

**Poulsbo Port District – Port Commission**  
**Poulsbo Marina-18809 Front Street**  
**Multi-purpose Building on 'E' Dock**

Subject	*HYBRID* Regular Meeting Agenda	Date	April 18, 2024
Recorder	Cassidy Conners	Start Time	7:00 PM
Commission Chair	Mark Singer	End Time	9:00 PM
Commission Members	Jamie Green, Jay Lawrence		
Staff Present	Carol Tripp – Port Accountant, John Piccone, PE		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	COMMISSIONER COMMENTS	
3.	PUBLIC COMMENTS (limit of 3 minutes)	
4.	POULSBO BOATER'S ASSOCIATION REPORT	
5.	<b>CONSENT AGENDA ITEMS</b> (Next Res: 2024-03) 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: 4.4.24</b> <b>B. Warrants: 18693 – 18704, P13923 – P13932, 4/12/24 EFT, 4/15/24 EFT in the amount of \$63,490.06.</b>	
6.	<b>OLD BUSINESS ITEMS</b>	
	A. Port Mgr Recruitment	Salary Range – Title Change
	B. Breakwater Opening	
7.	<b>NEW BUSINESS ITEMS</b>	
	A. Commissioner Responses to public comments/discussions	
	B. Award 'E' & 'F' Dock project – John	
	C. Boathouse Re-Float Directive	
	D. Manager/Accountant's Report - Carol	
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/83557116047>

Meeting ID: 835 5711 6047

**One tap mobile**

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.

**Present:** Commissioner Singer, Commissioner Lawrence, Commissioner Green, Port Accountant Carol Tripp

**Call to Order 7:00pm**

**Commissioner Comments**

Commissioner Lawrence said it's time to start boating, and to be sure to get things cleaned up, get inspected, and double check safety items. There are a lot of things coming up. There is a fellow lessee that follows up on the Valkyrie Ship and reported everything is going well with Coast Guard procedures and check-ins.

Commissioner Green said the rowing club has some classes available to refresh on boat safety. The sun is out later so more kayakers and paddle boarders will be out on the water. Be safe and enjoy the weather.

Commissioner Singer is looking forward to agenda item 6B. He's been watching this event come and now we are almost there. He'll leave it up to Port Accountant Tripp to update everybody.

**Public Comments**

There were none.

**Poulsbo Boater's Association**

There was no report.

**Consent Agenda**

**Motion:** Move to approve the meeting minutes of 4/4/2024

**Moved by:** Commissioner Lawrence **Seconded by:** Commissioner Green

Motion passed unanimously.

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

**Moved by:** Commissioner Green **Seconded by:** Commissioner Lawrence

Motion passed unanimously.

**Old Business Items**

**Port Manager Recruitment**

Port Accountant Tripp is in the finalization part of the process in securing the manager recruiter. The biggest feedback received is issues with the job title and lack of set salary range. Port Accountant Tripp's suggestions were to set the job title as "Executive Director" and set an annual salary range of \$75,000 - \$90,000.



**Motion:** Move to go into contract with Protham regarding Port Manager recruitment.

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

Motion passed unanimously.

Commissioner Singer wished to make another motion regarding the separation agreement between the Port of Poulsbo and Eugene Madayag. The process is in the final steps and Eugene has signed the paperwork, which includes payments as agreed.

**Motion:** Move to approve the separation agreement between the Port of Poulsbo and Eugene Madayag as written.

**Moved by:** Commissioner Singer **Seconded by:** Commissioner Lawrence

Motion passed unanimously.

### **Breakwater Opening**

Port Accountant Tripp said given all the information she received over the last two weeks, the Port does not have the appropriate staff, or trained staff, to do a big event for the breakwater. If the board wants this to be a successful event, she recommends a soft opening first, and then that would allow the Port a chance to have an appropriate opening. There's not enough time to do it effectively and would portray a mishmash of things that would leave a bad impression after working so hard to get this done properly. Port Accountant Tripp said Nordhavn will be the first to open it on the 9<sup>th</sup>.

Commissioner Singer said it's fine to plan a bigger thing later. He wants to put a ribbon across it and give Port Accountant Tripp a pair of scissors.

### **New Business Items**

#### **Commissioner Responses to Public Comments/Discussions**

There were none.

### **Boathouse Re-Float Directive**

Mr. Piccone expressed his excitement about opening the breakwater. It's been a long time in the works. The next project coming up is E & F Dock. The bid opening was on the 12<sup>th</sup>. He had a final review with the contractor, where Mr. Piccone goes over numbers in detail to eliminate surprises. The total submitted project for the RCO grant was \$1.198 million. It is prorated because some boats are larger, plus the fuel dock. The proration was 61% (\$730,700) and the Port matches 25% of the total income for the RCO grant (\$548,000). There were two bids. One was Ballard, at \$1.95 million. The second was Quigg Brothers, at \$954,746. He said those were very unusual results. Quigg Brothers bid includes all the work except purchasing three transformers. Six months ago, he talked about the decision that the Port would purchase those ahead of time since they're a long lead time item. The cost for the three transformers was

\$115,851. The cost of the transforms brings the total project cost to \$1,070,587, which is still under the estimated cost. Mr. Piccone recommended Quigg Brothers to get the bid pending satisfaction at the pre-award conference with them. At that time, he will go over numbers at greater detail to make sure they have everything fully understood.

**Motion:** Move to accept the bid from Quigg Brothers for the E & F Dock project.

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

Motion passed unanimously.

The current start date is September 4<sup>th</sup>, which is the very soonest work can begin. He's asked them to finish by early December.

Port Accountant Tripp said an email was sent to boathouse owners on October 10, 2023. She read the email aloud. Turns out the email went out to only half of the boathouse owners. She can resend the email; there are seven boathouses that need to be refloated.

Port Accountant Tripp said the next project down the pipeline will be X Dock. She spoke at length with Mr. Piccone and believes there are many opportunities for developing X Dock. She encourages the board to have a very small workshop regarding that project. There's a good opportunity there that would be beneficial to the rowing club and other human powered vessels the Port should be taking advantage of. The grant has to be submitted by July or September of this year.

**Motion:** Move to accept the board action request regarding slip C23 and C33 to amend the agreement for a lessee.

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

Motion passed unanimously.

#### **Accounting & Manager Report**

Please see attached.

#### **Public Comments & Requests for Future Agenda Items**

Stuart, D59, wondered if boat inspections in permanent moorage reminders have been emailed to berth holders. He inquired what it means to have a visual inspection for seaworthiness. He also asked if 2024 winter moorage will be available if E & F Dock are being worked on and when winter moorage opens.

The rowing club will have a regatta on July 28<sup>th</sup>, 7am-noon. It will involve at least seven clubs from all around the Kitsap and Olympic peninsula. It's anticipated to have 15 or more vessels, the Coast Guard, etc.



Craig, C11, said it's nice to have inspections of the boats in the marina. He said if people are notified of the inspection, they also need to be provided with a hanger for failure to comply, along with some sort of enforcement.

Port Accountant Tripp said Katelyn made a boat survey policy and requested the topic be added to the next agenda.

**Commissioner Comments**

Commissioner Green said Viking Fest is coming up and to get out and enjoy the weather.

**Adjourn 8:01pm**



Mark Singer (May 3, 2024 12:12 PDT)

Mark Singer, Commissioner & Chairman



Jamie Green (May 3, 2024 11:27 PDT)

Jamie Green, Commissioner



Jay Lawrence (May 10, 2024 11:22 PDT)

Jay Lawrence, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

## Accounting & Business Report – April 18, 2024

### Accounting Report –

The Summary of Financial Statements for the month ending March 31, 2024 was emailed to each Commissioner earlier this week.

For the month of March there was a net loss of <\$48,597.96> and a year to date net loss of <\$481,772.48>. Please remember that this large net loss was expected and is due to the construction of our new breakwater and fire line (throughout the marina). We will also be starting a new project in September of 2024 and the net losses will continue throughout this year and possibly into the 1<sup>st</sup> quarter of 2025.

The detailed expenditures for the first quarter of 2024 was also emailed to each Commissioner earlier this week. Most income accounts are within expected ranges. The receipt of our taxing funds will be received at the end of this month and the following month.

The following expense accounts are being monitored at this time:

- Salaries & Wages
- Advertising – Park
- Electrical & Propane – Park
- Garbage/Water/Sewer – Park (part of this is attributed to the water line break)

I've scheduled the next 2 weeks to work on the Port's Annual Report.

