

**Poulsbo Port District – Port Commission
Poulsbo City Hall Council Chambers
200 NE Moe Street, Poulsbo**

Subject	Regular Meeting Agenda	Date	January 2, 2020
Recorder	Cassidy Conners	Start Time	7:00 PM
Commission Chair	Jonothan Saunders	End Time	9:00 PM
Commission Members	Mark DeSalvo, Mark Singer		
Staff Present	Carol Tripp, Port Accountant & Mgr. - Melanie Winnett, Harbormaster		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	SWEARING IN NEW COMMISSIONER, MARK SINGER	
3.	ELECTION OF CHAIRMAN	
4.	PUBLIC COMMENTS (limit 3 minutes)	
5.	COMMISSIONER COMMENTS	
6.	CONSENT AGENDA ITEMS (Next Res: 2020-01) 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: December 19, 2019 & Special Meeting Minutes of December 11, 2019. B. Warrants: 16539-16558, P12667-P12678, EFT 12/27/19 & 12/26/19 in the amount of \$37,443.56.	
7.	OLD BUSINESS ITEMS	
	A. Breakwater & Boat Ramp Updates	
8.	NEW BUSINESS ITEMS	
	A. Items for public comments/discussions	
	B. Confirmation of the Regular Meeting Schedule for 2020	
	C. Discussion – Current criteria used for filling moorage slips	
	D. Poulsbo Boater’s Association Report	
	E. Accounting & Manager’s Report	
	F. Harbormaster Report	
9.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
10.	COMMISSIONER COMMENTS	
11.	EXECUTIVE SESSION	
12.	ADJOURNMENT	

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 step up to the podium and 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
REGULAR MEETING MINUTES
JANUARY 2, 2020
7:00 PM

Present: Commissioner Saunders, Commissioner DeSalvo, Commissioner Singer, Port Accountant Carol Tripp, Melanie Winnett - Harbormaster

Call to Order 7:00pm

Swearing in New Commissioner, Mark Singer

Commissioner Singer read aloud his oath.

Electing Chairman of 2020

Motion: Move to approve Commissioner DeSalvo as Chairman of 2020 for the Port of Poulsbo

Moved by: Commissioner Saunders **Seconded by:** Commissioner Singer

Motion passed unanimously.

Public Comments

There was a request that Commissioners speak into the mic for the hearing-impaired.

Commissioner Comments

Commissioner Singer stated he is happy to be here. He has been in the Port for 12 years, and he and his wife have been in Silverdale for 17 years now. He looks forward to working with the Port. Commissioner Singer has remained interested in the Port and thinks the upcoming major projects are great for the Port and the City of Poulsbo. The expansion of the public docks will bring more interest to the City and encourage growth within Poulsbo and the Port of Poulsbo.

Commissioner DeSalvo said there is a lot going on this year and next year regarding the replacement of the breakwater. He believes things are starting to move in the right direction. The breakwater will reveal three times the current water access that is presently available.

Commissioner Saunders shared that he has accepted a new out-of-state job opportunity. Tonight, he gave his official notice of resignation as Commissioner of the Port of Poulsbo. He said it has been an honor to represent the Port and is happy with the accomplishments within the Port and with the relationships with the City. He hopes the current staff will stay for a long time and it has been a pleasure to serve. The Port has 90 days to appoint a new Commissioner. This is Commissioner Saunders' last meeting as Port Commissioner.

Consent Agenda

Motion: Move to approve the meeting minutes 12/19/19 and special meeting minutes of 1/11/19

Moved by: Commissioner Saunders **Seconded by:** Commissioner DeSalvo

PORT OF POULSBO
REGULAR MEETING MINUTES
JANUARY 2, 2020
7:00 PM

Motion passed unanimously.

Motion: Move to approve the warrants

Moved by: Commissioner Saunders **Seconded by:** Commissioner  

Motion passed unanimously.

Old Business Items

Breakwater & Boat Ramp Updates

Port Accountant Tripp said she has things in her manager's report to share toward this topic. Commissioner DeSalvo said there was a special meeting in December stating we are working toward a 60% design completion. There was an emergency permit passed for the breakwater. There are new (used from Elliot Bay Marina) docks tied to protect the breakwater. If more details are needed, please ask after the meeting.

