

# VIRTUAL MEETING VIA ZOOM

## Poulsbo Port District – Port Commission

Subject	<b>*REMOTE* Regular Meeting Agenda</b>	Date	<b>February 3, 2022</b>
Recorder	<b>Cassidy Conners</b>	Start Time	<b>7:00 PM</b>
Commission Chair	<b>Thomas Rose</b>	End Time	<b>9:00 PM</b>
Commission Members	<b>Jamie Green, Mark Singer</b>		
Staff Present	<b>Carol Tripp, Port Accountant &amp; Mgr.</b>		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	<b>CALL TO ORDER</b>	
2.	<b>COMMISSIONER COMMENTS</b>	
3.	<b>PUBLIC COMMENTS (limit of 3 minutes)</b>	
4.	<b>POULSBO BOATER'S ASSOCIATION REPORT</b>	
5.	<b>CONSENT AGENDA ITEMS</b> (Next Res: 2022-01) 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. <b>A. Approve meeting minutes of: 1/20/22</b> <b>B. Warrants: 17609 – 17624, P13199 – P13212, 1/25/22 EFT, 2/4/22 EFT in the amount of \$54,692.78.</b>	
6.	<b>OLD BUSINESS ITEMS</b>	
	<b>A. Breakwater Updates</b>	
7.	<b>NEW BUSINESS ITEMS</b>	
	<b>A. Commissioner responses to public comments/discussions</b>	
	<b>B. Use of Social Media Policy Review</b>	
	<b>C. Accounting &amp; Manager's Report</b>	
8.	<b>PUBLIC COMMENT &amp; REQUESTS FOR FUTURE AGENDA ITEMS</b>	
9.	<b>COMMISSIONER COMMENTS</b>	
10.	<b>ADJOURN</b>	

<https://us02web.zoom.us/j/84086241620>

Meeting ID: 840 8624 1620

One tap mobile

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The Port of Poulsbo provides a time for citizen input during, 'Public Comments.' Please limit yourself to three (3) minutes per person. If you wish to address the Commission, please speak clearly. The Commission is committed to maintaining a meeting atmosphere of mutual respect and speakers are encouraged to honor this principle. The Board will address public comments during 'New Business Items – public comments.' If you wish to attend the Commission meeting and require physical accommodations in order to do so, please call (360) 779-9905 by 9 a.m. the day of the meeting.

# VIRTUAL MEETING VIA ZOOM

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REGULAR MEETING PORT OF POULSBO  
FEBRUARY 3, 2022  
7:00 PM

**Present:** Commissioner Rose, Commissioner Green, Port Accountant Tripp, Dave Musgrove, Pam Benson – PBA, John Piccone

**Call to Order 07:00pm**

**Commissioner Comments**

Commissioner Green attended both the economic development and business recovery task force meetings. There have been a lot of permits approved in the City, which means a lot of construction coming in. The Mayor should be presenting her State of the City soon.

Commissioner Rose said there are a couple folks who need to come check their boats during wintertime. Now it is a good time to go and fix things.

**Public Comments**

Councilman Musgrove welcomed anything the Port had to say about the national marine maritime trails. He mentioned economic development and how it's nice to have the Port's perspective relating to the topic. While nationally, retail sales are up, Poulsbo is below the national average, as well as the state average.

**Poulsbo Boater's Association**

There was no report.

**Consent Agenda**

**Motion:** Move to approve minutes from January 20<sup>th</sup>, 2022.

**Moved by:** Commissioner Rose **Seconded by:** Commissioner Green

Motion passed unanimously.

**Motion:** Move to approve the warrants as stated.

**Moved by:** Commissioner Rose **Seconded by:** Commissioner Green

Motion passed unanimously.

**Old Business Items**

**Breakwater Updates**

Port Accountant Tripp filled out an additional addendum because there were three bidders requesting additional time. The bid opening date was extended to February 10<sup>th</sup>, but that shouldn't affect anything for the breakwater project. She will share more in her report.

**New Items**

**Commissioner Responses to public comments/discussions**

REGULAR MEETING PORT OF POULSBO  
FEBRUARY 3, 2022  
7:00 PM

**Incident with the Dog Attack**

~~Stewart~~ Stuart Scadron-Wattles said their dog has not been determined to be a dangerous dog by Animal Control, and the issue is now how to control the dog and whether their control is sufficient to determine they're not an eminent threat to the Port. He said the substance of the appeal is in the final paragraph of the appeal.

