

**Poulsbo Port District – Port Commission
Poulsbo Marina – 18809 Front Street
Multi-purpose Room on “E” Dock**

Subject	Regular Meeting Agenda	Date	February 6, 2020
Recorder	Cassidy Connors	Start Time	7:00 PM
Commission Chair	Mark DeSalvo	End Time	9:00 PM
Commission Members	Mark Singer		
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: 2020-01) 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: January 16, 2020 B. Warrants: 16577-16602, P12688-P12706, EFT 1/24/20, 1/31/20, 2/7/20, 2/10/20 in the amount of \$141,896.68.	
5.	OLD BUSINESS ITEMS	
	A. Breakwater & Boat Ramp Updates - John Piccone, P.E.	
	B. Commissioner Appointment	
	C. Mobile Pump Out Update	
6.	NEW BUSINESS ITEMS	
	A. Items for public comments/discussions	
	B. Symbiotic Relationships with POP	
	C. Poulsbo Boater’s Association Report	
	D. Accounting & Manager’s Report	
	E. Harbormaster Report	
7.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
8.	COMMISSIONER COMMENTS	
9.	EXECUTIVE SESSION	
10.	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
FEBRUARY 6, 2020
7:00 PM

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

Call to Order 7:00pm

Public Comments

Nico Jensen spoke with Cathy at Liberty Bay Marina. Cathy said there is someone willing to do a pump out service for \$20-\$25 and Nico thinks not a lot of people will be willing to pay for it and will end up pumping overboard. She also recommended some email training to make the pump out process less intimidating to those who don't understand how it works. Lastly, Nico recommended assistance to those live-aboards not physically able to roll a cart for pump out purposes.

Jaime Green stated she was interested in the Commissioner position opening. She shared some information and experience about herself.

Commissioner Comments

Commissioner Singer thanked everybody, including Port staff, who helped during the bad weather.

Commissioner DeSalvo thanked the staff for watching the breakwater during the stormy weather (which held up well). He encouraged people to put contact numbers on their boats so owners can be quickly contacted in the event of an emergency. He also commented that Frosty February Fest is this coming weekend.

Consent Agenda

Commissioner Saunders was removed from the minutes, and a typo was corrected.

Motion: Move to approve meeting minutes of January 16th, 2020

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

Motion passed unanimously.

Motion: Move to approve the warrants

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

Motion passed unanimously.

PORT OF POULSBO
REGULAR MEETING MINUTES
FEBRUARY 6, 2020
7:00 PM

Old Business Items

Breakwater & Boat Ramp Updates w/ John Piccone, P.E.

Mr. Piccone said he will be discussing the current status of the budget, and then the milestones and next steps. In December's Special Meeting, there was discussion of a 30% design, which is now very near complete. The submittal reports to DNR requires lease and PMA modifications, and those are complete and ready to submit. Mr. Piccone wants to hold on to them to make sure they're coordinated with the other permitting efforts in process and ensure they're synced up before sending. They will be submitted in the February-April timeframe. The JARPA applications to Army Corps aren't due until August 29th and he hasn't received any further direction or correspondence. This isn't uncommon, so he'll continue to check in with them. Earlier this week there was a pre-application meeting with the City. The City will initially require a Shoreline Conditional Use Permit (SCUP) for the breakwater, and then a Shoreline Substantial Development Permit for the items associated with the breakwater (i.e.: finger piers). The City's feedback was more robust than Mr. Piccone typically sees on this type of project. The City will be conducting a third-party review on everything the Port of Poulsbo is doing via a separate, third-party consultant. Mr. Piccone listed off all the environmental agencies that will be reviewing the project and stated the City will still be conducting these third-party reviews in conjunction with all the other organizations. The charges for the City's third-party reviews will be passed along to the Port, so those expenses will need to be planned for in the budget. Mr. Piccone did explain to the City all the other environmental agencies that will be reviewing the project, and they still find it necessary to hire someone to check those plans, as well as taking a close look at the parking.

