

# VIRTUAL MEETING VIA ZOOM

## Poulsbo Port District – Port Commission

Subject	<b>*REMOTE* Regular Meeting Agenda</b>	Date	<b>July 1, 2021</b>
Recorder	<b>Cassidy Conners</b>	Start Time	<b>7:00 PM</b>
Commission Chair	<b>Thomas Rose</b>	End Time	<b>9:00 PM</b>
Commission Members	<b>Jamie Green, Mark Singer</b>		
Staff Present	<b>Carol Tripp, Port Accountant &amp; Mgr.</b>		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	<b>CALL TO ORDER</b>	
2.	<b>COMMISSIONER COMMENTS</b>	
3.	<b>PUBLIC COMMENTS (limit of 3 minutes)</b>	
4.	<b>POULSBO BOATERS ASSOCIATION REPORT</b>	
5.	<b>CONSENT AGENDA ITEMS</b> (Next Res: 2021-10) 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: 6.17.21 B. Warrants: 17302 – 17318, 17319 – 17323, P13025 – P13037, EFT 6/25/21, 6/25/21 EFT in the amount of \$105,381.26.	
6.	<b>OLD BUSINESS ITEMS</b> A. Resolution #9 – Declaring Local Emergency & Delegation of Authority - Review B. Boat Ramp/Breakwater Updates	
7.	<b>NEW BUSINESS ITEMS</b> A. Commissioner responses to public comments/discussions B. Accounting & Manager’s Report	
8.	<b>PUBLIC COMMENT &amp; REQUESTS FOR FUTURE AGENDA ITEMS</b>	
9.	<b>COMMISSIONER COMMENTS</b>	
10.	<b>ADJOURN</b>	

<https://us02web.zoom.us/j/81720795253>

Meeting ID: 817 2079 5253

One tap mobile

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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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**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.**

**Present:** Commissioner Singer, Commissioner Green, Commissioner Rose, Port Accountant Carol Tripp, ~~Melanie Winnett – Harbormaster~~, Pam Benson – PBA, Nico Jensen

**Call to Order 07:00pm**

**Commissioner Comments**

Commissioner Singer said he was glad to see everyone in attendance.

Commissioner Green said the business recovery task force meetings have switched from every Monday to every second Monday of the month. She attended an economic development meeting where affordable housing was discussed and projects are coming up the pipeline near downtown.

Commissioner Rose thanked everyone for watching out for liveaboards during the hot weekend. There are a lot of challenges coming and he wants to keep the team together. He wants to keep things proactive and look for the good opportunities among the challenges.

**Public Comments**

Councilman Musgrove commented on the concrete form support structure for the construction on the boat ramp; it has delighted several people downtown. Regarding the affordable housing, the council voiced concern and is currently developing a plan of three duplexes that are two stories. He mentioned again the joint City-Port council meeting that typically happens twice a year. He would love to know if the Port has heard anything from anyone to plan that alongside the economic development meeting.

**Poulsbo Boater's Association**

There was no report.

**Consent Agenda**

**Motion:** Move to approve the regular minutes of June 17, 2021

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

Motion passed unanimously.

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

**Moved by:** Commissioner Rose **Seconded by:** Commissioner Green

Motion passed unanimously.

**Old Business Items**

**Resolution #9 – Declaring Local Emergency & Delegation of Authority – Review**

There were none.

### **Breakwater & Boat Ramp Updates**

Port Accountant Tripp said the concrete would be poured for the boat ramp on Tuesday. August 13<sup>th</sup> is the final date for the boat ramp to reopen. Commissioner Rose said, regarding the breakwater, there is the continued situation with the bureaucracy. He had a pleasant conversation with the Mayor on Saturday morning. He said she expressed her concerns on several issues and voiced her support to endorse the Port's plan. Commissioner Rose is now getting in touch with Katy Crabtree, via email, from Derek Kilmer's office. Commissioner Rose said the board already knows the content of the letter, which is very clearly worded, and provides a complete summary of where the Port is at right now regarding the permitting process. The letter describes the frustration with the lack of communication and action the Port wants and expects from organizations they want to work with. Katy Crabtree is aware of what's going on and has a liaison that will be taking care of things. The issue the Port is facing is not isolated. The issue is an endemic problem in Puget Sound. Commissioner Rose said action is anticipated. Senator Christine Rolfes is also being sought after and the Port looks forward to getting input from the legislatures. Port Accountant Tripp said if the Port hasn't heard anything from the Army Corps or Fisheries by the end of August an emergency repair will need to be ~~pursed~~ pursued. There are many drawbacks to that route. Commissioner Rose speculated a phased approach if an emergency repair is absolutely necessary.

