

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

Subject	*Remote & In-Person* Regular Meeting Agenda	Date	October 6, 2022
Recorder	Cassidy Conners	Start Time	7:00 PM
Commission Chair	Jamie Green	End Time	9:00 PM
Commission Members	Thomas Rose, Mark Singer		
Staff Present	Eugene Madayag, Port Manager; Carol Tripp, Port Accountant; Peter Ruffatto, Port Counsel		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	Executive Session – To discuss with legal counsel representing the Port litigation or potential litigation – RCW 42.30.110(1)(i).	<p>The commission will now adjourn into an executive session to discuss with legal counsel representing the Port litigation or potential litigation pursuant to RCW 42.30.110(1)(i).</p> <p>The executive session is expected to last 30 minutes. Executive sessions are not open to the public.</p> <p>After the executive session, the Commission will reconvene to the public portion of the commission meeting. It is anticipated that the Commission will not take final action in the public portion of the meeting.</p>
2.	COMMISSIONER COMMENTS	
3.	PUBLIC COMMENTS (limit of 3 minutes)	
4.	POULSBO BOATER’S ASSOCIATION REPORT	
5.	CONSENT AGENDA ITEMS (Next Res: 2022-13) 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: 9/15/22; 9/27/22; 9/28/22 B. Warrants: 17923 – 17949, P13408 – P13421, 9/25/22 EFT, 9/30/22 EFT in the amount of \$1,163,140.78. C. Resolutions: 2022-10 – Final Budget 2023 2022-11 – 2023 Port Tariff 2022-12 – 2023 Tax Levy	

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.

6.	OLD BUSINESS ITEMS	
	A. Breakwater Updates	
	B. Final Budget – Carol Tripp, Port Accountant	
	C. Boathouse Upgrades	
7.	NEW BUSINESS ITEMS	
	A. Commissioner Responses to public comments/discussions	
	B. Manager's Report	
8.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
9.	EXECUTIVE SESSION – To evaluate the performance of a public employee – RCW 42.30.110(1)(g)	<p>The commission will now adjourn into an executive session to evaluate the performance of a public employee pursuant to RCW 42.30.110(1)(g).</p> <p>The executive session is expected to last 30 minutes. Executive sessions are not open to the public.</p> <p>After the executive session, the Commission will reconvene to the public portion of the commission meeting. It is anticipated that the Commission will not take final action in the public portion of the meeting.</p>
9.	COMMISSIONER COMMENTS	
10.	ADJOURN	

<https://us02web.zoom.us/j/86257421293>

Meeting ID: 862 5742 1293

One tap mobile

+12532158782,,83946997646# US (Tacoma)

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Dial by your location

+1 253 215 8782 US (Tacoma)

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+1 312 626 6799 US (Chicago)

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+1 929 205 6099 US (New York)

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Meeting ID: 862 5742 1293

Find your local number: <https://us02web.zoom.us/j/keFbPAvQoz>

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.

THIS is a public ~~statement~~ Comment from
Melanie.

Public comment (should take 2:16 minutes to read)

Addressing sale of vessels in marina & conduct towards port staff.

License agreement: 11. ASSIGNMENT, SUBLEASE AND USE OF BERTH: Licensee may not assign or transfer any interest in this license or the berthage space. Use of the berthage space is personal to the Licensee for the mooring of the specified vessel and/or boathouse only. No purchaser of a vessel and/or boathouse shall acquire any rights hereunder.

It is a courtesy and a courtesy only of the Port "at times" to allow a buyer to keep said purchased vessel in current slip it is moored until the end of a month that notice was given from the seller as long as that vessel is insured. The time period sold vessel could be in the slip depends on settlement of sale. Could be 8 days, could be 3 days etc. as long as that vessel is out of the slip by the end of the month OR their destination to their slip is open. Since this has become a hot issue to where licensees have been verbally abusive to staff because this is not in writing, I ask that the board seriously consider updating the rules and regulations to clearly state about ANY SALE OF VESSEL DOES NOT COME WITH SLIP; IT MUST LEAVE SLIP UPON CLOSING OF SALE. As to end the courtesy that "at times" the port has offered for years.

