

**Poulsbo Port District – Port Commission
Poulsbo Marina – 18809 Front Street
Multi-Purpose Building on ‘E’ Dock**

Subject	Regular Meeting Agenda	Date	March 20, 2020
Recorder	Cassidy Connors	Start Time	7:00 PM
Commission Chair	Mark DeSalvo	End Time	9:00 PM
Commission Members	Mark Singer, Jamie Green		
Staff Present	Carol Tripp, Port Accountant & Mgr. - Melanie Winnett, Harbormaster		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	PUBLIC COMMENTS (limit 3 minutes)	
3.	COMMISSIONER COMMENTS	
4.	CONSENT AGENDA ITEMS (Next Res: 2020-10) 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: N/A B. Warrants: 16635 – 16649, P12726 – P12733, EFT3/10/2020, EFT 03/20/2020, EFT 3/25/2020 in the amount of \$27,279.28. C. Resolution: 2020-05 Appointing Jamie Green as Port Commissioner Position 3 Resolution: 2020-06 Liberty Park Allocation 2018 Resolution: 2020-07 Liberty Park Allocation 2019 Resolution: 2020-08 Environmental Surcharge Redirect Funds Resolution: 2020-09 Declaring Local Emergency and Delegation of Authority Amend Resolution: 2019-08 New Tariff - Liveaboard	
6.	OLD BUSINESS ITEMS	
	A. Breakwater & Boat Ramp Updates	
7.	NEW BUSINESS ITEMS	
	A. Items for public comments/discussions	
	B. Remote Board Meetings during Quarantine periods	
	C. Poulsbo Boater’s Association Report	
	D. Accounting & Manager’s Report	
	E. Harbormaster Report	
8.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
9.	COMMISSIONER COMMENTS	
10.	EXECUTIVE SESSION	
11.	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
MARCH 20, 2020
7:00 PM

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

Call to Order 7:00pm

The board went into Executive Session

There will be a 25-minute Executive Session regarding an employee issue. No decision will be made.

Called back to order 7:30pm

Some members of the public are on speaker phone to participate.

Public Comments

Public comments were emailed to the board. Written and emailed public comments will be accepted until further notice. The comments were read aloud, including the Poulsbo Boater's Association report.

Commissioner Comments

Commissioner Singer said there's a lot to deal with and he believes the board will handle it appropriately.

Commissioner Green thanked the board for selecting her and reflected it's been a wild week.

Commissioner DeSalvo wished to add to the agenda: Discussion on Future Meetings and Current Needs. To address some of the public comments, he recommended signage for pump outs. Wear rubber gloves for personal hygiene. As far as people being sick on their boats, boats are a good place for self-isolation.

Consent Agenda

There were no minutes to approve.

Motion: Move to approve the warrants as written

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

Motion passed unanimously.

Motion: Move to approve Resolution 2020-05: Appointing Jamie Green as Port Commissioner Position 3

Moved by: Commissioner Singer **Seconded by:** Commissioner DeSalvo

Motion passed unanimously.

PORT OF POULSBO
REGULAR MEETING MINUTES
MARCH 20, 2020
7:00 PM

Motion: Move to approve Resolution 2020-06: Liberty Park Allocation 2018
Moved by: Commissioner Singer **Seconded by:** Commissioner DeSalvo

Motion passed unanimously.

Motion: Move to approve Resolution 2020-07: Liberty Park Allocation 2019
Moved by: Commissioner Green **Seconded by:** Commissioner Singer

Motion passed unanimously.

Motion: Move to approve Resolution 2020-08: Redistribution of the Environmental Surcharge
Redirect Funds
Moved by: Commissioner DeSalvo **Seconded by:** Commissioner Singer

Motion passed unanimously.

Motion: Move to approve Resolution 2020-09: Local Emergency Declaration of Authority
Moved by: Commissioner DeSalvo **Seconded by:** Commissioner Green

Motion passed unanimously.

Resolution 2020-09 will be publicized with references.

Motion: Move to amend Resolution 2019-08: Tariff for Live-aboard Fee
Moved by: Commissioner Singer **Seconded by:** Commissioner DeSalvo

Motion passed unanimously.

Old Business Items

Breakwater & Boat Ramp Updates

There are no new updates. Port Accountant Tripp said the Port is still waiting to hear from Army Corps. The Port of Poulsbo will be partnering with the Port of Keyport and City of Bainbridge Island to get a meeting with Derek Kilmer to see if they can't assist us in finding out where our permit is with Army Corps. John Piccone will be attending a meeting (or issuing a Memo) soon. We should be hearing back on the federal grant for \$1.04 million within the next 60 days.

New Business Items

Items for Public Comments/Discussion

Discussion on Future Meetings and Current Needs: COVID-19

PORT OF POULSBO
REGULAR MEETING MINUTES
MARCH 20, 2020
7:00 PM

The board will continue with regularly scheduled meetings until told otherwise. Commissioner DeSalvo recognized the public needs to have a forum to listen in on the meetings. He asked Port Accountant Tripp to do some research on what might be available regarding a phone line or teleconference people can call into. Commissioner Singer said there are a lot of options and the board may need to pay a fee for it. Port Accountant Tripp stated Zoom software has a way to link phone numbers for people to call into meetings. Commissioner DeSalvo asked that people continue sending in comments via email or the mail and they'll be read aloud for the record. Next, Commissioner DeSalvo said unless there is a dire need to review policies, all current policies will stay in affect, as written, unless there's a problem with them. We will limit the amount of time involved with the regularly scheduled meetings. Any policies that are up for review will be postponed for the next month and removed from the agenda.

