

VIRTUAL MEETING VIA ZOOM

Poulsbo Port District – Port Commission

Subject	*REMOTE* Regular Meeting Agenda	Date	October 21, 2021
Recorder	Cassidy Conners	Start Time	7:00 PM
Commission Chair	Thomas Rose	End Time	9:00 PM
Commission Members	Jamie Green, Mark Singer		
Staff Present	Carol Tripp, Port Accountant & Mgr.		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	COMMISSIONER COMMENTS	
3.	PUBLIC COMMENTS (limit of 3 minutes)	
4.	POULSBO BOATERS ASSOCIATION REPORT	
5.	CONSENT AGENDA ITEMS (Next Res: 2021-15) 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: 10.7.21 B. Warrants: 17450 – 17470, P13114 – P13122, EFT 10/10/21, EFT 10/15/21, EFT 10/25/21, EFT 10/31/21 in the amount of \$132,807.93.	
6.	OLD BUSINESS ITEMS A. Breakwater Updates	
7.	NEW BUSINESS ITEMS A. Commissioner responses to public comments/discussions B. Accounting & Manager’s Report	
8.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
9.	COMMISSIONER COMMENTS	
10.	ADJOURN	

<https://us02web.zoom.us/j/81817838824>

Meeting ID: 818 1783 8824

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

VIRTUAL MEETING VIA ZOOM

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REGULAR MEETING PORT OF POULSBO
OCTOBER 21, 2021
7:00 PM

Present: Commissioner Singer, Commissioner Green, Commissioner Rose, Kelli Hodges, Pam & Peter – PBA

Call to Order 07:00pm

Commissioner Comments

Commissioner Singer said winter is coming and it's windy. He encouraged everyone to check their boats. Commissioner Green said the news reported a bomb cyclone off the coast and there are three storm fronts coming. Saturday the 30th the Vikings are having a bonfire and doing some things down on the waterfront. Sunday the 31st is the drive-by trick or treat event. Commissioner Rose recommended everyone keep in contact with their neighbors in case someone isn't around during the storms. He said to secure boats, heaters, battery chargers, etc. for the winter.

Public Comments

Peter commented that the Port currently has the best operation, commissioners, and staffing management that he has seen in a long time. He is feeling optimistic of what is possible. Peter said the electricity problem is more personal than it needs to be at times, which is disappointing. He wants to find some commonsense procedures to ensure the highest reasonable degree of safety for people in their boats and walking around their boats. No one created the problem, but everyone is just struggling with it.

Counselman Musgrove told the board they're doing a great job and wondered about the breakwater grant cutoff date. He was also curious about when the next comp scheme will be envisioned. Commissioner Rose said the comp scheme will be reviewed 3-5 years from now. Once Port Accountant Tripp is back in town, he will find out more about the grant cutoff date.

Aaron Wenholz said the Port has great commissioners who are doing an awesome job, and it's great to see the breakwater coming together. He realized at the last meeting just how difficult it has been to manage the project. John Piccone is fantastic, and the board has the right person for the job. He had a letter written about the electric issues and read it aloud. He has an invoice for \$750 from all the testing done and he said those costs were incurred by the Port of Poulsbo. Aaron doesn't think he should have to pay it and thinks the Port should pay the invoice.

Poulsbo Boater's Association

The association gave their report.

Consent Agenda

Motion: Move to approve the regular minutes of October 7, 2021, as corrected

Moved by: Commissioner Singer **Seconded by:** Commissioner Rose

Motion passed unanimously.

REGULAR MEETING PORT OF POULSBO
OCTOBER 21, 2021
7:00 PM

Motion: Move to approve the warrants.

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

Motion passed unanimously.

Old Business Items

Breakwater Updates

Commissioner Rose said Mr. Piccone did affirm the permit was approved by Portland office. Now the permit is in line for final approval and vetting by the Seattle office. More updates will be available at the next meeting.

New Items

Items for Public Discussion

Commissioner Singer appreciated the comments by Pam and Aaron about the electrical issues. It is still an issue the Port needs to address. He does not agree with testing an operating system and will leave that vote to someone else. A better way would be to ask a marine mechanic to build a test rig on a pedestal and plug boats into that as a test article. Regarding Aaron's invoice, Commissioner Singer said any boat moving to winter moorage would have to get tested even if it was tested a week before, and it would be the same moving back. That is a standard the Port has established, and he isn't picking on any one group, person, or organization. Boats should be tested so long as it's accurate testing. Some people feel the testing isn't accurate. Currently, when it comes to affording things, unless a major grant comes through and pays for the pedestals, we are just going to have to wait. Everyone has good points on the electrical issues and have the same goals. Commissioner Singer thanked everyone for being interested and looking into the issue.