Rules & Regulations Section 4

8. Conduct or language, in any form communication, directed at Port staff or Commissioners that seriously alarms, annoys, harasses, or is detrimental to such person will not be allowed on Port property. When the conduct is of such a nature as would cause a reasonable person to suffer emotional distress and actually causes the Port staff or Commissioner to suffer from emotional distress, the conduct may result in the actor being trespassed from Port property and/or the Port terminating any moorage agreement, without prior notice. Such agreement termination may be appealed within five (5) business days of the Port providing the notice of termination. Such appeal must be made to the Port's Executive Director in writing, specifying the exact nature of the appeal. All decisions of the Executive Director are final.

This needs to be addressed again with the Port in its entirety, being there has been several instances in recent weeks & days where licensees and even a board member have been one or more; verbally abusive, disrespectful, aggressive, discriminating, & slandering towards port staff. Where it has and continues to cause port staff emotional distress and not conducive to conducting port business.

REGULAR MEETING PORT OF POULSBO

OCTOBER 6, 2022

7:00PM

Present: Commissioner Rose, Commissioner Green, Commissioner Singer, Port Accountant Tripp, Port Manager Madayag, Port Counsel Peter Ruffatto

Call to Order 7:00pm

Executive Session

The commission will now adjourn into an executive session to discuss with legal counsel representing the Port litigation or potential litigation pursuant to RCW 42.30.110(1)(i). The executive session is expected to last 30 minutes. Executive sessions are not open to the public. After the executive session, the Commission will reconvene to the public portion of the commission meeting. It is anticipated that the Commission will not take final action in the public portion of the meeting.

Called Back to Order 7:31pm

Commissioner Comments

Commissioner Green said the Rowing Club had inquired about the Port acquiring a weather cam. There are additional rowers interested in rack space. Aggressive behavior has been reported toward recreational boaters that are manpowered on the water. She reiterated safety first and that aggressive behavior isn't tolerated.

Commissioner Singer was out on the water and saw several times that harbor boats were encroaching on kayakers. He encouraged people to tell their friends to be careful and don't run into people on the water.

Commissioner Rose thanked City Council and the Mayor of Poulsbo. He said it was good to break the ice at the joint meeting. He hopes everyone will continue in a collaborative effort. There were many good exchanges and good chats with council members. He said it was good to be blunt and proactive.

Public Comments

Port Manager Madayag read an email comment from Melanie.

Councilman Musgrove thanked the Commission for the joint meeting with the City Council. He thought it was a great first step and looks forward to more coordination and cooperation in the future.

There was a public comment explaining an email sent to the breakwater engineer. There are over a dozen small boats, and she is concerned about the plan when moving those docks and those boats.

Poulsbo Boater's Association Report

The association gave their report.

REGULAR MEETING PORT OF POULSBORO
OCTOBER 6, 2022
7:00PM

Consent Agenda

Motion: Move to approve minutes from 9/15/22; 9/27/22; 9/28/22

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

Motion passed unanimously.

Motion: Move to approve the warrants as read.

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

Motion passed unanimously.

Old Breakwater Items

Breakwater Updates

Port Accountant Tripp said the breakwater is going along very well. She is happy and pleased to report pilings have gone well and they haven't had to drill any pilings. There won't be anymore pile driving for another 3-4 weeks. Demolition begins in about 3-4 weeks on the breakwater. Some of the pilings are a little taller than the other pilings. That was intended. They'll be driving them in again later with a heavier impact hammer on the crane. Quigg Brothers are working on fire lines over in guest moorage and other spots in permanent moorage. There has been a hold up on supplies for some small pieces of fire line but it's close to becoming functional.

Final Budget – Port Accountant Tripp

Please see attached.

Motion: Move to approve Resolution 2022-10 – Final Budget 2023

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

Motion passed unanimously.

Motion: Move to approve Resolution 2022-11 – 2023 Port Tariff

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

Commissioner Singer removed himself from the vote.

Motion: Move to approve Resolution 2022-12 – 2023 Tax Levy

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

Motion passed unanimously.

Boathouse Upgrades

Commissioner Singer said it's time to focus on where the board decides to go moving forward on the upgrades to the boathouses without encapsulated floats. Port Manager Madayag said he

REGULAR MEETING PORT OF POULSBORO
OCTOBER 6, 2022
7:00PM

spoke with five out of the eight boathouse owners and they're in agreement about the encapsulated floats. Cost is the biggest concern for them. He spoke with a construction company and was told if more materials are ordered at a time, they can be acquired at a discount. The construction company is also looking into possible financing and will update Port Manager Madayag soon.

