

VIRTUAL MEETING VIA ZOOM

Poulsbo Port District – Port Commission

Subject	*REMOTE* Regular Meeting Agenda	Date	March 3, 2022
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.	EXECUTIVE SESSION – Potential Litigation – RCW 42.30.110(1)(iii)	<p>The Commission will now adjourn into an executive session to discuss with legal counsel representing the Port, litigation or potential litigation pursuant to RCW 42.30.110(1)(iii).</p> <p>The executive session is expected to last 30 minutes. Executive sessions are not open to the public.</p> <p>After the executive session the Commission will reconvene to the public portion of the commission meeting.</p>
3.	COMMISSIONER COMMENTS	
4.	PUBLIC COMMENTS (limit of 3 minutes)	
5.	POULSBO BOATER'S ASSOCIATION REPORT	
6.	CONSENT AGENDA ITEMS (Next Res: 2022-04) All matters listed within the Consent Agenda have been distributed to each member of the Commission for reading and study, are considered to be routine and will be enacted by one motion of the commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by a Commission member or by Citizen Request. A. Approve meeting minutes of: 2/17/22 B. Warrants: 17648 – 17665, P13223 – P13237, 2/25/22 EFT, 3/4/22 EFT in the amount of \$126,662.40.	
7.	OLD BUSINESS ITEMS	
	A. Breakwater Updates	
8.	NEW BUSINESS ITEMS	
	A. Commissioner responses to public comments/discussions	

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

	B. Accounting & Manager's Report	
9.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
10.	COMMISSIONER COMMENTS	
11.	ADJOURN	

<https://us02web.zoom.us/j/88228318739>

Meeting ID: 882 2831 8739

One tap mobile

+12532158782,,83946997646# US (Tacoma)

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Dial by your location

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+1 312 626 6799 US (Chicago)

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Meeting ID: 882 2831 8739

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

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REGULAR MEETING PORT OF POULSBO
MARCH 3, 2022
7:00 PM

Present: Commissioner Rose, Commissioner Green, Commissioner Singer, Port Accountant Tripp, Dave Musgrove, PBA, Peter Ruffatto – Port Attorney.

Call to Order ~~08:00 pm~~ 7:00 pm

Recess to executive session at 7:03 pm

Executive Session

The board began the meeting by going into a 30-minute executive session to discuss with legal counsel a potential litigation per RCW 42.30.110 paragraph one, section liii. No decisions will be made.

Commissioner Rose reconvened from Executive Session to Regular Meeting at 7:30 pm

Commissioner Comments

Commissioner Green attended a couple of City meetings (economic development, and business recovery). Permits for construction are starting to take place around town. The City is aligning with state mask changes and masks will become voluntary to wear. The City is also working on their comp plan and will be initiating public outreach for some feedback.

Commissioner Singer noticed the construction is making a difference in the traffic. He noticed two parking spots have been lost to placement of power poles near where the red phone booth is. He wasn't aware that would be happening and didn't think it had been discussed in previous discussion. He doesn't know if any more parking spots will be lost to the construction.

Commissioner Rose said it's important to remember those who are using the marina, whether they're licensees or guests. The board needs to concentrate on the City and the community that surrounds the marina. The board needs to move forward together collaboratively and without rancor.

Public Comments

Councilman Musgrove appreciates Commissioner Green's report and the Port participating at the economic development meetings. He briefly explained the situation regarding the two parking spaces Commissioner Singer mentioned.

Pam reflected on the board undergoing a transformation. Originally the marina was very commercial. Attractions grew and the marina morphed into a more tourist area. The Port now has the chance to morph again into a topnotch professional boating destination. This can be done through careful planning, follow through and foresight, with all parties working together. Pam then thanked Port Accountant Tripp and Mr. Piccone for their hard work.

Poulsbo Boater's Association

REGULAR MEETING PORT OF POULSBORO
MARCH 3, 2022
7:00 PM

There was no report.

Consent Agenda

Motion: Move to approve minutes from February 17, 2022.

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

Motion passed unanimously.

Motion: Move to approve the warrants as written.

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

Motion passed unanimously.

Old Business Items

Breakwater Updates

Port Accountant Tripp said the notice of award was sent out February 18th, and a signed copy was returned on the 21st. She received the builders risk insurance binder today at 6:30pm. Now she is waiting on the L&I paperwork. She also wanted to note that the pilings acquired are US made.

