

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

Subject	*HYBRID* Regular Meeting Agenda	Date	3/6/2025
Recorder	Cassidy Conners	Start Time	7:00 PM
Commission Chair	Jay Lawrence	End Time	9:00 PM
Commission Members	Jamie Green; Jeff Pfeil		
Staff Present	Carol Tripp – Port Accountant		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	COMMISSIONER COMMENTS	
3.	PBA REPORT / PUBLIC COMMENTS (limit of 3 minutes)	
4.	CONSENT AGENDA ITEMS (Next Res: 2025-05) 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: 2/6/25, 2/20/25, and 2/24/25 B. Warrants: 19041 – 19047, P14231 – P14255, 2/11/25 EFT, 2/25/25 EFT, 2/28/25 EFT, 3/5/25 EFT in the amount of \$72,713.80.	
6.	OLD BUSINESS ITEMS	
	A. 30 Day Notice Waiver for Licensee	
7.	NEW BUSINESS ITEMS	
	A. Commissioner Responses to public comments/discussions	
	B. Accounting Report – Carol	
	C. HDPA Video Partnership	
	D. Lease Agreement	
	E. MOLO Website Reservations	
	F. Employee Schedules and PTO Request	
	G. Lease Agreement	
8.	PUBLIC COMMENT FOR FUTURE MEETINGS	
9.	COMMISSIONER COMMENTS	
10.	EXECUTIVE SESSION – To evaluate the performance of a public employee – RCW 42.30.110(1)(G)	The Commission will now adjourn into an executive session to review 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.

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.

		<p>After the executive session the Commission will reconvene to the public portion of the commission meeting.</p> <p>It is anticipated that the Commission may take final action in the public portion of the meeting.</p>
11.	ADJOURN	

<https://us02web.zoom.us/j/81088487431>

Meeting ID: 810 8848 7431

One tap mobile

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+12532050468,,89253011491# US

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

PORT OF POULSBO REGULAR MEETING
MARCH 6, 2025
7:00 PM

Present: Commissioner Lawrence, Commissioner Green, Commissioner Pfeil, Port Accountant Carol Tripp

Call to Order 7:01pm

Commissioner Comments

Commissioner Pfeil said a lot of good things are going on. Judging from all the boats in the marina, the Port is off to a good start in the boating season.

Commissioner Lawrence said the Tacoma Rendezvous has 20 boats at the marina. The fuel barge is being fine-tuned. He signed off on a permit for E & F Dock last week. The bad news is the inspector came out and gave a slap on the hand. Other than that, E & F Dock are open. The breakwater power switch is holding up. A company came out to look at it and the technician broke a brand-new switch. The replacement is on its way. The breaker hasn't tripped. He has been working with staff to improve efficiency. The MOLO reservation system is up and running. There was a small fuel leak that took six hours to find and contain. Commissioner Lawrence wants to secure a 10' inflatable dinghy for \$250 to expedite travel to and from the breakwater for money collection. He will loan his own electric motor so the staff can use it on weekends when no maintenance crew is available.

Motion: Move to approve the purchase of an inflatable

Moved by: Commissioner Pfeil **Seconded by:** Commissioner Lawrence

Motion passed unanimously.

Commissioner Lawrence said there are other rendezvous coming in. There's a rumor that the Viking Ship Valkyrie is closer to Coast Guard approval. Hopefully it'll be here in time for Viking Fest.

Poulsbo Boater's Association

There was no report.

Public Comments

Craig Muller, C-11, likes Commissioner Lawrence's idea for harbormaster pay. Pay raises can come in increments over a timeline as performance is demonstrated.

Consent Agenda

Motion: Move to approve the special meeting minutes 2/6/25, 2/20/25, 2/24/25

Moved by: Commissioner Green **Seconded by:** Commissioner Pfeil

Motion passed unanimously.

Motion: Move to approve the warrants as read.

Moved by: Commissioner Pfeil **Seconded by:** Commissioner Green

Motion passed unanimously.

Old Business Items

30 Day Notice Waiver for Licensee

A request was received for moorage cancellation on 12/10. The routing sheet was received on 1/20 and returned 1/21/25. The harbormaster said due to extenuating circumstances, the 30-day notice should be waived. This requires board approval. Port Accountant Tripp said the board approved the action request in April 2024. The particular slip, C33, was charged as a 50' slip even though the slip is 64'x15'.

Motion: Move to deny the 30-day notice waiver.

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

Motion passed unanimously.