### Business Report –

A reminder to all licensee's that a visual inspection of all vessels in permanent moorage will begin on May 2<sup>nd</sup>. Areas that will be reviewed are:

- Vessel registration
- Condition of Mooring Lines
- Condition of Tarps/Canvas
- Overall cleanliness of vessel
- Sea Worthiness
- Condition of Area Surrounding Vessel (storage on fingers)
- → ELECTRICAL CORDS ← (section 7.4 of R&R)

There are two derelict vessels that are still in guest moorage. One was brought in by the Poulsbo Police Department on November 1, 2023 and left. The vessel is a 26' sailboat and there has been no communication from the Poulsbo police department on the boat. In reviewing emails, I have



been unable to find any kind of communication trail on this boat. DVRP has no record of this vessel, or any request for grant funding to dispose of it.

The next vessel of concern is a 32' vessel that was towed in by a concerned citizen. Again, I was unable to find any correspondence related to this vessel. DVRP has no record of communications for this specific boat and does not have any grant funding earmarked to dispose of this vessel either.

Since this is towards the end of the grant cycle for derelict vessel removal program, we may not be able to get committed funds for the destruction of these two vessels until after July 1, 2024.

There is a new Maintenance Supervisor starting on Monday, April 22<sup>nd</sup>. Daryll is a resident of Poulsbo and has prior military service with the Coast Guard. If you see Daryll on the docks, please introduce yourself and welcome him to our Port.

### **Permanent Moorage Report from Kaitlyn**

Permanent moorage occupancy is 95%. All 28' and 30' slips have been rented. I am in talks with several people interested in our 25' slips, however they are not quite ready to commit. The ports Boat house has come up for rent as of April 1<sup>st</sup>. I have had very little interest in the boat house thus far. Winter moorage is coming to an end this month, so guest moorage will have the full use of F-dock again. I have also been working on a revised boat survey policy. I believe this will help allow more flexibility on what vessels will require a survey, especially for the older vessels that have been well maintained. The table below shows our occupancy based on slip size.

Social media update we have had 227 Facebook visits and 6 new Instagram followers from the last 2 weeks. Our Facebook reach is up to 2.6 thousand. We are still maintaining a consistent increase in followers and engagement. We have some wonderful summer events coming up in town with Viking fest around the corner. I hope to help market us as a preferred way to visit Poulsbo.

Slip Size	Number open
25'	5 - A dock
27'	1 - C dock
34'	1 - C dock
39'	2 - B-dock
45'	1 - C dock
46'	1 - C dock
47'	1 - C dock
64'	1 - C dock
BH 31	1 - B dock

## Visits

Export

### Facebook visits ⓘ

227 ↓ 5.4%



### Instagram profile visits ⓘ

19 ↑ 171.4%

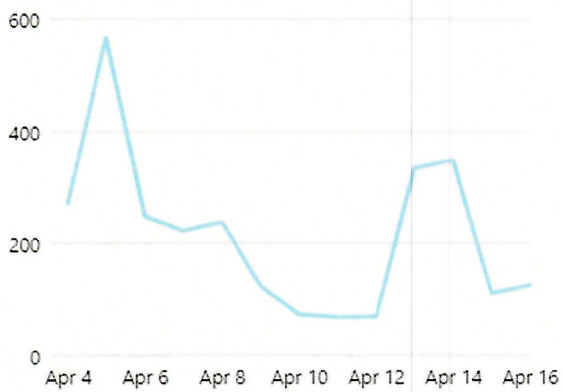


## Reach

Export

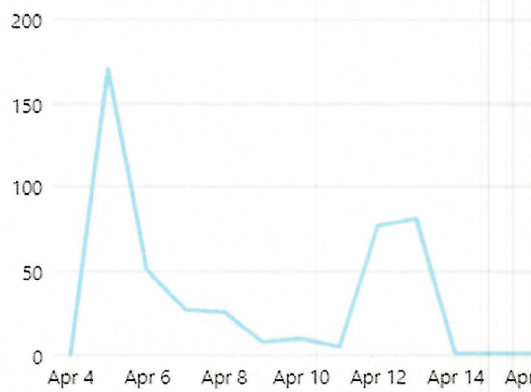
### Facebook reach ⓘ

2.6K ↑ 10.4%



### Instagram reach ⓘ

389 ↑ 3.1K%





Port of Poulsbo  
Income Statement  
Compared with Budget  
For the Three Months Ending March 31, 2024

	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues			
Refundable Deposits	6,029.37	7,500.00	(1,470.63)
Moorage-Permanent	208,802.87	190,940.01	17,862.86
Moorage-LP-Winter	11,095.19	4,500.00	6,595.19
Moorage-BW-Winter	0.00	8,750.01	(8,750.01)
Moorage-Transient	348.28	624.99	(276.71)
Moorage-Guest	52,394.50	102,000.00	(49,605.50)
Moorage-Guest BW	0.00	69,000.00	(69,000.00)
Electricity-Perm & Transient	10,553.20	13,443.99	(2,890.79)
Electricity - Winter	7,396.79	4,875.00	2,521.79
Electricity - BW	0.00	3,875.01	(3,875.01)
Utility Charge	9,587.61	7,970.25	1,617.36
Finance Charge Income	3,505.15	2,375.01	1,130.14
Finance Charge Income-LP	50.00	0.00	50.00
Statement Fee	45.00	45.00	0.00
Statement Fee	14.91	0.00	14.91
Technology Fee	3,359.90	3,363.00	(3.10)
Technology Fee - Park	262.17	0.00	262.17
Technology Fee - BW	0.00	500.01	(500.01)
Sales-Net Fuel	39,177.73	37,500.00	1,677.73
Miscellaneous (other)	1,096.95	3,750.00	(2,653.05)
Reservation Fees-Park	2,450.00	2,499.99	(49.99)
Reservation Fees-BW	0.00	999.99	(999.99)
Live Aboard Fee	7,130.68	10,250.01	(3,119.33)
Boat Ramp Fees	10.00	125.01	(115.01)
Bond Surcharge	30,600.24	29,854.56	745.68
Bond Surcharge	2,366.93	5,499.99	(3,133.06)
Bond Surcharge-BW	0.00	4,749.99	(4,749.99)

Port of Poulsbo  
Income Statement  
Compared with Budget  
For the Three Months Ending March 31, 2024

	Year to Date Actual	Year to Date Budget	Year to Date Variance
Misc Rental - Park	1,505.50	10,250.01	(8,744.51)
Parking Lot Fees	4,357.66	3,249.99	1,107.67
Interest	1,791.84	2,499.99	(708.15)
Interest	80.48	187.50	(107.02)
Real Estate Taxes	25,327.01	82,250.01	(56,923.00)
Leasehold Tax Collected	29,243.33	23,750.01	5,493.32
Total Revenues	458,583.29	637,179.33	(178,596.04)

This is ok - timing issue

Expenses

Interest Exp (Bonds)	0.00	31,250.01	(31,250.01)
Commissioner/Secy Comp	4,367.00	7,416.00	(3,049.00)
Salaries & Wages	133,908.57	82,500.00	51,408.57
Salaries & Wages	34,266.40	52,500.00	(18,233.60)
Salaries & Wages-BW	0.00	15,000.00	(15,000.00)
Taxes-Payroll-Federal	12,919.07	20,000.01	(7,080.94)
Employee Benefit Programs	1,313.78	3,249.99	(1,936.21)
Insurance-Health	20,321.68	31,234.50	(10,912.82)
Insurance-Health-LP	7,492.75	19,876.50	(12,383.75)
Insurance-Health-BW	0.00	5,679.00	(5,679.00)
Uniforms-Park	0.00	187.50	(187.50)
Accounting	185.00	375.00	(190.00)
Legal	8,220.00	12,500.01	(4,280.01)
Office Expense	1,825.62	7,500.00	(5,674.38)
Office Expense - Park	2,157.34	2,499.99	(342.65)
Office Expense - BW	710.45	1,125.00	(414.55)
Janitorial Supplies	0.00	125.01	(125.01)
Janitorial Supplies-Park	346.99	1,374.99	(1,028.00)



Port of Poulsbo  
Income Statement  
Compared with Budget  
For the Three Months Ending March 31, 2024

