advantageous to the Port (attach information on market price survey, availability, etc.)

3. What necessary features does this vendor provide which are not available from other vendors? Be specific:

This item is industry specific and there isn't a product similar to it available that fit all of our specific needs (i.e., mainly size and cost).

4. What steps were taken to verify that these features are not available elsewhere?

- other brands/manufacturers were examined (list phone numbers and names, and explain why these were not suitable) [www. Marinatrashskimmer.com](http://www.Marinatrashskimmer.com) – footprint was HUGE and cost was approximately \$12,000 per unit. www.elastec.com/trash-skimmer-boat/ - cost was a factor and the issue of using a slip to moor the vessel. www.mrtrashwheel – this unit was monstrously huge.
- other vendors were contacted (list phone numbers and names, and explain why these were not suitable)
- other (please explain):

Requested Vendor: Keco Pump and Equipment

Vendor's Address: PO Box 80308 San Diego, CA 92138

Vendor's Contact: Alex D. Bleier _____ Phone: 800-900-7867 _____

Cost Estimate: \$14,093.00


This recommendation for sole source is based upon an objective review of the good or service being required and appears to be in the best interest of the Port. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favor, or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials, or firms have been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.



Port Manager

2/4/2021

Date



Commissioner

2/9/21

Date

Commissioner

Date



Commissioner

9 FEB 21

Date

*Sole Source: only one vendor possesses the unique and singularly available capability to meet the requirement of the solicitation.

Accounting & Manager's Report – February 4, 2021

There is currently 1 abandon vessel in guest moorage. The vessel was brought in on January 9th and paid through the 13th of January 2021. Since January 13th, we have tried multiple times to contact the owner but have been unsuccessful. The Poulsbo PD have assisted the Port with trying to contact the owner but have been unsuccessful too. Currently, the amount owing for guest moorage on this vessel is approximately \$630. The prosecuting attorney is moving forward with a claim of 'theft of services' for this amount.

Since this vessel in guest moorage is considered 'Abandoned' and 'Derelict' per RCW 79.100.010, I will contact DNR to verify that funds are available for disposal of this vessels.

Again, I would like to thank the Poulsbo Police Department for their assistance in dealing with this person. Sgt Nau's assistance has been invaluable during these situations.

A request was received from the US Power Squadron to pay by vessel length rather than slip size, for their upcoming rendezvous on June 10-13, 2021. Currently, the group has a reservation for 30 vessels.

I would like to change the guest moorage reservation policy. An email was received on January 24th from Mr. Steve Head inquiring about our current policies. It is time to review and make changes to the existing policy and change the reservation fee. I will draft a new reservation policy for the first meeting of March 2021 for review.

On the permanent moorage side of the marina; there are two vessels that are still in arrears with their moorage. One vessel owner owes \$5,973.74 in moorage. In addition to the moorage, the Port had to pay a pest control company \$545.00 to deal with the rodent issue on the vessel due to complaints received by surrounding licensees. The current owner is in a nursing home. Due to the COVID pandemic, the guardians were unable to get a signed Court Order to allow for disposal of the vessel until January 26, 2021. The second vessel owner owes \$5,816.11. This vessel was scheduled to be auctioned off on July 8, 2020 but the process was stalled due to the AG's office.

I forwarded a copy of the 'Sole Source Justification Form' for the purchase of 2 SeaBins. I need a motion from the Board for approval of this. This document will need to be signed also.

Respectfully Submitted,

Carol Tripp



HM 02.04.21

Key code has been changed so if you haven't as of yet please come down to the office to exchange all keys and get your new parking permit. Just come up to the window we are open 7 days a week 8-430.

Sent out survey to get head count from the 107 that took the survey last fall and so far 101 responses 33 of them will be participating and it's a close race for it to be on a Thursday or Saturday. I have already contacted the WSP who in turn got me in touch with the Bomb Squad so I have arranged the Marine Flares to be picked up upon my call. Also received today the okay from the Kitsap public Health District to hold this event. I'll be setting the date in stone next week and inform everyone.

January boat nights were 215, in 2020 they were 53 and in 2019 was 108

Yacht clubs 21 reserved for the year, of course they are keeping within Covid restrictions. So as far as utilizing our barge and MPR for their group activities they have adapted on their visits by staying socially distant while going into town.

Newsletter was sent out on Monday hope everyone enjoyed it since it has been 3 years since the last distribution. It will continue to be a quarterly newsletter as to not endite everyone's emails from the Port. Since they receive their statements, marina operations updates, inclement weather updates, adding the a newsletter every month just does not make sense at this time. But we welcome anyone from the Port that has something they'd like to share like a favorite recipe, send in their pet pic with their story to be on our Pets of the Pier, even a question or story about the history of the Port or a vessel currently in our Marina, even a sea story.

Reinspection's are almost complete there is 7 left. So far only one is having their vessel taken out since it is not operable.

As far as the filled dinghies, kayaks, etc. just want to say a thank you again to the ones that have removed theirs from their slips. Its looking less cluttered out on the docks.

I do not know if the licensee on C dock have noticed, but I need to give a big shout out to our guest attendant Brian. He has put in about 18 hours this week pulling grass on C dock. Thank you so much Brian, its looking great out there!

Melanie