New Items

Commissioner Responses to public comments/discussions

There were none.

~~**Maintenance Report**~~

~~See attached.~~

Accounting & Manager's Report

See attached.

Public Comments/Request for Future Agenda Items

Councilman Musgrove asked for July 3rd clarification. Port Accountant Tripp said there will be no fireworks and Viking Fest will not be doing anything to have any events sponsors by them for the 3rd of July.

Aaron commented that hot berthing has been underutilized, and while it doesn't make the Port a lot of money, it benefits everybody. It's a grand idea to market the need for slips to tenants and to the people that need slips.

Pam encouraged the board to consider short-term hot berthing.

Commissioner Comments

REGULAR MEETING PORT OF POULSBO
MARCH 3, 2022
7:00 PM

Commissioner Singer said there is a logistics aspect to handling short term hot berthing at marinas (i.e.: they have more staff). Hot berthing is good for people who own the slips, and good for bringing people into the Port. The topic is worth looking into to see what might be possible.

Commissioner Rose said he wants to look at challenges as opportunities. We've all been through a lot; let's be on the same page and move right ahead.

Final Adjournment 9:07:pm

Thomas K. Rose

Thomas K. Rose (Apr 14, 2022 17:39 PDT)

Thomas Rose, Commissioner

Jamie Green

Jamie Green (Apr 14, 2022 13:33 PDT)

Jamie Green, Commissioner

Mark Singer

Mark Singer (Apr 14, 2022 16:37 PDT)

Mark Singer, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

Accounting and Manager Report – March 3, 2022

- **Maintenance Report – Eugene Madayag**

Maintenance in progress or completed for the month of February:

- Basic ongoing maintenance of docks, fuel barge and restrooms.
- Finished new life jacket cabinet, finishing paint.
- C dock water piping is here and was delayed a few weeks to coordinate a wood order for the water stations as well as lumber for the breakwater fire lines per John P.
- Trying to get back to finishing kayak racks, float is done. - *STARTED IN 2014*
- Pump out boat is in slip C13 awaiting pick up. Will keep starting to maintain batteries.
- New controller unit ordered for portable pump out and installation of parts has been completed. Unit is back in service.

Maintenance to be Scheduled:

- Moving forward with some basic ABYC training/refresh of marine electrical for Bruce and myself.
- Concrete spalling throughout all docks (spring).
- Will be rewiring seaplane dock lights and lowering light poles to better suit sea plane wings.

- **Permanent Moorage Report – Melanie Winnett**

I reported 2 large sheens to the appropriate agencies. One sheen was midway from the breakwater to end of 'B' Dock. Nothing on 'C' dock observed but then another sheen on 'D' dock. Eugene and I believe it was from Hydraulic fluid. We were unable to locate the source of the sheen.

The Kitsap County Assessor's office came out and re-assessed the values of the boat houses within the marina.

We have not received any notices for February on the permanent moorage side but did receive 2 cancellations for winter moorage. There is one termination on the permanent side for being in arrears a second time and the vessel is no longer in the slip. That slip is a 20' slip and should be easy to fill as we have a waiting list for vessels of that size.

- **Guest Moorage Report – Jannese Hunt**

Brian and I met with the ladies at the chamber recently. We discussed collaborating on annual holiday events as well as upcoming events. It was confirmed that Viking Fest Corp. will not be conducting a July 3rd fireworks celebration this year, furthermore VFC will not be involved with organizing fireworks for the July celebration in the future. Additionally, they agreed to be involved in the planning of several events with the Port of Poulsbo, Sons of Norway, and the Poulsbo Vikings. We discussed Easter candy give aways, potentially some summer events (likely in August), Halloween, and Julefest. There are ongoing discussions to make the city tree lighting coordinate with the Vikings Julefest and potentially some from of winter village or market. This would be a great marketing point for the Port in a period that is typically low moorage.

Furthermore, this could benefit the city in general by driving tourism traffic to the downtown areas in the beginning of the Christmas season.