Commissioner Singer said there were changes to the access to the breakwater design. AA dock access is now shoreside, which will receive better public access and visibility. AA dock will also have a locked gate. All docks within permanent moorage will have locked gates.

New Business Items

Items for Public Comments/Discussion

Commissioner Saunders' Resignation

Port Accountant Tripp attached a resolution to the resignation for Commissioner Saunders. The board took a moment to review the paperwork. A seat needs to be filled by April 1st. Commissioner Singer suggested a public notice for this. Commissioner DeSalvo said the news will likely end up in the newspaper. The form states people may apply, but the board may go find their own appointee as well and have them fill out the application. Qualifications are the same as if someone was running for office. The appointee will have to go through the general election in 2021. The board will contact Frank for more information.

Confirmation of the Regular Meeting Schedule for 2020

The regular meeting schedule for 2020 will remain as follows: the first and third Thursday of every month.

Discussion – Current Criteria Used for Filling Moorage Slips

Commissioner Singer wanted to know and understand the criteria around filling moorage spaces based on beam length, and wondered if it would be easier to fit a variety of sizes in a slip, rather than the current system. Harbormaster Winnett explained the current system, how she was trained, and the risk considerations when pairing boats together in a slip.

Poulsbo Boaters Association

The association gave their report.

Accounting & Manager's Report

See attached.

Harbormaster's Report

See attached.

Public Comment & Request for Future Agenda Items

There were none.

Commissioner Comments

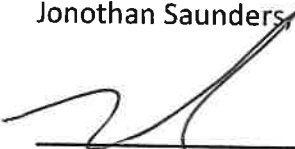
Commissioner Singer stated in response to the inquiries about the current status of the breakwater project: these projects take time, permitting, and studies. The project is coming along, but it's going to be done correctly so we don't encounter issues later down the road.

Commissioner DeSalvo said he's sorry to see Commissioner Saunders go.


Commissioner Saunders thanked everybody for their support, and it's been a pleasure to serve on the board.

Final Adjournment 7:57pm

Jonathan Saunders, Commissioner & Chairman



Mark DeSalvo, Commissioner



Mark Singer, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

PORT OF POULSBO

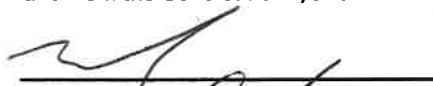
PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA

December 27, 2019


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 \$1,331.02 and from the General Fund, this 27th day of December 2019.


Mark DeSalvo, Commissioner

ATTEST:



Jonathan Saunders, Commissioner


Cassidy Conners, Recording Secretary


Stephen Swann, Commissioner

Voucher #	Claimant	Amount
16539	Edward Jones	1,331.02
	TOTAL	\$ 1,331.02

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

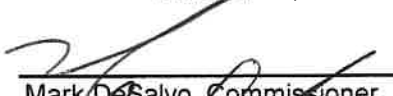
PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

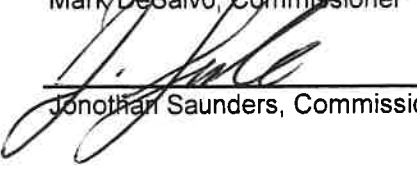
Kitsap County, WA

December 31, 2019

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 \$19,048.82 and from the General Fund, this 31st day of December 2019.



Mark DeSalvo, Commissioner



Jonathan Saunders, Commissioner


ATTEST:

Cassidy Conners, Recording Secretary

Stephen Swann, Commissioner

Voucher #	Claimant	Amount
16540	Ace Sign Co Inc	1,645.90
16541	Alexander Gow Fire Equipment	495.45
16542	Bank of America	403.23
16543	Cass/Cade Distributing Inc	113.17
16544	Eaton Corporation	251.14
16545	Ferguson Enterprises Inc	104.64
16546	Fisheries Supply	712.83
16547	Home Depot	172.33
16548	Masco Petroleum	6,339.96
16549	NAPA/Westbay Auto Parts	228.88
16550	New Pig Corporation	64.77
16551	Office Depot Credit Plan	324.58
16552	Propane Northwest	342.00
16553	Wiman Custom Films & Laminates	115.54
16554	Zandra Walton BBF	642.77
16555	Kitsap County Auditor	2,910.01
16556	City of Poulsbo	690.00
16557	Bank of America	72.42
16558	Integrity Roofing & Construction	3,419.20
TOTAL		\$ 19,048.82

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

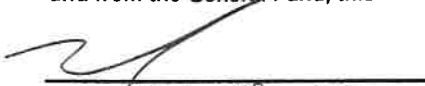
PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA

December 27, 2019

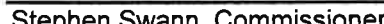
We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$11,701.68 and from the General Fund, this 27th day of December 2019.


