

# VIRTUAL MEETING VIA ZOOM

## Poulsbo Port District – Port Commission

<b>Subject</b>	<b>*REMOTE* Regular Meeting Agenda</b>	<b>Date</b>	<b>December 3, 2020</b>
<b>Recorder</b>	<b>Cassidy Conners</b>	<b>Start Time</b>	<b>7:00 PM</b>
<b>Commission Chair</b>	<b>Thomas Rose</b>	<b>End Time</b>	<b>9:00 PM</b>
<b>Commission Members</b>	<b>Jamie Green, Mark Singer</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>PUBLIC COMMENTS (limit of 3 minutes)</b>	
4.	<b>POULSBO BOATERS ASSOCIATION REPORT</b>	
5.	<b>CONSENT AGENDA ITEMS</b> (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. <b>A. Approve meeting minutes of: 11/5/2020 &amp; 11/19/2020</b> <b>B. Warrants: 16996, 16997 – 17012, P12879 – P12890, EFT 11/25/20, EFT 11/27/20, EFT 12/04/20 in the amount of \$50,559.14.</b> <b>C. Resolution: 2020-16 Cancellation of Outstanding Warrants</b> <i>2020-17 Transfer Funds from Liberty Park Fund into Port/City</i> <i>Waterfront Improvement Fund (for the year 2020)</i> <i>2020-18 Write off Uncollectible Accounts</i>	
6.	<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>	
	<b>D. Disabled Veteran Program – Commissioner Rose</b>	
7.	<b>NEW BUSINESS ITEMS</b>	
	<b>A. Items for public comments/discussions</b>	
	<b>B. Accounting &amp; Manager’s Report</b>	
	<b>C. Harbormaster Report</b>	
8.	<b>PUBLIC COMMENT &amp; REQUESTS FOR FUTURE AGENDA ITEMS</b>	
9.	<b>COMMISSIONER COMMENTS</b>	
10.	<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

<https://us02web.zoom.us/j/86561536506>

Meeting ID: 865 6153 6506

One tap mobile

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+1 669 900 6833 US (San Jose)

+1 301 715 8592 US (Washington D.C)

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+1 929 205 6099 US (New York)

Meeting ID: 865 6153 6506

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

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PORT OF POULSBO  
\*REMOTE\* REGULAR MEETING MINUTES  
DECEMBER 3, 2020  
7:00 PM

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

**Call to Order 7:00pm**

**Commissioner Comments**

Commissioner Singer said it's important to reinforce talking to people and make sure hose bibs are disconnected to prevent freezing. Commissioner Rose reminded boaters to check heaters and make sure they have the correct type of heaters in use.

**Public Comments**

There were none.

**Poulsbo Boaters Association**

There was no report.

**Consent Agenda**

There was a typo on the date for the second set of minutes in November. That typo will be corrected, and the minutes of November 19<sup>th</sup> will be brought forward to the next meeting for approval.

**Motion:** Move to approve the meeting minutes of November 5<sup>th</sup>, 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 Rose

Motion passed unanimously.

**Motion:** Move to approve the Resolutions in total (2020-16, 2020-17, 2020-18)

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

Motion passed unanimously.

**Old Business Items**

**Breakwater & Boat Ramp Updates**

There haven't been any updates. Port Accountant Tripp said the projects are currently in a holding pattern. There is a timeline being monitored and if we don't hear back from National

PORT OF POULSBO  
\*REMOTE\* REGULAR MEETING MINUTES  
DECEMBER 3, 2020  
7:00 PM

Marine Fisheries and Army Corps by the end of December – the first week of January, Port Accountant Tripp and Mr. Piccone have a plan in place to take action and a choice will need to be made to make the project an emergency repair project. There were no updates on the boat ramp at this time.

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

There was nothing to report.

**Comprehensive Scheme**

Commissioner Green commented that the Comprehensive Scheme looks great.

**Disabled Veterans Program**

Commissioner Rose spoke with Pam to formulate a basic concept to move ahead with. The first benchmark was completed this morning, and that involved speaking with the Port's lawyers. He learned there will not be any legal constraints or concerns about the Port sponsoring any events or programs. Once Pam is back in town, more ideas will be solidified, and they'll work together to establish a date for a workshop. Commissioner Singer believes this program will gain some interest at the Port.

