

VIRTUAL MEETING VIA ZOOM

Poulsbo Port District – Port Commission

Subject	*REMOTE* Regular Meeting Agenda	Date	May 20, 2021
Recorder	Cassidy Conners	Start Time	7:00 PM
Commission Chair	Thomas Rose	End Time	9:00 PM
Commission Members	Jamie Green, Mark Singer		
Staff Present	Carol Tripp, Port Accountant & Mgr.		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	COMMISSIONER COMMENTS	
3.	PUBLIC COMMENTS (limit of 3 minutes)	
4.	POULSBO BOATERS ASSOCIATION REPORT	
5.	CONSENT AGENDA ITEMS (Next Res: 2021-06) 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: 05.05.2021 and 05.06.2021 B. Warrants: 17231, 17234 – 17252, 17253 – 17260, P12994 – P13002, EFT 5/10/21, EFT 5/14/21, EFT 5/19/2021, EFT 5/25/2021 in the amount of \$94,456.15.	
6.	OLD BUSINESS ITEMS A. Resolution #9 – Declaring Local Emergency & Delegation of Authority - Review B. Boat Ramp/Breakwater Updates	
7.	NEW BUSINESS ITEMS A. Commissioner responses to public comments/discussions B. Accounting & Manager’s Report	
8.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
9.	COMMISSIONER COMMENTS	
10.	EXECUTIVE SESSION	
11.	ADJOURN	

<https://us02web.zoom.us/j/84829395522>

Meeting ID: 848 2939 5522

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+12532158782,,83946997646# US (Tacoma)

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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Dial by your location

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+1 312 626 6799 US (Chicago)

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+1 301 715 8592 US (Washington DC)

Meeting ID: 848 2939 5522

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

The Port of Poulso 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.

PORT OF POULSBO
REMOTE REGULAR MEETING MINUTES
MAY 20, 2021
7:00 PM

Present: Commissioner Singer, Commissioner Green, Commissioner Rose, Port Accountant Carol Tripp, ~~Melanie Winnett – Harbormaster~~, Pamela Benson & Peter Horner– PBA, ~~Mr. John Piccone~~ – Port Engineer, Rodney McVicker, Councilman Musgrove

Call to Order 07:00pm

Commissioner Comments

Commissioner Green shared updates on the increased activity in the City and the Port. Downtown businesses are now adapting how they want to address the changes in mask mandates. Poulsbo Parks & Rec released info on sailboat classes. The Kitsap Rowing Association has experienced some thefts in the last few weeks and Commissioner Green asked that people on the docks keep their eyes out; if something is witnessed, please report it to the Port office.

Commissioner Rose is also pleased with the increase in activities in the area. There is a social Sail on Sunday, 2pm. He encouraged everyone to get out there and see how things are done. He said the passenger ship, Constellation, will be returning to the Port and the Poulsbo Fire Department is coordinating a water display as the boat arrives. Registration color for the year is orange, and he reminded everyone to make sure their boats are registered. Commissioner Rose also encouraged everyone not to tear down the caution tape blocking off parking spots in preparation for the boat ramp construction.

Commissioner Singer is pleased to be in the meeting tonight.

Public Comments

Rodney McVicker mentioned that down on D dock, the electrical pedestals are on the outside of the whalers and therefore are vulnerable. All of them have been hit at some point and need to be replaced. He suggested the north side of the dock.

Councilman Musgrove congratulated the Port on the increased activity. He recommended a “What’s Happening” sign on the bulletin board to help alleviate any confusion around COVID rules/restrictions.

Mac, from the Kitsap Rowing Association, explained that they’re still waiting for revised mask regulations as a result of the updated CDC recommendations. They’ll continue to be masked and hopefully will have some updates about mask rules by the end of next month.

Poulsbo Boater’s Association

There was no report.

PORT OF POULSBO
RLMOTE REGULAR MEETING MINUTES
MAY 20, 2021
7:00 PM

Consent Agenda

Motion: Move to approve the special meeting minutes of May 5, 2021, and regular meeting minutes of May 6th, 2021.

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

Motion passed unanimously.

Motion: Move to approve the warrants.

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

Motion passed unanimously.

Old Business Items

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

There were none.

Breakwater & Boat Ramp Updates

The boat ramp project will be more active next week. There's a good tide on Tuesday and things are being prepared for Monday. Updates on the breakwater project will be given at the next meeting. Port Accountant Tripp let the board know there is a possibility of the necessity for a special meeting.

