

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

<b>Subject</b>	<b>*HYBRID* Regular Meeting Agenda</b>	<b>Date</b>	<b>2/6/2025</b>
<b>Recorder</b>	<b>Cassidy Conners</b>	<b>Start Time</b>	<b>7:00 PM</b>
<b>Commission Chair</b>	<b>Jay Lawrence</b>	<b>End Time</b>	<b>9:00 PM</b>
<b>Commission Members</b>	<b>Jamie Green</b>		
<b>Staff Present</b>	<b>Daryll Trask – Harbormaster, Carol Tripp – Port Accountant</b>		

<b>AGENDA</b>		
<b>No.</b>	<b>Topic</b>	<b>Action/Recommendation/Discussion</b>
1.	<b>CALL TO ORDER</b>	
2.	<b>COMMISSIONER COMMENTS</b>	
3.	<b>PBA REPORT / PUBLIC COMMENTS (limit of 3 minutes)</b>	
4.	<b>CONSENT AGENDA ITEMS</b> (Next Res: 2025-03) 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: 1/16/25, 1/21/25, and 1/28/25</b> <b>B. Warrants: 19010 – 19027, P14218 – P14230, 1/27/25 EFT, 1/31/25 EFT in the amount of \$81,330.45.</b>	
6.	<b>OLD BUSINESS ITEMS</b>	
	<b>A. Annual Review of Employee Wages</b>	
	<b>B. Nominate candidate for Port Commissioner position #1</b>	
	<b>C. E&amp;F Dock and Fuel Dock Updates</b>	
7.	<b>NEW BUSINESS ITEMS</b>	
	<b>A. Commissioner Responses to public comments/discussions</b>	
	<b>B. Accounting Report – Carol</b> <b>i. EFT Policy</b>	
	<b>C. Manager Report-Daryll</b> <b>i. Reservations Policy</b> <b>ii. Administrative Assistant &amp; Acctg Tech Job Description</b> <b>iii. Employee proposal for hours change</b>	
	<b>D. Boat Survey Policy Review</b>	
	<b>E. Marina Software Discussion</b>	
	<b>F. Marketing Strategy Update</b>	
8.	<b>PUBLIC COMMENT FOR FUTURE MEETINGS</b>	
9.	<b>COMMISSIONER COMMENTS</b>	
10.	<b>ADJOURN</b>	

<https://us02web.zoom.us/j/86480183917>

Meeting ID: 864 8018 3917

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  
FEBRUARY 6, 2025  
7:00 PM

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

**Call to Order 7:05pm**

**Motion:** Move to approve the separation agreement as mutual agreement for separation from employment with two months severance

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

Motion passed.

**Commissioner Comments**

Commissioner Lawrence welcomed everybody in attendance. He said electricians came down because power was out on one of the docks; there's a dead spot at nighttime, likely due to opening right as it snowed. There's a rendezvous coming up in June.

**Public Comments**

Craig Muller, C-11, mentioned the Port will have to go through the hiring process again now that there's no longer a harbormaster.

Doug Brusig would like to be reinstated to use the marina. There was an incident that led to his banishment from the Port. He's one of the five captains of the Virginia 5, and the only captain available during the summer. Port Orchard had a fun time with the Mosquito Fleet. He's hoping to do the same thing in Poulsbo on the new dock.

Aaron Wenholtz, D Dock, appreciates that everyone has very full plates at the moment. He suggested somebody that has human skills reach out to the few tenants that left due to mismanagement. He knows about nine boats, which estimates a net loss of \$3600/month. He has two boats in Liberty Bay Marina and paying no less than \$1000/month. They choose to be over there because it's much simpler due to the survey policy that costs them no less than \$1400. They're on the end tie, have liveaboard status, and love it. They can see their boat from the shop. They don't want to move but feel obligated to move because of all the mismanagement. Any well-run business would reach out to the people who left, have a conversation, and try to take care of them. He knows the Commission is on the right track.

