

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

Subject	*HYBRID* Regular Meeting Agenda	Date	Sept. 21, 2023
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	Eugene Madayag, Port Mgr, Carol Tripp, Acct. Peter Ruffatto, Attorney		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	EXECUTIVE SESSION- TO DISCUSS WITH LEGAL COUNSEL THE PORT LITIGATION OR POTENTIAL LITIGATION-RCW 42.30.110(1)(I)	<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)(i)</p> <p>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 commission meeting.</p> <p>It is anticipated that the Commission may not take final action in the public portion of the meeting.</p>
3.	COMMISSIONER COMMENTS	
4.	PUBLIC COMMENTS (limit of 3 minutes)	
5.	POULSBO BOATER’S ASSOCIATION REPORT	
6.	CONSENT AGENDA ITEMS (Next Res: 2023-4) 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: 9.7.23 B. Warrants: 18426 – 18446, P13712 – P13722, 9/15/23 EFT in the amount of \$145,006.45.	
7.	OLD BUSINESS ITEMS	
	A. Draft 2024 Budget	

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.

	B. Draft Comprehensive Plan	
8.	NEW BUSINESS ITEMS	
	A. Commissioner Responses to public comments/discussions	
	B. Manager's Report	
9.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
10.	COMMISSIONER COMMENTS	
11.	ADJOURN	

<https://us02web.zoom.us/j/88299983511>

Meeting ID: 882 9998 3511

One tap mobile

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Meeting ID: 882 9998 3511

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PORT OF POULSBO
REGULAR MEETING MINUTES
SEPTEMBER 21, 2023
7:00 PM

Present: Commissioner Rose, Commissioner Green, Port Manager Madayag, Port Accountant Carol Tripp, Port Attorney Peter Ruffatto, Port Engineer John Piccone

Call to Order 7:00pm

Executive Session

The Commission will now adjourn into an Executive Session to discuss with legal counsel representing the Port litigation of potential litigation pursuant to RCW 42.30.110(1)(i). 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 Commission meeting. It is anticipated that the Commission may not take final action in the public portion of the meeting.

Entered Executive Session 7:01pm

Exited Executive Session 7:22pm

Commissioner Comments

Commissioner Singer thanked everybody in attendance, and he enjoys seeing everyone.

Commissioner Green has been working with Katelyn on social media. They're working on ideas for October. Katelyn posted a harbor seal enjoying a salmon and the post received a lot of traction via comments and reactions. It inspired her because sharing cookie cutter posts are important, along with events, but genuine posts with original content are also important. Commissioner Green may or may not be seen narrating reels.

Commissioner Rose, while up in Canada, was able to compare some things, and listened to the audio of the minutes when he did have internet. He agreed to make sure there is a public comment section at the beginning of the business meetings.

Public Comments

Councilman Musgrove recalled a conversation from a past meeting about custom fiberglass cap posts in the shape of a Viking helmet. He has the opportunity to talk to someone about such pieces and wondered about the cost of traditional caps before inquiring about the cost of Viking helmet caps.

Poulsbo Boater's Association

There was no report.

Consent Agenda

Motion: Move to approve the meeting minutes from September 7, 2023; Warrants as read
Moved by: Commissioner Singer **Seconded by:** Commissioner Green

PORT OF POULSBO
REGULAR MEETING MINUTES
SEPTEMBER 21, 2023
7:00 PM

Motion passed unanimously.

Old Business Items

Draft Comprehensive Plan

Mr. Piccone said there have been many conversations over the last year and there has been changing information since 2021. He understands the board wants to adopt an amendment at the October 5th meeting. Mr. Piccone said electronic copies are available if Port Accountant Tripp hasn't already distributed them.

The Comprehensive Plan spans the years 2021-2026, and the amendment does not change things, but does add a 2023 amendment. The project order and priority has been updated based on the conversations over the last year or so. The two projects deleted were: first phase of the float and pile replacement and the restroom and office renovation. The construction period for the breakwater was updated from 2022 to 2023. The remote payment kiosk that's anticipated was updated in the draft based on current plans. The breakwater access and small boat moorage X Dock remain in the draft, though pushed back in the projected schedule. The installation of the gates is scheduled to be completed in 2023. The final step in the relocation of X Dock is now pushed for completion by 2027. He left open additional phases of work (such as necessary electrical upgrades and cost saving measures along the way) through the range of 2023-2027. Dredging remains updated to reflect the current course of action with the moving of E and F Dock. The priority dredging items discussed are planned for the 2024-2026 timeframe. The installation of the floating restroom is well in the works at this time. There will be no onboarding pump out station on the floating restroom. Based on the current budget projections, a three phased schedule for the float and pile replacement doesn't seem like the right approach (and there is uncertainty over the right approach). There is a prioritization schedule that allows the board to make repair and replacement decisions over time that are balancing both need and budget allocations where appropriate.

The navigation lights are in and can be installed when Quigg Brothers come in to install the finger piers (which allows crane access). E and F Dock are moving along in good order with an 80-90% design. The Corps came back and said they think they can process a standard permit quickly (rather than the emergency permit). Everything is done except one objection from the Suquamish tribe. The good news is discussion about the objection has been had with the tribe biologists and he thinks a reasonable verbal agreement has been reached on how to satisfy the concerns. He will send a report to the board if requested. He expects the objection being removed in the coming weeks and to receive the Corps permit in October, but certainly November, if things continue as they have been.

Draft 2024 Budget

Please see attached. Copies of the draft budget may be requested via email.

PORT OF POULSBO
REGULAR MEETING MINUTES
SEPTEMBER 21, 2023
7:00 PM

New Business Items

Commissioner Responses to Public Comments/Discussions

Commissioner Singer thinks it would be great to have an onboard tour of a fishing fleet to learn how a fishing boat works.

Manager's Report

See attached.

Public Comments & Requests for Future Agenda Items

There were none.

Commissioner Comments

Commissioner Green thanked Port Accountant Tripp for all her great work on the budget and the report. Commissioner Green appreciates everything she does. She recognized Eugene for the brilliant ideas he exemplified during the meeting.