Commissioner Rose said he had a nice conversation with Port Account Tripp regarding the current status with the Army Corps. He encouraged the board to get as much information reviewed that has previously been discussed and what has transpired. He believes things will be at a crossroads and it may be necessary to figuring out when a convenient date is for a special meeting (most likely the beginning of June). Regarding the boat ramp, it will be the same configuration and process, upon completion, as the one at Keyport. Commissioner Rose asked if signage might be necessary alongside the caution tape blocking off the parking spots. Port Accountant Tripp said equipment and machinery coming in next week will make things much more obvious.

Marketing & Development

There was nothing to report.

New Items

Items for Public Discussion

Mac said two 2x4s, about 8' long, were taken between Monday & Wednesday. Three weeks prior, a hose with a nozzle went missing. Commissioner Singer said he spent a lot of time on the dock last week and saw some construction crew cleaning up and carrying two 2x4s. He believes it may be the same pieces and that they possibly mistakenly thought it was part of the cleanup.

PORT OF POULSBO
REMOTE REGULAR MEETING MINUTES
MAY 20, 2021
7:00 PM

Accounting & Manager's Report

See attached.

~~Harbormaster's Report~~

~~See attached.~~

Public Comments/Request for Future Agenda Items

Commissioner Rose said it might be wise to build liaisons with authorities from other marinas. It would be great to have the City, county law enforcement, and civic/public groups working better together.

Councilman Musgrove touched on the parking issue. He's trying to work out some guidance with signage, along with occasional enforcement. He wondered if the Port would be willing to place visible signage at the new boat ramp asking/requiring boaters to park in the Port's parking lot. A lot of the boaters park on Third Ave, and the City has potential future plans for permitted parking in that area (to give downtown business workers a place to park). Councilman Musgrove encouraged the Port to release, when appropriate, a conceptual drawing of the Port's projects to give the public a visual of the concepts. He then inquired about the lighting plans on the new breakwater. He suggested a low wattage string of lights to run along the pathways. He said the string of lights trailing out to the water would be inviting to the public.

Commissioner Comments


Commissioner Singer hadn't heard of anyone's boat being messed with or things missing on boats. He said as far as he can tell, things have been quiet.

Commissioner Green requested to stay updated on sailing adventures so she can keep her schedule open for them. She's interested in discussing a fishing event on Father's Day. She encouraged everyone to continue staying safe.

Motion: Move to adjourn

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

Final Adjournment 7:52pm


Mark Singer (Jun 10, 2021 10:35 PDT)

Mark Singer, Commissioner

PORT OF POULSBO
REMOTE REGULAR MEETING MINUTES
MAY 20, 2021
7:00 PM

Jamie Green

Jamie Green (Jun 7, 2021 07:51 PDT)

Jamie Green, Commissioner

Thomas K. Rose

Thomas K. Rose (Jun 10, 2021 17:53 PDT)

Thomas Rose, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

Accounting & Manager Report – May 20, 2021

- Maintenance Report Submitted by Eugene Madayag –
 - Maintenance Completed for the month of May 2021:
 - Jenson Way parking lot is being maintained on a regular basis (on-going).
 - The Port's Workshop/Boathouse refurbishment has been completed by Floats Northwest. Cleanup has been done but Melanie and I agree that a little more could be done and have contacted the owner to follow up on additional cleanup tasks.
 - The men's bathroom required plumbing service due to a clogged urinal. The service added a clean-out for future issues which will allow maintenance to unclog urinal in-house.
 - Accidental power pedestal collision by boater has been repaired and finished.
 - Maintenance in Progress:
 - Old floats for boat launch have now been connected and framing of floats together for grating is next step, followed by building kayak rack for completion. Due to NW Float using floats as storage for their materials framing will continue the following week.
 - Redside construction has begun dropping materials in preparation of starting work on boat launch. Parking will need to be adjusted accordingly by tenants.
 - Fuel barge training to ensure safe practice of fuel deliveries and spill response along with updated techniques in preparation for new fuel pumps and system is still on going along with also coordinating other yearly services to be done during fuel barge down time. i.e., pressure checking lines and Alexander Gowe for the alert system.
 - Moving maintenance shop back into the Port's Boathouse after making some shelving adjustments.
- Guest Moorage Report Submitted by Jannese Hunt –
 - Girl's Night Out was a terrific success with 400 entries into the drawing for door prizes.
 - The Nordhavn Rendezvous was also a very successful event. The organizers of the event were very happy that they choose the Port of Poulsbo. We were told that this event surpassed their other rendezvous in participation. Cindy's establishment, "Better Together," reported that her revenue from the weekend are the highest numbers since she opened her store.
 - Minutes from the HDPa meeting of 05/11/2021—'Update by Jannese/Port of Poulsbo – 36 boat were in Port for the Nordhavn event. Upcoming events-Paddle to Poulsbo in conjunction with Breweries. Marianna volunteered to help with event. August 28th, Liberty Bay Festival ideas for an event to support Sea Discovery is in process. A rock painting event was suggested, and members volunteered to be on a committee. Jannese will lead the committee.
 - May 13th – Brian, Kelli and I had a zoom meeting with Chastity with WWU. Chastity represents the Sea Discovery Center Fundraising Committee. We presented several ideas for fundraising events.