**Poulsbo Boater's Association**

The association gave their report.

**Consent Agenda**

**Motion:** Move to approve the meeting minutes 1/16/25, 1/21/25, 1/28/25

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

Motion passed.

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

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

Motion passed.

### **Old Business Items**

#### **Annual Review of Employee Wages**

**Motion:** Move to approve employee wages.

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

#### **Nominate Candidate for Port Commissioner Position #1**

When a candidate is nominated, it doesn't mean that's the person who is hired. A post has to go out for fifteen days and publicly post in three different locations, then the election procedures. Resumes and cover letters will be considered until the 21<sup>st</sup>. After the first fifteen days, there are another fifteen days where the board can still accept resumes and cover letters. After that the board can go ahead and have a meeting to appoint a third Commissioner. There will be a special meeting on Monday, February 24<sup>th</sup> at 10am to possibly interview with the goal of appointing someone. That person can help and act as Commissioner once the motion is approved.

One nominee includes Jeff Pfeil. Commissioner Lawrence received a cover letter and resume from Jason Coltfelter.

**Motion:** Move to nominate Jeff Pfeil as nominee for the Board of Commissioners

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

Jeff Pfeil will remain a candidate until the 21<sup>st</sup>. There is still time to submit a cover letter and resume if interested in the position.

#### **E & F Dock and Fuel Dock Updates**

Commissioner Lawrence said the Port is still waiting on another part from a company that has the monopoly on maritime products and electric parts. The Port engineer assured the Commission that even with the covers protecting the wiring, they can still operate but can't get inspections or finalize permits. This needs to be done to collect money from grant funding. The fuel dock is now open.

### **New Business Items**

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

Commissioner Lawrence addressed Aaron's public comment and said the Virginia 5 has historical value at the Port of Poulsbo. The captain was removed from being allowed at guest

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moorage. Port Accountant Tripp remembers Doug coming in and there was never any issue with him; he was pleasant and nice and brought people to the docks who wouldn't usually come down. Commissioner Lawrence recalled Commissioner Rose wrote a recommendation but was also the one to expel him. If reinstated he would be expected to follow the rules and would be kicked out again if he failed to follow the rules. Commissioner Lawrence said Doug pulled up to the wrong dock as a commercial vessel. He loves seeing the pictures of the olds boats. Commissioner Green said there is a draw for tourism, and it would promote economic growth.

Commissioner Green invited Doug to come back and prepare a presentation about what he wants to do on Thursday, February 20<sup>th</sup>.

**Accountant Report**

**-ETF Policy**

Please see attached.

**Motion:** Move to approve the EFT Policy as presented.

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

Motion passed.

**Motion:** Move to approve agreement of furnishing engineer services

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

Motion passed.

**Manager Report**

Please see attached.

**-Reservation Policy**

Commissioner Lawrence is getting a lot of kickback about the \$10 nonrefundable fee that also does not apply to the moorage. There's not a lot of places that do that. The rendezvous will fill up the house, which will also bring in extra fees. After brief discussion, Port Accountant Tripp recommended going back to the \$5 nonrefundable, nonapplicable fee. She will do a bit of research and bring findings back to the next meeting.

**-Administrative Assistant & Accounting Tech Job Description**

Commissioner Lawrence said there isn't a person to tell the board what's going on. The new guest moorage coordinators will now do social media. Commissioner Green said there will be a review of employee rules and see what can be done. Port Accountant Tripp said union negotiations will be starting March 20<sup>th</sup>. Any changes to job descriptions must go through the

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union. She doesn't know if the union has been contacted and can't provide any further information because she doesn't have it.

It was agreed to table the topic for the next meeting.