Commissioner Singer encouraged everyone who wonders or questions anything regarding Port finances to get a copy of Port Accountant Tripp's budget to see what is happening. Get a copy, read it, and talk to the board.

Commissioner Rose said annexation was mentioned during Port Accountant Tripp's report. The Port elected not to pursue annexation this year and will leave it for future thought. Annexation is imperative when continuing capital improvement projects.

Motion: Move to adjourn

Moved by: Commissioner Rose **Seconded by:** Commissioner Second

Motion passed unanimously.

Adjourn 8:52pm

Thomas K. Rose
Thomas K. Rose (Oct 11, 2023 14:21 PDT)

Thomas Rose, Commissioner & Chairman

Jamie Green
Jamie Green (Oct 9, 2023 20:54 PDT)

Jamie Green, Commissioner

PORT OF POULSBO
REGULAR MEETING MINUTES
SEPTEMBER 21, 2023
7:00 PM



Mark Singer (Oct 9, 2023 21:28 PDT)

Mark Singer, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA September 13, 2023

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

\$0.00

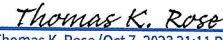
and from the General Fund, this 13th day of September 2023.


Mark Singer (Oct 7, 2023 17:59 PDT)
Mark Singer, Commissioner

ATTEST:



Jamie Green (Sep 27, 2023 17:55 PDT)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Thomas K. Rose (Oct 7, 2023 21:11 PDT)
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
18426	Edward Jones	2,420.47
18427	Edward Jones	2,428.29
18338	Edward Jones	-2,420.47
18339	Edward Jones	-2,428.29
TOTAL		\$ -

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 (Oct 9, 2023 09:28 PDT)
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

September 22, 2023

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 \$127,989.69 and from the General Fund, this 22nd day of September 2023.


Mark Singer (Oct 7, 2023 17:59 PDT)
Mark Singer, Commissioner

ATTEST:

Jamie Green
Jamie Green (Sep 27, 2023 17:55 PDT)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas K. Rose
Thomas K. Rose (Oct 7, 2023 21:11 PDT)
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
18428	Blue Star Banner Program	250.00
18429	Katrina I. Boedecker, Arbitrator	8,118.06
18430	Bank of America	59.50
18431	Boater's Guide	500.00
18432	CHS Inc/Genex	138.97
18433	Coast to Coast Hardware	66.54
18434	Home Depot	145.82
18435	Office Depot Credit Plan	38.55
18436	Olympic Springs Inc	36.50
18437	VOID	
18438	PetroCard	88,585.78
18439	Propane Northwest	548.97
18440	PSE	2,403.05
18441	PUD #1 of Kitsap County	682.00
18442	Soundwest Engineering Assoc Inc	24,411.25
18443	CenturyLink	76.90
18444	Home Depot Pro	301.03
18445	WWU	530.00
18446	Peninsula Fire Inc	1,096.77
	TOTAL	\$ 127,989.69

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 (Oct 9, 2023 09:28 PDT)
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

September 15, 2023

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 \$12,993.16 and from the General Fund, this 15th day of September 2023.


Mark Singer (Oct 7, 2023 17:59 PDT)
Mark Singer, Commissioner

Jamie Green
Jamie Green (Sep 27, 2023 17:55 PDT)
Jamie Green, Commissioner

Thomas K. Rose
Thomas K. Rose (Oct 7, 2023 21:11 PDT)
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P13712	Sean P. Bauman	1,483.63
P13713	Kaitlyn Cook	1,563.17
P13714	Yordon I. Henry	1,154.23
P13715	Kelli M. Hodges	1,845.27
P13716	VOID	
P13717	Eugene F. Madayag	1,958.11
P13718	VOID	
P13719	Nicholas C. Mandeville	1,245.50
P13720	Jannese M. Hunt	1,337.90
P13721	VOID	
P13722	Carol L. Tripp	2,405.35
TOTAL		\$ 12,993.16

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 (Oct 9, 2023 09:28 PDT)
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

September 15, 2023

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 \$4,023.60 and from the General Fund, this 15th day of September 2023.



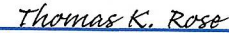
Mark Singer (Oct 7, 2023 17:59 PDT)  
Mark Singer, Commissioner

ATTEST:



Jamie Green (Sep 27, 2023 17:55 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary



Thomas K. Rose (Oct 7, 2023 21:11 PDT)  
Thomas Rose, Commissioner

| Voucher #   | Claimant                    | Amount     |
|-------------|-----------------------------|------------|
| EFT 9/15/23 | US Treasury/Financial Agent | \$4,023.60 |
| TOTAL       |                             | \$4,023.60 |