New Business Items

Commissioner Responses to Public Comments/Discussions

There were none.

Accountant Report

There was no written report.

Port Accountant Tripp received documents from the Kitsap County Treasurer's Office. She will be on vacation next week and will not be available. There are numbering errors on the ETF Policy and the Public Records Policy Procedures. There will be two resolutions to amend: Resolution 2025-03 for the Public Records Procedures and Resolution 2025-04 for the ETF Policy. E & F Dock will be finalized at the end of the month. There are still a few items to complete and there are wait times on hardware. MOLO issues have been ironed out and there's a final plan to get it going. She said she spoke with the Port of Brownsville and will be reaching out to the Port of Kingston for staff training that needs to be done.

Port Accountant Tripp will have a meeting with Boat Geeks tomorrow about advertising. The rate will stay the same and will do a video, free of charge, for the Port website. She was contacted by the Recreational Boating Association of Washington, and they would like to do a presentation at the April 17th meeting. They'll be bringing a pump out boat that will be moored at the Port. One of their members will be traveling and respectfully requested to be put at the top of the agenda.

PORT OF POULSBO REGULAR MEETING
MARCH 6, 2025
7:00 PM

Commissioner Pfeil said Mr. Dana is requesting his late fee be returned because he was unaware his monthly rate had increased. Port Accountant Tripp said three notifications went out during third quarter of 2024. Statements also go out each month.

Motion: Move to deny waiving late fees for Mr. Dana.

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

Motion passed unanimously.

Mr. Clay requested moorage at the Port. The board discussed his history of running into other boats.

Motion: Move to deny winter moorage.

Moved by: Commissioner Lawrence **Seconded by:** Commissioner Pfeil

Motion passed unanimously.

Commissioner Pfeil read aloud an update for permanent moorage. Please see attached.

HDPA Video Partnership

Commissioner Green doesn't know how to get ahold of them. Port Accountant Tripp said we might not need to partner with the HDPA. We can see if we need to reach out again if other attempts aren't successful. We can also utilize the use of personal drones.

Lease Agreement

Port Accountant Tripp said the three-year lease agreement was for Washington University. She needs to know if the board wants to do a month to month for the Sea Discovery Center (Marine Science Center). Instead of the full rate, it was offset with the boathouse moorage, \$1545/month vs \$2100/month. She said she'll run the numbers and report back to see if month to month is preferred unless a yearlong lease makes more economic sense.

MOLO Website Reservations

Port Accountant Tripp said this is being fine-tuned and shouldn't take very long.

Employee Schedules and PTO Request

Kelli and Ana are the only requests for PTO at this time. Employee hours are posted and are aware of the expectations of their working hours. PTO will be taken in one-hour increments from now on. Time clocks will be changed. Port Accountant Tripp said a seasonal employee will be hired for guest moorage toward the end of April.

Public Comments & Requests for Future Agenda Items

There were none.

Commissioner Comments

Commissioner Pfeil said the staff is always saying Commissioner Lawrence has already been down at the docks. It's making a big difference.

Commissioner Lawrence appreciates everyone in attendance and acknowledged things are being taken care of.

Executive Session

The Commission will now adjourn into an executive session to review 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 may take final action in the public portion of the meeting.


Entered Executive Session 8:00pm

Exited Executive Session 8:31pm

Entered Executive Session 15 minutes 8:31pm

Exited Executive Session 8:46pm


Adjourn 8:46pm



Jay Lawrence, Commissioner & Chairman



Jamie Green, Commissioner



Jeff Pfeil, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA February 26, 2025

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 \$16,493.48 and from the General Fund, this 26th day of February 2025.

Vacant

ATTEST:

Jamie Green
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence
Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
19041	Puget Sound Energy	4,343.88
19042	Western Washington University	1,545.00
19043	Bank of America	382.96
19044	CHS Inc/Cenex	42.07
19045	CSD Attorneys at Law	9,432.00
19046	Coast to Coast Hardware	65.57
19047	PUD #1 of Kitsap County	682.00
TOTAL		\$ 16,493.48

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 Tyge
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA February 14, 2025

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$24,330.96 and from the General Fund, this 14th day of February 2025.