### **New Items**

#### **Items for Public Discussion**

Commissioner Singer requested the public to remain patient and understanding about the temporary inconvenience of blocked parking due to the boat ramp construction project. The crew have stayed within the boundaries discussed and the project will be completed in August.

#### **Accounting & Manager's Report**

See attached.

**Motion:** Move to authorize Port Accountant Tripp to halve the amount of the pedestal to \$750, and add in a non-deducted/reduced rate for an electrician to install and bill for a total of \$1468 for the repair for the damaged pedestal.

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

Motion passed unanimously.

#### **Public Comments/Request for Future Agenda Items**

Peter asked why people were towed from behind the old police station. Councilman Musgrove said the police station is no longer public and is now privately owned. If you don't have permission to be there, you may be trespassing.

Pam requested that Port Accountant Tripp contact the sailing program about a parking issue. People were waiting in their vehicles in designated permit spots to pick people up from the sailing program. These people said they were told by the sailing program they could wait there.

Councilman Musgrove asked if there was signage describing the restricted licensee area so boaters coming in know whether they're allowed to be in specific areas.

**Commissioner Comments**

Commissioner Singer said things are going well down at the Port. He's seeing more people coming into the Port and they obviously want to be downtown. If anyone sees something that doesn't look right, he asked that they notify the Port office.

Commissioner Rose wants to keep the ball rolling with the derelict boats. He wants to encourage recreational boating and encourage cruising. There must be a way to enjoy boating and at the same time be responsible about the activity. Perhaps that means the Port is monitoring the boats.


**Final Adjournment 8:24pm**

  
\_\_\_\_\_  
Mark Singer (Jul 16, 2021 11:52 CDT)

Mark Singer, Commissioner

  
\_\_\_\_\_  
Jamie Green (Jul 16, 2021 09:00 PDT)

Jamie Green, Commissioner

  
\_\_\_\_\_  
Thomas K. Rose (Jul 16, 2021 13:32 PDT)

Thomas Rose, Commissioner

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

## Accounting & Manager Report – July 1, 2021

- Maintenance Report Submitted by Eugene Madayag—

Maintenance completed for the month of June/July to date:

- Most monthly dock maintenance checklist have been completed.
- Main focus has been working on the following items:
  - Moving remaining items into the shop.
  - Kayak floats
  - Fuel Dispenser re-quote/re-work
  - Obtaining new pump out boat and getting service scheduled
  - Moving new launch floats for KRA and Sailing team, for easier access

Maintenance tasks that are in process currently:

- Time can be re-allocated to forward progress of kayak float; some framing material has been brought over for completion.
- Installation of new fuel pumps has been delayed due to incorrect evaluation of fuel barge. Have now called other vendors for additional bids.
- New work bench has been installed in shop and we continue to move equipment back into the Port's boathouse.
- Fuel Dock procedural and operating manual has been reviewed and amendments made. Waiting for final copy to review.
- Arrangements for new Pumpout boat are in progress, along with scheduling of necessary maintenance.

- Guest Moorage Report Submitted by Jannese Hunt—

Regretfully after several meetings and ongoing conversations with Jessica Wall, the Board of Directors of the Historical Society have declined to support the paddling / beer tasting event. Unfortunately, the permits for a beer/ cider tasting require an organization that is a nonprofit with a 501 C3 status.

Although the Historical Society is not willing to assist us with our event, they are counting on the Port to support their moorage needs for The Liberty Bay Festival on Saturday August 28th. They will be requesting free moorage for several 30 slips on F Dock as well as both end ties. I have encouraged them to submit their detailed request asap.

We have decided to continue with the paddling event on Saturday August 28th, estimated time is 12:00 - 3:00pm. The idea is to meet at F Dock on the large activity float. Members of the US Power Squadron will give a brief safety presentation. Participants will sign an "at your risk waiver" to protect the port from liability. There will be 3 groups of participants. The categories: Men, Women & children. The Sons of Norway Vikings will be on their Viking ship in the water. The paddlers will be encouraged to beat the Vikings to our work boat. Our work boat will be out in the bay with a "boom" surrounding it. Inside the boom there will be rubber ducky Vikings. Paddlers will grab a ducky and then race back to the float on F Dock. All 3 winners will be crowned with a Viking helmet. Western Red Brewery will host an after party. Those who present their ducky at

WRB will receive a discount on "tbd". Donations will be requested which will benefit the Sons of Norway Vikings. The Vikings will provide a Bonfire at 8pm.