Commissioner DeSalvo stated the safety and welfare of our employees and tenants is a priority. The Port can lead, protect, and provide a public benefit at the Port. Boats are a good way to remain isolated. If people choose to self-isolate during this time, the board requests (not require) boat owners show some form of indication of self-isolation (i.e.: red plastic tied to the banister) so everyone can respect appropriate distance and space.

To respect social distancing, the board requests phone calls, emails, or text messages as primary forms of communication, whenever possible. The Port of Poulsbo is following guidance from the County and the State. If people are isolating, please let the Port know and we will respect it. Please do not walk into the Port office if you can communicate via phone, email, or text. Limit your exposure to other people. Once the Port is on the upswing from all this, it'll be time to figure out how to start the economic part of the business. For now, the Port is operating on the safety part of business.

Commissioner Green recommended verifying all bleach within the Port is not expired. It was confirmed that all bleach products are within their use-by date and extra cleaning is taking place at the Port of Poulsbo.

Poulsbo Boaters Association

The report was read aloud.

Accounting & Manager's Report

See attached.

Harbormaster's Report

See attached.

PORT OF POULSBO
REGULAR MEETING MINUTES
MARCH 20, 2020
7:00 PM

Public Comment & Request for Future Agenda Items

There were none. The board agreed to continue meeting as they did tonight unless otherwise directed by the state.

Commissioner Comments

Commissioner Green said let's try to have a united front and take on COVID and hopefully it'll go quicker than anticipated. We'll learn a lot over the next couple weeks.

Commissioner Singer said we have a lot to deal with. He loves that the sun was out today. Summer is coming and we want to get over all this. He thanked Dave, Aaron, and Pam for calling and listening in.

Commissioner DeSalvo said people are kind of beat down. Go use your boats and get on the water, away from everyone else, with your families. Enjoy being out on the water and having a good time. There is an end to this, and we will get there. The Port will comply with State and Federal guidelines.

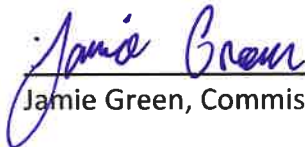
Final Adjournment 7:58pm



Mark DeSalvo, Chairman & Commissioner



Mark Singer, Commissioner



Jamie Green, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)



PORT OF POULSBO

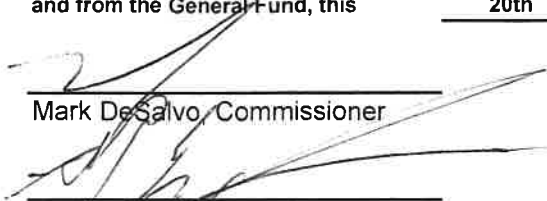
PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA

March 20, 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 \$9,780.63 and from the General Fund, this 20th day of March 2020.


Mark DeSalvo, Commissioner

ATTEST:



Mark Singer, Commissioner


Cassidy Conners, Recording Secretary


Jamie Green, Commissioner

Voucher #	Claimant	Amount
✓ 16635	Davis Financial	85.00
✓ 16636	AT & T	10.15
✓ 16637	Bainbridge Disposal Inc	456.32
✓ 16638	Bank of America	144.28
✓ 16639	Cass/Cade Distributing Inc	109.76
✓ 16640	Coast to Coast Hardware	38.14
16641	Excel Business Systems Inc	468.69
✓ 16642	Masco Petroleum	3,773.23
16643	Olympic Springs Inc	52.00
✓ 16644	Premier Communications	552.10
✓ 16645	Propane Northwest	196.85
✓ 16646	CenturyLink	64.79
✓ 16647	T&C Diving	654.00
✓ 16648	Kitsap Sun	34.60
✓ 16649	Puget Sound Energy	3,140.72
TOTAL		\$ 9,780.63

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

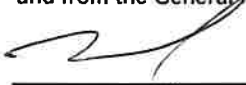
PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA March 20, 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 \$11,719.17 and from the General Fund, this 20th day of March 2020



Mark DeSalvo, Commissioner


Mark Singer, Commissioner


Jamie Green, Commissioner

Voucher #	Claimant	Amount
P12726	Richard Stice	1,453.43
P12727	Grant Hlebechuk	1,235.64
P12728	Eugene Madayag	1,216.55
P12729	Jannese Hunt	1,290.82
P12730	Carol Tripp	2,248.10
P12731	Melanie Winnett	1,757.22
P12732	Kelli Hodges	1,434.95
P12733	Miriam Stevens	1,082.46
	TOTAL	\$ 11,719.17

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 March 10, 2020

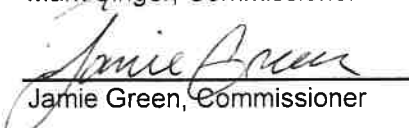
We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$75.00 and from the General Fund, this 10th day of March 2020.