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 (Oct 9, 2023 09:28 PDT)  
Port Auditor

~~~ EFT ~~~

DRAFT – 2024 Budget

Facility revenues will increase 10.997% from the previous year (“Port”). This is due to a rate increase for permanent moorage, parking monies collected and an increase in net fuel sales.

Liberty Park facility revenues will decrease by (7.47%). This is due to guest moorage and winter moorage being reduced while the capital improvements are carried out in 2024. There is a rate increase for guest moorage.

Interest income will remain the same for 2024. Although interest rates are rising, our investment accounts have been reduced due to the breakwater replacement.

I am expecting a \$115,000 carry-over from 2023 from the capital improvement budget. This amount is the remaining amount allotted to a ‘pay kiosk’ installation on the breakwater. MOLO will be providing signage with a ‘QR’ code which will allow customers the convenience of paying via cell phone. This savings will be carried over to the 2024 Budget.

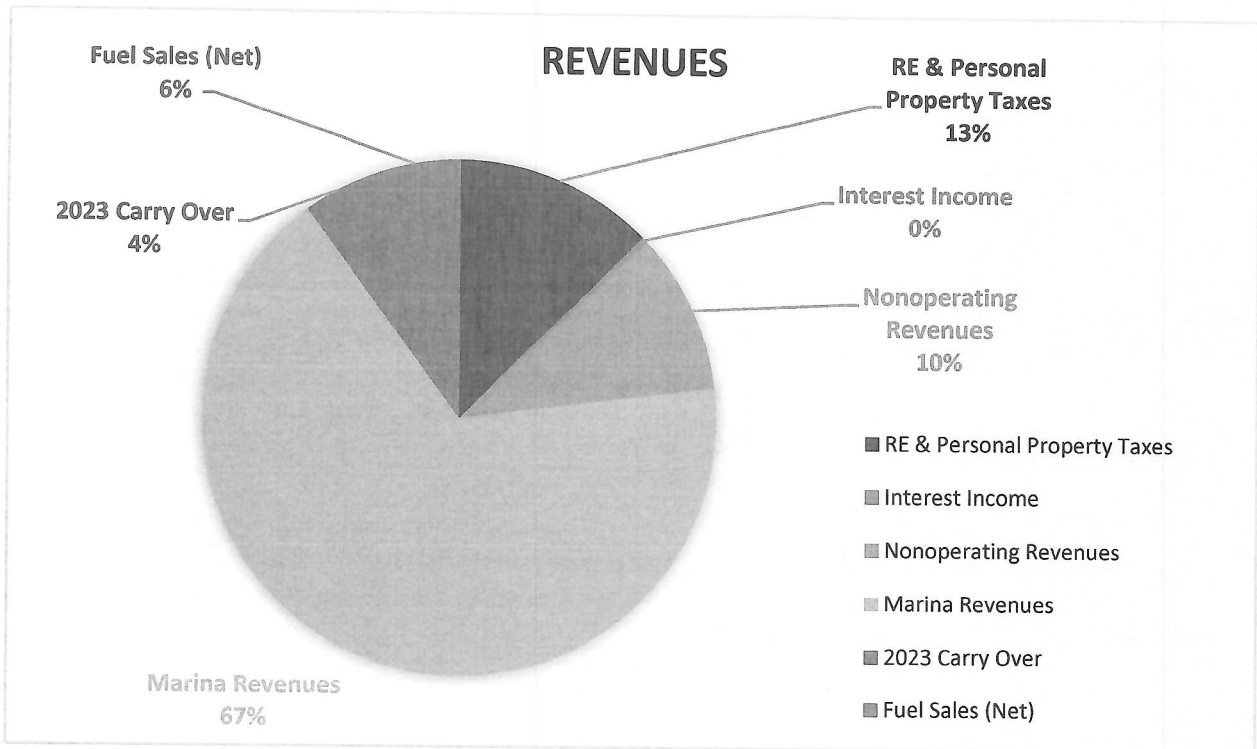
“Port” expenditures will decrease by (11.375%) from the previous year. This is mainly due to the reallocation of employee time (between, guest moorage, fuel, and permanent moorage) and associated expenses (i.e., payroll tax, health insurance etc.).

Liberty Park expenditures will increase by 11.01% which again is due to salaries and additional expenses related to the breakwater opening in 2024.

A few topics of interest to point out:

- In September 2007, the Port hired BST & Associates to do a rate study. At that time, the Commission was advised to:
 - Convert all permanent moorage to square footage vs linear.
 - Implement a 29.4% - 57.5% increase immediately with 7.5% increase for the next 3 years then re-evaluate rates in relation to anticipated, future capital improvement requirements as well as O&M costs.
 - The Board of Commissioners, implemented an 8.9744% increase in 01/01/2008.
 - Another rate increase in 01/01/2009 of 5.8824%
 - Rate increase of 5.1111% in 2010
 - Rate increase of 2.9598% in 2011
 - No rate increase in 2012
 - Total rate increases for 4 years total 22.9303% vs the recommended 29.4%-57.5% (see separate sheet with rate increases 1998 to current)
- The Port of Poulsbo has the 2nd highest tax levy in Kitsap County of \$0.182934 per \$1,000 of assessed value (the Port of Bremerton has the highest levy rate of \$0.197086). In addition, the property tax levy is limited to increases of 1% annually on the taxing district’s property tax levy (this is the constitutional limit, see RCW 84.55.0101). For 2023, this amount was \$1,996.00 for an annual tax levy of \$325,589. The Port of Poulsbo has no ‘banking levy capacity.’ Banked Levy

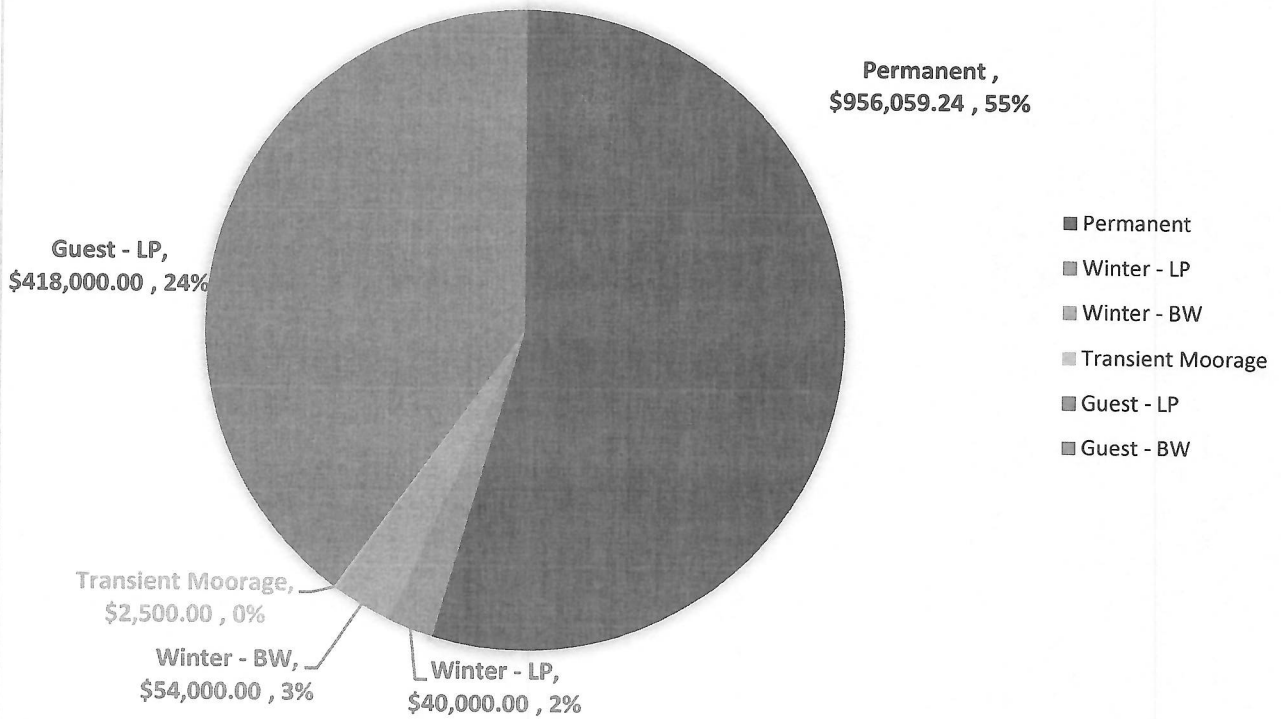
capacity is a historical number of monies available when a taxing district levies less than the maximum amount and 'banks' those funds to use in the future. Currently, taxing levies make up 13% of the proposed 2024 budget. (See graph below)



| REVENUES | |
|---|-----------------------|
| RE & Personal Property Taxes | \$329,000.00 |
| Interest Income | 10,750.00 |
| Nonoperating Revenues | 263,408.00 |
| Marina Revenues | 1,750,559.24 |