Regarding the upcoming project milestones, Mr. Piccone addressed the upcoming need for public outreach. He attached a draft of a public outreach flier and asked the board to review it when they have a chance. There needs to be three open house meetings, the first of which can be March 5th at 6:30pm, as a starting suggestion. The following two open house meetings can be every 3-6 months as the information progresses. The City will have the Port mail notice of the open house meetings to every landowner within 300 feet of the project. Mr. Piccone recommended mailing fliers to people outside of that area as well. Mr. Piccone will make personal visits and speak with people most likely to feel impacted by the project, or who have special concerns. The intent with the first flier is to explain the overview. The future fliers will have more, and specific, information added to it. This keeps everyone informed as we move along.

Regarding design and permitting, Mr. Piccone is just about done with 30% design documents. He will have them ready this month for staff review and then there will be a 30% design update following that review at either the 2nd March meeting or the 1st April meeting. The 60% design is looking to go through the May timeframe. There will be another special meeting to go over the next level of design detail at that time. There will also need to be talk about some construction and project staging. As the 60% design progresses, we'll be working with the City

PORT OF POULSBO
REGULAR MEETING MINUTES
FEBRUARY 6, 2020
7:00 PM

to start on the appropriate times to submit the various documents they'd like to review. Mr. Piccone will continue working with WDFW and the Suquamish tribe for their jurisdictional reviews. The final design and cost estimates of the project will be concurrent once the permits are all in. Once the permits are issued, or ready to be issued, and the design is done, then we can go ahead and put documents together for public view.

The final item for project funding is continuing to keep RCO informed through the periodic progress reports on the current grants that we do have. Mr. Piccone does expect to hear back from RCO regarding the BIG grant application sometime this Spring.

Commissioner Appointment

Commissioner DeSalvo said there has been interest in the position. After brief discussion it was agreed to accept applications by February 19th and then applications could be reviewed by Commissioners on the meeting of February 20th. Advertisements will be placed in the newspaper and social media. The requirements include being a resident of the Port District and a voter in Kitsap County. The third Commissioner must be appointed by the 1st of April.

Mobile Pump Out Update

For the time being, there is a policy in place. There are mobile carts and free mobile pump out is available. Liberty Bay Marina is willing to match funds, so the board needs to determine what the limit is if the Port wants to own a boat. Liberty Bay Marina has also committed to provide a slip and maintenance. The Port, if agreed, would then need to figure the cost of an operator, fuel, and insurance and whether that would be split with Liberty Bay Marina. Commissioner DeSalvo recognized the potential funds involved but finding out how to legally make a pump out service work, with a partner like Liberty Bay Marina, is priority. At this time, ideas are simply being shared and solutions are being communicated. No final decisions are being made.

New Business Items

Items for Public Comments/Discussion

Symbiotic Relationships with POP

Nico Jensen spoke about public outreach and public relations. There are a lot of changes coming and the Port needs someone who can help with a positivity campaign. There's not a lot of public information to let people know what's going on. There are different packages available for purchase if going this route, as well as someone designated for social media outreach and replies to all comments. She said this would be a great investment for the Port.

Poulsbo Boaters Association

The association gave their report.

Accounting & Manager's Report

No Report was given at this meeting.

PORT OF POULSBO
REGULAR MEETING MINUTES
FEBRUARY 6, 2020
7:00 PM

Harbormaster's Report

See attached.

Public Comment & Request for Future Agenda Items


There were none.

Commissioner Comments

Commissioner Singer thought it was a good idea to seek out tenants offering to help elder residents with their mobile pump outs.

Commissioner DeSalvo thanked everyone for showing up. He said this place works because the public participates.