  
Mark DeSalvo, Commissioner

ATTEST:

  
Mark Singer, Commissioner

  
Cassidy Conners, Recording Secretary

  
Jamie Green, Commissioner

| Voucher #     | Claimant                         | Amount  |
|---------------|----------------------------------|---------|
| EFT 3/10/2020 | Washington Department of Revenue | \$75.00 |
|               | TOTAL                            | \$75.00 |

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 ~~~

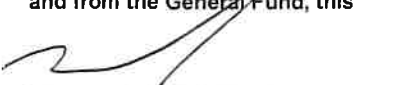

PORT OF POULSBO

PAYMENT VOUCHER


Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA March 20, 2020

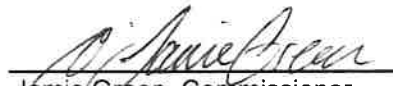
We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$3,328.13 and from the General Fund, this 20th day of March 2020.


Mark DeSalvo, Commissioner

ATTEST:


Mark Singer, Commissioner


Cassidy Conners, Recording Secretary


Jamie Green, Commissioner

| Voucher # | Claimant | Amount |
|----------------|-----------------------------|-------------------|
| EFT 03/20/2020 | US Treasury/Financial Agent | \$3,328.13 |
| TOTAL | | \$3,328.13 |

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 March 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 \$2,376.35 and from the General Fund, this 25th day of March 2020.

  
Mark DeSalvo, Commissioner

ATTEST:

  
Mark Singer, Commissioner

  
Cassidy Conners, Recording Secretary

  
Jamie Green, Commissioner

| Voucher #     | Claimant                         | Amount            |
|---------------|----------------------------------|-------------------|
| EFT 3/25/2020 | Washington State Dept of Revenue | \$2,376.35        |
|               | TOTAL                            | <b>\$2,376.35</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
KITSAP COUNTY, WASHINGTON
RESOLUTION NO. 2020-05**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF POULSBO, KITSAP COUNTY
WASHINGTON, APPOINTING A COMMISSIONER TO REPRESENT PORT DISTRICT NO. 12,
COMMISSIONER POSITION 3**

WHEREAS, the Port of Poulsbo is a special purpose district established under the laws of the State of Washington, and

WHEREAS, the Port of Poulsbo Board of Commissioners is comprised of three Port Commissioners, and

WHEREAS, the District 12 Port Commissioner's Position 3 has been vacant since January 2, 2020, following the resignation of the elected Commissioner, and

WHEREAS, Section 42.12.070 of the Revised Code of Washington (RCW) states that when one position on an elected nonpartisan governing body of a special purpose district is vacant, the remaining members of the governing body shall appoint a qualified person to fill the vacant position, and

WHEREAS, the Port of Poulsbo advertised for candidates to fill the vacant position of District 12 Port Commissioner, and

WHEREAS, Jamie R. Green submitted her candidacy for the position; is a registered voter in the Port of Poulsbo District, as required by RCW 53.12.010; and was interviewed by the Board of Commissioners on this date and found qualified to fill the unexpired term of District 12, Position 3 Port Commissioner.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington that Jamie R. Green is appointed Port Commissioner for Position 3 Port District 12, and shall fill the position's unexpired term until a qualified person is elected at the next election at which a member of the Board of Commissioners normally would be elected, as provided in RCW 29A.24.

ADOPTED by the Board of Commissioners of the Port of Poulsbo at the public meeting held this 20th day of March, 2020 and duly authenticated in open session by the signatures of the Commissioners being present and voting.



Mark DeSalvo, Commissioner



Mark Singer, Commissioner

PORT OF POULSBO
Kitsap County, Washington
RESOLUTION 2020-06

WHEREAS, the Port's Auditor has reported that the expenses directly attributable for the operation of Liberty Park Marina for the period January 1, 2018, through December 31, 2018, are as follows:

| | |
|---------------------------|-----------------------------------|
| Commissioner/Secty Comp | \$4,587.00 |
| Salaries & Wages | 121,155.38 |
| Taxes-Payroll-Federal | 9,619.30 |
| Taxes-Payroll-State | 8,319.81 |
| Employee Benefit Programs | 1,728.91 |
| Insurance-Health | 29,294.07 |
| Uniforms | 433.59 |
| Accounting | 342.50 |
| Office Expense - Park | 12,471.93 |
| General & Admin (Direct) | 7,137.66 |
| Insurance-General | 11,556.47 |
| Advertising-Park | 5,143.01 |
| Electricity & Propane | 19,504.99 |
| Garbage, Sewer, Water | 21,413.76 |
| Telephone/Communication | 7,531.67 |
| Maintenance-Park | 57,857.29 |
| Outside Services-Park | 5,334.87 |
| Supplies-Park | 3,897.08 |
| Training | 3,245.45 |
| Consultants/Audit Fees | 93.10 |
| Taxes-Excise PARK | 4,403.21 |
| Election Expenses | 1,587.26 |
| Total Expenses | <u><u>\$336,658.31</u></u> |

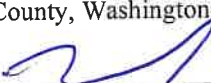
WHEREAS, funds are currently available in full, the Port Treasurer is directed to transfer funds immediately.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington as follows:

1. The allocation of expenses associated with the operation of the Liberty Park Marina for the period January 1, 2018 through December 31, 2018, as identified above, are hereby approved.
2. The Port Treasurer is hereby authorized and directed to transfer the amount of \$336,658.31 from the Liberty Park Fund to the Port of Poulsbo General Fund.