- May 14th – I met with co-workers in Guest Moorage to discuss and review our policies & procedures with an emphasis on processing payments and separation of cash drawers.
- HM/ Permanent Moorage Coordinator Report by Melanie Winnett-
 - High winds on May 6th caused some issues out on the permanent moorage docks. I pulled a lot of electrical cords out of the water and untangled them from stanchions, between pilings and even wrapped in bumpers.
 - Spoke with owner of NW Floats regarding concerns of errant Styrofoam with permanent moorage on three separate occasions. Followed up with clean up efforts and requested additional follow up on 05/18/2021.
 - Received 3 cancellation notices for the month of May. I've been working on the internal transfer list then I will work on the wait list to get them filled.

Accounting and Manager Report –

The Summary of Financial Statements for the months ending March 31, 2021 and April 30, 2021 have been emailed to the Commission for read and study. I will have the detailed actual vs. budgeted figures for the next meeting.

Also, as a reminder, it is time to approve the Liberty Park Allocation for 2020, the contingency fund match and the Breakwater/Capital Improvement Resolutions. I will have these resolutions completed and ready to sign at the next meeting.

I spoke with Cynthia Weed, who is our Bond Counsel, regarding the Port's breakwater timeline. I also spoke with NW Municipal Advisor's and updated them with the breakwater project.

Just a reminder that the fuel barge will be out of service on Monday May 24th until Wednesday May 26th while we are replacing the fuel dispensers. I did contact the Port's of Brownsville and Kingston to let them know that we will be out of service during those times.

Respectfully Submitted,

Carol Tripp


PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA May 14, 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 \$1,510.72 and from the General Fund, this 14th day of May 2021.


Mark Singer (May 21, 2021 16:48 PDT)
Mark Singer, Commissioner

ATTEST:



Jamie Green (May 21, 2021 10:23 PDT)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


thomas k. rose (May 21, 2021 17:28 PDT)
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
17231	Eugene Madayag	1,510.72
	TOTAL	\$ 1,510.72

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 (May 21, 2021 08:57 PDT)
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA

May 21, 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 \$51,764.34 and from the General Fund, this 21st day of May 2021.


Mark Singer (May 21, 2021 16:48 PDT)
Mark Singer, Commissioner

ATTEST:


Jamie Green (May 21, 2021 10:23 PDT)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


thomas k. rose (May 21, 2021 17:28 PDT)
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
17234	Puget Sound Energy	4,852.10
17235	Peter McMinn	356.82
17236	Bainbridge Disposal Inc	22.79
17237	Bank of America	1,910.15
17238	Blue Sky Printing	711.84
17239	City of Poulsbo	1,189.06
17240	Coast to Coast Hardware	89.00
17241	Fisheries Supply	29.20
17242	Home Depot	51.13
17243	Industrial Scientific Corp	60.91
17244	Kitsap Networking Services	4,050.00
17245	Office Depot Credit Plan	276.99
17246	Olympic Springs	48.66
17247	PetroCard	4,157.25
17248	PUD #1 of Kitsap County	345.00
17249	Soundwest Engineering Assoc Inc	32,807.80
17250	CenturyLink	108.75
17251	Tuna Graphics	167.59
17252	WA Dept of Corrections	529.30
TOTAL		\$ 51,764.34

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 (May 21, 2021 08:57 PDT)
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA May 21, 2021

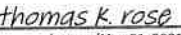
We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$11,826.00 and from the General Fund, this 21st day of May 2021.


