

Poulsbo Port District – Port Commission
18809 Front St NE, Poulsbo, WA 98370
Multi-Purpose Building E-Dock

Subject	*HYBRID* Workshop Meeting Agenda	Date	Aug 17, 2023
Recorder	Cassidy Connors	Start Time	7:00 PM
Commission Chair	Thomas Rose	End Time	9:00 PM
Commission Members	Jamie Green, Mark Singer		
Staff Present	Eugene Madayag, Port Manager;		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	COMMISSIONER COMMENTS	
3.	OLD BUSINESS ITEMS	
4.	WORK SESSION	
	A. Manager's Report	
	B. C Dock Gate Policy/Axis security	
	C. Curent Maintenance/Major Maintenance.	
	D. Marketing: Costs/Spending and Outreach/Overviews	
5.	COMMISSIONER COMMENTS	
6.	EXECUTIVE SESSION – TO EVALUATE THE PERFORMANCE OF A PUBLIC EMPLOYEE – RCW 42.30.110 (1)(g)	<p>The Commission will now adjourn into an executive session to review the performance of a public employee, pursuant to RCW 42.30.110 (1)(g).</p> <p>The executive session is expected to last 20 minutes. Executive sessions are not open to the public.</p>
7.	ADJOURN	

Invite Link

<https://us02web.zoom.us/j/82881440859>

Meeting ID: 828 8144 0859

One tap mobile

+12532158782,,83946997646# US (Tacoma)

+13462487799,,83946997646# US (Houston)

Work Sessions are informal Public Meetings that provide an opportunity for Port Staff to communicate with the Commission on topics related to operations and future agenda items for scheduled meetings in an informal round-table environment. Work sessions are held on the Third Thursday evening of each month from 7pm until 9pm unless otherwise noted. Work Sessions cover topics that are for discussion only, and no action will be taken. Public comment is not taken at this time but is encouraged by direct contact or email. A basic agenda will be issued for Work Sessions, and any changes or cancellations will be posted on the Port's website no later than 24-Hours prior to the calendared Work Session. 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.

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

Meeting ID: 828 8144 0859

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

Work Sessions are informal Public Meetings that provide an opportunity for Port Staff to communicate with the Commission on topics related to operations and future agenda items for scheduled meetings in an informal round-table environment. Work sessions are held on the Third Thursday evening of each month from 7pm until 9pm unless otherwise noted. Work Sessions cover topics that are for discussion only, and no action will be taken. Public comment is not taken at this time but is encouraged by direct contact or email. A basic agenda will be issued for Work Sessions, and any changes or cancellations will be posted on the Port's website no later than 24-Hours prior to the calendared Work Session. 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 MINUTES
AUGUST 17, 2023
7:00 PM

Present: Commissioner Green, Commissioner Singer, Commissioner Rose, Port Manager Madayag

Call to Order 7:00pm

Commissioner Comments

Commissioner Green said the Kitsap Rowing Association will be participating at the Bell Richards Regatta on Saturday the 19th at the Port of Silverdale. The Liberty Bay Festival is the following weekend and she's looking forward to seeing all the hard work everyone has done.

Commissioner Singer encouraged everyone to go use their boats and don't leave hoses on the docks.

Commissioner Rose won't be at the next meeting. Notifications from the Port of Kingston sailing team have been sent out regarding a stolen boat from behind secured docks. An email from Greg England at the Port of Kingston came in late this afternoon. The email had some concerning items. Time is of the essence. Read through and study it. We can cut and paste the letter to Noah voicing concerns.

Old Business Items

Commissioner Rose wondered about any thoughts regarding enhancements to safety. There are varying means of access for people who have emergency after hour needs. Port Townsend suggests calling 911; Port of Kingston harbormaster is available nearly 24 hours a day. Eugene will start an emergency contact list to include 911, the Fire Department, and himself. Eugene also wanted to talk about upgrading the security system to cover what is now in place but outdated. He would like one or two cameras to cover the breakwater for safety (i.e.: people falling in the water, etc.). More coverage is needed than originally thought to be able to simply have visual access to the area.

Commissioner Singer wanted to clarify late fees. If there is a late fee, it will be applied to the subsequent month's invoice. Boaters who do get a late fee, coordinate with the office for payment. The Port has bills to pay, it's expensive to run the Port, and Port bills are due on the 6th of the month. There are payments to make for the breakwater, maintenance, repairs, and salaries. The Port is aiming to get everyone on board to pay their moorage on the 1st of the month. If anyone has any questions, please give him a call.