**-Employee Proposal for Hours Change**

There was a proposal by the previous harbormaster to allow an employee to work four 10-hour days instead of five 8-hour days. Commissioner Green said there's too small of a crew to accommodate that; there would just be a blank day. All hands are needed for as many days as possible to get revenue going. The board also needs to figure out manning hours and who works where and when. Commissioner Lawrence said he'd be the one to make sure the guest moorage admin job description includes the fuel pump.

**Boat Survey Policy Review**

Commissioner Lawrence felt it's a big chunk of change to be performing boat surveys and recognizes it's been causing problems with the boats in the marina. Port Accountant Tripp said inspections are performed when a boat first comes in. If there are concerns, they can be brought up to the boat owner at that time.

**Motion:** Move to remove the Boat Survey Policy

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

**Marina Software Discussion**

Port Accountant Tripp has a meeting with Molo next week, Thursday the 13<sup>th</sup>, at 2pm. There are a lot of things the program can do. Permanent moorage is set up through Sage and it has worked well. It works so well that the Port of Kingston started using it. Brownsville is currently using Molo for guest and permanent moorage. Sage isn't designed for reservations; it's an accounting program.

**Marketing Strategy Update**

Commissioner Lawrence said there is an admin access issue with Facebook. There was an attempt to update the website, but someone with more skill is needed. Port Accountant Tripp said there is an IT company they can contact for updating.

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

Nico wanted to elaborate on why they want to switch marinas. The Liberty Bay Marina maintains cleanliness for the docks and boats. There is accessibility of the manager and the staff. At the Port of Poulsbo, all the staff is up the hill, which doesn't do a lot for building relationships. The manager at the Liberty Bay Marina is very practical and a good problem solver in the boating world. They trust the manager, which is a big stress reliever. It's a happy, active place. People are working on their boats and there's social interaction. She believes the Port of Poulsbo can be this, too, and thinks the Port is on the right track.

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Aaron thanked everyone and believes there's hope for the Port after a time of everything feeling hopeless. The proper things are happening, and we need to continue getting through it and out of the hole we're in.

**Commissioner Comments**

Commissioner Green will call Prothman's to get the process started. At this point they will send both the Commissioners the candidates that were not selected, but narrowed down to, and see if they're still interested. The board might want to advertise and get another slate of candidates. The Port need someone who understands business.

**Adjourn 8:34pm**

  
\_\_\_\_\_  
Jay Lawrence, Commissioner & Chairman

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

\_\_\_\_\_  
Cassidy Conners, Recording Secretary (Not in Attendance)

Accounting Report – February 6, 2025

**Accounting Report –**

A draft of the proposed, “Electronic Funds Transfer Policy,” was emailed in advance to each Commissioner for review and study. The proposed policy addresses the objective, purpose and general guidance of the EFT process. Resolution 2025-02 will adopt the EFT policy as written.

The financial statements are not complete for the month of January 2025 as I haven’t received the needed statements to reconcile our accounts. Typically, the Kitsap County Treasurer doesn’t have the month end statements until the 8<sup>th</sup> or 9<sup>th</sup> of the following month, for the prior month.

The 4<sup>th</sup> quarter payroll and various tax returns were completed and filed on time.

The next two weeks will be spent reconciling the Ports accounts, finalizing the financial statements for the month ending January 31, 2025 and verifying inventory/assets compared to the physical inventory taken last month, in preparation for completion of the Port’s annual report during the month of March. Any changes to the inventory will be addressed in an end-of-year entry (this is why the December financials are in a draft status).

The accounting administrator from the Port of Brownsville visited the Port on the 30<sup>th</sup> to view how we run our accounting processes through Sage. They are in the process of switching all accounting records over to Sage. The Port of Brownsville currently uses MOLO for all billings. The Port of Kingston switched over to Sage about a year ago and uses MarinaGo for it’s guest moorage software. Kingston uses Sage to invoice their permanent moorage customers.