Mark Singer (May 21, 2021 16:48 PDT)
Mark Singer, Commissioner

ATTEST:



Jamie Green (May 21, 2021 10:23 PDT)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


thomas k. rose (May 21, 2021 17:28 PDT)
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
17253	Edward Jones	3,060.77
17254	CNA Surety Direct Bill	50.00
17255	Bank of America	178.05
17256	CHS Inc/Cenex	88.00
17257	Coast to Coast Hardware	23.96
17258	Home Depot	285.42
17259	Keco Pump and Equipment	296.00
17260	PetroCard	7,843.80
TOTAL		\$ 11,826.00

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 (May 21, 2021 08:57 PDT)
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA May 14, 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 \$10,720.81 and from the General Fund, this 14th day of May 21.


Mark Singer (May 21, 2021 16:48 PDT)
Mark Singer, Commissioner


Jamie Green (May 21, 2021 10:23 PDT)
Jamie Green, Commissioner


thomas k. rose (May 21, 2021 17:28 PDT)
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P12994	Christopher Henry	931.81
P12995	Kelli M. Hodges	1,658.79
P12996	VOID	
P12997	Nicholas Mandeville	925.69
P12998	Jannese M. Hunt	1,336.96
P12999	Bruce Riley	925.69
P13000	Brian T. Smith	1,028.68
P13001	Carol L. Tripp	2,227.44
P13002	Melanie I. Winnett	1,685.75
	TOTAL	\$ 10,720.81

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 (May 21, 2021 08:57 PDT)
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~


PORT OF POULSBO

PAYMENT VOUCHER

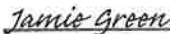
Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA May 10, 2021

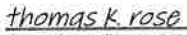
We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$11,253.20 and from the General Fund, this 10th day of April 2021.

  
Mark Singer (May 21, 2021 16:48 PDT)  
Mark Singer, Commissioner

ATTEST:


  
Jamie Green (May 21, 2021 10:23 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
thomas k. rose (May 21, 2021 17:28 PDT)  
Thomas Rose, Commissioner

| Voucher #   | Claimant                   | Amount             |
|-------------|----------------------------|--------------------|
| EFT 5/10/21 | WA Teamsters Welfare Trust | \$11,253.20        |
|             | TOTAL                      | <b>\$11,253.20</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 (May 21, 2021 08:57 PDT)  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

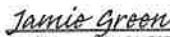
Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA May 14, 2021

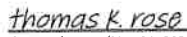
We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$3,818.66 and from the General Fund, this 14th day of May 2021.


Mark Singer (May 21, 2021 16:48 PDT)
Mark Singer, Commissioner

ATTEST:

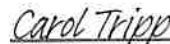

Jamie Green (May 21, 2021 10:23 PDT)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


thomas k. rose (May 21, 2021 17:28 PDT)
Thomas Rose, Commissioner

| Voucher # | Claimant | Amount |
|-------------|-----------------------------|-------------------|
| EFT 5/14/21 | US Treasury/Financial Agent | \$3,614.20 |
| EFT 5/14/21 | DSHS | \$204.46 |
| TOTAL | | \$3,818.66 |

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 (May 21, 2021 08:57 PDT)
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

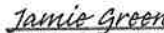
Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA May 19, 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 \$74.00 and from the General Fund, this 19th day of May 2021.

  
Mark Singer (May 21, 2021 16:48 PDT)  
Mark Singer, Commissioner

ATTEST:

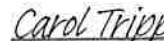
  
Jamie Green (May 21, 2021 10:23 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
thomas k. rose (May 21, 2021 17:28 PDT)  
Thomas Rose, Commissioner

| Voucher #     | Claimant                       | Amount  |
|---------------|--------------------------------|---------|
| EFT 5/19/2021 | WA State Department of Revenue | \$74.00 |
|               | TOTAL                          | \$74.00 |

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 (May 21, 2021 08:57 PDT)  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

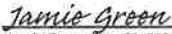
Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA May 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 \$3,488.42 and from the General Fund, this 25th day of May 2021.


Mark Singer (May 21, 2021 16:48 PDT)
Mark Singer, Commissioner

ATTEST:


Jamie Green (May 21, 2021 10:23 PDT)
Jamie Green, Commissioner

Cassidy Connors, Recording Secretary


thomas k. rose (May 21, 2021 17:28 PDT)
Thomas Rose, Commissioner

| Voucher # | Claimant | Amount |
|---------------|--------------------------------|-------------------|
| EFT 5/25/2021 | WA State Department of Revenue | \$2,938.94 |
| EFT 5/25/2021 | WA State Department of Revenue | \$549.48 |
| TOTAL | | \$3,488.42 |

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 (May 21, 2021 08:57 PDT)
Port Auditor

~~~ EFT ~~~