After brief discussion, the Commissioners stood by the Manager's decision stating the dog is no longer allowed on the vessel because the animal poses an unacceptable risk.

**Use of Social Media Policy Review**

The policy was approved on April 18, 2013. It was due for review on January 17, 2022. No changes are needed at this time and Port Accountant Tripp said it has come in handy a few times. The policy was approved and will be reviewed again in three years.

~~**Maintenance Report**~~

~~See attached.~~

**Accounting & Manager's Report**

See attached.

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

David Musgrove requested national marine maritime heritage trails be discussed in the future so he can see what everyone is thinking when it comes up again.

**Commissioner Comments**

Commissioner Green said Mayor Erickson alluded to a possible solution to the relocation of the Poulsbo Farmers Market, though it probably won't be this season. She wasn't sure how far out it would go. She also said there is an estimated growth of 5,000 people in the next couple of years, with 1300 units proposed to be built. There's also another bakery opening on Viking Way.

Commissioner Rose wants to sit down and plan a joint meeting with the City. He also wants to set a future date to discuss the DNR pump out boat. Lastly, he would like to work through Port Accountant Tripp and Eugene to start developing an addendum or update the comprehensive plan and outline the infrastructure plan moving forward (which may extend more than three to five years). He said there's a lot of dust to settle with the breakwater and would like to get all those items on the move at some point this year.

Port Accountant Tripp said there's a document regarding final information for the bond and she suggested spending time reviewing it, or to come to the office to discuss.

**Final Adjournment 8:02pm**

REGULAR MEETING PORT OF POULSBO  
FEBRUARY 3, 2022  
7:00 PM

*Thomas K. Rose*

Thomas K. Rose (Feb 18, 2022 20:22 PST)

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Thomas Rose, Commissioner

*Jamie Green*

Jamie Green (Feb 18, 2022 13:47 PST)

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Jamie Green, Commissioner

*Mark Singer*

Mark Singer (Feb 18, 2022 15:40 PST)

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Mark Singer, Commissioner

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Cassidy Conners, Recording Secretary (Not in Attendance)

## Accounting and Manager Report – February 3, 2022

- Maintenance Report – Eugene Madayag

Maintenance in progress or completed for the month of January :

- Basic ongoing maintenance of docks, fuel barge and restrooms.
- Water to guest moorage still waiting on a new flex hose, est. delivery week of 1/31 to 2/4
- Currently working on photo cells on guest moorage light poles.
- Will be going back to electrical checks to docks and checking of 2 boats on guest moorage.
- Trying to get back to finishing kayak racks, float is done.

Maintenance to be Scheduled:

- Moving forward with some basic ABYC training/refresh of marine electrical for Bruce and myself.
- Concrete spalling throughout all docks (spring)
- Will be calling PSE to discuss an added breaker switch to be able shut down E and F dock transformers for safety/emergency.
- Section of pump out line on C dock need replaced.
- Monthly check of breakwater light and solar batteries.
- Ordered sch. 80 pvc to redo water lines on C dock. Removing old flex line and metal fittings.
- Will be rewiring seaplane dock lights and lowering light poles to better suit sea plane wings.

- Permanent Moorage Report – Melanie Winnett

The permanent moorage side is at 99% occupied and we have 2 – 20' left to fill.

Winter moorage continues to be at 98% full, with 3 spots available but 2 of those slips require a very shallow draft.

Freedom Boat Club has accepted two more slips on 'D' Dock and now has a total of 16 slips in the marina.

- Guest Moorage Report – Jannese Hunt

We have had several meetings with the Chamber of Commerce, and the Viking fest committee. It certainly looks positive that Viking fest will go forward this year. Plans are underway. To that end we have moved around Yacht Clubs and blanked out the dates of Viking fest so the port will be first come first serve as usual.

Additionally, the Viking fest committee is working with the city council on 3<sup>rd</sup> of July celebration. The \$9,000 worth of fireworks that were purchased 2 years ago will expire this year. If they are not used, they will have to be disposed of. Due to police commitments throughout the county over the holiday, the 3<sup>rd</sup> of July is the only date which allows for enough security to be provided by the police.

Furthermore, the pyrotechnic technician is only available on the 3<sup>rd</sup>.

Valisblot is moving forward. While this year there is only one Yacht Club coming, we are working with the HDPa and the Chamber to get good videos and pictures to use for advertising for next year. There is a lot of interest to rebuild the interest that midwinter rendezvous used to generate.