Final Adjournment 8:18pm



Mark DeSalvo, Chairman & Commissioner



Mark Singer, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

2/6/20 Harbormaster Report

We have installed the spill kits, have contacted all licensees on the linear tie of AA and end ties of all docks AA-D. there is 8 out of the 11 vessels that agreed they would like them. Looking for 21" – 24" diameter the average is about \$110 before tax. We will need about 26 mooring buoys which the cost will be close to \$3k.

Maintenance moved around floats per John Piccone's request and they also spent the better part of 2 weeks building and installing new bumpers with lumber and added more chains in place of some lines also readjusted the chains from floats to the breakwater pilings, also installed 20 tires. We also lost a piling on the west side of the bw.

Windstorms - like to thank those licensees that responded when we are contacting them about various things the winds had done with items on their boats. We had a line break and boat pulled away from finger & bumping into its neighboring boat, Richard and I got it secured. A lot of tarps & canvas have been shredded or damaged due to these last couple windstorms.

Oil spill on Tuesday was reported to the office from the sea discovery while at their BH on B dock, myself and the maintenance took better half of the day trying to find where it originated all the way down to looking at fuel lines, gas cans, outer side of dock boxes. Did not have much luck, coast guard could not come out until yesterday (Wednesday) yes there was a lot left still the water very calm but they also didn't see how or have knowledge of where, but again a day had already passed. One thing that I found very concerning was the amount of fuel canisters on the decks of boats. Some held down by a bungy cord, some full of fuel, some secured but tilted outward towards waters, and some not secured at all. I would like to take this moment to mention I believe it is the Ports duty to keep a clean marina the best we can. Our rules and regulations do not address fuel cans on vessels. I believe they are hazards waiting to happen. Other Marinas have it in their rules n regs. on proper ways to store fuels on vessels.

Had a meeting today with Blair from Clean Marina Washington and our certification was renewed, also set 2 new goals for the Port. She would be more than happy to attend a meeting if you would like to learn more about our certification with the Clean Marina program. Goals were 1) have a hazmat waste removal day for marina licensees 2) working on changing updating the proper storing of fuel containers.

Melanie Weiser

Carey

- Breakwater-Boat Ramp-D Dock Ramp Updates- 1

Had a meeting with John Piccone to discuss all three projects coming up. John will be attending the Commission meeting on February 6th to give an update on the breakwater project.

The last batch of floats came in from Elliot Bay. In order to follow the City's SEPA/exemption letter, the Port must have the floats in the 'permanent' locations, in order to support the existing breakwater by February 15th.

The SCUP (Shoreline Conditional Use Permit) is starting to be worked on. A requirement of this permit is to have 3 public hearings. The time frame for the meetings will be starting during the end of March. John Piccone will work on the documents for this and will bring a draft to the next meeting for review. The first public meeting will be a general overview (without much detail) of the project that will allow the public time for questions/input. The second meeting will be more detailed, based on the feedback obtained from the initial public meeting. The last public meeting will have a final one-page informational handout and John will give a presentation again.

* I need Board approval for task order #7 for Soundwest Engineering to complete the marine borings and geotechnical reporting, in the amount of \$33,939. *OK'd*

John and I discussed the plan for the D-Dock Ramp replacement. Currently, the best and most cost-effective solution is to purchase a longer ramp. At one point, we were hoping to be able to modify the wood wharf to reduce the footprint on the landing float but again, because of various reasons the best placement for the ramp is the existing location. The Port will need to work with Mr. Xenos to rework the access to his floats.

Activity on the Boat Ramp will begin to start up within the next month. Everything has been on hold while working on the breakwater and permitting.

- SEA Discovery Center request- 2

I reported at the last meeting that the SEA Discovery Center is requesting a reduction in moorage for the floating lab/boathouse.

I followed up with a request from the SAO asking if this was allowable and forwarded the response to the Commission.