Motion: Move to approve all remaining boathouses with open floatation will retrofit with enclosed flotation no later than January 1, 2025

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

Motion passed unanimously.

New Business Items

Commissioner Responses to public comments/discussions

Commissioner Singer asked for more specific information about Melanie's concern in her public comment. Commissioner Rose said the board fully supports the staff and doesn't condone rancor, certainly not addressed to staff.

Manager's Report

Please see attached.

Public Comment & Request for Future Agenda Items

There was a public comment requesting reviewing rules on paying for slips. He is mooring two boats and paying an accumulative value of length of both boats. Port Accountant Tripp will assist him in figuring out what he is being charged.

Executive Session

The commission will now adjourn into executive session to evaluate the performance of a public employee pursuant to RCW 42.30.110(1)(g). The executive session is expected to last 30 minutes. Executive sessions are not open to the public. After the executive session, the Commission will reconvene to the public portion of the commission meeting. It is anticipated that the Commission will not take final action in the public portion of the meeting.

Adjourn to Executive Session 8:24pm

Called Back to Order

Commissioner Comments

There were none.

Adjourn 8:48pm

REGULAR MEETING PORT OF POULSBORO

OCTOBER 6, 2022

7:00PM

Jamie Green

Jamie Green (Oct 21, 2022 09:45 PDT)

Jamie Green, Commissioner & Chairperson

Thomas K. Rose

Thomas K. Rose (Oct 21, 2022 10:20 PDT)

Thomas Rose, Commissioner

Mark Singer, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

Port Moorage Overview:

- Guest moorage goals 1) Will be to get Morgan to learn yacht club reservations as well as Nick to take load away from Jannese, we will also discuss a more controlled and streamlined process of how those reservations are taken. 2) Jannese and I will focus on marketing/events of the port as well as the proper analytics for tracking what guest are looking/focusing on.
- Melanie is diligently working to maximize slip moorage.
- Have had good talks a few with boat house owners, main concern is costs and if a group cost can be worked out with contractor.

Maintenance:

- Basic ongoing maintenance of docks, fuel barge and restrooms.
- End of summer pedestal blocking replacement.
- End of summer dock lighting checks and bulb replacement.
- Another transient moorage power pedestal pulled into the water and new pedestal will be ordered.
- Crossing dock to F dock potable water lines will need some replacement after new fire line is installed.

Permanent Moorage:

- Currently at 95% occupancy, will be diligently going through waiting list to fill.
- Trying to get ahold of Kevin Promine to talk about refloating boathouses with possible cost breaks for tenants.
- Constant contact will be sent out for tenants interested in joining the PBA.
- Currently 10 people are on winter moorage list there is available room for permanent moorage to move over due to breakwater work.

Guest Moorage:

- Jannese and I have met with Marianna & Kimi of Western Red Brewery along with Anita from HDPa to put together Winter Fest in February. We have also decided on a tentative event schedule for 2023. Paddle to Poulsbo and Music Fest.
- Patrick who is the creator of the Boaters Guide app has created a marketing test push notification to work with the Loft Kraken and Juicy J's for a 10% burger meal discount. With this we be able to track the Ad clicks and possibly create some boating revenue.

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

October 7, 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

\$1,121,321.52

and from the General Fund, this 7th day of October 2022.


Mark Singer (Oct 8, 2022 08:38 PDT)

Mark Singer, Commissioner

ATTEST:


Jamie Green (Oct 7, 2022 13:18 PDT)

Jamie Green, Commissioner

Cassidy Connors, Recording Secretary


Thomas K. Rose (Oct 8, 2022 15:10 PDT)