ADOPTED, by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 20th day of March 2020, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

PORT OF POULSBO
Kitsap County, Washington



Mark DeSalvo, President and Commissioner



Mark Singer, Commissioner



Jamie Green, Commissioner

PORT OF POULSBO
Kitsap County, Washington
RESOLUTION 2020-07

WHEREAS, the Port's Auditor has reported that the expenses directly attributable for the operation of Liberty Park Marina for the period January 1, 2019, through December 31, 2019, are as follows:

| | |
|---------------------------|----------------------------|
| Commissioner/Secty Comp | \$5,940.00 |
| Salaries & Wages | 96,221.58 |
| Taxes-Payroll-Federal | 7,815.36 |
| Taxes-Payroll-State | 4,705.73 |
| Employee Benefit Programs | 1,545.72 |
| Insurance-Health | 34,960.70 |
| Accounting | 223.75 |
| Office Expense - Park | 1,866.93 |
| General & Admin (Direct) | 6,802.31 |
| Storage Rent | 2,905.50 |
| Insurance-General | 14,704.58 |
| Advertising-Park | 8,672.10 |
| Electricity & Propane | 19,880.20 |
| Garbage, Sewer, Water | 25,068.05 |
| Telephone/Communication | 2,815.86 |
| Maintenance-Park | 17,235.54 |
| Outside Services-Park | 4,753.95 |
| Supplies-Park | 3,813.70 |
| Training | 347.17 |
| Lease DNR | 1.00 |
| Taxes-Excise PARK | 4,261.96 |
| Election Expenses | 1,454.98 |
| Total Expenses | <u>\$265,996.67</u> |

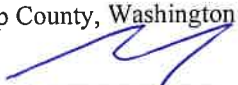
WHEREAS, funds are not currently available in full, the Port Treasurer is directed to transfer funds immediately when they become available.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington as follows:

1. The allocation of expenses associated with the operation of the Liberty Park Marina for the period January 1, 2019 through December 31, 2019, as identified above, are hereby approved.
2. The Port Treasurer is hereby authorized and directed to transfer the amount of \$265,996.67 from the Liberty Park Fund to the Port of Poulsbo General Fund.

ADOPTED, by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 20th day of March 2020, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

PORT OF POULSBO
Kitsap County, Washington



Mark DeSalvo, President and Commissioner



Mark Singer, Commissioner



Jamie Green, Commissioner

**PORT OF POULSBO
KITSAP COUNTY, WASHINGTON
RESOLUTION NO. 2020-08**

WHEREAS, the Port of Poulsbo currently charges an environmental surcharge to all customers of the Port of Poulsbo,


WHEREAS, the environmental fee was forwarded to Terry and Son's to pay for Pumpout services for the Port's licensee's; and

WHEREAS, Terry and Son's is no longer in service; and

WHEREAS, the Board of Commissioners wishes to purchase a Pumpout vessel and develop a plan to provide low cost Pumpout services to the Port of Poulsbo customer base.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners, Port of Poulsbo, that the environmental surcharge fee be annually transferred to the Capital Improvement Fund for the purchase of a Pumpout Vessel.


ADOPTED by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof, held on this 20th day of March, 2020, by motion, seconded and unanimously passed, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.



Mark DeSalvo, Chairman and Commissioner



Mark Singer, Commissioner



Jamie Green, Commissioner

**PORT OF POULSBO
RESOLUTION NO. 09
DECLARING LOCAL EMERGENCY AND
DELEGATION OF AUTHORITY**

RECITALS

WHEREAS, novel Coronavirus COVID-19, a respiratory disease that can result in serious illness or death, is caused by a new strain of coronavirus that had not been previously identified in humans and has proven it can easily spread from person to person; and,

WHEREAS, the U.S. Center for Disease Control and Prevention (CDC) has identified a potential public health threat posed by COVID-19 both globally and within the United States, including within Washington State; and,

WHEREAS, there are documented cases of COVID-19, including deaths caused thereby, within Washington State; and,

WHEREAS, the Washington State Department of Health has confirmed the person-to-person spread of COVID-19 and is finding an increasing risk of exposure and infection to the general public due to its potential to spread quickly; and,

WHEREAS, the U.S. Department of Health and Human Services declared a public health emergency for COVID-19 on January 31, 2020; and,

WHEREAS, Washington State Governor Jay Inslee proclaimed a public health emergency for COVID-19 on February 29, 2020; and,

WHEREAS, on March 8, 2020, the Kitsap County Board of Commissioners declared a Public Health Emergency in response to COVID-19; and,

WHEREAS, the World Health Organization declared COVID-19 a global pandemic on March 11, 2020; and,

WHEREAS, the President of the United States declared public national emergency relating to COVID-19 on March 13, 2020; and,

WHEREAS, the Port cannot assure that it can maintain an orderly Port Commission meeting and protect the public health and safety by maintaining social distancing during a Port Commission meeting given the uncertainty as to the number of members of the public who may seek to attend a Port Commission meeting in person and the limited size of the Port's meeting facility; and

WHEREAS, the Commission finds that the Port Manager may need to take such additional action, including, by example, matters relating to human resources, leases, and marina issues, to quickly address this emergency situation, and that this resolution is intended to authorize the Port Manager to take such emergency actions as needed to address this emergency provided the Port Manager notifies the Commission and seeks Commission ratification and confirmation as soon as practicable; and,

WHEREAS, there is an emergency present which necessitates this Resolution.