Vacant

Jamie Green

Jamie Green, Commissioner

Jay Lawrence

Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
P14231	Sean Bauman	1,483.92
P14232	GL D. Berumen Tabanico	1,224.04
P14233	Daryll Trask	2,630.48
P14234	Nicole Wohnoutka	559.77
P14235	Nicholas Mandeville	1,231.89
P14236	Yordon Henry	554.27
P14237	Hannah Harness	1,291.68
P14238	Kelli Hodges	1,793.53
P14239	VOID	0.00
P14240	Carol Tripp	2,413.58
P14241	VOID	0.00
P14242	Daryll Trask	11,127.40
	Direct Deposit Transaction Fees	20.40
	TOTAL	\$ 24,330.96

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

Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~



PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

February 28, 2025

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$12,484.88 and from the General Fund, this 28th day of February 2025.

Jeff Pheil  
Jeff Pheil, Commissioner

Jamie Green  
Jamie Green, Commissioner

Jay Lawrence  
Jay Lawrence, Commissioner

| Voucher # | Claimant                        | Amount              |
|-----------|---------------------------------|---------------------|
| P14243    | Sean Bauman                     | 1,677.81            |
| P14244    | GL D. Berumen Tabanico          | 1,371.49            |
| P14245    | Nicole Wohnoutka                | 932.45              |
| P14246    | Nicholas Mandeville             | 1,560.13            |
| P14247    | Yordon Henry                    | 1,195.50            |
| P14248    | Hannah Harness                  | 1,291.22            |
| P14249    | Kelli Hodges                    | 2,024.99            |
| P14250    | VOID                            |                     |
| P14251    | Carol Tripp                     | 2,414.29            |
| P14252    | VOID                            |                     |
|           | Direct Deposit Transaction Fees | 17.00               |
|           | <b>TOTAL</b>                    | <b>\$ 12,484.88</b> |

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

Carol Tripp  
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA March 5, 2025

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$2,156.85 and from the General Fund, this 5th day of March 2025.

Jeff Pfeil
Jeff Pfeil, Commissioner

Jamie Green
Jamie Green, Commissioner

Jay Lawrence
Jay Lawrence, Commissioner

| Voucher # | Claimant | Amount |
|-----------|---------------------------------|--------------------|
| P14253 | Jamie Green | 778.51 |
| P14254 | Jason Lawrence | 778.51 |
| P14255 | Cassidy Conners | 594.73 |
| | Direct Deposit Transaction Fees | 5.10 |
| TOTAL | | \$ 2,156.85 |

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 Trigg
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

**PORT OF POULSBO**

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA February 11, 2025

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$12,816.30 and from the General Fund, this 11th day of February 2025.

          
Vacant

ATTEST:

Jamie Green  
Jamie Green 11/11/25 10:21 AM  
\_\_\_\_\_  
Jamie Green, Commissioner

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

Jay Lawrence  
Jay Lawrence 11/11/25 10:21 AM  
\_\_\_\_\_  
Jay Lawrence, Commissioner

| Voucher #   | Claimant                   | Amount             |
|-------------|----------------------------|--------------------|
| EFT 2/11/25 | WA Teamsters Welfare Trust | \$12,816.30        |
|             | <b>TOTAL</b>               | <b>\$12,816.30</b> |

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

Carol Fyfe  
Carol Fyfe 11/11/25 10:21 AM  
\_\_\_\_\_  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA February 25, 2025

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 _____ 25th _____ day of _____ February 2025 _____.

\$632.83

Vacant

ATTEST:

Jamie Green

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence

Jay Lawrence, Commissioner

| Voucher # | Claimant | Amount |
|-------------|--------------------------|----------|
| EFT 2/25/25 | WA State Dept of Revenue | \$632.83 |
| TOTAL | | \$632.83 |

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 Topp

Port Auditor

--- EFT ---

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA February 28, 2025

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$3,442.00 and from the General Fund, this 28th day of February 2025.

Jeff Pfeil
Jeff Pfeil, Commissioner

ATTEST:

Jamie Green
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence
Jay Lawrence, Commissioner

| Voucher # | Claimant | Amount |
|-------------|-----------------------------|-------------------|
| EFT 2/28/25 | US Treasury/Financial Agent | \$3,442.00 |
| TOTAL | | \$3,442.00 |

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

Carol Trapp
Port Auditor

*** EFT ***

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

March 5, 2025

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 _____ 5th day of _____ March 2025 .

\$356.50

Jeff Pheil
Jeff Pheil, Commissioner

ATTEST:

Jamie Green
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence
Jay Lawrence, Commissioner

| Voucher # | Claimant | Amount |
|--------------|-----------------------------|----------|
| EFT 03/05/25 | US Treasury/Financial Agent | \$356.50 |
| TOTAL | | \$356.50 |

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 Trapp
Port Auditor

*** EFT ***