Additionally, we will secure a special event waiver with our insurance carrier Enduris. They have supplied a template for the "at your risk waiver". The Power Squadron will have safety boats in the water. A member of the Power Squadron will be drafting a request for their moorage to be comped. There boats will need to be in the marina on Friday evening to be ready to participate on Saturday.

I hope in the future to secure a 501 C3 to work with when we want to create events for the community.

Although there has been a significant amount of time spent on training with Guest Moorage Staff Members there are those that struggle with accuracy and following procedures. In an effort to mitigate these issues we have developed a daily checklist. Each employee will complete and sign this checklist daily. There have been new procedures implemented to protect staff members working on the fuel dock in the heat. Each employee is required to have a handheld VHF radio with them on the fuel dock. If a staff member has been on the fuel dock for over 30 minutes and has not been offered relief, they are to request relief using the radio.

There have been preliminary conversations about working with the city, the HDPA & the chamber on developing an outdoor Christmas / Holiday Bazaar. If we can start the discussions soon and create a committee this summer, it may give us enough time to secure vendors. This Holiday Bazaar - Christmas Village idea has been talked about for many years. It would be terrific if this year it could come to fruition.

In the next 2 weeks both of our maintenance personnel & 1 staff member in guest moorage will secure their Washington State Boaters Card.

- Permanent Moorage Report Submitted by Melanie Winnett—
  - The Kayak waiting list has 4 people on it currently.
  - Had 2 complaints about the temporary location of the boat ramp floats from KRA and the Parks and Rec Sailing Team. Eugene and I went out and re-tied the floats and were able to move over a few feet.
  - Handled permanent moorage complaint regarding staff hosing docks off and not hosing off the vessel that had debris splashed up onto it.
  - 2 Licensee gave up liveaboard status. One LA has been filled and the other is in the process of being filled.
  - Trained Brian on how to do boat inspections.

## Accounting & Manager Report – July 1<sup>st</sup>

The CVA grant paperwork has been signed for both the Pumpout boat and the \$10k maintenance grant from the State Parks Dept. Eugene has been arranging for the list of maintenance and repairs to the vessel and boat trailer to be done.

The paperwork was submitted on 06/30/2021 to DVRP for reimbursement of the two vessels that were disposed of earlier in the year.

Had a brief meeting with Brian Ramey from the North Kitsap Fire Department. Mr. Ramey wanted to convey to the licensees of the Port that the Fire Department is very cognizant of the wake that their vessel can cause and that they try very hard not to cause issues when leaving or coming back into the marina. Unfortunately, sometimes when they leave it is an emergent situation and they may cause a small wake. The Fire Dept is looking for ways to reduce their response time and feel that they would be able to do this by moving their boathouse further out. One suggestion that was offered was to possibly trade spaces with another boathouse.

A request was made to review an invoice that was assessed to replace a pedestal on 'D' Dock that was damaged a few months ago. The licensee is requesting that the invoice be lowered due to the previous condition and age of the electrical pedestal. The new pedestal was \$1,475.00 and the actual cost of the electrician to install it was \$708.50; making the total invoiced amount \$2,183.50.

Had a meeting with Holly Hill from WWU/Sea Discovery Center regarding office space in their building. It appears that office space is a possibility in the very near future without breaking the bank.

The personnel manual is almost ready to be finalized. It required a major overhaul and we will be adding a section to it labeled, "Port of Poulsbo Conduct and Behavior." A copy of this was emailed to all Commissioners earlier. Please review it and send any comments/suggestions to Kelli or myself as soon as you're able.

There are a few more policies to update and then it will be time to review the rules & regulations for the Port. I expect that this policy will require some extensive revisions and will take some time to complete.

Respectfully Submitted,

Carol Tripp



**PORT OF POULSBO**

PAYMENT VOUCHER


Post Office Box 732  
Poulsbo, WA 98370

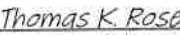
Kitsap County, WA

June 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 \$14,248.90 and from the General Fund, this 25th day of June 21.

  
Mark Singer (Jul 6, 2021 14:17 CDT)  
Mark Singer, Commissioner

  
Jamie Green (Jul 6, 2021 10:50 PDT)  
Jamie Green, Commissioner

  
Thomas K. Rose (Jul 6, 2021 14:48 PDT)  
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P13025	Christopher Henry	933.40
P13026	Kelli M. Hodges	1,659.00
P13027	Eugene Madayag	1,511.99
P13028	Nicholas Mandeville	925.69
P13029	Jannese M. Hunt	1,346.26
P13030	Bruce Riley	909.23
P13031	Brian T. Smith	1,028.90
P13032	Carol L. Tripp	2,436.28
P13033	Melanie I. Winnett	1,741.66
P13034	Jamie R. Green	655.68
P13035	Thomas K. Rose	445.13
P13036	Mark E. Singer	445.13
P13037	Cassidy P. Connors	210.55
<b>TOTAL</b>		<b>\$ 14,248.90</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 (Jul 6, 2021 10:41 PDT)  
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA June 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 \$4,482.68 and from the General Fund, this 25th day of June 2021.