To reiterate what the SEA Discovery Center proposal is:

1. SEA Discovery Center will name the floating lab "Port of Poulsbo Floating lab" or similar name chosen by the Port of Poulsbo, as agreed to by both parties. SEA Discovery will provide signage for the lab.
2. The Port will be allocated 25 hours of free space usage annually to include: classrooms, aquarium, theater or deck. The normal hourly rates are as follows:

① POP-LRG ATTENDANCE MTGS -
② PUBLIC HEARINGS

\$200 per hour for the deck
\$75 per hour for the classroom
\$1,600 for the aquarium

3. All printed materials will have the Port's logo on it.

The SEA Discovery Center currently pays \$503.21 per month for BH-27. Annually this amount is \$6,038.52.

- Local Legal Representative- 3

In the fall of 2018, the Board hired a local law firm to handle some of the Port's more time sensitive issues.

Correspondence was sent on February 22, 2019 to proceed with legal proceedings against Sound Construction for damages done to the Port's electrical system during the parking lot repair.

The last correspondence was dated July 8, 2019 with no movement forward. As of today's, date nothing has transpired with this situation.

OK *

I would ask the Board to reconsider using the previous legal counsel, Greg Norbut of Poulso.

- Background Check Policy- 4

Remove

Copies have been provided of the 'Background Check Policy.' It is time for this policy to be reviewed. If staff input is requested, I am against this policy as we do not use any of the information in the policy to or deny grant liveaboard status. The new policy adopted by the Board, of requiring a potential liveaboard to be a licensee of the Port of Poulso for a year, should eliminate many of the potential issues that have occurred in the past.

- Commissioner Application- 5

Are there any changes to be added/changed to the application presented at the last meeting? There are 4 meetings left before a new Commissioner needs to be appointed. Would you like this to be advertised?

Respectfully Submitted,
Carol Tripp
01/16/2020

* Kayak Rack in BH3 spot in 2020

* my recordings on Soundcloud.com
day after my.

1/16/20 Harbormaster Report

Last of the floats came in, there were 3.

We have installed the no mooring signs.

Spill kits came in and had to wait on the installing of them due to snow. We will be back on it tomorrow.

Called all the tenants on the end ties asking if they would like the Port to supply them with the orange round mooring buoys. Waiting for some to get back to me.

Salt n shoveling since Monday

Power panel

keeping up with deteriorating skiff

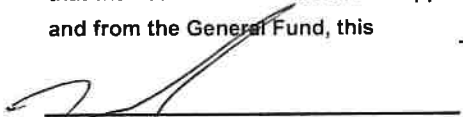
PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

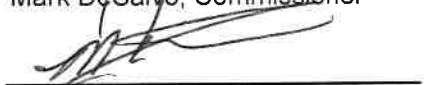
Kitsap County, WA January 21, 2020

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 \$847.00 and from the General Fund, this 21st day of January 2020.



Mark DeSalvo, Commissioner

ATTEST:



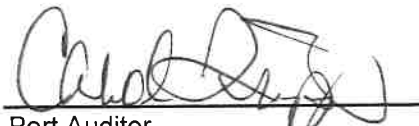
Mark Singer, Commissioner

Cassidy Conners, Recording Secretary

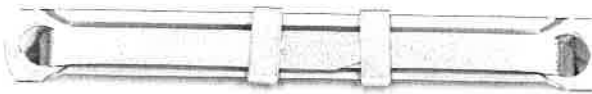
Vacant

Voucher #	Claimant	Amount
16577	City of Poulsbo	847.00
TOTAL		\$ 847.00

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



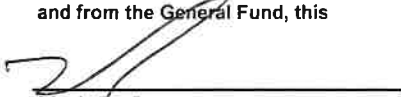
PORT OF POULSBO

PAYMENT VOUCHER

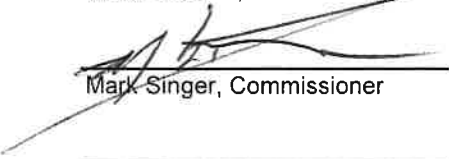
Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA February 7, 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 \$70,505.15 and from the General Fund, this 7th day of February 2020.