	Year to Date Actual	Year to Date Budget	Year to Date Variance	
Janitorial Supplies-BW	0.00	500.01	(500.01)	
Storage Rent	1,590.00	5,000.01	(3,410.01)	
General & Admin (Direct)	3,197.23	4,250.01	(1,052.78)	
General & Admin (Direct)	1,847.65	2,000.01	(152.36)	
General & Admin (Direct)-BW	0.00	999.99	(999.99)	
Insurance-General	27,268.00	20,000.01	7,267.99	BW Ins Coverage
Advertising	0.00	750.00	(750.00)	
Advertising-Park	9,060.14	3,000.00	6,060.14	Frostyfest
Advertising-BW	0.00	750.00	(750.00)	
Dues	3,245.00	875.01	2,369.99	
Electricity & Propane	8,626.08	8,499.99	126.09	
Electricity & Propane	11,481.33	7,500.00	3,981.33	
Electricity & Propane	385.57	249.99	135.58	
Electricity & Propane-BW	0.00	5,000.01	(5,000.01)	
Garbage, Sewer, Water	3,881.87	6,000.00	(2,118.13)	
Garbage, Sewer, Water-Park	6,765.93	6,249.99	515.94	
Garbage, Sewer, Water-Armory	0.00	249.99	(249.99)	
Garbage, Sewer, Water-BW	0.00	2,499.99	(2,499.99)	
Telephone/Communication	2,155.89	2,750.01	(594.12)	
Short & Over Cash	(6.41)	50.01	(56.42)	
Refunds (Deposits)	3,298.12	8,000.01	(4,701.89)	
Bad Debt Expense	0.00	624.99	(624.99)	
Maintenance-Port	12,940.11	17,499.99	(4,559.88)	
Maintenance-Park	3,172.17	2,499.99	672.18	
Maintenance-BW	5,598.81	2,499.99	3,098.82	
Outside Services	5,328.90	9,999.99	(4,671.09)	
Outside Services-Park	1,605.10	1,250.01	355.09	

ok - timing issue - paid dues for entire year in Jan

Port of Poulsbo  
Income Statement  
Compared with Budget  
For the Three Months Ending March 31, 2024

	Year to Date Actual	Year to Date Budget	Year to Date Variance
Outside Services-BW	165.00	750.00	(585.00)
Training	0.00	2,375.01	(2,375.01)
Consultants/Audit Fees	28,231.50	37,500.00	(9,268.50)
Consultants/Audit Fees-Park	22,844.25	37,500.00	(14,655.75)
Consultants/Audit Fees-BW	2,876.50	0.00	2,876.50
Lease DNR	1.00	4,749.99	(4,748.99)
Lease DNR	0.00	4,500.00	(4,500.00)
Misc-Other	0.00	500.01	(500.01)
Taxes-Leasehold	23,391.64	23,750.01	(358.37)
Taxes-Excise	11,882.68	12,500.01	(617.33)
Taxes-Excise PARK	905.38	1,250.01	(344.63)
Taxes-Excise-BW	0.00	1,250.01	(1,250.01)
Election Expense	0.00	1,500.00	(1,500.00)
Total Expenses	429,774.09	542,068.56	(112,294.47)
Net Income	\$ 28,809.20	\$ 95,110.77	(66,301.57)
Capital Expenditures - 2024	Actual	Budgeted	YTD Variance
E & F Dock Project (Net)		350,000.00	
Contingency		25,000.00	
Breakwater Construction	510,581.68	-	
Net Income/Loss After Capital Projects	\$ (481,772.48)		

\$19,650.97 - Fireline Retainage, balance is BW



**PORT OF POULSBO**  
**BOARD ACTION REQUEST**

SUBMITTED BY: Carol Tripp, Port Accountant

DATE: April 18, 2024

SUBJECT: Permanent Moorage Slips C-33 & C-23

RECOMMENDED ACTION: Change existing policy to charge vessel length instead of vessel length \*or\* slip length, whichever is greater on slips C-33 & C-23. Slip C-33. Slip C-33 would have a minimum charge of 50' and slip C-23 would have a minimum charge of 35'.

BACKGROUND INFORMATION: These slips have been vacant for several months due to the size limitations (width specifically).

EXISTING POLICY: Moorage License Agreement, Section 2.4 "Monthly or yearly license fees shall be calculated on the greater of the vessel length or berthage slip length."

FINANCIAL IMPACT: Negotiable – slips are not being utilized currently and no income is being collected. If we were able to fill the slips with smaller vessels, we would be collecting some revenue.

ADDITIONAL COMMENTS:

APPROVAL DATE:

MEETING MINUTES APPROVAL DATE:

  
\_\_\_\_\_  
CHAIRMAN/COMMISSIONER Mark Singer

  
\_\_\_\_\_  
COMMISSIONER Jamie Green

  
\_\_\_\_\_  
COMMISSIONER Jay Lawrence

April 16, 2024

Ms. Carol Tripp  
Port Accountant, Auditor & Treasurer  
Port of Poulsbo  
18809 Front Street NE #1  
Poulsbo, WA 98370

Dear Ms. Tripp:

We thank the Port of Poulsbo for its confidence in Prothman to assist in providing services for the recruitment of its new Executive Director. The following represents a scope of work for these services and the associated professional fee and expenses.

## **Scope of Work**

### **1. Develop a Tailored Recruitment Strategy**

#### **Project Review**

The first step will be to:

- ◆ Review the scope of work and project schedule
- ◆ Review the compensation package

#### **Information Gathering and Research**

**We will travel to the Port of Poulsbo and spend as much time as it takes to learn everything we can about your organization.** Our goal is to thoroughly understand the values and culture of your organization, as well as the preferred qualifications you desire in your next Executive Director. We will:

- ◆ Meet with Commissioners
- ◆ Meet with Staff
- ◆ Meet with other Stakeholders, as directed
- ◆ Review all documents related to the position

#### **Position Profile Development**

We will develop a profile of your ideal candidate. Once the Position Profile is written and approved, it will serve as the foundation for our determination of a candidate's "fit" within the organization and community. Profiles include the following:

- ◆ **A description of the ideal candidate's qualifications**
  - Years of related experience
  - Ideal personality traits
- ◆ **Organization-specific information**
  - Description of the organization, position and key responsibilities
  - Priorities and challenges facing the organization
- ◆ **Community-specific information**
- ◆ **Compensation package details**
- ◆ **Information on how to apply**



## **2. Identify, Target, and Recruit Viable Candidates**

### **Outreach and Advertising Strategy**

We recognize that often the best candidates are not actively looking for a new position - *this is the person we want to reach and recruit*. We have an aggressive recruitment strategy which involves the following:

- ♦ **Print and Internet-based Ads** placed nationally in professional publications, journals, and related websites.
- ♦ **Targeted Direct Mail Recruitment Brochures** sent directly to hundreds of port and marina management professionals who are not actively searching for a new position.
- ♦ **Focused Candidate Outreach** via personal emails and personal networking from our database of management professionals.
- ♦ **Posting the Position Profile on Prothman's Facebook and LinkedIn pages, and on the Prothman website**, which receives over five thousand visits per week from potential candidates.

## **3. Conduct Preliminary Screening**

### **Candidate Screening**

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 3 key steps:

- 1) **Application Review:** Using the Position Profile as our guide, we will screen the candidates for qualifications based on the resumes, applications, and supplemental question responses (to determine a candidate's writing skills, analytical abilities, and communication style). After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
- 2) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 3) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 4 to 10 candidates. During the interviews, we ask technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.

### **Candidate Presentation**

We will prepare and send to you candidate packets which include each candidate's application materials and the results of the personal interviews and publication search.

We will travel to the Port of Poulsbo and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 2 to 5 candidates to invite to the final interviews.

We will discuss the planning and design of the final interview process during this meeting.



## **4. Prepare Materials and Process for Final Interviews**

### **Final Interview Process**

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- ♦ **Elements of the design process include:**
  - **Deciding on the Structure of the Interviews**
  - **Deciding on an Evening Reception**
  - **Deciding on Candidate Travel Expenses**
- ♦ **Background Checks**

Background checks include the following:

  - **References**
  - **Education Verification, Criminal History, Driving Record and Sex Offender Check**
- ♦ **Candidate Travel Coordination**

After you have identified the travel expenses you wish to cover, we work with the candidates to organize the most cost-effective travel arrangements.
- ♦ **Final Interview Packets**

The Final Interview Packets include the candidates' application materials and sample interview questions and are the tool that keeps the final interview process organized.
- ♦ **Final Interviews with Candidates**

**We will travel to the Port of Poulsbo and facilitate the interviews.** The interview process usually begins with a morning briefing where the schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one-hour interview sessions, with an hour break for lunch.
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- ♦ **Facilitate Employment Agreement:** Once the top candidate has been selected, we offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.

## **5. Warranty**

### **Repeat the Recruitment**

If you follow the major elements of our process and a top candidate is not chosen, we will repeat the recruitment with no additional professional fee, the only cost to you would be for the expenses.

## **6. Guarantee**

### **Replacement Recruitment**

Prothman will guarantee with a full recruitment that if the selected finalist is terminated or resigns within one year from the employment date, we will conduct one replacement search with no additional professional fee, the only cost to you would be for the expenses.