Manager's Report

Eugene said there are currently no locking mechanisms on the racks and kayakers should bring cables to lock their kayaks to the rack. There were more than 40 paddlers for the Port Paddle and Eugene is hoping to include more activities next year. David served as a safety boat and Bryan filmed with his drone and captured lots of great footage for a media video he's working

PORT OF POULSBO
REGULAR MEETING MINUTES
AUGUST 17, 2023
7:00 PM

on. There are several yacht clubs that want to reserve the new breakwater. Jordan was bullied by an unhappy guest who wanted a refund. Jordan tried to explain he wasn't the person to handle refunds. The guest's treatment of Jordan was so intense that Jordan pulled money out of his own pocket to pay them back. Eugene said staff is working on reimbursing Jordan. There is record of the incident, as well as the guest's information.

Commissioner Rose recommended training and available assets to staff, such as a set day or period to talk about customer relations, pros and cons, how to receive input, what to expect from guests and tenants, and how to handle it. Somewhere down the road should include a subject matter expert with recommendations on a routine basis.

Commissioner Singer said a Port employee shouldn't have to get belittled by guests. There is good training available about how to handle those situations. He also suggested having someone more authoritative available in those potential situations.

Permanent Moorage

Eugene said kayak slips are slowly filling up. There's more horizontal storage and less vertical storage. Gate codes will be removed August 24th now that most have their key fob. Contact Kaitlyn for alternative ways to obtain a key.

Social Media Update

The website has been updated with events that'll also coordinate with Kingston and Bremerton marinas. Eugene will set a plan and expectation to help promote the marina to attract more boaters.

Commissioner Rose said there seems to be an influx in the Port of Kingston from Seattle. People are moving away from Seattle and toward this direction for a variety of reasons. Commissioner Singer said the number of boats that will start coming here will grow in addition to the boats currently mooring. The Port of Poulsbo will be busy. The Port needs to advertise the 75' availability so people know what to expect.

Eugene said the Valkyrie Viking Ship has secured its paperwork. The boat isn't quite ready and won't be moored at the Port of Poulsbo until April 2024.

Commissioner Green recommended to Kaitlyn that with the events coming up it would be a good marketing opportunity to advertise the Poulsbo Historical Ghost Tour in October. She asked if Kaitlyn had reached out to the Historical Society. Eugene said no but is waiting to get in touch with Kingston and Bremerton for their meeting. He will touch base and hopefully have a strong alliance with the HDPA, who will take that info and put it on the website and post to social media. Commissioner Green wants to collaborate more regarding the Film Festival also coming up in October. She asked if anyone had reached out to the Port and whether there were

PORT OF POULSBO
REGULAR MEETING MINUTES
AUGUST 17, 2023
7:00 PM

any connections. Eugene said no one has reached out but he will write that down. Commissioner Green said if the Port is part of any promos, now is the time to jump on collaboration and marketing because of the rapidly approaching events in September and October.

C Dock Gate Policy/Exist Security

Eugene is waiting for more information regarding security access and will relay it once he has it. Commissioner Singer said the Port has done a good job with life rings and fire extinguishers for the new dock. He thinks the marina will be full of boats a great portion of the time.

Current Maintenance/Major Maintenance

Eugene has attached values to some of the comprehensive plan/major maintenance items. One thing to add is annexation costs if that's something the Port is moving toward. He calculated the bathroom with incremental improvements would be \$5-\$10k; incremental repair of the floating office, \$20k. Next will need to be the replacement of the Port vehicle (preferably a used vehicle). Another item he will talk to Port Accountant Tripp about is the title grid. They're not cheap and there are 12 of them out there. At least ten of them should be repaired.

Commissioner Rose encouraged everyone to talk to Port Accountant Tripp to see things pieced together. The breakwater will require an inspection and repair, and it's important to anticipate that sort of thing and ahead of time. The completion of the breakwater, E & F Dock, and floating restroom have grant funding. Funding is still needed for annexation and dredging.

Marketing: Costs/Spending and Outreach/Overviews

Eugene reflected on the boater's app that's been used for a little over a year at the Port. The Port currently receives a daily average of about 402 views per page, which means exposure to 402 boaters a day. He will talk to Patrick to hopefully use the app to show off community events. He said 75% of boaters use push notifications on the app and would therefore see when an event is posted. The Port of Poulsbo is in the top five in the price guide, which has helped fuel sales. Port Accountant Tripp shows that June and July are the highest two months in the last four years. He's hoping the app can expand and help with marketing at the Port as well.