Mark DeSalvo, Commissioner

ATTEST:


Mark Singer, Commissioner


Cassidy Conners, Recording Secretary

Vacant

Voucher #	Claimant	Amount
16578	Puget Sound Energy	6,309.55
16579	Kitsap County Auditor	63.67
16580	Edward Jones	1,375.56
16581	Terry and Son's Environmental	873.49
16582	Paul Swanson	311.30
16583	Bill & Lucy Kunkler	349.98
16584	Bank of America	4,458.80
16585	Blue Sky Printing	32.69
16586	CHS Inc/Cenex	293.97
16587	Chmelik Sitkin & Davis PS	6,027.98
16588	City of Poulsbo	6,287.98
16589	Coast to Coast Hardware	48.59
16590	Correctional Industries	2,229.98
16591	Fisheries Supply	431.81
16592	Home Depot	13.01
16593	VOID	
16594	Masco Petroleum	11,801.76
16595	Office Depot	752.37
16596	Premier Communications	163.50
16597	Propane Northwest	185.10
16598	PUD #1 of Kitsap County	345.00
16599	Redside Construction LLC	22,400.00
16600	Tacoma Screw Products Inc	132.96
16601	Kitsap Sun	466.10
16602	Western Towboat Company	5,150.00
	TOTAL	\$ 70,505.15

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 January 24, 2020

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$12,030.71 and from the General Fund, this 24th day of January 2020.



Mark DeSalvo, Commissioner


Mark Singer, Commissioner

Vacant

Voucher #	Claimant	Amount
P12688	Mark DeSalvo	445.13
P12689	Mark Singer	445.13
P12690	Cassidy Conners	210.55
P12691	Richard Stice	1,366.90
P12692	Grant Hlebechuk	1,172.67
P12693	Eugene Madayag	1,155.72
P12694	Jannese Hunt	1,246.00
P12695	Carol Tripp	2,226.48
P12696	Melanie Winnett	1,749.39
P12697	Kelli Hodges	979.70
P12698	Miriam Stevens	1,033.04
TOTAL		\$ 12,030.71

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

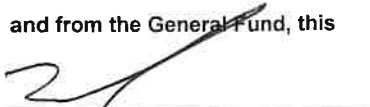
PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA

February 7, 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 \$11,618.82 and from the General Fund, this 7th day of February 2020.


  
Mark DeSalvo, Commissioner

  
Mark Singer, Commissioner

Vacant

| Voucher # | Claimant        | Amount       |
|-----------|-----------------|--------------|
| P12699    | Richard Stice   | 1,477.74     |
| P12700    | Grant Hlebechuk | 1,355.76     |
| P12701    | Eugene Madayag  | 1,155.60     |
| P12702    | Jannese Hunt    | 1,245.82     |
| P12703    | Carol Tripp     | 2,226.73     |
| P12704    | Melanie Winnett | 1,696.13     |
| P12705    | Kelli Hodges    | 1,434.95     |
| P12706    | Miriam Stevens  | 1,026.09     |
|           | TOTAL           | \$ 11,618.82 |

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

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA January 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 \$6,142.57 and from the General Fund, this 24th day of January 2020.


Mark DeSalvo, Commissioner

ATTEST:


Mark Singer, Commissioner


Cassidy Conners, Recording Secretary

Vacant

| Voucher # | Claimant | Amount |
|---------------|-----------------------------|-------------------|
| EFT 1/24/2020 | US Treasury/Financial Agent | \$3,329.43 |
| EFT 1/24/2020 | WA Dept of Revenue | \$2,813.14 |
| TOTAL | | \$6,142.57 |

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 ~~~

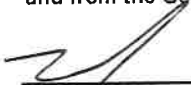
PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA January 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 \$24,763.66 and from the General Fund, this 31st day of January 2020.