## **FEE & EXPENSES**

### **Professional Fee**

The fee for conducting an Executive Director full recruitment with a one-year guarantee is \$18,500. The professional fee covers all Prothman staff time required to conduct the recruitment. This includes all correspondence with the client, writing and placing the recruitment ads, development of the candidate profile, creating and processing direct mail letters, creating and coordinating the email campaign, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, conducting background checks and professional references on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

Professional fees are billed in three equal installments throughout the recruitment, one at the beginning, at the halfway point, and upon completion of the final interviews.

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Expenses vary depending on the design and geographical scope of the recruitment. We do not mark up expenses and work diligently to keep expenses at a minimum and keep records of all expenditures. The Port of Poulsbo will be responsible for reimbursing expenses Prothman incurs on your behalf for each recruitment. Expenses for each recruitment include:

- Trade journal, LinkedIn, and associated website advertising (approx. \$1,300 - \$1,900)
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- Consultant travel: No Charge
- Background checks performed by Sterling (approx. \$170 per candidate)

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**Candidate travel:** We cannot approximate candidate travel expenses because they vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. If you wish, we will coordinate and forward to your organization the candidates' travel receipts for direct reimbursement to the candidates.

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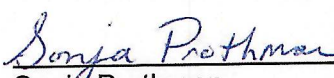
Accepted by:

**PORT OF POULSBO**

  
Carol Tripp  
Port Accountant, Auditor & Treasurer

4/16/2024  
Date

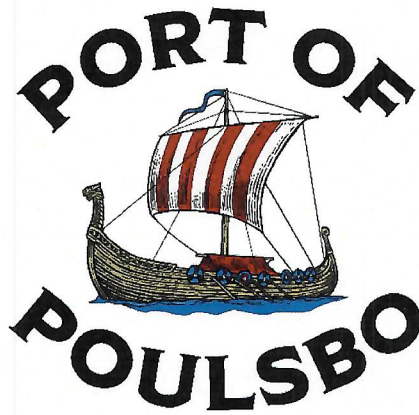
**PROTHMAN COMPANY**

  
Sonja Prothman  
Chief Executive Officer

4/16/2024  
Date



**Proposal**  
for  
**Port Manager  
Recruitment Services**



**Leadership is Key to the Sustainability of Any Organization**

*Character, integrity, and the commitment of a leader inspires  
those in the workplace to go the extra mile and can greatly influence  
the team's success in achieving its objectives.*

**Finding great leaders is what we do!**

***P*ROTHMAN**

**Executive Recruitment**

***Interim Staffing. Application Software. Job Board.***



## **STATEMENT OF QUALIFICATIONS**

### **ABOUT PROTHMAN**

Founded in 2002, Prothman specializes in providing executive recruitment services to cities, counties, districts, and other governmental agencies throughout the United States. Driven by our passion for local government, we do what we do because we love helping organizations thrive! Having served organizations both large and small, near and far, our entire team believes that no job is too big or too small, we are happy and excited to help.

### **OUR EXPERTISE**

**Firsthand Knowledge of Local Government:** Our lead consultants have dedicated their lives to local government and joined Prothman upon retiring from their distinguished careers. Our 21 years of recruiting experience, combined with each of our consultants' 30+ years of local government experience, provides our clients with a solid and effective team that can handle any senior level or highly specialized position recruitment.

**Recruitment Knowledge and Experience:** The Prothman team has conducted over 850 recruitments and interim placements. We have read and screened over 16,000 resumes, and we have personally interviewed over 8,000 semifinalist candidates. We know how to read between the lines, filter the fluff, and drill down to the qualities and experiences required to be a good manager.

### **OUTREACH EXPERTS**

**Our Ability to Connect to Potential Candidates is Unmatched!** Our thorough approach to each recruitment ensures that we are casting the widest net possible to find the right candidate that will fit your needs. Our outreach program includes personal contacts and networking, individual direct mail job announcement campaigns, individual email job announcement campaigns, extensive utilization of social media, thorough advertising placements, and other creative strategies specific to the position.

### **OUR PROVEN PROCESS**

Clients and candidates continually tell us that we have the best process and client service in the industry. The tenure of our placements is among the best in the industry because we understand that "fit" is the most important part of the process; not just fit within the organization, but fit within the community, as well.

### **OUR GUARANTEE**

We are confident in our ability to recruit an experienced and qualified candidate who will be the perfect "fit" for your organization. Should the selected finalist leave the position or be terminated for cause within one year from the employment date, we will conduct a replacement search with no additional professional fee.

### **CONTACT INFORMATION**

Owner/CEO: Sonja Prothman - [sonja@prothman.com](mailto:sonja@prothman.com), 206.368.0050  
371 NE Gilman Blvd., Suite 310, Issaquah, WA 98027  
[www.prothman.com](http://www.prothman.com)

Submittal Date: March 21, 2024



## **STATEMENT OF QUALIFICATIONS - PROJECT TEAM**

### **Cliff Moore - Senior Consultant - Project Lead**

Cliff recently completed the Executive Director recruitment for the Port of Olympia. Cliff joins Prothman after a 30-year career in public service. Cliff's background includes service as the County Manager of Thurston County, WA, and City Manager of Yakima, WA. Cliff also served as Director of the Planning and Land Use Department in Thurston County and held senior administrative positions at Washington State University in Pullman and executive leadership positions at the university's extension offices in both Jefferson and Thurston Counties. Prior to his years of public service, Cliff worked abroad as a Peace Corps volunteer in Togo, West Africa; he was Assistant Country Director for the CARE mission in Honduras; and he was the Director of the US Refugee Resettlement Office in Khartoum, Sudan. Cliff received his master's degree from the University of San Francisco, and he is fluent in Spanish.

### **Steve Worthington - Project Support**

Steve joined Prothman in 2012 and brings over 30 years of successful leadership in local government and is currently serving his third four-year term as a Council Member for the City of University Place, Washington. Prior to retirement after six years as the City Manager for the City of Fife, WA, Steve served as Community Development Director for six years in Fife and for nine years for the City of Cheney, WA. Steve was also an economic development specialist for the Spokane Economic Development Council, a member of the Association of Washington Cities Legislative Task Force, and an Economic Development Board Tacoma/Pierce County Trustee. Steve has a Bachelor of Arts degree in Speech Communications from the University of Washington, and a Master of Public Administration degree from Eastern Washington University.

### **Sonja Prothman - Project Support**

As owner and CEO, Sonja directs the day-to-day operations of the Prothman Company and has over 17 years of experience in local government recruiting, interim placements, and organizational assessments. Sonja is a former councilmember for the City of Normandy Park, Washington, and brings to Prothman the "elected official" side of government – a vital perspective for understanding our clients' needs. Sonja also brings private sector expertise, having worked with the Boeing Company where she was on the start-up team as lead negotiator for schedules and deliverables for the first 777 composite empennage. A Seattle native, Sonja earned a bachelor's degree in communications from the University of Washington.

### **Barry Gaskins - Project Support**

Barry has been a key member of the Prothman team for 18 years and is responsible for office and candidate management. His attention to detail and understanding of timeliness to the customer and candidates is remarkable. Barry works with the lead consultant in following through with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client. Barry came to us from the Bill & Melinda Gates Foundation where he served as a Program Assistant for four years in the US Library Program. Barry earned his bachelor's degree from California State University.

### **Jared Eckhardt - Project Support**

Jared has been a key member of the Prothman team for over seven years and is responsible for profile development and candidate outreach. Jared works one-on-one with the client for position profile development and works with Sonja and the lead consultant on each client's outreach strategies. Jared also functions as recruitment support as a secondary lead consultant on recruitments and special projects. Jared graduated from the University of Washington, earning his BA in Communications.

## **AVAILABILITY, COMMUNICATION & SCHEDULE**

We are ready to start when you are!

One of our first tasks will be to coordinate and commit to a schedule. Then, we protect your dates on a master schedule to assure we never miss a commitment. We provide you with our cell phone numbers so that you have direct access to your lead consultant and support staff, and we will communicate and update you as often as you desire. Our recruitment takes approximately 10-14 weeks to complete, depending on the scope and direction from the client.

### **PROPOSED TIMELINE**

Blue highlighted / bolded events represent meetings with the client.

Date	Topic
<b>Week of March 25 - 29, 2024</b>	<b>Meet in person and/or via Zoom for stakeholder interviews. Gather information for position profile.</b>
April 1, 2024	Post Profile and Start Advertising
April 10, 2024	Send Direct Mail
May 5, 2024	Application Closing Date
Weeks of May 6 & 13, 2024	Prothman screens applications & interviews top 6 - 12 candidates
<b>Week of May 20 - 24, 2024</b>	<b>Travel to Port of Poulsbo for Work Session to review semifinalists and pick finalists, and design final interviews</b>
<b>Week of June 3 - 7, 2024</b>	<b>Travel to Port of Poulsbo for Final Interview Process</b>



## **EXECUTIVE SUMMARY**

Prothman has been in the business of finding highly qualified candidates for placement in local government organizations of various sizes with varying political ideologies for 22 years. We understand politics, Board and Council dynamics, and community passion, and we are experts in facilitating. We have designed our recruitment process so that all stakeholders are included, listened to, and treated with respect. Our company takes pride in and stakes its reputation on finding qualified candidates who are the right "fit" for our clients.