Mark DeSalvo, Commissioner

ATTEST:

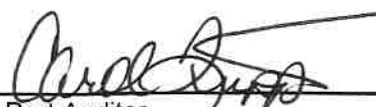

Jonathan Saunders, Commissioner


Cassidy Conners, Recording Secretary


Stephen Swann, Commissioner

Voucher #	Claimant	Amount
P12667	Stephen Swann	445.13
P12668	Mark DeSalvo	445.13
P12669	Jonathan Saunders	445.13
P12670	Cassidy Conners	210.55
P12671	Richard Stice	1,414.79
P12672	Grant Hlebechuk	1,174.04
P12673	Eugene Madayag	1,202.28
P12674	Jannese Hunt	1,248.70
P12675	Carol Tripp	2,225.24
P12676	Melanie Winnett	1,840.44
P12677	Miriam Stevens	1,032.58
P12678	Devin Winnett	17.67
TOTAL		\$ 11,701.68

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 December 26, 2019

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 \$2,057.79 and from the General Fund, this 26th day of December 2019.

  
Mark DeSalvo, Commissioner

ATTEST:

  
Jonathan Saunders, Commissioner

Cassidy Conners, Recording Secretary

Stephen Swann, Commissioner

| Voucher #    | Claimant                         | Amount            |
|--------------|----------------------------------|-------------------|
| EFT 12/26/19 | Washington Department of Revenue | \$2,057.79        |
|              | TOTAL                            | <b>\$2,057.79</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 ~~~

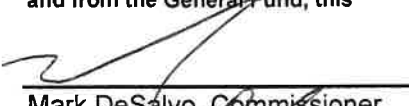

PORT OF POULSBO

PAYMENT VOUCHER

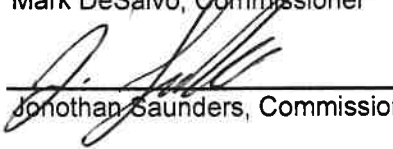
Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA December 27, 2019


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 \$3,304.25 and from the General Fund, this 27th day of December 2019.


Mark DeSalvo, Commissioner

ATTEST:


Jonathan Saunders, Commissioner


Cassidy Conners, Recording Secretary


Stephen Swann, Commissioner

| Voucher # | Claimant | Amount |
|--------------|-----------------------------|-------------------|
| EFT 12/27/19 | US Treasury/Financial Agent | \$3,304.25 |
| | TOTAL | \$3,304.25 |

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 ~~~

# Oath of Office

## State of Washington County of Kitsap

I, MARK E. SINGER, do solemnly swear that I am a citizen of the United States and State of Washington; that I am legally qualified to assume the office of PORT OF POLISHA COMMISSIONER; that I will support the Constitution and Laws of the United States and the State of Washington; and that I will faithfully and impartially discharge the duties of this office to the best of my ability.

Signature

MARK SINGER

Subscribed and sworn to before me this 2<sup>nd</sup>

Day of JAY 20 20

Signature of official administering the oath

MARK DESALVO

COMMISSIONER PORT OF POLISHA  
Title of official administering the oath

January 1, 2020

To:  
Port of Poulsbo Commissioners and Staff  
18809 Front St NE, Poulsbo, WA 98370

From:  
Jonothan Saunders  
Port of Poulsbo Commissioner  
18809 Front St NE, Poulsbo, WA 98370

Re: Resignation

To All:

I, Jonothan Saunders, formally resign as a Port of Poulsbo  
Commissioner. This is effective January 3<sup>rd</sup>, 2020 at 1300 (1pm) pst.

Sincerely:

A handwritten signature in cursive script, appearing to read "Jonothan Saunders".

Jonothan Saunders