  
Mark DeSalvo, Commissioner

ATTEST:

  
Mark Singer, Commissioner

  
Cassidy Conners, Recording Secretary

Vacant

| Voucher #     | Claimant                       | Amount             |
|---------------|--------------------------------|--------------------|
| EFT 1/31/2020 | Dept of Labor & Industries     | \$3,518.34         |
| EFT 1/31/2020 | Employment Security Department | \$89.74            |
| EFT 1/31/2020 | Employment Security Department | \$226.59           |
| EFT 1/31/2020 | Dept of Revenue - LET          | \$20,928.99        |
|               | TOTAL                          | <b>\$24,763.66</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

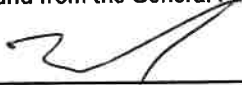
Kitsap County, WA

February 7, 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

\$3,303.97

and from the General Fund, this 7th day of February 2020.

  
Mark DeSalvo, Commissioner

ATTEST:

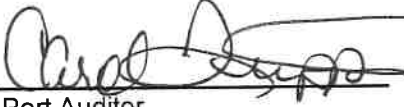
  
Mark Singer, Commissioner

  
Cassidy Conners, Recording Secretary

Vacant

| Voucher #     | Claimant                    | Amount     |
|---------------|-----------------------------|------------|
| EFT 2/07/2020 | US Treasury/Financial Agent | \$3,303.97 |
| TOTAL         |                             | \$3,303.97 |

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 10, 2020

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$12,684.80 and from the General Fund, this 10th day of February 2020.


Mark DeSalvo, Commissioner

ATTEST:



Mark Singer, Commissioner


Cassidy Conners, Recording Secretary


Vacant

| Voucher # | Claimant | Amount |
|---------------|----------------------------|--------------------|
| EFT 2/10/2020 | WA Teamsters Welfare Trust | \$12,684.80 |
| | TOTAL | \$12,684.80 |

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 ~~~

**Date:** February 6, 2020  
**To:** Carol Tripp, Port Manager & Board of Commissioners  
**From:** John Piccone, P.E., Soundwest Engineering Assoc.  
**Subject:** Breakwater - Status Summary

### Current Project Status:

- ✓ The 30% engineering design based on our December basis of design meeting is very near complete and we expect to have that finalized for staff review this month.
- ✓ The marine geotechnical borings necessary for structural design of the breakwater was completed in January.
- ✓ Submittal documents and reports required by the DNR for lease and PMA modifications are complete and ready to submit. We are holding those for a short time to ensure they are coordinated with other permitting efforts but anticipate submitting to DNR in the February – April timeframe.
- ✓ The JARPA application was submitted to the Army Corps in August of 2019; other than confirmation of receipt we have not received any further direction on necessary permits and review timelines. This is not uncommon, and we will continue to send periodic letters and escalate our efforts to discuss the project particulars and schedule with the Corps.
- ✓ The City of Poulsbo pre-application meeting for permits under their jurisdiction was held on February 4<sup>th</sup>. It was clear following the meeting that the City intends a very robust review process that will include a comprehensive parking analysis and the hiring of an outside consulting firm to review every aspect of the project including the environmental aspects that will also be reviewed by WDFW, US fish and Wildlife, The Suquamish Tribe, National Marine Fisheries, the Dept. of Natural Resources, and the Dept. of Ecology. The Port should anticipate that the City will charge the Port for the outside consultants services and they explained that although the design would be completed and stamped by a WA registered engineer they need to hire a separate WA registered engineer to review the work, even if project elements are also reviewed by the numerous environmental compliance agencies.
- ✓ The Elliot floats have now all been delivered and secured as a temporary measure.