Housekeeping items to complete:

- Commissioners need to sign my evaluation which was approved at the January 16, 2025 meeting.
- Commissioners need to approve and sign my Addendum to my employment contract.
- I have 3 leave requests that require a Commissioner signature.
- The ‘Daily Deposit Tracking’ Reports for the months of: October and December 2024 require a Commissioner signature.

Respectfully Submitted,

Carol Tripp, Port Accountant

**PORT OF POULSBO  
KITSAP COUNTY, WASHINGTON  
RESOLUTION NO. 2025-02  
A RESOLUTION OF THE PORT OF POULSBO ESTABLISHING  
AN ELECTRONIC FUNDS TRANSFER POLICY**

WHEREAS, the Port of Poulsbo recognizes the use of various electronic payment methods as a safe and efficient method to process certain disbursements.

WHEREAS, the Port of Poulsbo is committed to establishing controls and procedures for the utilization of electronic funds transfers (EFTs).

WHEREAS, the attached Policy provides a framework of procedures to ensure that proper protocols are followed, and that applicable oversight is in place for the use of EFTs.

WHEREAS, the primary goal of this policy is to ensure Electronic Funds Transfers (EFTs) are initiated, executed and approved in a secure manner.


WHEREAS, this policy establishes general guidelines for using EFTs including wire transfers for payables and receivables.

WHEREAS, the procedures outline what electronic funds transactions the Port may engage in and the accounting procedures to be followed in accordance with RCW 39.58.750 and Washington State Auditors requirements.

NOW, THEREFORE BE IT RESOLVED BY THE PORT OF POULSBO BOARD OF COMMISSIONERS AS FOLLOWS:

The attached Electronic Funds Transfer Policy is hereby adopted. The Port Accountant or his/her designee shall adopt such procedures as may be necessary or desirable to implement the provisions of this resolution.

ADOPTED by the Port Commission of the Port of Poulsbo at a regular meeting thereof held this 6th day of February 2025.

  
\_\_\_\_\_  
Jay Lawrence, President

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

\_\_\_\_\_  
VACANT



<b>Policy Name</b>	<b>Electronic Funds Transfer (EFT) Policy</b>
Effective Date	02/06/2025
Resolution No.	2025-02

**Revision History**

<b>Description</b>	<b>Effective Date</b>	<b>Summary of Changes</b>
<b>Initial Adoption</b>	02/06/2025	Initial Adoption

**Objective:**

The Port of Poulsobo recognizes the use of various electronic payment methods as a safe and efficient method to process certain disbursements. The Port of Poulsobo is committed to establishing controls and procedures for the utilization of electronic funds transfers (EFTs). This policy provides a framework of procedures to ensure that proper protocols are followed, and that applicable oversight is in place for the use of EFTs.

**Purpose:**

The primary goal of this policy is to ensure Electronic Funds Transfers (EFTs) are initiated, executed and approved in a secure manner. This policy establishes general guidelines for using EFTs including wire transfers for payables and receivables. The procedures outline what electronic funds transactions the Port may engage in and the accounting procedures to be followed in accordance with RCW 39.58.750 and Washington State Auditors requirements.

**Definitions:**

- **Electronic Funds Transfer (EFT):**

The electronic exchange (transfer of money from one bank account to another), either within a single financial institution or across multiple institutions, through computer-based systems. Wire transfers and ACH payments are examples of EFTs. This form of disbursement is authorized by RCW 39.58.750.

- **Automated Clearing House (ACH):**

This is an electronic payment delivery system that processes electronic credit and debit transactions, including direct deposits, within the United States using the American Bankers Association (ABA) number. These should be set up in the vendor master file that denotes this payment method.

- **Banking Information:**

Information from the payee or their bank regarding their account. This information includes bank name, account name, account number, routing number, bank contact information and any other information necessary to transmit funds.

- **Wire Transfer:**

This is an electronic transfer of funds from one bank account to another initiated directly with the payer's bank. This type of transfer utilizes a system operated by the Federal Reserve Banks and is more costly compared to transactions involving checks or ACH.