WHEREAS, this Resolution was considered at a regular meeting of the Port Commission on March 20th, 2020 at 7:00pm.

NOW, THEREFORE, BE IT DECLARED BY THE COMMISSION OF THE PORT OF POULSBO:

1. **Proclamation.** The Commission of the Port of Poulsbo ("District") hereby and expressly finds and declares, based upon the Recitals above, which are expressly adopted herein, that COVID-19 is a civil public health emergency that:

A. Demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken neighborhood overtaken by such occurrences; and

B. Could, if unattended, seriously affect the safety, health, or welfare of a substantial number of citizens of the Port's district, or preclude the operation or use of essential public services and facilities with such magnitude or severity as to necessitate seeking state, county, or other supplementation of local efforts or resources exerted or utilized in alleviating the danger, damage, suffering or hardship faced.

2. **Authority.** This Resolution Declaring a Local Emergency ("Resolution") authorizes the Port Manager to exercise such emergency powers as may be lawful under applicable laws, regulations, ordinances, or the District's policies, and necessary, including by way of example and not limitation: general port powers under Title 53, RCW, RCW 53.12.270 (Delegation of powers to managing official), RCW 39.04.280(3) for emergency procurement, and Chapter 39.28 RCW (Emergency Public Works). Effective upon signature hereto and as further detailed in Section 3 below, the Port Manager is authorized to exercise such lawful authority through the use and direction of District personnel, services, equipment and such additional acts as the Port Manager may find necessary in his or her sole discretion to properly and safely manage this emergency.

3. **Powers.** In order to properly delegate and authorize the Port Manager to prepare for, address, manage, prevent, respond to, and remediate this emergency situation, the Port Manager shall have all necessary powers to do the following, which is provided for example and not limitation: Make necessary rules and regulations reasonably related to the emergency, to obtain supplies, equipment, personal property, professional, procured or technical services, etc. (including selecting and awarding such contracts as necessary), such public works as defined by RCW 39.04.010, to authorize overtime and/or extended leave for personnel, to requisition personnel and material, obtain emergency funding and permitting through federal, state and local agencies, amend leases or agreements to respond to this emergency, and take such other lawful acts, as may be necessary and reasonably related to respond to the emergency declared hereunder. Specifically, and without limiting the forgoing, the Commission waives the competitive solicitation process(es) for purchase of goods and services, including personal services, where deemed required by the Port Manager, or her designee, in response to the health concern of COVID-19, as allowed by law, and pursuant to the terms of this Resolution.

3.1 The foregoing powers and authorities are to be read consistent with the District's existing Delegation of Authority- Resolution No. 2013-07, as amended; however, if there is a conflict between the Delegation of Authority- Resolution No. 2013-07, as amended and this Resolution, this Resolution shall control.

3.2 If the Port Manager exercises any powers or authorities delegated under this Resolution, the Port Manager shall report such exercise to the Commission at the next regular Commission meeting with explanation as to why it was necessary to take such action under this Resolution to meet the emergency situation articulated herein.

3.3 At each regular Commission meeting, the Commission shall take such action in an open session to ratify, modify or rescind the Port Manager's action(s) hereunder.

4. Port Commission Meetings. Pursuant to RCW 42.30, and in particular RCW 42.30.050 and RCW 42.30.070, the Port Commission determines that an emergency exists and that the orderly conduct of a Port Commission meeting cannot be assured while maintaining social distancing as required by federal, state and local officials, and thus will:

(1) provide for public attendance of any regular or special Port Commission meeting via "zoom" software or similar software and/or by telephone in lieu of attendance in person,

(2) provide space in the Port Commission meeting room for up to one (1) member of the press to attend in person determined by the first press representative to so request,

(3) allow Port commission members to participate in the meeting by zoom and/or telephone, and

(4) otherwise will not allow the public to attend a commission meeting in person until such time as further direction or order is taken by the commission or the Port Manager.

Further, that the Port Commission meeting agenda shall include information as to how members of the public can attend a Port Commission meeting by "zoom" software or similar software and/or by telephone.

5. Payment of Port Obligations. The Commission authorizes the Port Manager to approve the payment of expenses, claims or other obligations of the Port, which are payable out of solvent funds, and all such disbursements therefrom shall be by check of the Port Auditor, provided however the Commission shall be provided, electronic or otherwise, with a list of all such payments made.

6. Termination. This Resolution shall continue in full force and effect until terminated by law or by further Resolution and shall be reviewed as a regular agenda item on the Commission's agenda until such time as this Resolution is terminated.

7. General Provisions:

A. The Recitals set forth above are expressly adopted herein

B. This Resolution and this Proclamation shall be implemented consistent with applicable law and subject to the availability of budgetary appropriations.

C. This Resolution and the Proclamation is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the Port of Poulsbo, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

- D. The Port Commission further reserves its rights to issue such further orders as may be necessary to respond to the state of emergency declared by Kitsap County, the State of Washington, or the United States in response to COVID-19.
- E. This resolution shall be in effect from March 20, 2020 until such time as rescinded by action of the Commission.