Brian and Chris have spent a great deal of time organizing retention and archival storage unit boxes. There were over 100 boxes in the port's storage unit. Each box is carefully sorted, and the contents placed into Archival, Non-Archival, or shred boxes. This will help the Port be better organized to find needed documents in the future, destroy paperwork that is no longer needed, and send to the state for archive those documents that require it. Once completed we will have fulfilled the requirements to be compensated for the grant that Kelli wrote.

We continue to spend time each week weeding not only guest moorage docks but also permanent moorage.

The past 2 weeks have been relatively slow given the unfavorable weather.

This week we are working with Tacoma Yacht Club's upcoming rendezvous next weekend. It can be challenging for the organizer to get 40 big boats assigned into slips. Luckily, we are good at this and have the time to help!

Accounting & Manager Report-

The Port received the updated ACL Docking schedule for 2023. It looks like they have a busy schedule for the current year and 2023 looks to be even busier for the cruise line. I have updated the Docking Team with the Port's Breakwater replacement schedule along with various updates to the breakwater. I see absolutely no reason that the barges will impact the Docking Schedule OR the mooring of the cruise ships in Liberty Bay.

NoaNet will be replacing optic cabling on March 16 and all internet services will be off-line from 1pm until 3pm.

Speaking with Kris Goodfellow at Parks and Recreation and there will be a group meeting with the parks and recreation dept, the Poulsbo Yacht Club, the Bainbridge Island Parks and Rec, the Sailing Foundation, and the Port. The hope is that, as a group, we will be able to provide ideas to revitalize the Sailing program.

WA State Parks was contacted and the Pumpout vessel agreement has been terminated. Pierce County will be picking up the vessel within the next 3-4 weeks.

We have been receiving several calls from boaters at the Poulsbo Yacht Club requesting moorage for the months of August and September of this year. The Yacht Club is installing new docks in their marina.

We will fill as many permanent/transient/hot berthing moorage slips as possible but this is a popular time of the year for guest moorage and those docks can not be used for periods of longer than 14 days per the grant agreement with RCO.

There was a NDZ meeting on February 22, 2022, with the 'Enforcement Committee' to discuss the issues of enforcement of the 'No Discharge Zone' within Puget Sound. It was interesting to note that several agencies (WA Dept of Ecology, WA State Parks, WA Dept of Health, WA Dept of Natural Resources, US Coast Guard, City of Port Orchard, and the Kitsap County Public Health District) attended, each with their

see
10/14/22
of LP
vs other bays

own set problems enforcing this rule. The focus of this meeting was to discuss potential solutions to solving the ongoing issue of vessels 'anchored out' and specifically "on-water-liveaboard vessels."

Several helpful links were provided to assist the community and waterfront property owners to report any discharge of sewage into the NDZ. An informational email and update on our website will be done shortly to advise the public of "Ecology's Environmental Report Tracking System (ERTS)."

It will be time to schedule a Board retreat/workshop soon, so please review your schedules and let me know when a suitable time would be to:

1. Start collecting agenda item topics
2. Schedule retreat/workshop

By completing our own Board retreat/workshop, we will be better able to draft up a list of proposed topics for the joint meeting with the City of Poulsbo.

Along those same lines, there have been various committees at the Port to discuss:

1. Long Term Capital and/or maintenance projects. (Some of these are already listed in our comprehensive plan but it is time to extend our projects out further into the future for funding purposes.
2. Port Marketing – guest moorage and ?? Many ideas within the organization to do events etc. but nothing has been finalized to the point of making a 'hard plan' to move this process along and now we have additional BW transient moorage that will be available in approximately a year. Having ideas, outside of the organization could be very beneficial.

I think it would be beneficial to start-up a group of interested individuals to revive these committees again.

BREAKWATER UPDATE

Notice of award was sent out 02/18/2022 and a signed copy was returned on 02/21/2022. There are two remaining documents to be received in our office, L & I's intent to pay prevailing wage and a copy of the builder's risk insurance binder. I am expecting this paperwork via email very shortly and after these documents have been received then I will sign the contract for the Breakwater on Friday morning (03/04/2022).

An interesting fact to note; because of the long lead time to acquire the various sizes of pilings, the contractor was approved to place the order for them. Our pilings will be acquired from a US source and the pilings themselves will be materials from the Keystone pipeline project.

Respectfully Submitted,

Carol Tripp

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA March 4, 2022

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 \$104,006.30 and from the General Fund, this 4th day of March 2022.