Recently the Port Townsend Yacht Club scheduled a meeting with us. The organizers expressed that a few years ago at our marina we organized a "poker run" for their rendezvous. Apparently, participants enjoyed the activity very much and it became known as the best rendezvous ever! Naturally we will be organizing this event for them again for their upcoming cruise in September.

We are continuing to have a lot of interest from yacht clubs. Presently there are 34 clubs that have events scheduled at the port.

We have approached all the event spaces in Poulsbo to create a nice list for the Yacht Clubs so they can more easily find venues that fit their needs.

And, as always, the guest moorage staff are working hard to not only serve the customers, but to clean, and beautify the port facilities as the weather allows.

- Accounting & Manager Report –

Considerable time has been spent finalizing the information for the breakwater bond package. The draft of the resolution was forwarded to the Commissioner earlier and some minor changes have been incorporated into the resolution. At this time, all of the needed changes have been made and I am asking the Board to review the amended resolution which will be presented for signatures at the next regularly scheduled meeting on February 17, 2022.

Additional research is being done on the insurance coverage of the Pumpout vessel. Our insurance carrier will cover the vessel but obviously not any injuries to staff members. Labor and Industries will not cover any injuries to staff operating the vessel and is telling me that the Port is required to get Federal Jones Act insurance. It is interesting to note that the Port of Brownsville does not have this coverage. I have asked the Port Attorney to briefly look into the subject.

At the last meeting, a discussion was had regarding the cost breakdown of the Pumpout boat. I have done additional research to find out where the history of the 'environmental fee' came from. Starting with invoicing on January 2018; permanent moorage licensees were charged \$.0.75 per month and guest moorage visitors were charged \$.0.75 per visit. Those monies were paid out directly to Terry and Son's Environmental Services. (See spreadsheet for amounts paid out and dates)

A few additional items that need to be pointed out regarding the Pumpout vessel:

1. Federal law states that 'Enforcement activities' are ineligible. Should the Port use the Pumpout vessel for any type of enforcement related activity, our agency would have to take the vessel back into our possession immediately. Citation, 50 CFR 85.20(c)
2. As defined in federal law, the Clean Vessel Act Grant Program is for use by recreational vessels. Commercial vessels and boats used for the primary purpose as a residence are NOT recreational vessels, and therefore ineligible to be serviced by Clean Vessel Act Grant funded resources. Liveboards should be utilizing a commercial Pumpout service. Citation, 50 CFR 85.11 'Recreational vessel': Watercraft manufactured for operation, or operated, primarily

for pleasure. This term includes any watercraft leased, rented, or chartered to another for the latter's pleasure.

Received a phone call on January 26<sup>th</sup> from a special agent from the Criminal Investigation Division of the US Environmental Protection Agency because of, "A complaint regarding broken pipes on 'C' Dock." I had explained to the officer that water had been turned off due to the freezing temperatures on December 24<sup>th</sup>. On December 26<sup>th</sup>, 75% of our staff tested positive for COVID (with symptoms) and repairs started on the water lines on January 4, 2022, when staff returned to work. I also pointed out that our regulations specifically state, "Marina staff will turn off the dock water supply during periods of potential freezing weather. Live-aboard Licensees should be prepared to be without dockside water supply for extended periods when freezing may occur." I also stated that our Restroom and Laundry building had water available during the dockside water outage. The investigation was closed without incident.

During the repairs to the various waterlines, it was noted that the flex-hose needs to be replaced on the Guest Moorage docks and 'C' Dock. The guest moorage flex-hose has been replaced and the other flex-hose has been ordered and will be replaced shortly.

The Parks and Recreation department have been doing an assessment of the Sailing Program's equipment. Eugene and staff from Public Works have worked out several possibilities for the existing floats that the sailing team currently uses. Parks is also looking for a good marine mechanic to give them a quote to service their 3 safety boats.

Respectfully Submitted,

Carol Tripp



**PORT OF POULSBO**

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA      February 4, 2022

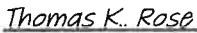
We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$32,336.65 and from the General Fund, this 4th day of February 2022.