Thomas Rose, Commissioner

Voucher #	Claimant	Amount
17923	Edward Jones	3,518.18
17924	Eric Beauchamp	93.84
17925	Eric Beauchamp	167.50
17926	Simon Blackwell	514.28
17927	Bank of America	1,047.68
17928	Blue Sky Printing	80.99
17929	Budget Rooter	1,206.66
17930	Chmelik Sitkin & Davis PS	6,859.51
17931	Coast to Coast Hardware	56.27
17932	Home Depot	221.26
17933	NAPA/Westbay Auto Parts	51.37
17934	Office Depot Credit Plan	195.91
17935	Peninsula Fire Inc	668.25
17936	PetroCard	79,142.55
17937	Premier Communications	179.85
17938	Puget Sound Energy	1,920.59
17939	PUD #1 of Kitsap County	682.00
17940	Quigg Bros Inc	833,338.46
17941	CenturyLink	74.54
17942	Home Depot Pro	497.56
17943	Uline	136.25
17944	Western Washington University	500.00
17945	Quigg Bros Inc	180,557.41
17946	See Additional Blanket Voucher	
17947	See Additional Blanket Voucher	
17948	Kitsap Networking Services	990.00
17949	PetroCard	8,620.61
TOTAL		\$ 1,121,321.52

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 (Oct 7, 2022 09:10 PDT)

Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA October 7, 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
and from the General Fund, this 7th day of October 2022.


\$0.00


Mark Singer (Oct 8, 2022 08:38 PDT)
Mark Singer, Commissioner

ATTEST:



Jamie Green (Oct 7, 2022 13:18 PDT)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Thomas K. Rose (Oct 8, 2022 15:10 PDT)
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
17832	Nathan McCarthy VOIDED	-201.03
17833	Nathan McCarthy VOIDED	-170.72
17946	Nathan McCarthy	170.72
17947	Nathan McCarthy	201.03
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 (Oct 7, 2022 09:10 PDT)
Port Auditor


PORT OF POULSBO


PAYMENT VOUCHER

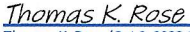
18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA September 30, 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 \$15,786.39 and from the General Fund, this 30th day of September 2022.



Mark Singer (Oct 8, 2022 08:38 PDT)
Mark Singer, Commissioner


Jamie Green (Oct 7, 2022 13:18 PDT)
Jamie Green, Commissioner


Thomas K. Rose (Oct 8, 2022 15:10 PDT)
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P13408	Morgan T. DeMarco	942.28
P13409	Christopher C. Henry	967.38
P13410	Christopher C. Henry	0.00
P13411	Kelli M. Hodges	1,707.93
P13412	Eugene F. Madayag	1,975.72
P13413	Nicholas Mandeville	1,157.87
P13414	Jannese M. Hunt	1,332.60
P13415	Bruce Riley	1,170.44
P13416	Carol L. Tripp	2,414.02
P13417	Melanie I. Winnett	1,729.99
P13418	Jamie R. Green	655.68
P13419	Thomas K. Rose	655.68
P13420	Mark E. Singer	655.68
P13421	Cassidy P. Connors	421.12
TOTAL		\$ 15,786.39

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 (Oct 7, 2022 09:10 PDT)
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~



PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

September 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 \$21,347.62 and from the General Fund, this 25th day of September 2022.



Mark Singer (Oct 8, 2022 08:38 PDT)

Mark Singer, Commissioner

ATTEST:



Jamie Green (Oct 7, 2022 13:18 PDT)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary




Thomas K. Rose (Oct 8, 2022 15:10 PDT)

Thomas Rose, Commissioner

| Voucher #   | Claimant                       | Amount      |
|-------------|--------------------------------|-------------|
| EFT 9/25/22 | WA State Department of Revenue | \$20,333.88 |
| EFT 9/25/22 | WA State Department of Revenue | \$1,013.74  |
| TOTAL       |                                | \$21,347.62 |

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 (Oct 7, 2022 09:10 PDT)

Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

September 30, 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
and from the General Fund, this 30th day of September 2022 .