**General Guidance:**

The Port of Poulsbo may utilize EFTs for receipt of intergovernmental payments, grant payments, and other revenues where practical, and the transmittal of payroll, withholdings, tax deposits, bond payments, credit card processing fees, banking fees, real estate transactions, and other disbursements where practical or required. All EFT transactions will utilize the same procedures. .

The Port of Poulsbo primarily uses EFT's for:

- o Payroll
- o Payroll Deductions
- o Federal Taxes
- o Merchant Card Fees (MOLO and Fiserv)

All EFT payments will be coordinated, reviewed, approved and submitted through the Port Accountant. The Port Accountant or his/her designee will approve all new requests and any changes to electronic funds transfer requests, ensuring that the payment is necessary, all required documentation is provided and appropriately approved, and that the request and banking account information is accurate and valid, and that the transaction is accurately recorded in the general ledger system. All EFTs are subject to applicable Purchasing Policies and all other policies and procedures in relation to the purchase of goods and/or services.

**Accounting Treatment:**

The Port Accountant is the only individual authorized to initiate EFTs. The Port Accountant shall be responsible for the review of EFT requests in order to ensure compliance, completeness, and proper general ledger recording. This method of payment will be used only when authorized by the Port Accountant or his/her designee.

To promote the safety of Port funds in the EFT environment, the following procedures will be used by all Port employees involved in processing payments via EFTs:

- The procedure to initiate an EFT is subject to the same financial policies, procedures and controls that govern disbursement by any other payment method.
- EFT transactions will not be made without proper authorization of affected parties in accordance with Federal and State statutes and accepted business practices.
- Authentication of new EFT requests and changes to existing EFTs are required prior to be initiated.
- Bank balances are monitored regularly for unusual or unexpected transactions.
- Reconciliation of banking activity will be accomplished in a timely manner with investigation and resolution of reconciling items.

The Port of Poulsbo will ensure the State Auditor has access to files, records and documentation of all EFT transactions involving the Port when required for the conduct of the statutory audit.

**ACH Payments to Vendors:**

The procedure to initiate an ACH payment is subject to the same procedures and controls that govern disbursement by any other payment mechanism including a check payment. ACH transactions will not be made without proper authorization of affected parties. This same process will be followed should the Port of Poulsbo pay vendors in the future through an ACH process. Currently, with very limited exceptions, vendors are paid through a check process.

The Port Accountant who initiates and completes EFT transactions, is responsible for ensuring the financial internal controls are maintained, the activity is posted timely, and operational procedures are in place to reduce the risk of loss of Port funds arising from fraud or employee error. The Port Accountant will monitor bank balances regularly for unusual or unexpected transactions, reconcile bank activity to the general ledger in a timely manner, and investigate and resolve reconciling items.

**Any changes in payment instructions requested by the vendor will be verified via phone call from the Port Accountant or Administrative staff prior to changing payment instructions.**

**Wire Transfers:**

The Port Accountant is the individual authorized to initiate wire transfers. The Board of Commissioners shall be responsible for the review of wire requests in order to assure compliance, completeness, and proper general ledger recording. This method of payment will be used only when authorized by the Port Accountant or his/her designee.

The Port will utilize security measures offered by Timberland Bank to prevent unauthorized individuals from initiating or modifying a wire transfer. Online banking systems should only be used by employees with proper system credentials and separate banking user IDs. The Port Accountant shall ensure that adequate separation of duties exist in accordance with internal control standards and that the integrity of system user profiles is protected. Steps are also taken to limit the number of users who have access to create or approve wire transfers and their authorized wire amounts.

Upon completion of the wire transfer, the entry will be recorded in the financial accounting system by the proper employee.