Commissioner Green thanked Pam and Nico for the insight on their experiences. She said it's important to remember commissioners are on the board because of the taxpayers. The board needs to listen to them and take that into consideration.

Commissioner Rose said he will discuss things with Port Accountant Tripp. It's also important to have Port accountability. The Port needs to take care of its infrastructure, be receptive to any and all concerns regarding it. He believes something with electrical can be traced back to something with a transformer. As far as what's going on with guest moorage, it could be a malfunctioning ELCI or something in wiring that needs to be fixed with a verified subject matter expert. He spoke with seven different marinas to get a closer look at their approach to electrical maintenance. Commissioner Rose concurs with reassessing what the Port of Poulsbo is presently doing. Customer relationships are important and there are a lot of people who are unhappy by the way they're being approached. He will facilitate a meeting between Port Accountant Tripp, Aaron, and Nico to further discuss any issues that have to do with business and personal nature.

REGULAR MEETING PORT OF POULSBO
OCTOBER 21, 2021
7:00 PM

Maintenance Report

See attached.

Accounting & Manager's Report

See attached.

Public Comments/Request for Future Agenda Items

Pam asked if anyone reached out to fire department or the police dept about the vessel with the mast down.

Commissioner Comments

Commissioner Green told everyone to stay dry, safe, and secure their boats. Commissioner Rose met with both the lieutenant and the sergeant to get a better perspective of things and learned they're up against budget constraints. He congratulated the sergeant for singlehandedly getting a line on a boat on Jim Gallant's shoreline and re-anchored. Commissioner Rose gained perspective to the challenges to enforce various statutes for those who are homeless. He wants to explore other recommendations on where the Port can partner with the department to look within the limits to do some various things for education. He is aware of what's going on out there with DNR being underfunded. We need to do what we can do and have expanded conversations about it.

Final Adjournment 8:08pm



Mark Singer (Nov 5, 2021 12:26 PDT)

Mark Singer, Commissioner



Jamie Green (Nov 5, 2021 12:14 PDT)

Jamie Green, Commissioner



Thomas K. Rose (Nov 5, 2021 14:18 PDT)

Thomas Rose, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

Maintenance Report:

Maintenance scheduled or completed for October:

- Basic ongoing maintenance of the docks, fuel barge, and restrooms
- Marine science boat house has been fully moved back into our boathouse
- Pump out boat is back and lift motor relays were installed. Motors now both move up and down.
- Work skiff was taken out of the water on 10/18/21 and the bottom was inspected. It will need new bottom paint sometime next year.
- Work skiff trailer maintenance/inspection was done. New tires were put on.

In progress:

- Moving forward 10/19/21 on kayak float. Start framing together floats.
- Estimate for hydrostatic test of fire lines has come in and will schedule with Fire King of Seattle
- Moving forward with some basic ABYC training/refresh of marine electrical for Bruce and myself.

Guest Moorage Report:

At the HDPa Meeting on October 12th the Finance Director Deb Booher gave a lengthy presentation on the history of the HDPa. Toward the end of the presentation, she discussed how it costs the city over \$14,000 annually to manage the city's contributions toward the organization. She suggested that since the organization was formed the rate structure has not increased and this need to be investigated. This last statement did not go over well. One Board Member suggested that perhaps it was time to consider forgoing the organization entirely as no one enjoys their positions. Ms. Booher discussed how the organization could be restructured with 1 full time employee to oversee most aspects of all HDPa positions.

For my presentation at the Meeting, I distributed a copy of the 2022 list of incoming Yacht Clubs. As the document was being observed I pointed out that although we have 6 Yacht clubs scheduled from March through April there are no clubs scheduled in February. I suggested that we are interested in collaborating with the Sons of Norway on their Valisblot celebration "Viking Valentine's Day" As I was discussing this, I showed the poster that we used from the "Frosty February Fest 2021" I mentioned that the boating community has become accustomed to participating in a boating event in February. I mentioned that it makes sense to collaborate with the sons as there is no need to recreate the wheel on a Winter Event at this late date. Additionally, I have an upcoming meeting with Lizabeth the Social Media Representative with the sons. A Board Member spoke up and said no, the February Event needs to be prior to Valisbot, or after.

I mentioned that we are considering creating a questionnaire to distribute to the downtown merchants. This we would do in lieu of a FB post, as the last FB post received little response. In this questionnaire we would be asking the merchants if they would like to participate in scavenger hunts, and other boating activities that Yacht Clubs like to participate in. These types of activities we would promote in

the "off season". Several people responded by thinking me for all the work we have done in the past to promote the business throughout the years.