### **Some of our Executive Management Recruitments – In Progress**

Executive Director – Port of Orcas, WA; Engineering Program Manager – Port of Bellingham, WA; Executive Director – Port of Moses Lake, WA; Harbor Master – Port of Skagit, WA; Chief Executive Officer – Kelso Longview Chamber of Commerce, WA; City Manager – City of Chehalis, WA; City Manager – City of Milton-Freewater, OR; Executive Director – MACECOM, WA; Executive Director – Mason County Economic Development Council, WA; Executive Director – Spokane Arts, WA; Public Works Director – City of Pasco, WA; Finance Manager – Mason Transit Authority, WA; Community Development Director – Jefferson County, OR; Finance Director – Jefferson County, OR; Fire Chief – Wellington Fire Protection District, CO.

## **PROPOSED SCOPE OF WORK**

### **1. Develop a Tailored Recruitment Strategy**

#### **Project Review**

The first step will be to:

- ◆ Review the scope of work and project schedule
- ◆ Review the compensation package

#### **Information Gathering and Research (*Soliciting Input*)**

**We will travel to the Port of Poulsbo and spend as much time as it takes to learn everything we can about your organization.** Our goal is to thoroughly understand the values and culture of your organization, as well as the preferred qualifications you desire in your next Port Manager. We will:

- ◆ Meet with Commissioners
- ◆ Meet with Staff
- ◆ Meet with other Stakeholders, as directed
- ◆ Review all documents related to the position

#### **Position Profile Development (*Identifying the Ideal Candidate*)**

We will develop a profile of your ideal candidate. Once the Position Profile is written and approved, it will serve as the foundation for our determination of a candidate's "fit" within the organization and community. Profiles include the following:

- ◆ **A description of the ideal candidate's qualifications**
  - Years of related experience
  - Ideal personality traits
- ◆ **Organization-specific information**
  - Description of the organization, position and key responsibilities
  - Priorities and challenges facing the organization
- ◆ **Community-specific information**
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

## **2. Identify, Target, and Recruit Viable Candidates**

### **Outreach and Advertising Strategy (*Locating Qualified Candidates*)**

We recognize that often the best candidates are not actively looking for a new position - *this is the person we want to reach and recruit*. We have an aggressive recruitment strategy which involves the following:

- ◆ **Print and Internet-based Ads** placed nationally in professional publications, journals, and related websites.
- ◆ **Targeted Direct Mail Recruitment Brochures** sent directly to hundreds of port and marina management professionals who are not actively searching for a new position.
- ◆ **Focused Candidate Outreach** via personal emails and personal networking from our database of management professionals.
- ◆ **Posting the Position Profile on Prothman's Facebook and LinkedIn pages, and on the Prothman website**, which receives over five thousand visits per week from potential candidates.

## **3. Conduct Preliminary Screening**

### **Candidate Screening (*Narrowing the Field*)**

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 3 key steps:

- 1) **Application Review:** Using the Position Profile as our guide, we will screen the candidates for qualifications based on the resumes, applications, and supplemental question responses (to determine a candidate's writing skills, analytical abilities, and communication style). After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
- 2) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 3) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 4 to 10 candidates. During the interviews, we ask technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.

### **Candidate Presentation (*Choosing the Finalists*)**

We will prepare and send to you candidate packets which include each candidate's application materials and the results of the personal interviews and publication search.

We will travel to the Port of Poulsbo and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 2 to 5 candidates to invite to the final interviews.

We will discuss the planning and design of the final interview process during this meeting.



## **4. Prepare Materials and Process for Final Interviews**

### **Final Interview Process (*Selecting the Right Candidate*)**

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- ◆ **Elements of the design process include:**
  - **Deciding on the Structure of the Interviews**
  - **Deciding on an Evening Reception**
  - **Deciding on Candidate Travel Expenses**
- ◆ **Background Checks**

Background checks include the following:

  - **References**
  - **Education Verification, Criminal History, Driving Record and Sex Offender Check**
- ◆ **Candidate Travel Coordination**

After you have identified the travel expenses you wish to cover, we work with the candidates to organize the most cost-effective travel arrangements.
- ◆ **Final Interview Packets**

The Final Interview Packets include the candidates' application materials and sample interview questions and are the tool that keeps the final interview process organized.
- ◆ **Final Interviews with Candidates**

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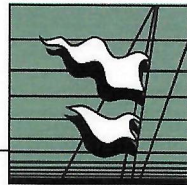
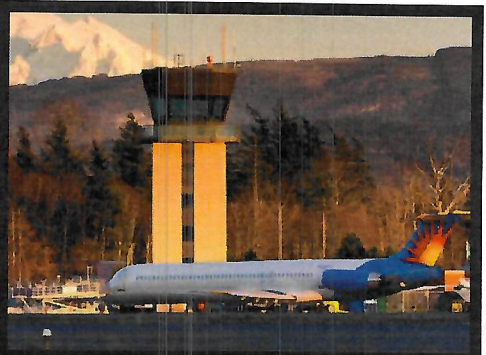
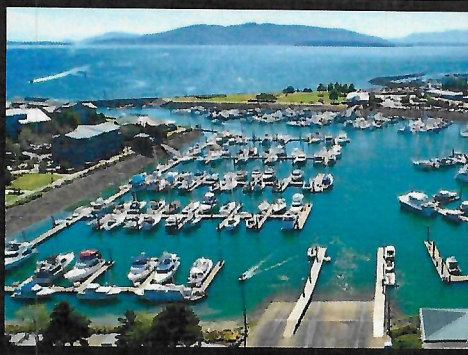
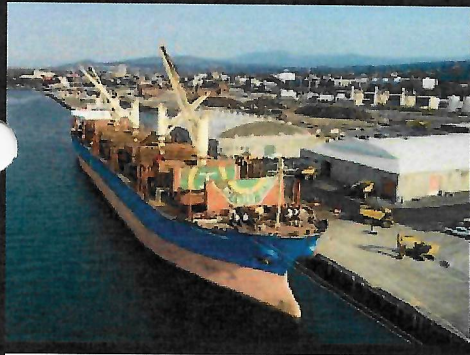
### **Equal Opportunity**

We can assure you that we recognize the importance and wisdom of a diversity rich candidate pool and for every recruitment we conduct, we have made it our mission to reach out to and attract the most qualified and diverse candidate pool as possible for our clients. If we are chosen to be your executive recruiting partner, we will do so with the common goal of finding the agency a diverse and qualified pool of candidates.

All qualified applicants are considered in accordance with applicable laws prohibiting discrimination on the basis of race, religion, color, gender, age, national origin, sexual orientation, physical or mental disability, marital status or veteran status or any other legally protected status. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.

## EXAMPLE OF POSITION PROFILE





# PORT OF BELLINGHAM

*Washington State*

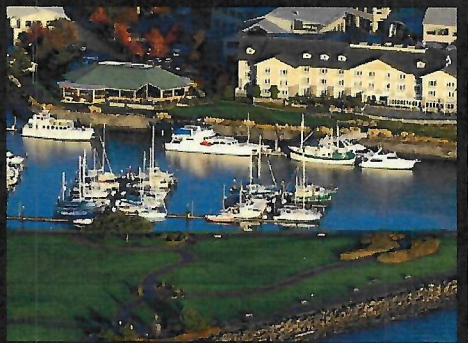
## ENGINEERING PROGRAM MANAGER

**\$101,904 - \$152,856**

*Plus Excellent Benefits*

Apply by  
**February 18, 2024**  
*(First Review, Open Until Filled)*

**PROTHMAN**





## THE AREA



Whatcom County is located in the northwest corner of Washington State. With its proximity to Mt. Baker, the beautiful Puget Sound, and the world renowned San Juan Islands, Whatcom is an extremely desirable place to live and work. Situated just south of the Canadian Border, Whatcom County (population 229,000) is made up of several rural communities and smaller towns, as well as Bellingham (population 90,000), the county seat.