**New Items**

**Items for Public Discussion**

Councilman Musgrove wondered if a draft of the comprehensive scheme is available for review. Port Accountant Tripp said the document is currently very much in draft form and will send him a more "put together" draft in a week. Councilman Musgrove followed up on the waterfront trail and reminded the Port of their previous interest and to be prepared for any contact from the City about what their possible participation may look like. Commissioner Green requested points of contact. Commissioner Singer asked Councilman Musgrove of the timeline of the Port's interest in the project. Councilman Musgrove said for at least the last five years, the Port has remain interested in participating at some level (whether it be through simple public access of the break water or something more involving like a water feature), on the updated trail the City is working on. If there is continued interest, he wants to continue keeping the board up to date.

**Accounting & Manager's Report**

There was no official report.

**Harbormaster's Report**

See attached.

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

Commissioner Rose added "Extension of the Trail" to the next agenda.

PORT OF POULSBO  
\*REMOTE\* REGULAR MEETING MINUTES  
DECEMBER 3, 2020  
7:00 PM


**Commissioner Comments**

Commissioner Singer wished everyone care and health during the increased COVID restrictions. Commissioner Green commented on the great work of the staff and all their participation. Commissioner Rose asked for feedback from Port Accountant Tripp and Harbormaster Winnett regarding increased COVID restrictions. Port Accountant Tripp said she misses seeing people, but the office is small, and practices from the beginning of COVID have been well established and staff are doing well. Harbormaster Winnett said practices are well into place and we are doing our part to stay safe and keep customers and licensees safe.

**Final Adjournment 7:46pm**

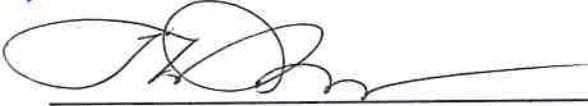
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Mark Singer, Commissioner



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Jamie Green, Commissioner



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Thomas Rose, Commissioner

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Cassidy Conners, Recording Secretary (Not in Attendance)

**PORT OF POULSBO**

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370


Kitsap County, WA

December 1, 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 \$925.77 and from the General Fund, this 1st day of December 2020.

Mark Singer, Commissioner

ATTEST:


  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
16996	SABA Commercial Services Corp	925.77
	TOTAL	\$ 925.77

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 3, 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 \$17,389.23 and from the General Fund, this 3rd day of December 2020.

Mark Singer, Commissioner

ATTEST:

  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Voucher #	Claimant	Amount
16997	Stacy Bartolotta	30.00
16998	Puget Sound Energy	1,356.74
16999	Bank of America	1,237.94
17000	Consolidated Electrical Distr	177.35
17001	CHS Inc/Cenex	86.56
17002	Chmelik Sitkin & Davis PS	2,227.50
17003	City of Poulsbo	2,653.98
17004	Coast to Coast Hardware	54.96
17005	Home Depot	91.80
17006	Kitsap Networking Services	2,390.00
17007	NAPA/Westbay Auto Parts	135.68
17008	Office Depot Credit Plan	464.57
17009	Peninsula Fire Inc	166.23
17010	PetroCard	6,258.65
17011	Home Depot Pro	38.88
17012	Tacoma Screw Products Inc	18.39
TOTAL		<b>\$ 17,389.23</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

November 27, 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 \$13,017.59 and from the General Fund, this 27th day of November 2020.

Mark Singer, Commissioner



Jamie Green, Commissioner



Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P12879	Richard Stice	1,393.62
P12880	Brian Smith	1,209.11
P12881	Eugene Madayag	1,219.08
P12882	Jannese Hunt	1,289.36
P12883	Carol Tripp	1,990.61
P12884	Melanie Winnett	1,754.09
P12885	Kelli Hodges	1,333.62
P12886	Christopher Henry	545.20
P12887	Jamie Green	866.24
P12888	Thomas Rose	550.41
P12889	Mark Singer	550.41
P12890	Cassidy Conners	315.84
	TOTAL	\$ 13,017.59

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 November 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 \$4,521.51 and from the General Fund, this 25th day of November 2020.

Mark Singer, Commissioner

ATTEST:

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas Rose, Commissioner

| Voucher #    | Claimant                         | Amount            |
|--------------|----------------------------------|-------------------|
| EFT 11/25/20 | Washington State Dept of Revenue | \$4,521.51        |
|              | TOTAL                            | <b>\$4,521.51</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 ~~~

PORT OF POULSBO

PAYMENT VOUCHER


Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA November 27, 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 \$3,605.84 and from the General Fund, this 27th day of November 2020.