Mark Singer  
Mark Singer (Jul 6, 2021 14:17 CDT)  
Mark Singer, Commissioner

ATTEST:

Jamie Green  
Jamie Green (Jul 6, 2021 10:50 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas K. Rose  
Thomas K. Rose (Jul 6, 2021 14:48 PDT)  
Thomas Rose, Commissioner

| Voucher #     | Claimant                       | Amount            |
|---------------|--------------------------------|-------------------|
| EFT 6/25/2021 | WA State Department of Revenue | \$3,855.30        |
| EFT 6/25/2021 | WA State Department of Revenue | \$627.38          |
|               | TOTAL                          | <b>\$4,482.68</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 (Jul 6, 2021 10:41 PDT)  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA June 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 \$4,236.47 and from the General Fund, this 25th day of June 2021.

*Mark Singer*  
Mark Singer (Jul 6, 2021 14:17 CDT)  
Mark Singer, Commissioner

ATTEST:

*Jamie Green*  
Jamie Green (Jul 6, 2021 10:50 PDT)  
Jamie Green, Commissioner

Cassidy Connors, Recording Secretary

*Thomas K. Rose*  
Thomas K. Rose (Jul 6, 2021 14:48 PDT)  
Thomas Rose, Commissioner

| Voucher #    | Claimant                    | Amount            |
|--------------|-----------------------------|-------------------|
| 06/25/21 EFT | US Treasury/Financial Agent | \$4,032.01        |
| 06/25/21 EFT | DSHS                        | \$204.46          |
|              | TOTAL                       | <b>\$4,236.47</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 (Jul 6, 2021 10:41 PDT)  
Port Auditor

~~~ EFT ~~~

**PORT OF POULSBO**

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA July 2, 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 \$45,313.66 and from the General Fund, this 2nd day of July 2021.

*Mark Singer*  
Mark Singer (Jul 6, 2021 14:17 CDT)  
Mark Singer, Commissioner

ATTEST:

*Jamie Green*  
Jamie Green (Jul 6, 2021 10:50 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

*Thomas K. Rose*  
Thomas K. Rose (Jul 6, 2021 14:48 PDT)  
Thomas Rose, Commissioner

| Voucher #    | Claimant                        | Amount              |
|--------------|---------------------------------|---------------------|
| 17302        | VOID                            |                     |
| 17303        | City of Poulsbo                 | 750.00              |
| 17304        | Puget Sound Energy              | 3,868.90            |
| 17305        | Bank of America                 | 1,126.95            |
| 17306        | Bird Electric Corp              | 920.89              |
| 17307        | Blue Sky Printing               | 294.20              |
| 17308        | BMC                             | 10.40               |
| 17309        | Chmelik Sitkin & Davis PS       | 550.00              |
| 17310        | Coast to Coast Hardware         | 25.06               |
| 17311        | Home Depot                      | 175.64              |
| 17312        | New Pig Corporation             | 250.57              |
| 17313        | Office Depot Credit Plan        | 187.61              |
| 17314        | PetroCard                       | 35,675.76           |
| 17315        | Propane Northwest               | 226.00              |
| 17316        | Home Depot Pro                  | 125.28              |
| 17317        | WA Dept of Corrections          | 79.40               |
| 17318        | WA State Dept of Transportation | 1,047.00            |
| <b>TOTAL</b> |                                 | <b>\$ 45,313.66</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 (Jul 6, 2021 10:41 PDT)  
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA July 2, 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 \$37,099.55 and from the General Fund, this 2nd day of July 2021.

  
Mark Singer (Jul 6, 2021 14:17 CDT)  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Jul 6, 2021 10:50 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Thomas K. Rose (Jul 6, 2021 14:48 PDT)  
Thomas Rose, Commissioner

| Voucher # | Claimant                   | Amount       |
|-----------|----------------------------|--------------|
| 17319     | NRC US Holding Company LLC | 21,255.00    |
| 17320     | Bank of America            | 117.19       |
| 17321     | Department of Ecology      | 56.00        |
| 17322     | Office Depot Credit Plan   | 40.32        |
| 17323     | PetroCard                  | 15,631.04    |
| TOTAL     |                            | \$ 37,099.55 |

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 (Jul 6, 2021 10:41 PDT)  
Port Auditor