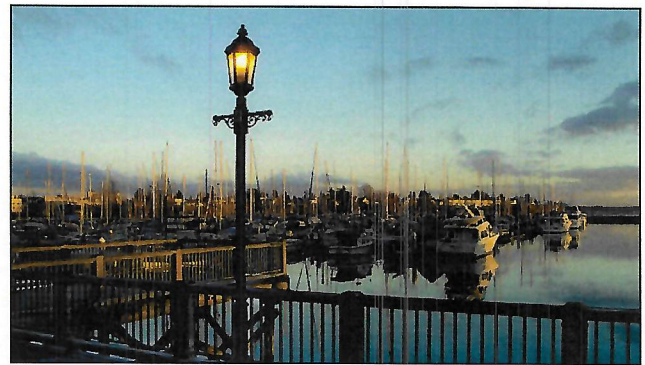
The City of Bellingham and the surrounding wilderness make it one of the most livable, vibrant communities in the country. Residents can ski the slopes of Mt. Baker and sail Bellingham Bay in the same day, explore miles of hiking and bike trails, or stay in town and enjoy a vibrant arts scene, unique shops and restaurants, and the community-wide emphasis on locally produced food and other products. Bellingham is also among the fastest growing metropolitan areas in the country. Bellingham is the recipient of a long list of awards, including many designations as a "best place" for livability and outdoor adventures and recognition for leadership in sustainability.

The community proudly supports an active and innovative arts culture with numerous museums and art galleries, and a rich variety of musical and theatrical performing arts. The Whatcom Museum (a Smithsonian affiliate) houses contemporary art and historic exhibits and is one of the state's largest museums outside of Seattle. The Mount Baker Theatre hosts more than 100 live performances each year. The City's rich historic heritage has been preserved, and historic districts now house specialty shops, bookstores, and fine dining. The City has a wide variety of desirable neighborhoods and housing styles, from regal Victorians to waterfront hideaways, country farmhouses, condominiums and thoughtfully planned new developments.

Education is a top priority in Bellingham and Whatcom County. Citizens support excellence in education, including nationally lauded K-12 schools, highly regarded private schools, a community college, a technical college, and Western Washington University, which is highly ranked among public regional universities in the West.

## THE PORT OF BELLINGHAM

The Port of Bellingham is a Washington State special purpose municipal corporation serving all of Whatcom County. It is a unique organization that makes significant contributions to the local community through leveraging its resources by directly participating in revenue-earning lines of business, as well as by capitalizing on its strategic assets through special public agency powers. By using combined expertise in both the business and government sectors, the Port has a role in job preservation and job creation, as well as a role in the operation of transportation facilities for both seaports and airports. This combination is distinct from that of either the private sector or other government entities.



The Port of Bellingham operates the Bellingham International Airport (BLI), two Marinas (Squalicum and Blaine Harbors), a shipping terminal, a ferry terminal, bus station, and a real estate portfolio hosting over 300 businesses and employing over 7,000 jobs. In addition to its operating departments the Port has teams that operate community open spaces, promote economic development, conduct environmental cleanups, and organize and host community events.

The Port has nearly 111 FTEs, averages \$29.7 million in operating revenues and collects an additional \$7.7 million in property taxes. The Port is governed by a non-partisan, three-person Board of Commissioners. Each are elected from one of three districts in Whatcom County and serve staggered four-year terms. The Board oversees all Port of Bellingham operations by providing policy direction and decisions in public meetings.

To learn more about the extensive operations of the Port of Bellingham, please visit:

[www.portofbellingham.com](http://www.portofbellingham.com)

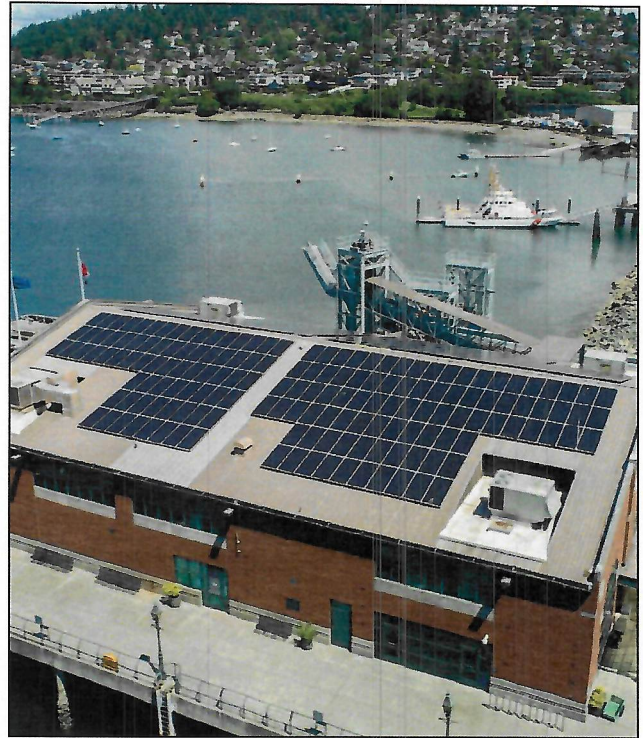


## THE DEPARTMENT

The Engineering and Contracts Program supports the Port's operating and public purpose functions by designing, permitting, and overseeing the construction of capital improvements, Port infrastructure and major maintenance projects. This includes contracts administration, procuring labor, materials and equipment through public bidding in accordance with state statute and Port policies. The Port averages over \$15 million in capital projects annually that cover a wide range of project types. Projects range from Federal Aviation Administration (FAA) required safety, lighting and taxiway/apron improvements at the Bellingham International Airport; marina infrastructure, floats, marine utilities, bulkheads and dredging; solar and electrification projects, shoreline stabilization and repairs; environmental cleanup and remediation projects and security and safety improvements throughout the Port.

The Port of Bellingham covers approximately 1,600 acres of land throughout Whatcom County that includes the Bellingham International Airport, two Marinas with over 2,000 boat slips, multiple industrial business and marine trade business parks, the Bellingham Shipping Terminal, and a large real estate portfolio.

The Engineering and Contracts Program coordinates closely with all Port divisions to develop Rough Order of Magnitude cost estimates for annual budgeting purposes, provide support for maintenance project scoping and development of creative engineering solutions. The Engineering and Contracts team manages design, engineering, bidding, construction management and the project closeout process.



The Engineering and Contracts Department has 8 FTEs including the Engineering Program Manager, five Project Engineers/Project Managers, a Contracts Administrator and a Field Services Technician. One of the Project Manager positions also includes Federal Grant Compliance management.

## THE POSITION

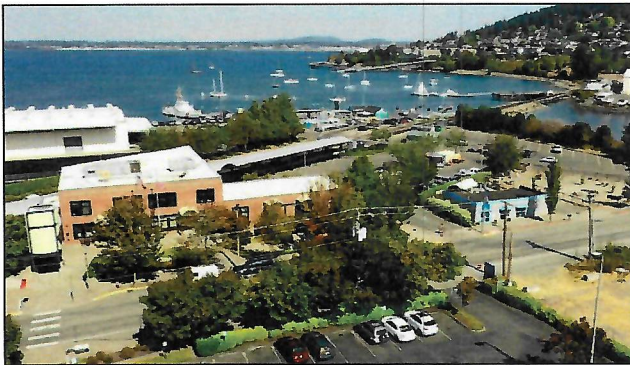
Under the direction of the Environmental & Planning Director, the Engineering Program Manager will be the "Lead Port Engineer" with independent decision making capacity, and will be the head manager of the department. This position contributes to the Port of Bellingham operations through the overall management of significant engineering capital projects. This role is responsible for providing leadership and direction to staff and consultants, ensuring effective utilization of resources. The Engineering Program Manager participates in short and long-term planning based on the needs of the operating areas/departments and Port-sponsored construction and maintenance projects, performing a variety of professional engineering assignments.

To view the full job description and review the essential functions of this position, please view the attachment found [here](#).



## OPPORTUNITIES & CHALLENGES

1. The incoming Engineering Program Manager has the opportunity to join and lead a well-rounded team that gets along well with one another and other Port departments. The Department is well respected within the organization for its professional and motivated staff, collaboration, teamwork, quality of work, and communication.
2. The Engineering and Contracting Department works on multiple diverse projects at any given time. In addition, new and interesting projects are coming up all the time. The Engineering Program Manager has the opportunity to be an integral part of these projects from cradle to grave and work alongside a highly responsive and adaptable team that operates lean and covers a lot of ground.
3. There are several upcoming Aviation-related projects, including a \$13-16M runway rehabilitation project scheduled for design in 2024 and construction in 2025/26, and a federal inspection facility building which is already in the early stages to better accommodate customs and border patrol needs, including the addition of international commercial airlines/routes. The Port also has numerous other upcoming projects including projects surrounding the modernization of aging marine infrastructure, and expansion of the Downtown Waterfront.
4. The Engineering Project Manager will work with division staff to increase consistency in the way the division manages projects and serves operating divisions, by ensuring the communication of project goals, needs, timelines, budget status and project challenges at timely intervals. This will require providing standards for internal review of plans and specifications and continuing to constantly evaluate the division's performance and areas in which it could improve to better serve the Port.