Commissioner Green said it would be nice to have Kaitlyn come by via Zoom to give an update on her thoughts and ideas for the future and marketing. She's also open to collaborating with Kaitlyn on social media topics.

Commissioner Comments

Commissioner Singer would like to set up an appointment with one of the meeting attendees to discuss fire suppression and his ideas about the topic. Commissioner Singer has enjoyed sailing the last eight days and is looking forward to a few more weeks of sailing.

PORT OF POULSBO
REGULAR MEETING MINUTES
AUGUST 17, 2023
7:00 PM

Commissioner Green is looking forward to Kaitlyn's creative energy, expanding the marketing role, and looking forward to seeing activity in the bay next weekend at the Liberty Bay Festival. She won't make it to the comedians but is interested to know the outcomes of the show.

Commissioner Rose said everyone needs to do their own research in anticipation of the tariff meeting (the second meeting in September). The Port will be examining Kingston, Brownsville, Liberty Bay, and Bremerton for comparable information about what other ports are doing. This will give the Port of Poulsbo a better idea of what the climate is and where it must go next.

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 20 minutes. Executive sessions are not open to the public. After the executive session the Commission will reconvene to the public portion of the meeting. No decision will be made.

Entered Executive Session 8:15pm

Exited Executive Session 8:35pm

Motion: Adjourn

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

Motion passed unanimously.

Thomas Rose, Commissioner & Chairman


Jamie Green (Sep 8, 2023 13:41 PDT)

Jamie Green, Commissioner


Mark Singer (Sep 15, 2023 15:15 PDT)

Mark Singer, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

8/17/23

Port Commissioner Meeting

Maintenance: Eugene

- C dock gate lock had some issues, but maintenance exchanged lock with spare.
- Repairs of exterior of office: Spots of dry rot have been repaired. Only the front window area remains.
- Axis security systems has contacted me and is finishing quote on a basic but upgradeable camera system should get quote within the week. Recommended by KNS.
- Maintenance and I will be visiting the Port of Kingston to talk about and share maintenance ideas and solutions.

Guest Moorage: Jannese

- This past Friday, I had a very productive conversation with one of the organizers of the Chris Craft Rendezvous. We have been having conversations about moving their annual Rendezvous to our marina. Their club has been holding its annual rendezvous in Port Orchard for 35 years. There are a few members who are reluctant to change the location. My approach has been to offer suggestions as to how we can duplicate their traditions as well as incorporate new activities. If they do change their venue to Poulsbo there will be 40-plus classic boats in attendance. This event will be July 11th – 14th, 2024. I feel that this event could be an opportunity to be more than a boating event, like a classic car show would be a natural choice. We have collaborated successfully on this in the past on a smaller scale.
- We currently have 16 Yacht Club Rendezvous scheduled for 2024. Now that the busiest part of the boating season is behind us, I can concentrate on entering these clubs into our software.
- There is a great deal of interest from the boating community in the breakwater moorage. I have some innovative ideas that I would like to submit to the commission if there is interest in my ideas.
- As the Summer Boating Season ends it now gives us time to focus on the Fall and Winter Events!
- We are scheduling a software training session with the Port of Bremerton. It will be very interesting to see how they use the new Molo software.

Permanent Moorage: Kaitlyn

- Occupancy for permanent moorage is 96%. We have had many boats sold in the last few months. Along with many boats moving to new slips here in the marina. Again, do not have as many boats that can fill specific spots due to the length and beam being too large. Kayak slips for the horizontal have filled. We are starting the process of taking away the vertical kayak slips and adding more horizontal storage as that is what the customers would like.
- Social media update. I had a meeting with Kingston and Bremerton's heads of social media. I was a great meeting to discuss and understand the goals for each marina's cross promotion. Along with that we have collectively come up with an idea to try and bring more boaters into guest moorage by having a "Boat Passport". This would be for boaters to stay at each marina, and we are looking at possibly the Puget sound as a whole and involving WPPA. How it would work is when they stay the night, they will receive a Stamp on the passport. Once they have visited all the marinas, they will receive a prize. We have not decided what the prize would be, but this is the idea we must promote for boating and get boaters to visit the marina.

Port overview looking forward: Eugene