**Wire transfers will not be initiated based on email or fax communication only. The Port Accountant will call the other party to confirm transfer details.**

**Payroll Direct Deposit:**

For the processing disbursements for payroll, each employee is required to complete a Direct Deposit Authorization Form. This form contains bank information documentation in order to ensure proper setup. Account documentation may include a voided check or a bank notification stating the bank's transit and routing number in addition to the employee's account number.

Account documentation is reviewed to ensure the information does not appear altered or manipulated in any way. After the form has been reviewed for accuracy, the form will be given to the Port Accountant. Information is entered from the form into the employee record within the payroll system. If an employee wishes to change direct deposit information, a new form must be completed and signed. **A change form must be signed by the employee and delivered to the Port Accountant IN PERSON before the change will be made. In rare exceptions, if a form cannot be delivered in person, the Port Accountant will call the employee at a known phone number to verify the employee submitted the change request.**

**Reference:**

RCW 39.58.750

Receipt, disbursement, or transfer of public funds by wire or other electronic communication means authorized.

Notwithstanding any provision of law to the contrary, the state treasurer or any treasurer or other custodian of public funds may receive, disburse, or transfer public funds under his or her jurisdiction by means of wire or other electronic communication in accordance with accounting standards established by the state auditor under RCW 43.09.200 with regard to treasurers of municipalities or other custodians or by the office of financial management under RCW 43.88.160 in the case of the state treasurer and other state custodians to safeguard and insure accountability for the funds involved.

[ 2009 c 9 § 14; 1996 c 256 § 17; 1981 c 101 § 1; 1979 c 151 § 48; 1977 ex.s. c 15 § 1. Formerly RCW 39.58.150.]



PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA January 31, 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 \$15,093.57 and from the General Fund, this 31st day of January 2025.

Vacant

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

Jay Lawrence  
\_\_\_\_\_  
Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
P14218	Jamie Green	1,224.56
P14219	Jason Lawrence	778.51
P14220	Sean Bauman	1,453.46
P14221	GL D. Berumen Tabanico	1,298.96
P14222	Daryll Trask	2,904.16
P14223	Nicholas Mandeville	1,066.64
P14224	Yordon Henry	742.73
P14225	Hannah Harness	1,254.50
P14226	Kelli Hodges	1,509.72
P14227	VOID	
P14228	Carol Tripp	2,414.28
P14229	VOID	
P14230	Cassidy Connors	446.05
<b>TOTAL</b>		<b>\$ 15,093.57</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 January 27, 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 \$844.43 and from the General Fund, this 27th day of January 2025.

Vacant

ATTEST:

Jamie Green  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence  
Jay Lawrence, Commissioner

| Voucher #   | Claimant                 | Amount   |
|-------------|--------------------------|----------|
| EFT 1/27/25 | WA State Dept of Revenue | \$844.43 |
|             | TOTAL                    | \$844.43 |

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

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA January 31, 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 \$37,759.32 and from the General Fund, this 31st day of January 2025.

Mark Singer, Commissioner

ATTEST:

Jamie Green  
JAMIE GREEN FEB 11 2025 03:51:25

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence  
JAY LAWRENCE FEB 11 2025 03:51:25  
Jay Lawrence, Commissioner

| Voucher #   | Claimant   | Amount             |
|-------------|--|--------------------|
| EFT 1/31/25 | WA State Dept of Revenue - LET                         | \$28,485.34        |
| EFT 1/31/25 | WA State Dept of Labor & Industries                    | 3,358.63           |
| EFT 1/31/25 | Employment Security Dept                               | 960.67             |
| EFT 1/31/25 | Employment Security Dept - WA Cares                    | 554.19             |
| EFT 1/31/25 | Employment Security Dept - Paid Family & Medical Leave | 505.06             |
| EFT 1/31/25 | US Treasury - FTD                                      | 3,895.43           |
|             | TOTAL  | <b>\$37,759.32</b> |

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

Carol Tripp  
CAROL TRIPP FEB 11 2025 03:51:25  
Port Auditor

~~~ EFT ~~~