\$4,685.25


Mark Singer (Oct 8, 2022 08:38 PDT)

Mark Singer, Commissioner

ATTEST:


Jamie Green (Oct 7, 2022 13:18 PDT)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Thomas K. Rose (Oct 8, 2022 15:10 PDT)

Thomas Rose, Commissioner

| Voucher # | Claimant | Amount |
|--------------|-----------------------------|------------|
| EFT 09/30/22 | US Treasury/Financial Agent | \$4,480.79 |
| EFT 09/30/22 | DSHS | \$204.46 |
| TOTAL | | \$4,685.25 |

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


Carol Tripp (Oct 7, 2022 09:10 PDT)

Port Auditor

~~~ EFT ~~~

**PORT OF POULSBO**  
**KITSAP COUNTY, WASHINGTON**  
**RESOLUTION NO. 2022-10**  
**DATED: OCTOBER 6, 2022**

**A RESOLUTION** of the Board of Commissioners, Port of Poulsbo, adopting a final budget for 2023.

**WHEREAS**, State law requires this Port Commission to prepare a preliminary budget for the ensuing fiscal year showing the estimated expenditures and the anticipated available funds from which all expenditures are to be paid; and

**WHEREAS**, this Port Commission has published a Notice in accordance with state law stating that the preliminary budget of this Port District has been prepared, and has given due notice of the place and hour designated of a hearing on the preliminary budget and adoption of the final budget; and

**WHEREAS**, all persons present at said hearing were given the opportunity to comment and present objections to the preliminary budget; now, therefore

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

The final budget for the Port of Poulsbo, as reflected in exhibit attached hereto, and by this reference incorporated herein, is hereby adopted as the final budget for this Port for the 2023 calendar year.

**ADOPTED** by the Board of Commissioners of the Port of Poulsbo at the public meeting thereof held this 6th day of October 2022, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

  
Mark Singer (Oct 8, 2022 08:42 PDT)

Mark Singer, Commissioner

  
Jamie Green (Oct 7, 2022 13:16 PDT)

Jamie Green, Commissioner

  
Thomas K. Rose (Oct 8, 2022 15:11 PDT)

Thomas Rose, Commissioner

ATTEST:

\_\_\_\_\_  
Cassidy Conners, Recording Secretary

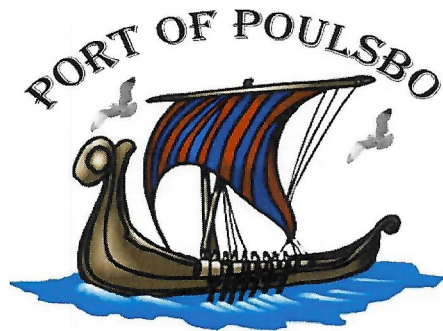
## Budget Summary for 2023

### Total Income

|                           | <i>Port</i>      | <i>Liberty Park</i> | <i>Totals</i>    |
|---------------------------|------------------|---------------------|------------------|
| General Tax Levy          | 325,000          |                     |                  |
| Facility Revenues         | 1,194,143        | 527,396             |                  |
| Interest Revenues         | 10,000           | 750                 |                  |
| Cash Carry Over 2022      | 200,000          |                     |                  |
| Grant Reimbursements 2023 | 90,000           | 1,036,313           |                  |
| Cash Reserves             | 461,360          |                     |                  |
| <b>Total Income</b>       | <b>2,280,503</b> | <b>1,564,459</b>    | <b>3,844,962</b> |

### Expenses

|                          |                  |                  |                  |
|--------------------------|------------------|------------------|------------------|
| Maintenance & Operations | 1,627,424        | 537,568          |                  |
| Capital                  | 447,000          | 1,146,000        |                  |
| <b>Total Expenses</b>    | <b>2,074,424</b> | <b>1,683,568</b> |                  |
| To Cash Reserves         | 86,970           |                  | <b>3,844,962</b> |





# Port of Poulsbo

## 2023 Budget

### OPERATING FUNDS

| INCOME                            | General (Port)      | Liberty Park        | POP Parking     |
|-----------------------------------|---------------------|---------------------|-----------------|
| General Fund Taxes & LET          | \$ 325,000          |                     |                 |
| Operating Revenue (Attachment A)  | 1,186,143           | \$ 527,396          | \$ 8,000        |
| Carry Over Unused Consultant Fees | 200,000             |                     |                 |
| Interest on Investments           | 10,000              | 750                 |                 |
| Grant Reimbursements              | 90,000              | 1,036,313           |                 |
| <b>TOTAL INCOME</b>               | <b>\$ 1,811,143</b> | <b>\$ 1,564,459</b> | <b>\$ 8,000</b> |

### EXPENDITURES

|                                       |             |            |          |
|---------------------------------------|-------------|------------|----------|
| Commissioner Comp & Travel            |             |            |          |
| <i>Singer - Comp</i>                  | \$ 7,152.00 |            |          |
| <i>Singer - Travel/Training</i>       | 1,500.00    |            |          |
| <i>Green - Comp</i>                   | 9,888.00    |            |          |