| 2023 Carry Over | 115,000.00 |
| Fuel Sales (Net) | 150,000.00 |
| TOTAL | \$2,618,717.24 |

- A further breakdown of the 'Marina Revenues' shows that:
 - Liberty Park (guest moorage) accounts for 26% of marina revenues
 - Breakwater (guest moorage) accounts for 19% of marina revenues
 - Permanent moorage accounts for 55% of marina revenues
 See graph below for details.

MARINA REVENUES



| Marina Revenues (detailed) | |
|-------------------------------|-----------------------|
| Permanent Moorage | \$956,059.24 |
| Winter Moorage – Liberty Park | 40,000.00 |
| Winter Moorage - Breakwater | 54,000.00 |
| Transient Moorage | 2,500.00 |
| Guest Moorage – Liberty Park | 418,000.00 |
| Guest Moorage – Breakwater | 280,000.00 |
| TOTAL | \$1,750,559.24 |

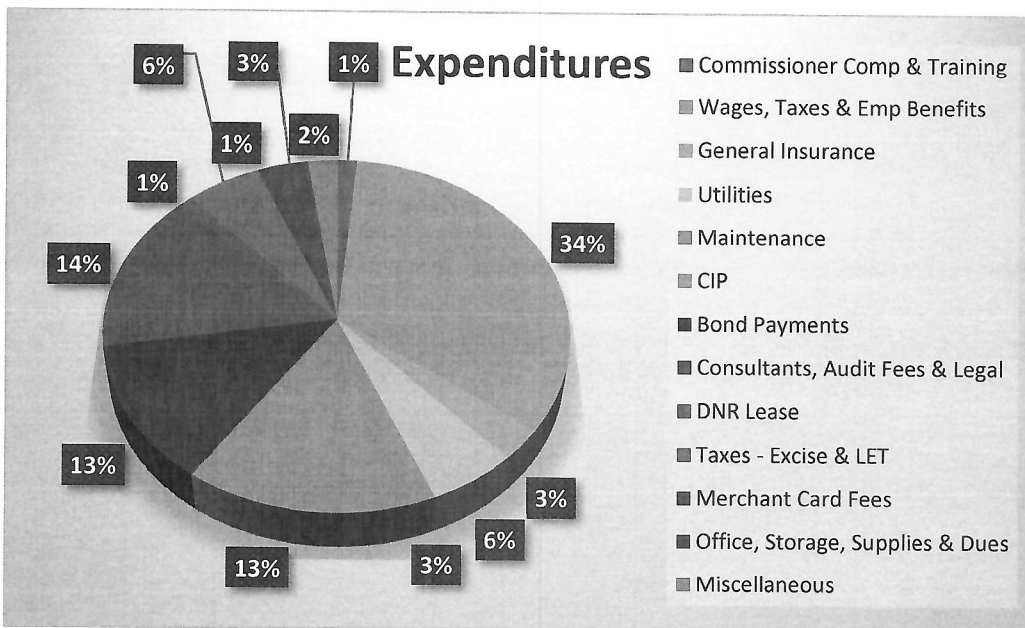
Expenditures for the 2024 Budget

| | 2024 |
|--|-----------------------|
| Commissioner Comp & Training | 39,391.10 |
| Wages, Taxes & Emp Benefits | 920,682.90 |
| General Insurance (see note #1) | 80,000.00 |
| Utilities | 156,000.00 |
| Maintenance | 90,000.00 |
| Capital Improvement Projects | 350,000.00 |
| Bond Payments | 347,878.00 |
| Consultants & Audit Fees | 398,000.00 |
| DNR Lease & Matching Funds Contribution (COP) | 37,000.00 |
| Taxes – Excise & LET | 155,000.00 |
| Merchant Card Fees | 29,000.00 |
| Office, Storage, Supplies & Dues | 76,000.00 |
| Miscellaneous | 62,200.00 |
| TOTAL | \$2,741,152.00 |

(See Chart below for percentage of whole)

Note 1 – General Insurance

The Port has not had any claims made on our insurance since the early 2000’s. Due to our claim free history and the fact that the Port is part of a ‘government entity insurance pool,’ our insurance rates are lower than if we went outside of the pool. The Port of Poulsbo did have a combined increase of 30.2% during the years of 2021-2023. If the Commission decides to insure the breakwater, the annual premium will increase above the rate included in the 2024 budget.



RATE INC

| Year | Rate Per Foot
(Inc LET) | Boathouse
(Inc LET) | % Increase
Per Foot | CPI |
|--------|----------------------------|------------------------|------------------------|-----|
| Jan-99 | \$ 2.38 | \$ 0.14 | | |
| Jan-00 | \$ 3.29 | \$ 0.21 | 38.2353% | 3.4 |
| Jan-01 | \$ 3.42 | \$ 0.23 | 3.9514% | 3.7 |
| Jan-02 | \$ 3.42 | \$ 0.23 | 0.0000% | 1.6 |
| Jan-03 | \$ 3.50 | \$ 0.24 | 2.3392% | 2.3 |
| Jan-04 | \$ 3.61 | \$ 0.25 | 3.1429% | 2.7 |
| Jan-05 | \$ 3.65 | \$ 0.26 | 1.1080% | 3.4 |
| Jan-06 | \$ 3.75 | \$ 0.27 | 2.7397% | 3.2 |
| Jan-07 | \$ 3.90 | \$ 0.28 | 4.0000% | 2.8 |
| Jan-08 | \$ 4.25 | \$ 0.31 | 8.9744% | 3.8 |
| Jan-09 | \$ 4.50 | \$ 0.33 | 5.8824% | 1.3 |
| Jan-10 | \$ 4.73 | \$ 0.35 | 5.1111% | 1.6 |
| Jan-11 | \$ 4.87 | \$ 0.36 | 2.9598% | 3.2 |
| Jan-12 | \$ 4.87 | \$ 0.36 | 0.0000% | 1.7 |
| Jan-13 | \$ 5.14 | \$ 0.38 | 5.5441% | 1.5 |
| Jan-14 | \$ 5.22 | \$ 0.40 | 1.5564% | 1.2 |
| Jan-15 | \$ 5.35 | \$ 0.41 | 2.4904% | 2.2 |
| Jan-16 | \$ 5.51 | \$ 0.42 | 2.9907% | 1.3 |
| Jan-17 | \$ 5.67 | \$ 0.44 | 2.9038% | 2.1 |
| Jan-18 | \$ 6.33 | \$ 0.49 | 11.6402% | 2.4 |
| Jan-19 | \$ 6.80 | \$ 0.53 | 7.4250% | 1.8 |
| Jan-20 | \$ 7.00 | \$ 0.55 | 2.9412% | 1.2 |
| Jan-21 | \$ 7.20 | \$ 0.57 | 2.8571% | 4.7 |