  
Mark Singer (Feb 8, 2022 13:30 PST)  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Feb 8, 2022 09:42 PST)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Thomas K. Rose (Feb 8, 2022 14:15 PST)  
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
17609	Deborah MacDonnell	337.76
17610	Daily Journal of Commerce	710.70
17611	Bank of America	1,120.39
17612	BMC	121.23
17613	CHS Inc/Cenex	99.23
17614	Chmelik Sitkin & Davis PS	4,797.50
17615	Coast to Coast Hardware	82.80
17616	HD Fowler	69.66
17617	Home Depot	180.09
17618	Office Depot	138.54
17619	PetroCard	19,145.83
17620	Sound Publishing	339.99
17621	Home Depot Pro	226.06
17622	Uline	2,178.87
17623	Washington Public Port Association	2,788.00
<b>TOTAL</b>		<b>\$ 32,336.65</b>

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.

  
Carol Tripp (Feb 7, 2022 14:49 PST)  
Port Auditor


**PORT OF POULSBO**

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA February 3, 2022

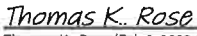
We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$0.00 and from the General Fund, this 3rd day of February 2022.

  
Mark Singer (Feb 8, 2022 13:30 PST)  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Feb 8, 2022 09:42 PST)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Thomas K. Rose (Feb 8, 2022 14:15 PST)  
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
17624	HD Supply Facilities Maint LTD	1,479.60
17502	HD Supply Facilities Maint LTD - Stop Payment	-1,479.60
TOTAL		\$ -

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.

  
Carol Tripp (Feb 7, 2022 14:49 PST)  
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

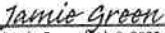
18809 Front St NE Box 1  
Poulsbo, WA 98370


Kitsap County, WA

February 4, 2022

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 \$15,014.10 and from the General Fund, this 4th day of February 2022.


  
Mark Singer (Feb 8, 2022 13:30 PST)  
Mark Singer, Commissioner

  
Jamie Green (Feb 8, 2022 09:42 PST)  
Jamie Green, Commissioner

  
Thomas K. Rose (Feb 8, 2022 14:15 PST)  
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P13199	Christopher C. Henry	1,027.76
P13200	Christopher C. Henry	0.00
P13201	Kelli M. Hodges	1,750.05
P13202	Eugene F. Madayag	1,580.68
P13203	Nicholas Mandeville	971.96
P13204	Jannese M. Hunt	1,345.31
P13205	Bruce Riley	1,169.46
P13206	Brian T. Smith	1,136.52
P13207	Carol L. Tripp	2,439.02
P13208	Melanie I. Winnett	1,731.57
P13209	Jamie R. Green	655.68
P13210	Thomas K. Rose	550.41
P13211	Mark E. Singer	445.13
P13212	Cassidy P. Conners	210.55
	<b>TOTAL</b>	<b>\$ 15,014.10</b>

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.

  
Carol Tripp (Feb 7, 2022 14:49 PST)  
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA January 25, 2022

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 \$2,863.16 and from the General Fund, this 25th day of January 2022.

*Mark Singer*  
Mark Singer (Feb 8, 2022 13:30 PST)  
Mark Singer, Commissioner

ATTEST:

*Jamie Green*  
Jamie Green (Feb 8, 2022 09:42 PST)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

*Thomas K. Rose*  
Thomas K. Rose (Feb 8, 2022 14:15 PST)  
Thomas Rose, Commissioner

| Voucher #   | Claimant                       | Amount            |
|-------------|--------------------------------|-------------------|
| EFT 1/25/22 | WA State Department of Revenue | \$2,652.95        |
| EFT 1/25/22 | WA State Department of Revenue | \$210.21          |
|             | TOTAL                          | <b>\$2,863.16</b> |

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.

*Carol Tripp*  
Carol Tripp (Feb 7, 2022 14:49 PST)  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA February 4, 2022

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$4,478.87 and from the General Fund, this 4th day of February 2022.

*Mark Singer*  
Mark Singer (Feb 8, 2022 13:30 PST)  
Mark Singer, Commissioner

ATTEST:

*Jamie Green*  
Jamie Green (Feb 8, 2022 09:42 PST)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

*Thomas K. Rose*  
Thomas K. Rose (Feb 8, 2022 14:15 PST)  
Thomas Rose, Commissioner

| Voucher #   | Claimant                    | Amount            |
|-------------|-----------------------------|-------------------|
| EFT 2/04/22 | US Treasury/Financial Agent | \$3,965.95        |
| EFT 2/04/22 | US Treasury/Financial Agent | \$308.46          |
| EFT2/04/22  | DSHS                        | \$204.46          |
| TOTAL       |                             | <b>\$4,478.87</b> |

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.

*Carol Tripp*  
Carol Tripp (Feb 7, 2022 14:49 PST)  
Port Auditor

~~~ EFT ~~~