ADOPTED by the Commission of the Port of Poulsbo at a regular meeting held this 20th day of March, 2020.



MARK DESALVO, COMMISSION PRESIDENT



MARK SINGER, COMMISSIONER



JAMIE GREEN, COMMISSIONER

PORT OF POULSBO
KITSAP COUNTY, WASHINGTON
RESOLUTION NO. 2019-08
DATED: OCTOBER 3, 2019
(AMENDED NOVEMBER 21, 2019)
(AMENDED MARCH 20, 2020)

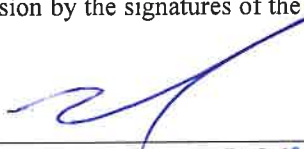
A RESOLUTION of the Board of Commissioners, Port of Poulsbo, adopting a new tariff.

WHEREAS, the tariff for the Port of Poulsbo as indicated in exhibit "A" are approved; and

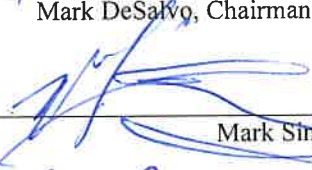
WHEREAS, all rates listed in exhibit "A" will take effect January 1, 2020.

THEREFORE, BE IT RESOLVED by the Board of Commissioners are adopting a new tariff as indicated in exhibit "A".


ADOPTED by the Board of Commissioners of the Port of Poulsbo at the special public meeting thereof held this 3rd day of October 2019, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.



Mark DeSalvo, Chairman and Commissioner



Mark Singer, Commissioner



Jamie Green, Commissioner

Note-Only change was to add Isolation Transformer Rental to Tariff- November 21, 2019
**Note – Only change was to change Liveaboard Fees to \$85.00 (inc LET) – March 20, 2020

Port of Poulsbo 2020 Rates

****Permanent Moorage****

| | |
|-----------------------|-----------------------|
| Moorage Charge | |
| \$5.66 | Per foot |
| \$0.18 | Per foot - Util Chrg |
| \$0.73 | Leasehold Tax |
| \$0.43 | Cap Imp Surchrg |
| \$7.00 | Total-Per foot |

| | |
|---------------------------|--------------------------------------|
| Electricity Charge | .095 per kwh |
| \$0.75 | per month charge 'Environmental Fee' |

****Transient, Winter & Summer Moorage****

| | |
|-----------------------|-----------------------|
| Moorage Charge | |
| \$5.00 | Per foot |
| \$0.64 | Leasehold Tax |
| \$3.25 | Electrical Charge |
| \$0.50 | Cap Imp Surchrg |
| \$9.39 | Total-Per foot |

\$ 0.75 per month charge 'Environmental Fee'

Boat House Moorage

| | | | | |
|----------------|------------------------|------|----|--------|
| \$ 0.4200 | Per Sq Ft | 722 | \$ | 397.85 |
| \$ 0.0400 | Per Sq Ft - Util Chrg | 1012 | \$ | 557.35 |
| \$ 0.0500 | Leasehold Tax | 1188 | \$ | 654.15 |
| \$ 0.0400 | Cap Imp Surchrg | | | |
| \$ 0.55 | Total-Per Sq Ft | | | |

\$ 0.7500 per month charge 'Environmental Fee'

Electricity Charge .095 per kwh

****Guest Moorage****

| | |
|-----------------------|----------|
| Moorage Charge | |
| \$ 1.00 | Per foot |
| \$ 1.15 | Per foot |
| \$ 1.25 | Per foot |
| \$ 5.00 | 0-4 Hrs |

\$ 5.00 Electrical Charge - per night

\$ 5.00 Day BBQ Grill

\$ 0.75 per visit charge for 'Environmental Fee'

Port Parking Lot Fees

| | | |
|-------------|-----------------------|-----------------------|
| Vehicle | Boat w/ Trailer or RV | |
| Up to 3 Hrs | \$ 2.00 | Up to 24 Hrs \$7.50 |
| 3 - 24 Hrs | \$ 5.00 | Weekly Chrg \$45.00 |
| Per Month | \$ 100.00 | Monthly Chrg \$175.00 |

****Other Charges****

| | |
|--|--------------------|
| Paper Statement Fee | 5.00 |
| Reservation Fee | 5.00 |
| Waiting List Fee | 25.00 |
| Keypad Deposit | 35.00 |
| Parking Permit Replacement Chrg | 30.00 |
| Charge for not returning Keypad | 35.00 |
| Daily Grid Rate | |
| Current Port Tenant | 25.00 |
| Non Port Tenant | 50.00 |
| Tow Charge | |
| Current Port Tenant | 25.00 |
| Non Port Tenant | 50.00 |
| Late Fee (or 10% of Balance, whichever is greater) | 20.00 |
| Processing Fee | 100.00 |
| Second Processing Fee | 200.00 |
| Liveboard Fee | 85.00 |
| Maintenance Fee ** | 50.00 per man hour |
| one hour minimum | + materials cost |
| After hours Maintenance Fee ** | 75.00 per man hour |
| one hour minimum | + materials cost |
| NSF Check Charge | 50.00 |
| Pet Clean-up | 50.00 |
| Illegal Garbage Dump Fee | 524.00 |
| Guest Moorage Late Fee | 50.00 |
| Guest Moorage Late Fee | 150.00 |
| Second offense | |
| Convenience Fee | 2.4 % of Moorage |
| Portable Isolation Transformer Rental | 10.00 |
| (for guest moorage - per visit) | |