| Jan-22 | \$ 7.90 | \$ 0.62 | 9.7222% | 8.6 |
| Jan-23 | \$ 8.10 | \$ 0.68 | 2.5316% | 4.6 |
| | \$ 8.20 | 25' & Under | 3.7975% | |
| | \$ 8.40 | 26' - 27' | 6.3291% | |
| | \$ 8.55 | 28' - 33' | 8.2278% | |
| | \$ 8.70 | 34' - 39' | 10.1266% | |
| | \$ 8.85 | 40' - 44' | 12.0253% | |
| | \$ 9.00 | 45' - 51' | 13.9241% | |
| | \$ 9.15 | 52' - 55' | 15.8228% | |
| | \$ 9.15 | 56' & Over | | |

as of 9/8/2022

as of June 2023

Changed to tiered rates as of 1/1/23

Budget Summary for 2024

| Total Income | Port | Liberty Park | POP Parking | Breakwater | Totals |
|--------------------------|------------------|---------------------|--------------------|-------------------|------------------|
| General Tax Levy | 329,000 | | | | |
| Facility Revenues | 1,325,467 | 488,000 | 13,000.00 | 351,500.00 | |
| Interest Revenues | 10,000 | 750 | | | |
| Cash Carry Over 2023 | 115,000 | | | | |
| Cash Reserves | 0 | | | | |
| Total Income | 1,779,467 | 488,750 | 13,000.00 | 351,500.00 | 2,632,717 |
| Expenses | | | | | |
| Maintenance & Operations | 1,442,302 | 596,756 | 2,000.00 | 152,216.00 | |
| Capital | 0 | 350,000 | | | |
| Total Expenses | 1,442,302 | 946,756 | 2,000.00 | 152,216.00 | |
| To Cash Reserves | 89,443 | 1 | | | 2,632,717 |

1 (Note - Must have 1.25x bond payment - \$86,443.24 - Bond Covenant



Port of Poulsbo

2024 Budget

2024 Total 2023 Budget % of Total
2023

DECREASE - EXP
INCREASE - EXP

OPERATING FUNDS

| INCOME | General (Port) | Liberty Park | POP Parking | Breakwater | 2024 Total | 2023 Budget | % of Total
2023 |
|------------------------------------|---------------------|-------------------|------------------|-------------------|---------------------|---------------------|--------------------|
| General Fund Taxes & LET | 329,000.00 | | | | 329,000.00 | 325,000.00 | Will be update |
| Operating Revenue (Attachment A) | 1,325,467.24 | 488,000.00 | 13,000.00 | 351,500.00 | 2,177,967.24 | 1,721,539.00 | |
| Carry Over | 115,000.00 | | | | 115,000.00 | 200,000.00 | |
| Interest on Investments | 10,000.00 | 750.00 | | | 10,750.00 | 10,750.00 | |
| TOTAL INCOME | \$ 1,779,467 | \$ 488,750 | \$ 13,000 | \$ 351,500 | 2,632,717.24 | 2,257,289.00 | |
| EXPENDITURES | | | | | | | |
| Commissioner Comp & Travel | | | | | | | |
| Singer - Comp | \$ 7,152.00 | | | | 24,192.00 | 24,192.00 | 1.1% |
| Singer - Travel/Training | 1,500.00 | | | | 4,500.00 | 4,500.00 | 0.2% |
| Green - Comp | 9,888.00 | | | | | | |
| Green - Training | 1,500.00 | | | | | | |
| New Commissioner - Comp | 7,152.00 | | | | | | |
| New Commissioner - Travel/Training | 1,500.00 | | | | | | |
| Recording Secretary Compensation | 5,472.00 | | | | 5,472.00 | 5,472.00 | 0.2% |
| Salaries & Payroll | 330,000.00 | 210,000.00 | | | 600,000.00 | 514,500.00 | 27.4% |
| Payroll Taxes | 44,000.00 | 28,000.00 | | | 80,000.00 | 65,700.00 | 3.6% |
| Employee Benefit Programs | 13,000.00 | | | | 13,000.00 | 13,000.00 | 0.6% |
| Insurance - Health | 124,938.00 | 79,506.00 | | | 227,160.00 | 195,997.00 | 10.4% |
| Uniforms | | 750.00 | | | 750.00 | 1,000.00 | 0.0% |
| Accounting | 1,500.00 | | | | 1,500.00 | 1,000.00 | 0.1% |
| Legal | 50,000.00 | | | | 50,000.00 | 30,000.00 | 2.3% |
| Office Expenses | 30,000.00 | 10,000.00 | | 4,500.00 | 44,500.00 | 30,000.00 | 2.0% |