## IDEAL CANDIDATE

### Education and Experience:

- A Professional Engineer License is required.
- A minimum of five (5) years of previous experience is required. A minimum of three (3) years is required with a degree.
- Preferred candidates will have a B.S. in Engineering, Construction Management, Architecture, Planning, Building Construction, or an equivalent combination of specialized training, work experience, and knowledge, which implies the ability to complete the assignments related to this position.

### Necessary Knowledge, Skills, and Abilities:

- The ideal candidate will be a strong leader who can foster an environment of growth and collaboration among the engineering team and has a track record of meeting deadlines. This person will lead the team towards more refined and consistent processes that better meet the needs of the operating divisions and utilize the strengths and interests of each member of the Engineering team to distribute workloads in a way that provides project managers and engineers with the framework to succeed in their role.
- The ability to work with a diverse group of project sponsors with varying needs, interests, goals, and management styles to both help meet the needs of the Port and also to help the Engineering team meet the needs of the entire capital program.
- A firm understanding of federal permitting, and the dynamics surrounding climate change, and resilience in areas susceptible to rising sea levels, storm surge, coastal flooding and tsunamis.
- An understanding of public works laws, permitting, the Clean Buildings Act and its requirements, energy management, NPDES stormwater permits, and marine construction.
- Significant project management experience at a senior level, including experience managing and negotiating large, complex capital projects, and experience with consultant and contract management.
- The ability to seek input and guidance as needed for projects that may require certain procedures and deliverables.
- A deep understanding of State and Federal Grants, and their specific requirements.
- The ability to be decisive and manage multiple tasks with changing priorities.



- Experience with the coordination of Federal Aviation Administration (FAA) capital projects and grants.
- Strong skills in collaboration and creative problem-solving. The ideal candidate will have a strong work ethic, be a team player, and team builder.
- The ability to communicate technical processes, procedures, plans, scopes, and schedules to laypeople in a fast-paced environment.
- The ideal candidate will be personable, have a good sense of humor, take a positive and energetic approach, and have proven experience as a successful leader.
- Skill as a mentor who will actively support the development and learning of department staff.
- Skill as an excellent communicator and listener, with the ability to communicate well amid changing expectations while keeping staff and stakeholders on track. The ideal candidate will be detail-oriented, and consistently follow through.
- The ability to think objectively, and work with other departments to define roles and expectations.
- The ability to analyze and comprehend financial reports, research inconsistencies, generate solutions, and prepare and administer a complex budget.

## COMPENSATION & BENEFITS

- **Salary: \$101,904 - \$152,856**
- Medical/ Prescription Benefits
- Dental/Vision/Orthodontia Benefits
- Employee Assistance Program
- Flexible Spending Account
- Life and AD&D Insurance
- Additional Voluntary Life/AD&D Benefits
- Long Term Disability
- Accrual Begins at 23 Days Paid Time Off
- Family and Medical Leave
- Washington Paid Sick Leave
- Washington State PERS
- Deferred Compensation
- 11 Paid Holidays
- Educational/Tuition Benefits
- Optional Hybrid Work Option

To view the Port's detailed benefits provided, please view the attachment found [here](#).

**For more information on the  
Port of Bellingham and the  
surrounding community, visit:**

**[www.portofbellingham.com](http://www.portofbellingham.com)**

**[www.bellingham.org](http://www.bellingham.org)**

The Port of Bellingham is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 18, 2024** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **[www.prothman.com](http://www.prothman.com)** and click on "Open Recruitments", select "**Port of Bellingham, WA – Engineering Program Manager**" and click "**Apply Online**," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.



**[www.prothman.com](http://www.prothman.com)**

371 NE Gilman Blvd., Suite 310  
Issaquah, WA 98027  
206.368.0050



## EXAMPLE OF INVITE LETTER



# PORT OF MOSES LAKE

## Washington

### EXECUTIVE DIRECTOR

### \$180,000 - \$200,000

*Plus Excellent Benefits*

Apply by

**March 10, 2024**

*(First review, open until filled.)*

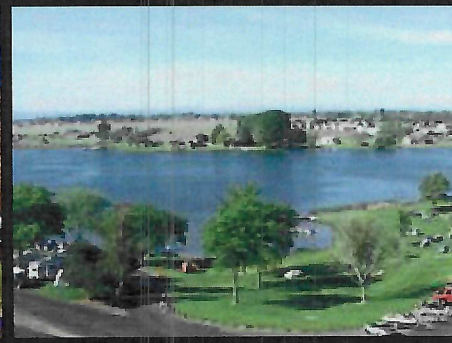
Apply at [www.prothman.com](http://www.prothman.com)

Dear Colleague,

Prothman is currently recruiting for the **Executive Director** position for the **Port of Moses Lake, Washington**. We invite you to review the position details on the back page, and if you find that this position is not right for you, we kindly ask you please pass this on to other professionals you know who may be ready for this next step in their career.

Thank you for your consideration and help!

**PROTHMAN**



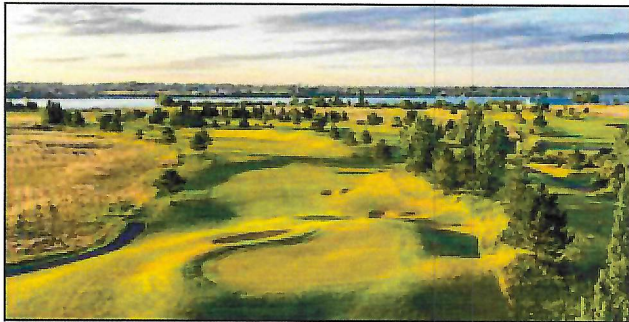


## MOSES LAKE, WASHINGTON



Moses Lake, Washington, is situated on the shores of the lake that inspired its name and it is centrally located between Seattle and Spokane between fields of agriculture, freshwater lakes and popular recreational destinations.

The area enjoys on average 300 sunny days a year and recreational opportunities abound with world-class fishing, hunting, biking, hiking, camping, golf, boating, ballooning and hydro races. Moses Lake is situated in central Washington State in an outdoor recreation mecca. Moses Lake is the lake that shares the City's name and many visitors come to enjoy water sports activities on Moses Lake. The lake has 120 miles of shoreline, covering 6,500 acres, and is one of the largest natural freshwater lakes in the state. The Surf 'n Slide Water Park is also a top attraction for Moses Lake and it is considered the state's premier outdoor aquatic center. Moses Lake is also home to the Grant County Fairgrounds which hosts an annual fair, as well as other events throughout the year.



## THE PORT

For over 55 years the Port of Moses Lake has connected Central Washington to the world, linking people and products by air, rail, and land, across the globe. Governed by a three-member Port commission and administered by an Executive Director, the Port of Moses Lake is an aviation, manufacturing, and technology hub in the Pacific Northwest.

The Port operates on a 2024 budget of \$11,633,133 with 14 FTEs, and at max capacity, operates with 19 FTEs. Port departments include Airport, Real Estate, Finance and Administration, Business

Development, and Maintenance. In its infancy, Port operations were driven by military activity, Japan Airlines, and Boeing. Today the Port is home to over 60 industries employing over 3,500 people.

The Port of Moses Lake operates the Grant County International Airport, one of the largest airports in the western United States. The airport is now a world class heavy jet training and testing facility that has been used by the Boeing Company, the U.S. Military, and many air carriers from around the world. The airport has capacity to accommodate increased traffic given the five runways and onsite FAA control tower for commercial, military, and general aviation use. In addition, the facility is favored by commercial and military flight test programs.



The Port also operates an Industrial Park with roughly 65 tenants with 90 leases, and a wastewater collection and treatment facility to process wastewater from its commercial and industrial tenants.

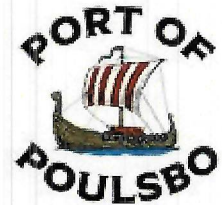
## THE POSITION

Under the direction of the Port Commissioners, the Executive Director serves as the top executive officer of the Port reporting directly to the elected Port Commission. Overall responsibilities of this position include creating alignment within the organization on its goals and priorities as approved by the Commission, achieving those goals and priorities, and providing oversight of the Port's operations and staff. The Executive Director is responsible for developing systems and budgets to accomplish the organization's priorities and goals, as well as comprehensive management and leadership in Port policy development.