**** Maintenance Fee is for dewatering or securing boats because of lack of response, carelessness, neglect etc. of tenant and/or visitor. Maintenance Fee is an hourly fee charged for repairs to Port facilities due to damage caused by vessels coming into or out of the Port.**

PORT OF POULSBO
KITSAP COUNTY, WASHINGTON
RESOLUTION NO. 2019-08
DATED: OCTOBER 3, 2019
(AMENDED NOVEMBER 21, 2019)

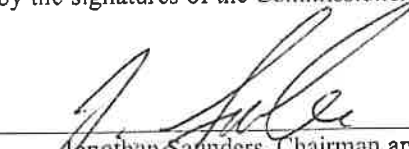
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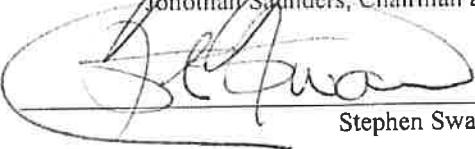
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THEREFORE, BE IT RESOLVED by the Board of Commissioners are adopting a new tariff as indicated in exhibit "A".


ADOPTED by the Board of Commissioners of the Port of Poulsbo at the special public meeting thereof held this 3rd day of October 2019, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.



Jonathan Saunders, Chairman and Commissioner



Stephen Swann, Commissioner



Mark DeSalvo, Commissioner

ATTEST:

Cassidy Conners, Recording Secretary

Note-Only change was to add Isolation Transformer Rental to Tariff

Port of Poulsbo 2020 Rates

Permanent Moorage

| | |
|---|--------------------------------------|
| Moorage Charge | |
| \$5.66 | Per foot |
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| \$0.73 | Leasehold Tax |
| \$0.43 | Cap Imp Surchrg |
| \$7.00 Total-Per foot | |
| Electricity Charge | |
| \$0.75 | per month charge 'Environmental Fee' |
| .095 per kwh | |
| ***Transient, Winter & Summer Moorage*** | |

| | |
|---------------------------------|--------------------------------------|
| Moorage Charge | |
| \$5.00 | Per foot |
| \$0.64 | Leasehold Tax |
| \$3.25 | Electrical Charge |
| \$0.50 | Cap Imp Surchrg |
| \$9.39 Total-Per foot | |
| \$ 0.75 | per month charge 'Environmental Fee' |
| ***Boat House Moorage*** | |

| | | | | |
|--------------------------------|--------------------------------------|------|----|--------------|
| \$ 0.4200 | Per Sq Ft | 722 | \$ | 397.85 |
| \$ 0.0400 | Per Sq Ft - Util Chrg | 1012 | \$ | 557.35 |
| \$ 0.0500 | Leasehold Tax | 1188 | \$ | 654.15 |
| \$ 0.0400 | Cap Imp Surchrg | | | |
| \$ 0.55 Total-Per Sq Ft | | | | |
| \$ 0.7500 | per month charge 'Environmental Fee' | | | .095 per kwh |
| Electricity Charge | | | | |
| ***Guest Moorage*** | | | | |

| | | |
|------------------------------|--|----------------------------------|
| Moorage Charge | | |
| \$ 1.00 | Per foot | October 1 - April 30 |
| \$ 1.15 | Per foot | May 1 - Sept 30 |
| \$ 1.25 | Per foot | In connection with: Memorial Day |
| \$ 5.00 | 0-4 Hrs | July 3rd, and Labor Day |
| \$ 5.00 | Electrical Charge - per night | |
| \$ 5.00 | Day | BBQ Grill |
| \$ 0.75 | per visit charge for 'Environmental Fee' | |
| Port Parking Lot Fees | | |

| | | |
|-------------|-----------------------|-----------------------|
| Vehicle | Boat w/ Trailer or RV | |
| Up to 3 Hrs | \$ 2.00 | Up to 24 Hrs \$7.50 |
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| Per Month | \$ 100.00 | Monthly Chrg \$175.00 |

Other Charges

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|---|--------------------|
| Paper Statement Fee | 5.00 |
| Reservation Fee | 5.00 |
| Waiting List Fee | 25.00 |
| Keycard Deposit | 35.00 |
| Parking Permit Replacement Chrg | 30.00 |
| Charge for not returning Keycard | 35.00 |
| Daily Grid Rate | |
| Current Port Tenant | 25.00 |
| Non Port Tenant | 50.00 |
| Tow Charge | |
| Current Port Tenant | 25.00 |
| Non Port Tenant | 50.00 |
| Late Fee (or 10% of Balance, whichever is greater) | 20.00 |
| Processing Fee | 100.00 |
| Second Processing Fee | 200.00 |
| Liveboard Fee | 71.65 |
| Liveboard Fee - New Tenants | 101.42 |
| Maintenance Fee ** | 50.00 per man hour |
| one hour minimum | + materials cost |
| After hours Maintenance Fee ** | 75.00 per man hour |
| one hour minimum | + materials cost |
| NSF Check Charge | 50.00 |
| Pet Clean-up | 50.00 |
| Illegal Garbage Dump Fee | 524.00 |
| Guest Moorage Late Fee | 50.00 |
| Guest Moorage Late Fee | |
| Second offense | 150.00 |
| Convenience Fee | |
| Portable Isolation Transformer Rental (for guest moorage - per visit) | 2.4 % of Moorage |
| | 10.00 |