| Supplies | 500.00 | 5,500.00 | | 2,000.00 | 8,000.00 | 6,000.00 | 0.4% |
| Storage Rent | 20,000.00 | | | | 20,000.00 | 10,000.00 | 0.9% |
| Credit Card Fees | 17,000.00 | | | | 29,000.00 | 24,000.00 | 1.3% |
| Insurance - General | 80,000.00 | | | | 80,000.00 | 75,000.00 | 3.6% |
| Advertising | 3,000.00 | 12,000.00 | | 3,000.00 | 18,000.00 | 20,000.00 | 0.8% |
| Dues | 3,500.00 | | | | 3,500.00 | 3,200.00 | 0.2% |
| Electricity | 34,000.00 | 30,000.00 | | 20,000.00 | 85,000.00 | 65,000.00 | 3.9% |
| Garbage, Sewer & Water | 24,000.00 | 25,000.00 | 1,000.00 | 10,000.00 | 60,000.00 | 44,000.00 | 2.7% |
| Telephone | 11,000.00 | | | | 11,000.00 | 9,000.00 | 0.5% |
| Short & Over | 200.00 | | | | 200.00 | 200.00 | 0.0% |

2024 POP 1988K
2023 POP 128.5K

2024 25K
2023 25K

2024 11K
2023 11K

Attachment A

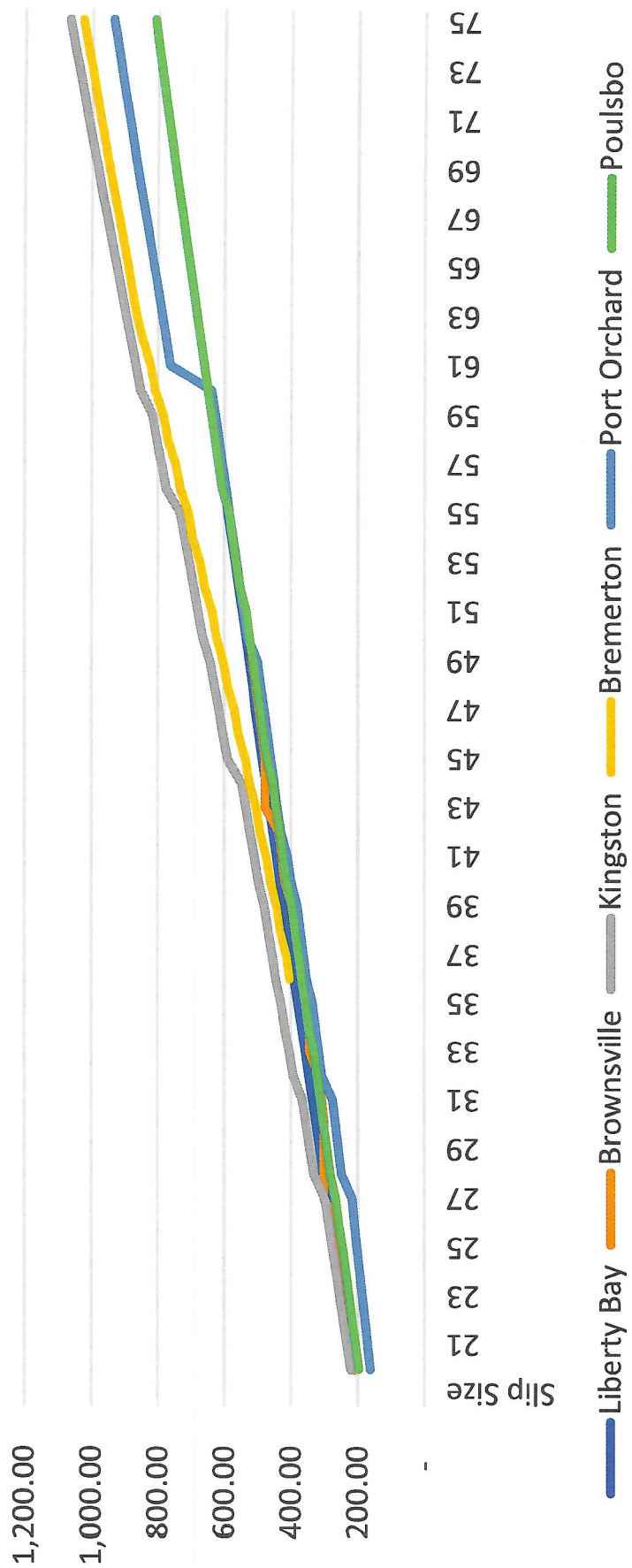
Breakdown of Projected Operating Revenues for the year 2024

| | General (Port) | Liberty Park | Armory | BW |
|-------------------------|------------------------|----------------------|---------------------|----------------------|
| Permanent Moorage | \$ 763,760.00 | | | |
| Refundable Deposits | 30,000.00 | | | |
| Winter Moorage | \$ 18,000.00 | \$ 35,000.00 | | |
| Transient Moorage | 2,500.00 | | | |
| Guest Moorage | | 408,000.00 | | 276,000.00 |
| Finance Charges | 9,500.00 | | | |
| Statement Fee | 180.00 | | | |
| Misc - Other 1 & 2 | 15,000.00 | 10,000.00 | | |
| Live Aboard Fee | 41,000.00 | | | |
| Bond Paymt Surcharge | 119,418.24 | 22,000.00 | | 19,000.00 |
| Fuel Revenue (Net) | 150,000.00 | | | |
| Electricity | 53,776.00 | 19,500.00 | 3 | 15,500.00 |
| Reservation Fees | | 10,000.00 | | 4,000.00 |
| Utility Fee | 31,881.00 | | | |
| Leasehold Tax Collected | 95,000.00 | | | |
| Parking Lot Fees | | | \$ 13,000.00 | |
| Boat Ramp Fees | | 500.00 | | |
| Security Fee | 13,452.00 | | | 2,000.00 |
| TOTAL | \$ 1,325,467.24 | \$ 488,000.00 | \$ 13,000.00 | \$ 351,500.00 |

Interest - Investments \$ 10,000.00 \$ 750.00

- 1 Grid, Waiting List & Key cards (Port)
- 2 Shower & Washer/Dryer Monies (Park)
- 3 Includes Winter Moorage Electrical

Comparison Rates Within Kitsap County



2023

Current

| Moorage | Utility S/C Bond | LET | TOTAL | 25' and under | Moorage | Utility S/C Bond | LET | TOTAL | 2023 Rates | 2024 Rates | % Change (moorage) |
|-----------|------------------|---------|-----------|---------------|-----------|------------------|------|--------|------------|------------|--------------------|
| \$ 6.01 | \$ 0.20 | \$ 1.12 | \$ 0.77 | 8.10 | \$ 7.03 | 0.25 | 1.12 | 0.90 | \$ 8.10 | 9.30 | 14.85% |
| \$ 6.10 | \$ 0.20 | \$ 1.12 | \$ 0.78 | 8.20 | \$ 7.14 | 0.25 | 1.12 | 0.92 | \$ 8.20 | 9.42 | 14.87% |
| \$ 6.27 | \$ 0.20 | \$ 1.12 | \$ 0.81 | 8.40 | \$ 7.34 | 0.25 | 1.12 | 0.94 | \$ 8.40 | 9.65 | 14.92% |
| \$ 6.41 | \$ 0.20 | \$ 1.12 | \$ 0.82 | 8.55 | \$ 7.50 | 0.25 | 1.12 | 0.96 | \$ 8.55 | 9.83 | 14.96% |
| \$ 6.54 | \$ 0.20 | \$ 1.12 | \$ 0.84 | 8.70 | \$ 7.65 | 0.25 | 1.12 | 0.98 | \$ 8.70 | 10.00 | 15.00% |
| \$ 6.67 | \$ 0.20 | \$ 1.12 | \$ 0.86 | 8.85 | \$ 7.80 | 0.25 | 1.12 | 1.00 | \$ 8.85 | 10.18 | 15.03% |
| \$ 6.81 | \$ 0.20 | \$ 1.12 | \$ 0.87 | 9.00 | \$ 7.97 | 0.25 | 1.12 | 1.02 | \$ 9.00 | 10.36 | 15.06% |