Mark Singer, Commissioner

ATTEST:


  
Jamie Green, Commissioner

  
Cassidy Conners, Recording Secretary

  
Thomas Rose, Commissioner

| Voucher #    | Claimant                    | Amount            |
|--------------|-----------------------------|-------------------|
| EFT 11/27/20 | US Treasury/Financial Agent | \$3,605.84        |
| TOTAL        |                             | <b>\$3,605.84</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

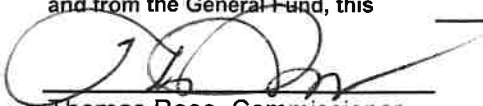
Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA December 4, 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

\$11,099.20

and from the General Fund, this 4th day of December 2020

  
Thomas Rose, Commissioner

ATTEST:

Mark Singer, Commissioner

Cassidy Conners, Recording Secretary

  
Jamie Green, Commissioner

| Voucher #    | Claimant                   | Amount      |
|--------------|----------------------------|-------------|
| EFT 12/04/20 | WA Teamsters Welfare Trust | \$11,099.20 |
|              | TOTAL                      | \$11,099.20 |

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  
KITSAP COUNTY, WASHINGTON  
RESOLUTION NO. 2020-16  
DATED: DECEMBER 3, 2020**

**THIS RESOLUTION AUTHORIZES THE CANCELLATION OF OUTSTANDING WARRANTS IN ACCORDANCE WITH RCW 39.56.040.**

**WHEREAS, RCW 39.56.040** provides that registered or interest-bearing warrants of any municipal corporation not presented within one year of their issue, shall be cancelled by passage of a resolution of the governing body of the municipal corporation, and upon notice of the passage of such resolution the auditor of the municipal corporation and the treasurer of the municipal corporation shall transfer all records of such warrants so as to leave the funds as if such warrants had never been drawn; and

**WHEREAS,** outstanding warrants:

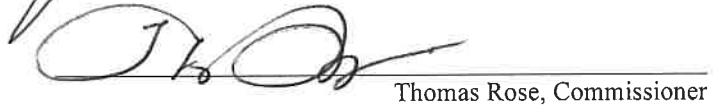
| <b>Warrant No.</b> | <b>Payable to</b>          | <b>Issued Date</b> | <b>Amount</b> |
|--------------------|----------------------------|--------------------|---------------|
| 15481              | Three Sheets NW LLC        | 03/16/2018         | 400.00        |
| 15509              | American Meter & Appliance | 04/06/18           | 162.42        |
| 15966              | Kevin Delorey              | 12/28/18           | 158.05        |
| 16391              | Jeff Henderson             | 10/18/19           | 171.00        |
|                    |                            |                    | \$891.47      |

meet the above criteria;

**THEREFORE,** be it resolved, by the Board of Commissioners, Port of Poulsbo that the following Warrants be cancelled by the Port's Treasurer and that such sum be returned to the General Fund, effective December 3, 2020:

**ADOPTED** by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 3<sup>rd</sup> day of December 2020 and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

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

  
\_\_\_\_\_  
Thomas Rose, Commissioner

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

**Port of Poulsbo**  
 Outstanding Checks  
 As of Oct 31, 2020  
 10140 - TMB - General

Filter Criteria includes: 1) Uncleared Transactions; 2) Checks. Report order is by Number.

| Trans No     | Date     | Trans Desc                     | Trans Amt         |
|--------------|----------|--------------------------------|-------------------|
| 15481        | 3/16/18  | THREE SHEETS NORTHWEST LLC     | -400.00           |
| 15509        | 4/6/18   | AMERICAN METER & APPLIANCE INC | -162.42           |
| 15966        | 12/28/18 | Kevin Delorey                  | -158.05           |
| 16391        | 10/18/19 | Jeff Henderson                 | -171.00           |
| 16688        | 5/8/20   | James Detiveaux                | -57.44            |
| 16713        | 5/22/20  | Aimee Bonnain                  | -175.00           |
| 16717        | 5/22/20  | Tim Haddox                     | -449.45           |
| 16809        | 8/7/20   | Carolyn Poncelow               | -209.11           |
| 16810        | 8/7/20   | Carolyn Poncelow               | -247.30           |
| 16814        | 8/7/20   | John Dickison                  | -185.94           |
| 16873        | 9/18/20  | Jeremy Jaynes                  | -103.75           |
| 16919        | 10/16/20 | James Raelson                  | -286.59           |
| 16939        | 10/16/20 | Soundwest Engineering Assoc In | -14,748.75        |
| EFT10/30/20  | 10/30/20 | Paid Family & Medical Leave    | -203.21           |
| EFT10/30/20  | 10/30/20 | DEPT OF LABOR & INDUSTRIES     | -3,194.58         |
| EFT10/30/202 | 10/30/20 | WA STATE DEPARTMENT OF REVENUE | -20,131.69        |
| <b>Total</b> |          |                                | <b>-40,884.28</b> |

**PORT OF POULSBO  
KITSAP COUNTY, WASHINGTON  
RESOLUTION NO. 2020-17  
DATED: DECEMBER 3, 2020**

**A RESOLUTION** of the Board of Commissioners, Port of Poulsbo, in Washington State, to allocate funds from the Liberty Park Fund to the Port/City Waterfront Improvement Fund in the amount of \$11,724.25.