Mark Singer (Mar 4, 2022 14:50 PST)

Mark Singer, Commissioner

ATTEST:


Jamie Green (Mar 4, 2022 10:59 PST)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Thomas K. Rose (Mar 4, 2022 15:56 MST)

Thomas Rose, Commissioner

Voucher #	Claimant	Amount
17648	Puget Sound Energy	5,553.01
17649	Edward Jones	2,559.71
17650	Bank of America	86.61
17651	Consolidated Electrical Distr	251.66
17652	Chmelik Sitkin & Davis PS	10,018.00
17653	Coast to Coast Hardware	3.26
17654	Fisheries Supply	58.13
17655	HD Fowler Co	2,600.51
17656	Home Depot	398.70
17657	Keco Pump and Equipment	1,300.00
17658	Office Depot Credit Plan	61.33
17659	PetroCard	21,875.37
17660	Propane Northwest	150.19
17661	SME Solutions LLC	5,097.90
17662	Soundwest Engineering Assoc Inc	25,138.00
17663	Home Depot Pro	219.17
17664	Bank of America	3,522.55
17665	Soundwest Engineering Assoc Inc	25,112.20
TOTAL		\$ 104,006.30

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 (Mar 4, 2022 09:25 PST)
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

March 4, 2022

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 \$14,748.36 and from the General Fund, this 4th day of March 2022.

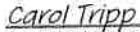

Mark Singer (Mar 4, 2022 14:50 PST)
Mark Singer, Commissioner


Jamie Green (Mar 4, 2022 10:59 PST)
Jamie Green, Commissioner


Thomas K. Rose (Mar 4, 2022 15:56 MST)
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P13223	Christopher C. Henry	949.84
P13224	Christopher C. Henry	0.00
P13225	Kelli M. Hodges	1,750.21
P13226	Eugene F. Madayag	1,582.82
P13227	Nicholas Mandeville	971.96
P13228	Jannese M. Hunt	1,423.96
P13229	Bruce Riley	1,171.41
P13230	Brian T. Smith	1,174.71
P13231	VOID	
P13232	Carol L Tripp	2,439.67
P13233	Melanie I Winnett	1,737.85
P13234	Jamie R Green	550.41
P13235	Thomas K. Rose	445.13
P13236	Mark E Singer	339.84
P13237	Cassidy P Connors	210.55
TOTAL		\$ 14,748.36

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 (Mar 4, 2022 09:25 PST)
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA March 4, 2022

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 \$4,454.10 and from the General Fund, this 4th day of March 2022.

[Signature]  
Mark Singer (Mar 4, 2022 14:50 PST)

Mark Singer, Commissioner

ATTEST:

[Signature]  
Jamie Green (Mar 4, 2022 10:59 PST)

Jamie Green, Commissioner

[Signature]  
Cassidy Conners, Recording Secretary

[Signature]  
Thomas K. Rose (Mar 4, 2022 15:56 MST)

Thomas Rose, Commissioner

| Voucher #    | Claimant                    | Amount            |
|--------------|-----------------------------|-------------------|
| EFT 03/04/22 | US Treasury/Financial Agent | \$4,249.64        |
| EFT 03/04/22 | DSHS                        | \$204.46          |
|              | TOTAL                       | <b>\$4,454.10</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.

[Signature]  
Carol Tripp (Mar 4, 2022 09:25 PST)

Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA February 25, 2022

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$3,453.64 and from the General Fund, this 25th day of February 2022.

Mark Singer
Mark Singer (Mar 4, 2022 14:50 PST)

Mark Singer, Commissioner

ATTEST:

Jamie Green
Jamie Green (Mar 4, 2022 10:59 PST)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas K. Rose
Thomas K. Rose (Mar 4, 2022 15:56 MST)

Thomas Rose, Commissioner

| Voucher # | Claimant | Amount |
|-------------|--------------------------------|-------------------|
| EFT 2/25/22 | WA State Department of Revenue | \$3,221.83 |
| EFT 2/25/22 | WA State Department of Revenue | \$231.81 |
| | TOTAL | \$3,453.64 |

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 (Mar 4, 2022 09:25 PST)

Port Auditor

~~~ EFT ~~~