**Please visit [www.prothman.com](http://www.prothman.com) to review the full position profile and compensation package, and to learn more about Prothman.**



# PORT OF POULSBO – BREAKWATER REPLACEMENT PROJECT CELEBRATION EVENT PLAN



1 – 2 p.m. Wednesday, May 8, 2024

## Format

- Short program to:
  - Celebrate project completion
  - Recognize partners and funders
  - Share the benefits of the Port and its investments for the community
  - Welcome the first Rendezvous at the marina, starting May 9
- Inside building at Poulsbo Marina
- Refreshments and networking
- Photo opportunities



## Resources needed

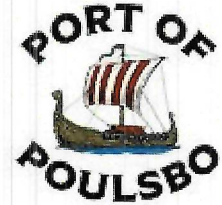
- Port speaker/emcee
- At least two Port staff members to assist
- One or two tables
- Ten to 20 chairs
- Light refreshments (e.g., lemonade, coffee, cookies)
- Podium and/or microphone with sound system (depending on size of venue)
- Port swag thank you gifts for speakers (e.g., coffee cup stuffed with goodies)

## Invitees

- Suquamish Tribal Chair
- Suquamish Tribal contact person for breakwater project
- Senator Maria Cantwell's office
- State legislators
- Granting agencies: US Fish and Wildlife; Washington State RCO
- City of Poulsbo
- Port of Edmonds Commission and Executive Director
- Marina Advisory Group



# PORT OF POULSBO – BREAKWATER REPLACEMENT PROJECT CELEBRATION EVENT PLAN



1 – 2 p.m. Wednesday, May 8, 2024

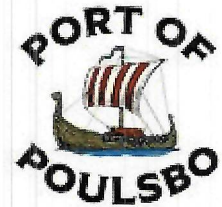
## Protocols

- Tribal communications/invitations
  - Ports and Tribes have a government-to-government relationship
  - A formal, written invitation to the Tribal chair should be the first step
  - A follow-up phone call to the Tribal Council office is recommended to ensure they know the invitation is coming and it doesn't get lost
    - Suggest asking if they'd like to receive an email invitation, as well, and who it should be sent to
  - The Tribe will determine who should attend the event, but if you've worked on the project closely with a Tribal staff member and have a strong relationship, it's recommended that you let them know about the event and the official invitation to the Tribe as a courtesy.
- **Speakers always go in order of primacy:**
  1. Tribal/sovereign governments
  2. Federal elected officials/agency representatives
  3. State elected officials/agency representatives
  4. Local elected officials/agency representatives
  5. Other partners (e.g., community, business)

## Event planning and execution timeline

Date	Actions	Notes
4/12	<ul style="list-style-type: none"><li>• Inform Commission and staff of plan</li><li>• Confirm Port speaker/emcee</li><li>• Draft invitation</li></ul>	
4/15	<ul style="list-style-type: none"><li>• Mail invitation to Suquamish Tribal Chair and follow up with phone call</li></ul>	<ul style="list-style-type: none"><li>• Invitation should include date, time, location, and potential speakers list</li></ul>
4/15	<ul style="list-style-type: none"><li>• Email invitations to other invitees</li></ul>	<ul style="list-style-type: none"><li>• Invitation should include date, time, location, and potential speakers list</li></ul>

# PORT OF POULSBO – BREAKWATER REPLACEMENT PROJECT CELEBRATION EVENT PLAN



1 – 2 p.m. Wednesday, May 8, 2024

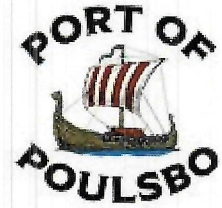
Date	Actions	Notes
4/22	<ul style="list-style-type: none"> <li>Draft key messages for Port speaker/emcee</li> </ul>	<ul style="list-style-type: none"> <li>Include transitions between each speaker</li> </ul>
4/29	<ul style="list-style-type: none"> <li>Draft post-event news release and social media posts</li> </ul>	
5/1	<ul style="list-style-type: none"> <li>Confirm speakers</li> </ul>	<ul style="list-style-type: none"> <li>Call speakers who have not confirmed attendance</li> </ul>
5/8	<ul style="list-style-type: none"> <li>Host an amazing event! Don't forget to take photos before and after.</li> </ul>	
5/8	<ul style="list-style-type: none"> <li>Update and send news release and the best photo to local media</li> <li>Post content and photos to social media</li> </ul>	

## Potential event program and remarks

Time	Speaker	Remarks
1 p.m.	Port	<ul style="list-style-type: none"> <li>Welcome</li> <li>Why we're celebrating today – brief background</li> <li>Introduce tribal speaker</li> </ul>
1:05 p.m.	Suquamish Tribe	<ul style="list-style-type: none"> <li>Tribal blessing?</li> <li>Support of Tribal fishery</li> <li>Partnership with Port</li> </ul>
1:15 p.m.	Port	<ul style="list-style-type: none"> <li>Thank you</li> <li>Grant funding and support from Sen. Cantwell</li> <li>Introduce Sen. Cantwell's office</li> </ul>
1:20 p.m.	Sen. Cantwell's office	<ul style="list-style-type: none"> <li>Importance of project to the region</li> </ul>
1:30 p.m.	Port	<ul style="list-style-type: none"> <li>Thank you</li> <li>Infrastructure supporting Washington's maritime economy</li> </ul>



# PORT OF POULSBO – BREAKWATER REPLACEMENT PROJECT CELEBRATION EVENT PLAN



1 – 2 p.m. Wednesday, May 8, 2024

Time	Speaker	Remarks
		<ul style="list-style-type: none"><li>• Introduce state legislator/office</li></ul>
1:35 p.m.	State legislator/office or granting agency	<ul style="list-style-type: none"><li>• Importance of project to Washington state</li></ul>
1:45 p.m.	Port	<ul style="list-style-type: none"><li>• Thank you</li><li>• Final remarks</li><li>• <b>Photo opportunity for speakers</b></li><li>• Please enjoy refreshments</li></ul>

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA April 19, 2024

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 \$41,586.04 and from the General Fund, this 19th day of April 2024.

  
Mark Singer (Apr 23, 2024 16:14 PDT)  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Apr 23, 2024 13:56 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Jay Lawrence (Apr 26, 2024 06:57 PDT)  
Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
18693	Robert Shipp	86.94
18694	Mark Breslich	582.20
18695	WA State Dept of Retirement Systems	25.00
18696	Richard Kerby	100.00
18697	Dwight Motz	120.00
18698	Bank of America	276.72
18699	City of Poulsbo	3,386.78
18700	Mathews Electric	6,784.40
18701	Office Depot Credit Plan	380.40
18702	PetroCard	23,047.83
18703	PSE	6,113.77
18704	PUD #1 of Kitsap County	682.00
TOTAL		\$ 41,586.04

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 (Apr 23, 2024 13:19 PDT)  
Port Auditor



PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA April 12, 2024

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 \$11,731.45 and from the General Fund, this 12th day of April 2024.

  
Mark Singer (Apr 23, 2024 16:14 PDT)  
Mark Singer, Commissioner

  
Jamie Green (Apr 23, 2024 13:56 PDT)  
Jamie Green, Commissioner

  
Jay Lawrence (Apr 26, 2024 06:57 PDT)  
Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
P13923	Sean P. Bauman	1,610.49
P13924	Kaitlyn Cook	1,634.10
P13925	Yordon I. Henry	898.71
P13926	Kelli M. Hodges	2,009.30
P13927	VOID	
P13928	Garrett L. Inman	422.77
P13929	Nicholas C. Mandeville	1,317.90
P13930	Jannese M. Hunt	1,426.13
P13931	VOID	
P13932	Carol L. Tripp	2,412.05
TOTAL		\$ 11,731.45

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 (Apr 23, 2024 13:19 PDT)  
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

April 12, 2024

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 12th day of April 2024.

\$3,390.17

  
Mark Singer (Apr 23, 2024 16:14 PDT)

Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Apr 23, 2024 13:56 PDT)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Jay Lawrence (Apr 26, 2024 06:57 PDT)

Jay Lawrence, Commissioner

| Voucher #   | Claimant                    | Amount     |
|-------------|-----------------------------|------------|
| EFT 4/12/24 | US Treasury/Financial Agent | \$3,390.17 |
|             | TOTAL                       | \$3,390.17 |

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

  
Carol Tripp (Apr 23, 2024 13:19 PDT)

Port Auditor

~~~ EFT ~~~



PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

April 15, 2024

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

\$6,782.40

and from the General Fund, this 15th day of April 2024.

  
Mark Singer (Apr 23, 2024 16:14 PDT)

Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Apr 23, 2024 15:56 PDT)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Jay Lawrence (Apr 26, 2024 05:57 PDT)

Jay Lawrence, Commissioner

| Voucher #   | Claimant | Amount     |
|-------------|----------|------------|
| EFT 4/15/24 | Molo     | \$6,782.40 |
| TOTAL       |          | \$6,782.40 |

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 (Apr 23, 2024 13:19 PDT)

Port Auditor

~~~ EFT ~~~