**** - Maintenance Fee is for dewatering or securing boats because of lack of response, carelessness, neglect etc. of tenant and/or visitor. Maintenance Fee is an hourly fee charged for repairs to Port facilities due to damage caused by vessels coming into or out of the Port.**

Port Office

From: Pamela Benson [REDACTED]
Sent: Friday, March 20, 2020 11:35 AM
To: Port Office
Subject: PBA Report

PBA Report

There was no PBA meeting this month. The meeting that was scheduled for April will obviously not occur. PBA once again would like to thank Harbormaster Melanie for her professional response to an issue brought to her attention by PBA. A few complaints were made to PBA about a barking dog in the marina; the problem has been addressed and because of the Port's finesse in handling the complaint all parties appear to be happy.

It has been a sad month for all of us due to the recent deaths in the marina. Our hearts go out to the family and friends of Jim O'Meara and Kevin Larsen. We would also like to thank the marina staff for the fine job they are doing in dealing with the Covid-19 event and the informative communications sent out to all licensees.

Pamela Benson
PBA

3/20/20

A huge thank you to Eric, his son jimmy, and joe et all for the beautiful job BETTER BOATS, INC. DBA LEE SHORE BOATS out of Port Angeles.

Also thanks to Steve Roberts of Blue Heron Boat works one of our authorized contractors who not only gave us updated pictures he also delivered the new skiff to us. 🙏 thank you Steve!

Guys installed pile hoops now was working on rub strips...

Fuel dock is closed for the weekend. Our diesel pump has failed and cannot repair until next week.

Melanie Wurst

Carol Tripp

From: Miriam Stevens [REDACTED]
Sent: Friday, March 20, 2020 10:28 AM
To: Carol Tripp
Subject: Tonight's commissioner's meeting

Hello,

I will not be at the commissioner's meeting to comply with social distancing during this epidemic but I want you to forward my concern to the commissioners about WHEN not IF we get the first positive case of coronavirus among our liveboard tenants. We the staff are not trained nor have the pay rate of an isolation facility and the port doesn't have the requirements for that <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-home-care.html>

I know you understand this but I want everyone including our tenants to understand that another setting would be better for them to go to in case they test positive.

If one of our elderly tenants tests positive, it will spread like wildfire because most of our tenants are elderly.

With kids being out of school, some people take it as vacations and are roaming around unaware or disregarding of the danger for others (meaning me as an employee) we had at least 2 boats that I'm aware of coming during the weekend with sick family members. Who cares? Do the commissioners care? Does everyone care only about the Port's income and I don't matter?

Sorry for the rant but I'm concerned and ranty lately.

Thank you for your time
Miriam Stevens

From: Ryck Thompson [REDACTED]
Sent: Monday, March 16, 2020 2:29 PM
To: Port Office <office@portofpoulsbo.com>
Subject: Sanitation/Video monitoring

First,

Thank you to all that you do to make the Port of Poulsbo Marina a great place to be. I do have some concerns and recommendations as mentioned in the subject line.

-Sanitation. Obviously with the current situation we are dealing with regarding COVID-19, sanitation and not spreading germs is paramount. We do have a restroom/showers that we use as members. I would like to know if there has been any sort of increase in the amount of times these facilities have been cleaned, and if they are being more closely monitored. I also think that these should be very restrictive on who can utilize the facilities. I believe it should be for paying members only. I have been told, and I do not know if totally true, that if anyone anchors out in Liberty Bay, paying customer or not, they have access to these facilities.

With the recent loss of the free pump out service, and the cost of receiving this service, there is the option to use the carts to pump out our own tanks. I have been told that the carts themselves are not in the greatest shape to include cleanliness. I also don't exactly know where they are located or how many we have. I know I can simply call and ask, but if I don't know, maybe others do not and perhaps it could be publicized maybe a little better. I am curious if there will ever be a system like Brownsville Marina where there is a connection next to the slips with a common drain system? I am concerned as well about the spread of germs using these portable tanks. Are they cleaned at all?

Video monitoring. I had brought up in a PBO Boating meeting we had about a month ago that a webcam installed in a few areas around the port would be of great benefit for folks to be able to not only view their boats from their own homes, but also for safety and security issues. It would be great to be able to simply log in to your home computer or cell phone and see the status of your boat and make sure the rain, wind, or snow is not affecting them in a negative way.

I read in the paper about the horrible incident with one of our tenants drowning last week. I can't help but wonder if there had been a simple video camera with the wifi we have, looking over that way, would someone maybe have even perhaps saw something to help. I don't know the variables of this man's death, but I wonder. I also have not heard or seen any communication from the Port of Poulsbo Marina as a tenant myself, regarding any of that very unfortunate event.

There are some dingy's next to some of our boats that are nearly half full of water and they are requiring continued addressing to the boat owner to make sure they are not going to sink. That is also a safety issue.

I thank you the staff for all that you do for us, I really do appreciate having my boat at our awesome marina. These are some of my personal concerns and recommendations.
Thank you!

Cheers,

Ryck Thompson