On October 14th I met with Lizbeth at the sons. She was very welcoming and interested in the port promoting their activities and collaborating with us.

Permanent Moorage Report:

- There were quite a few winter moorage inspections.
- Tagged a couple vehicles that were parked in the Port handicap spots that had handicap permits, but no Port of Poulsbo permits. There was also another car in a liveboard space with no permit, but it left before we could tag it.
- Maintenance installed a new parking sign and new "No RVs" sign at the Jensen lot.
- Completed the electrical billing
- Scheduled with T&C Diving for cleaning and checking of zincs on the fuel barge for Tuesday, October 26th. This is the same day as our Hazwoper refresher course since the fuel dock will be closed all day for the training course anyway.
- I would like to remind the board when I was directed to update our inspection procedure sheet by contacting several marinas. From those contacts we called, I added a few items from the Port of Kingston that we did not have on our inspection sheet (gas type, fuel quantity, exhaust fans, and access to vessel, pictures of hull), everything else on our sheet we have; Kingston also does the same as us here in Poulsbo including electrical inspections. Some of these other marinas I had contacted do not do a full inspection. A couple said they just look at them and take a visual. I was also asked to send over our current and newer incoming inspection sheet to Jerry at Port of Brownsville which I did on January 6, 2021. He was appreciative.
- Received a phone call from a licensee that his power was not working. Sent Brian out and he found both breakers to the pedestal were switched off on A dock. The licensee was not happy because he had items in his fridge.
- Received 8 cancelation notices for permanent moorage and 2 for winter moorage for October.
- One winter moorage person changed their mind about coming in because we would not allow her second boat where the inboard was not operable.
- Scheduled 2 electrical re-inspections from the file audit.
- Updated the Breakwater page on the Port website with the breakwater update.
- Brian pumped out Viking Magic again.
- Brian and Nick pressure washed AA and A docks and the crossing docks in between those.
- Licensee on D dock, while taking out their dinghy from the water damaged the spigot at his berth. He and a few other people tried to cap it off the best they could with sticking a stick inside and tape. The licensee mentioned he was going to call 911, but the others mentioned to him not to. When I spoke with this licensee, I informed him if an emergency of this nature happens again after hours with excess water spouting out in the future to please call 911 and let them know this is a non-emergency and let them know what is going on. The call center has our emergency call list of staff that is to be called due to a maintenance emergency within the marina. Eugene and Bruce repaired it on 10/18/21. The charges were about \$80.

Accounting & Manager Report:

The 3rd quarter payroll tax returns have been completed as well as the Leasehold Excise Tax return have been completed and submitted. The financial statements are currently under review for the period ending September 30, 2021 and will be emailed to the Commission shortly.

The updated rules and regulations are being reviewed and reformatted and will be sent out to all licensee's at the Port via email and will be uploaded to our website. The emailed version will include a short note of the changes/additions made to the document.

The final quote came in to do the hydrostatic test of the Standpipe system at \$7,039.22 from Performance Systems Integration LLC.

An email request was made by LaVonne Block and Ellen Sletten from the Poulsbo Sons of Norway to be put on the November 4th agenda for a proposal to 'provide assistance with a potential project that the Son's of Norway has been asked to potentially participate in.' I forwarded the email to the Board on 10/13/21.

As of 10/14/21 there has not been any updates from the Army Corps regarding our Emergency permit for the breakwater.

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA

October 22, 2021

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 \$72,412.37 and from the General Fund, this 22nd day of October 2021.


Mark Singer (Oct 23, 2021 17:03 PDT)
Mark Singer, Commissioner

ATTEST:



Jamie Green (Oct 22, 2021 09:39 PDT)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Thomas K, Rose (Oct 23, 2021 19:27 PDT)
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
17450	Edward Jones	2,205.21
17451	Puget Sound Energy	2,744.50
17452	Office of Minority & Women's Business	100.00
17453	Joseph McGrath	285.70
17454	Melanie Winnett	780.00
17455	David Horton	186.23
17456	Bank of America	917.73
17457	Bird Electric Corp	836.22
17458	Coast to Coast Hardware	42.50
17459	Home Depot	280.42
17460	New Pig Corporation	323.77
17461	Olympic Springs Inc	34.63
17462	Peninsula Fire Inc	647.95
17463	PetroCard	18,573.71
17464	Platt	92.64
17465	Propane Northwest	213.13
17466	PUD #1 of Kitsap County	345.00
17467	Sea Technology Ltd	1,605.00
17468	Soundwest Engineering Assoc Inc	41,954.60
17469	CenturyLink	79.25
17470	Home Depot Pro	164.18
TOTAL		\$ 72,412.37

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 (Nov 2, 2021 08:35 PDT)
Port Auditor

PORT OF POULSBO


PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA October 15, 2021

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 \$12,804.10 and from the General Fund, this 15th day of October 2021.