## Upcoming Project Milestones:

### Public Outreach

- Preliminary public outreach; a proposed announcement for a March 5<sup>th</sup> open house meeting is attached for review and approval. If approved this flyer will be mailed with cover letter to all property owners within 300' of the project (a city requirement). Additionally, we will post it on the Port website and distribute to any additional parties the Port feels appropriate. I plan to personally visit those businesses most likely to anticipate an impact or have a concern to ensure their questions are addressed.
- This open house meeting and flyer is intended to be the first of at least three meetings to inform the public of the Ports plan and hear feedback from users and stakeholders. With each successive meeting additional project detail will be presented once known with reasonable certainty. Flyer updates on the Port website are recommended to occur through construction and more frequently than open house meetings.
- The Port may wish to consider including information related to the boat ramp replacement project at the March 5<sup>th</sup> meeting or wait until the second breakwater open house?

### Design and Permitting:

- Staff review of 30% design documents, cost estimate, and basis of design will occur in early March.
- Commissioner update on 30% design is planned for 2<sup>nd</sup> March meeting or 1<sup>st</sup> April Meeting.
- The 60% breakwater design will progress through the March to May timeframe.
- Following the 60% design a second special meeting to discuss final design details is recommended. Recall that only the breakwater and AA connector will progress to 60% design while finger floats, rest room, sea plane dock etc. will remain at 30% initially. At this special meeting we will discuss construction project staging goals as needed to inform the project final design approach.
- The City of Poulsbo will require a SCUP permit for the breakwater and an SSDP permit for the finger floats, rest room, sea plane dock, and FLUPSY. As the 60% design progresses, we will be working with the City to determine the most appropriate timing for submittal of the documents they intend to review.
- We will also continue to work proactively with WDFW and the Suquamish Tribe related to their jurisdictional review.

- Following issuance of a SEPA determination from the City we will submit our HPA application to WDFW.
- Final design and cost estimating for the project will occur concurrently with review of the various permits and based on any staging plan that is developed following 60%.
- Once permits are issues, or ready to be issues, bid documents based on the final design and staging plan will be developed and the project can be put out for public bid.

**Project Funding:**

- We will continue to keep the RCO informed on the project through periodic progress reports as required related to the current grant that was awarded.
- We expect to hear back from the RCO on the BIG grant application results in the Spring of 2020.
- Following announcements of the BIG grant applications and the 60% special meeting where construction staging is considered, we will assess the timing and applicability of additional grant funding for the project in combination with an overall funding strategy plan refinement.



# BREAKWATER REPLACEMENT PROJECT

**Project Description.** The existing marina breakwater at the Port of Poulsbo is severely deteriorated and in need of replacement. The Port is moving forward with a project that will remove the old creosote timber breakwater wall and replace it with a floating breakwater. In addition to protecting the marina, the new floating breakwater is anticipated to provide environmental benefit to Liberty Bay as well as public access enhancements at the Port of Poulsbo.



Existing timber pile wall breakwater is severely deteriorated and in need of replacement.



Example of a concrete pontoon floating breakwater.

**Project Status.** The project is currently in the design development and permitting phase and the Port is also in the process of pursuing additional grant funding for the project. Given the importance of providing protection for marina users, and the public and environmental benefit of this project, the Port is committed to pursuing a schedule that will make the facility available to the public in 2021.

**Public Involvement.** The first of multiple public open house meetings is planned for 6:30 P.M. on March 5th, 2020 at Poulsbo's City Hall, 1st floor Council Chambers, 200 Moe St., Poulsbo, WA. Please visit the Port of Poulsbo website [www.portofpoulsbo.com](http://www.portofpoulsbo.com) for ongoing project updates through the final construction of the new breakwater.

## Project Highlights.

- The new breakwater is envisioned by the Port as a public access project that provides pedestrian access from Anderson Parkway as well as public transient moorage.
- As a steward of public funds the port pursued, and was awarded, \$1,000,000 in grant funding from the Washington State Recreation and Conservation Office for the project.
- The project will remove over 800 creosote treated timber piles and three sunken vessels from Liberty Bay in addition to several other aquatic environmental benefits.