| <i>Green - Travel/Training</i>        | 1,500.00    |            |          |
| <i>Rose - Comp</i>                    | 7,152.00    |            |          |
| <i>Rose - Travel/Training</i>         | 1,500.00    |            |          |
| Recording Secretary Compensation      | 5,472.00    |            |          |
| Salaries & Payroll                    | 386,000.00  | 128,500.00 |          |
| Payroll Taxes                         | 49,300.00   | 16,400.00  |          |
| Employee Benefit Programs             | 9,750.00    | 3,250.00   |          |
| Insurance - Health                    | 146,998.00  | 48,999.00  |          |
| Uniforms                              |             | 1,000.00   |          |
| Accounting                            | 1,000.00    |            |          |
| Legal                                 | 30,000.00   |            |          |
| Office Expenses                       | 25,000.00   | 5,000.00   |          |
| Supplies                              | 500.00      | 5,500.00   |          |
| Storage Rent                          | 5,000.00    | 5,000.00   |          |
| Credit Card Fees                      | 16,000.00   | 8,000.00   |          |
| Insurance - General                   | 53,571.00   | 21,429.00  |          |
| Advertising                           | 5,000.00    | 15,000.00  |          |
| Dues                                  | 3,200.00    |            |          |
| Electricity                           | 34,000.00   | 30,000.00  | 1,000.00 |
| Garbage, Sewer & Water                | 22,500.00   | 20,500.00  | 1,000.00 |
| Telephone                             | 4,500.00    | 4,500.00   |          |
| Short & Over                          | 200.00      |            |          |
| Refunds (Deposits)                    | 30,000.00   |            |          |
| Bad Debt Expense                      | 2,500.00    |            |          |
| Maintenance                           | 70,000.00   | 10,000.00  | 2,000.00 |
| Outside Services                      | 40,000.00   | 5,000.00   |          |
| Training (includes travel)            | 8,250.00    |            |          |
| Consultants/Audit Fees                | 285,000.00  | 5,000.00   |          |
| Lease - DNR (includes matching funds) | 19,000.00   | 18,000.00  |          |
| Miscellaneous                         | 2,500.00    |            |          |
| Taxes - Excise                        | 39,000.00   | 6,000.00   |          |

|                               |                     |                   |                 |
|-------------------------------|---------------------|-------------------|-----------------|
| Taxes - LET                   | 95,000.00           |                   |                 |
| Election Expense              | 2,800.00            | 2,800.00          |                 |
| Contingency                   | 25,000.00           |                   |                 |
| Derelict Vessel Removal Costs | 3,750.00            | 3,750.00          |                 |
| Bond Payment                  | 173,941.00          | 173,940.00        |                 |
| <b>EXPENDITURES</b>           | <b>1,623,424.00</b> | <b>537,568.00</b> | <b>4,000.00</b> |

#### CAPITAL IMPROVEMENTS & PURCHASES

**Projects may be modified, delayed or deferred  
depending on the availability and amount of funds.**

|                                       |                     |                     |                 |
|---------------------------------------|---------------------|---------------------|-----------------|
| Electrical Feeder Repair 'F' Dock     |                     | 103,500.00          |                 |
| E & F Dock, Fuel Barge - move out 40' |                     | 862,500.00          |                 |
| Floating Restroom @ BW                |                     | 180,000.00          |                 |
| Emergency Dredging 'C' Dock           | 103,500.00          |                     |                 |
| Emergency Dredging 'B' Dock           | 103,500.00          |                     |                 |
| Security Cameras & Pay Kiosk          | 240,000.00          |                     |                 |
| Total Allocated Costs for CIP         | 447,000.00          | 1,146,000.00        | -               |
| <b>TOTAL EXPENDITURES</b>             | <b>2,070,424.00</b> | <b>1,683,568.00</b> | <b>4,000.00</b> |
|                                       | (259,281.00)        | (119,109.00)        | 4,000.00        |

#### BUDGET FOR CALENDAR YEAR 2021

|                                                                      |                     |          |
|----------------------------------------------------------------------|---------------------|----------|
| <b>Revenues</b>                                                      | <b>3,383,602.00</b> |          |
| <b>Reserve Funds</b>                                                 | <b>461,360.25</b>   |          |