Mark Singer (Oct 23, 2021 17:03 PDT)
Mark Singer, Commissioner


Jamie Green (Oct 27, 2021 09:39 PDT)
Jamie Green, Commissioner


Thomas K. Rose (Oct 23, 2021 19:27 PDT)
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P13114	Christopher Henry	931.31
P13115	Kelli Hodges	1,662.30
P13116	Eugene Madayag	1,511.99
P13117	Nicholas Mandeville	925.69
P13118	Jannese Hunt	1,337.23
P13119	Bruce Riley	1,167.96
P13120	Brian Smith	1,091.39
P13121	Carol Tripp	2,435.67
P13122	Melanie Winnett	1,740.56
TOTAL		\$ 12,804.10

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 (Nov 2, 2021 08:35 PDT)
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER


Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA                      October 10, 2021

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 \$14,468.40 and from the General Fund, this 10th day of October 2021.

  
Mark Singer (Oct 23, 2021 17:03 PDT)  
Mark Singer, Commissioner

ATTEST:

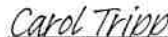
  
Jamie Green (Oct 22, 2021 09:39 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Thomas K. Rose (Oct 23, 2021 19:27 PDT)  
Thomas Rose, Commissioner

| Voucher #    | Claimant                   | Amount             |
|--------------|----------------------------|--------------------|
| EFT 10/10/21 | WA Teamsters Welfare Trust | \$14,468.40        |
|              | TOTAL                      | <b>\$14,468.40</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 (Nov 2, 2021 08:35 PDT)  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA October 15, 2021

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$4,067.64 and from the General Fund, this 15th day of October 2021.

Mark Singer
Mark Singer (Oct 23, 2021 17:03 PDT)
Mark Singer, Commissioner

ATTEST:

Jamie Green
Jamie Green (Oct 22, 2021 09:39 PDT)
Jamie Green, Commissioner

Cassidy Connors, Recording Secretary

Thomas K. Rose
Thomas K. Rose (Oct 23, 2021 19:27 PDT)
Thomas Rose, Commissioner

| Voucher # | Claimant | Amount |
|--------------|-----------------------------|-------------------|
| 10/15/21 EFT | US Treasury/Financial Agent | \$3,863.18 |
| 10/15/21 EFT | DSHS | \$204.46 |
| TOTAL | | \$4,067.64 |

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

Carol Tripp
Carol Tripp (Nov 2, 2021 08:35 PDT)
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA October 25, 2021

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 \$8,883.22 and from the General Fund, this 25th day of October 2021.

Mark Singer  
Mark Singer (Oct 23, 2021 17:03 PDT)  
Mark Singer, Commissioner

ATTEST:

Jamie Green  
Jamie Green (Oct 22, 2021 09:39 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas K. Rose  
Thomas K. Rose (Oct 23, 2021 19:27 PDT)  
Thomas Rose, Commissioner

| Voucher #      | Claimant                       | Amount            |
|----------------|--------------------------------|-------------------|
| EFT 10/25/2021 | WA State Department of Revenue | \$8,122.01        |
| EFT 10/25/2022 | WA State Department of Revenue | \$761.21          |
|                | TOTAL                          | <b>\$8,883.22</b> |

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

Carol Tripp  
Carol Tripp (Nov 2, 2021 08:35 PDT)  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA October 31, 2021

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 \$20,172.20 and from the General Fund, this 31st day of October 2021.

Mark Singer
Mark Singer (Oct 23, 2021 17:03 PDT)
Mark Singer, Commissioner

ATTEST:

Jamie Green
Jamie Green (Oct 22, 2021 09:39 PDT)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas K. Rose
Thomas K. Rose (Oct 23, 2021 19:27 PDT)
Thomas Rose, Commissioner

| Voucher # | Claimant | Amount |
|----------------|--------------------------------|--------------------|
| EFT 10/31/2021 | WA State Department of Revenue | \$20,172.20 |
| | TOTAL | \$20,172.20 |

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

Carol Tripp
Carol Tripp (Nov 2, 2021 08:35 PDT)
Port Auditor

~~~ EFT ~~~