**WHEREAS**, the Port of Poulsbo wishes to allocate funds from the Liberty Park Fund to the Port/City Waterfront Improvement fund in the amount of \$11,724.25 for the year of 2020; now, therefore

**BE IT RESOLVED** by the Board of Commissioners, Port of Poulsbo, Kitsap County, Washington, to allocate funds from the Liberty Park Fund to the Port/City Waterfront Improvement Fund in the amount of \$11,724.25.

**ADOPTED** by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 3<sup>rd</sup> day of December 2020 and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

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

  
\_\_\_\_\_  
Thomas Rose, Commissioner

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

**PORT OF POULSBO**  
**KITSAP COUNTY, WASHINGTON**  
**RESOLUTION NO. 2020-18**  
**DATED: DECEMBER 3, 2020**


A RESOLUTION of the Board of Commissioners, Port of Poulsbo, authorizing the Port Accountant to write off uncollectible receipts in the amount of \$2,577.64, effective December 3, 2020.

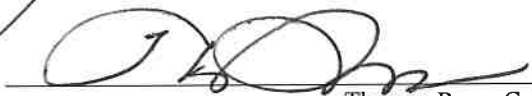
WHEREAS the Port of Poulsbo has determined that the following accounts are uncollectible:

|                          |                  |
|--------------------------|------------------|
| Harlan Bosworth          | \$696.62         |
| Bradly Hughes            | 235.59           |
| Michele Jewett           | 158.83           |
| Richard Jordal-Rasmussen | 60.00            |
| Gregory Lamberta         | 40.00            |
| Carlin Olson             | 990.08           |
| John Sefton              | 259.41           |
| Craig Wollam             | 137.11           |
| <hr/> TOTAL              | <hr/> \$2,577.64 |

THEREFORE, be it resolved, by the Board of Commissioners, Port of Poulsbo, that the Port Accountant is hereby authorized to write off \$2,577.64 in uncollectible receipts effective December 3, 2020.

ADOPTED by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 3<sup>rd</sup> day of December 2020, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

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

  
\_\_\_\_\_  
Thomas Rose, Commissioner

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

ATTEST:

\_\_\_\_\_  
Recording Secretary

## Carol Tripp

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**From:** Carol Tripp  
**Sent:** Friday, November 27, 2020 1:07 PM  
**To:** Jamie Green; Thomas Rose; Mark Singer  
**Subject:** Resolution Uncollectible Accts 12-3-2020  
**Attachments:** Resolution Uncollectible Accts 12-3-2020.pdf

Another housekeeping resolution-

Uncollectible accounts (bad debt) to be written off:

The following accounts were sent into collections and were paid off completely EXCEPT they accrued a couple of months of finance charges before they were paid off (this resolution will clear the accts completely)

1. Michele Jewett
2. Richard Jordal-Rasmussen
3. Craig Wollam

The following accounts have been submitted to collections but the individuals have no assets and the likelihood of reimbursement are almost zero (income is either ssi or disability):

1. Harlan Bosworth
2. Bradly Hughes

The remaining accounts to be written off; I have deemed as uncollectible

1. Gregory Lamberta (collection agency will not accept accounts under \$50)
2. Carlin Olson
3. John Sefton

Questions/Comments?

Carol

**Carol Tripp**

Port Accountant, Auditor & Treasurer

Port Manager



T: (360)779-3505 x5

F: (360)779-8090

[www.portofpoulsbo.com](http://www.portofpoulsbo.com)

18809 Front St NE Poulsbo, WA, 98370





12/3/20

Nothing to report for these last 2 weeks.

Maintenance are working on December monthly Checklist.

I have sent out the re inspection letters and have already scheduled 3 of them and conducted one of those 3.

For this weekend guest moorage has taken 27 reservations so the marina will be busy.

For October 255 boat nights last year 192

We have put up the Port decorations and Eugene and Richard made it on the front page of Kitsap Sun.

*Melanie Wood*