| <b>Expenditures</b>                                                  | <b>3,757,992.00</b> |          |
| <b>Addition to Reserves</b>                                          | <b>86,970.25</b>    | <b>*</b> |
| <i>(*must have 1.25x bond payment - \$86,970.25 - Bond Covenant)</i> |                     |          |

## Attachment A

### Breakdown of Projected Operating Revenues for the year 2023

|                         | General (Port)        | Liberty Park         | Armory             | BW                |
|-------------------------|-----------------------|----------------------|--------------------|-------------------|
| Permanent Moorage       | \$ 689,637.00         |                      |                    |                   |
| Refundable Deposits     | 30,000.00             |                      |                    |                   |
| Winter Moorage          |                       | \$ 28,000.00         |                    |                   |
| Transient Moorage       | 5,000.00              |                      |                    |                   |
| Guest Moorage           |                       | 345,081.00           |                    | \$115,815.00      |
| Finance Charges         | 6,500.00              |                      |                    |                   |
| Statement Fee           | 400.00                |                      |                    |                   |
| Misc - Other 1 & 2      | 10,000.00             | 8,500.00             |                    |                   |
| Live Aboard Fee         | 37,500.00             |                      |                    |                   |
| Bond Paymt Surcharge    | 119,418.24            |                      |                    |                   |
| Fuel Revenue (Net)      | 135,000.00            |                      |                    |                   |
| Electricity             | 31,500.00             | 19,500.00 3          |                    |                   |
| Reservation Fees        |                       | 10,000.00            |                    |                   |
| Environmental Surcharge |                       |                      |                    |                   |
| Utility Fee             | 26,187.60             |                      |                    |                   |
| Leasehold Tax Collected | 95,000.00             |                      |                    |                   |
| Parking Lot Fees        |                       |                      | \$ 8,000.00        |                   |
| Boat Ramp Fees          |                       | 500.00               |                    |                   |
| <b>TOTAL</b>            | <b>\$1,186,142.84</b> | <b>\$ 411,581.00</b> | <b>\$ 8,000.00</b> | <b>115,815.00</b> |
| Interest - Investments  | \$ 10,000.00          | \$ 750.00            |                    |                   |

1 Grid, Waiting List & Key cards (Port)

2 Shower & Washer/Dryer Monies (Park)

3 Includes Winter Moorage Electrical

**PORT OF POULSBO**  
**KITSAP COUNTY, WASHINGTON**  
**RESOLUTION NO. 2022-11**  
**DATED: OCTOBER 6, 2022**

**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, 2023.

**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 regular public meeting thereof held this 6th day of October 2022, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

**ABSTAINED**

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

*Jamie Green*  
Jamie Green (Oct 14, 2022 09:59 PDT)

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

*Thomas K. Rose*  
Thomas K. Rose (Oct 14, 2022 11:39 PDT)

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

ATTEST:

\_\_\_\_\_  
Cassidy Conners, Recording Secretary



**PORT OF POULSBO**  
**KITSAP COUNTY, WASHINGTON**  
**RESOLUTION 2022-12**  
**DATED: OCTOBER 6, 2022**

**WHEREAS,** the Board of Commissioners of the Port of Poulsbo has met and considered its budget for the calendar year 2023; and,

**WHEREAS,** the districts actual levy amount from the previous year was \$321,823; and,

**WHEREAS,** the population of this district is less than 10,000; and now, therefore,

**BE IT RESOLVED** by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2023 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$1,996 which is a percentage increase of 0.62021% from the previous year. The increase is exclusive of additional revenue resulting from new construction, improvement to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

**ADOPTED** by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 6<sup>th</sup> day of October 2022, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

  
Mark Singer (Oct 8, 2022 08:44 PDT)

Mark Singer, Commissioner

  
Jamie Green (Oct 7, 2022 13:15 PDT)

Jamie Green, Commissioner

  
Thomas K. Rose (Oct 8, 2022 15:12 PDT)

Thomas Rose, Commissioner

ATTEST:

\_\_\_\_\_  
Cassidy Connors, Recording Secretary