| \$ 6.94 | \$ 0.20 | \$ 1.12 | \$ 0.89 | 9.15 | \$ 8.12 | 0.25 | 1.12 | 1.04 | \$ 9.15 | 10.53 | 15.09% |
| \$ 0.4874 | \$ 0.05 | \$ 0.08 | \$ 0.0626 | 0.68 | \$ 0.5703 | 0.06 | 0.08 | 0.0732 | \$ 0.68 | \$ 0.77 | 13.24% |

Proposed 2024 Rates

**Port of Poulsbo
2024 Rates**

| | | | | | | | | |
|--------------------------------|----------------|----------------|----------------|----------------|-----------------|-----------------|-----------------|-----------------|
| ***Permanent Moorage*** | 25' & Under | 26'-27' | 28' - 33' | 34' - 39' | 40' - 44' | 45' - 51' | 52' - 55' | 56' and Over |
| Per Foot - Moorage | \$ 7.03 | \$ 7.14 | \$ 7.34 | \$ 7.50 | \$ 7.65 | \$ 7.80 | \$ 7.97 | \$ 8.12 |
| Per foot - Utility Charge | \$ 0.25 | \$ 0.25 | \$ 0.25 | \$ 0.25 | \$ 0.25 | \$ 0.25 | \$ 0.25 | \$ 0.25 |
| Leasehold Tax | \$ 0.90 | \$ 0.92 | \$ 0.94 | \$ 0.96 | \$ 0.98 | \$ 1.00 | \$ 1.02 | \$ 1.04 |
| Bond Payment Surcharge | \$ 1.12 | \$ 1.12 | \$ 1.12 | \$ 1.12 | \$ 1.12 | \$ 1.12 | \$ 1.12 | \$ 1.12 |
| Total Per Foot | \$ 9.30 | \$ 9.43 | \$ 9.65 | \$ 9.83 | \$ 10.00 | \$ 10.17 | \$ 10.36 | \$ 10.53 |

Electricity Charge \$0.1050 per kwh \$10.50 per month electrical use - which includes the first 100 kwh (billed quarterly)

*****Transient, Winter, & Summer Moorage*****

| | |
|------------------------|-----------------|
| Per Foot - Moorage | \$ 5.25 |
| Leasehold Tax | \$ 0.67 |
| Electrical Charge | \$ 3.50 |
| Bond Payment Surcharge | \$ 1.12 |
| Total Per Foot | \$ 10.54 |

*****Boat House Moorage*****

| | |
|------------------------|------------------|
| Per Sq Ft Moorage | \$ 0.5583 |
| Per Sq Ft Util Charge | \$ 0.0600 |
| Leasehold Tax | \$ 0.0717 |
| Bond Payment Surcharge | \$ 0.0800 |
| Total Per Sq Ft | \$ 0.7700 |

Electricity Charge \$0.1050 per kwh + \$10.50 per mo (100 kwh inc)

*****Guest Moorage*****

| | | |
|---|----------------------|---------------------------------------|
| E & F **for vessels 16' wide or less** | | Guest Late Fees |
| \$1.75 Per Foot | October 1 - April 30 | 1st Offense \$ 50.00 |
| \$2.00 Per foot | May 1 - Sept 30 | 2nd Offense \$ 150.00 |
| E & F **for vessels over 16' wide** | | Breakwater Moorage |
| \$3.50 Per foot | October 1 - April 30 | \$ 1.25 Per foot October 1 - April 30 |
| \$4.00 Per foot | May 1 - Sept 30 | \$ 1.50 Per foot May 1 - Sept 30 |

****Kayak Monthly Space Rental****
10' or less \$25.00 (inc LET) 10'-14' \$30.00 (inc LET) Rental (per visit) \$ 10.00

*****Other Charges*****

| | | | |
|--------------------------------|------------------|--|--|
| Paper Statement Fee | \$ 5.00 | Late Fee (or 10% of Balance, whichever is greater) | \$ 20.00 |
| Reservation Fee | \$ 10.00 | Processing Fee | \$ 100.00 |
| Waiting List Fee | \$ 25.00 | Second Processing Fee | \$ 200.00 |
| Keycard Deposit | \$ 35.00 | Liveboard Fee | \$ 180.00 |
| Parking Permit Replacement | \$ 100.00 | NSF Check Charge | \$ 50.00 |
| Charge for unreturned Keycard | \$ 35.00 | Pet Clean-up | \$ 50.00 |
| Daily Grid Rate | | Illegal Garbage Dump Fee | \$ 524.00 |
| Current Port Tenant | \$ 25.00 | Maintenance Fee ** | \$50.00 per man hour one hour minimum + materials cost |
| Non Port Tenant | \$ 50.00 | Maintenance Fee ** | \$100.00 per man hour After hours + materials cost |
| Tow Charge | | one hour minimum | |
| Current Port Tenant-per 15 min | \$ 25.00 | one hour minimum | |
| Non Port Tenant-per 15 min | \$ 50.00 | one hour minimum | |
| Convenience Fee | 2.4 % of moorage | Technology Fee - per month | \$ 5.00 |

Port Parking Lot Fees

| | |
|-----------------|-----------|
| Vehicle Only - | |
| Up to 3 Hours | \$ 3.00 |
| 3 - 24 Hours | \$ 7.00 |
| Per Month | \$ 100.00 |
| Boat w/ Trailer | |
| Up to 3 Hours | \$ 8.00 |
| Weekly Charge | \$ 50.00 |
| Monthly Charge | \$ 180.00 |

| Slip Size | Liberty Bay | Brownsville | Kingston | Bremerton | Port Orchard | Poulsbo |
|-----------|-------------|-------------|----------|-----------|--------------|---------|
| 20 | 216.60 | 207.67 | 221.00 | | 162.00 | 196.88 |
| 21 | 227.43 | 216.17 | 232.05 | | 169.85 | 206.36 |
| 22 | 238.26 | 224.68 | 243.10 | | 177.70 | 215.83 |
| 23 | 249.09 | 233.17 | 254.15 | | 185.55 | 225.31 |
| 24 | 259.92 | 241.67 | 265.13 | | 193.40 | 234.79 |
| 25 | 270.75 | 250.18 | 276.25 | | 201.25 | 244.27 |
| 26 | 281.58 | 258.68 | 287.30 | | 209.10 | 256.78 |
| 27 | 292.41 | 300.29 | 298.35 | | 216.95 | 266.38 |
| 28 | 303.24 | 300.29 | 331.12 | | 248.60 | 282.52 |
| 29 | 314.07 | 300.29 | 343.07 | | 257.30 | 292.35 |
| 30 | 324.90 | 300.29 | 354.90 | | 266.00 | 302.18 |
| 31 | 335.73 | 309.06 | 366.73 | | 274.70 | 312.01 |
| 32 | 346.56 | 317.81 | 393.22 | | 306.76 | 321.84 |
| 33 | 357.39 | 343.95 | 405.57 | | 316.19 | 331.66 |
| 34 | 368.22 | 343.95 | 417.86 | | 325.62 | 347.46 |
| 35 | 379.05 | 352.97 | 430.15 | | 335.50 | 357.46 |
| 36 | 389.88 | 361.97 | 444.82 | 403.74 | 352.40 | 367.47 |
| 37 | 400.71 | 361.97 | 457.32 | 414.80 | 362.05 | 377.47 |
| 38 | 411.54 | 389.65 | 469.68 | 433.15 | 371.70 | 387.47 |
| 39 | 422.37 | 398.90 | 482.04 | 444.40 | 381.35 | 397.48 |
| 40 | 433.00 | 418.34 | 498.75 | 463.32 | 400.20 | 414.50 |
| 41 | 443.83 | 427.87 | 511.27 | 474.76 | 410.08 | 424.68 |
| 42 | 454.65 | 437.38 | 523.74 | 494.26 | 430.46 | 434.86 |
| 43 | 465.48 | 477.36 | 536.21 | 505.90 | 440.59 | 445.04 |
| 44 | 476.30 | 477.36 | 548.68 | 525.97 | 450.72 | 455.22 |
| 45 | 487.13 | 477.36 | 591.06 | 537.80 | 460.85 | 473.29 |
| 46 | 497.95 | 487.13 | 603.98 | 558.45 | 470.98 | 483.65 |
| 47 | 508.78 | 496.90 | 617.11 | 570.46 | 481.11 | 494.00 |
| 48 | 514.56 | 506.68 | 630.24 | 591.69 | 491.24 | 504.36 |
| 49 | 525.28 | 516.45 | 643.37 | 603.90 | 501.37 | 514.71 |
| 50 | 536.00 | 526.22 | 665.76 | 625.70 | 532.50 | 525.07 |
| 51 | 546.72 | | 679.32 | 638.10 | 543.05 | 535.42 |
| 52 | 557.44 | | 692.36 | 661.06 | 553.60 | 554.90 |
| 53 | 568.16 | | 705.96 | 673.67 | 564.15 | 565.43 |
| 54 | 578.88 | | 719.28 | 696.63 | 574.70 | 575.96 |
| 55 | 589.60 | | 732.60 | 709.43 | 585.25 | 586.05 |
| 56 | 600.32 | | 775.35 | 733.60 | 595.80 | 606.85 |
| 57 | 611.04 | | 789.45 | 746.59 | 606.35 | 617.55 |
| 58 | 616.60 | | 803.30 | 770.72 | 616.90 | 628.26 |
| 59 | | | 817.15 | 783.91 | 627.45 | 638.96 |
| 60 | | | 853.07 | 809.29 | 639.80 | 649.67 |
| 61 | | | 867.42 | 822.68 | 762.01 | 660.38 |
| 62 | | | 881.64 | 845.17 | 774.42 | 671.08 |
| 63 | | | 895.86 | 863.69 | 786.83 | 681.79 |
| 64 | | | 910.08 | 877.32 | 799.24 | 692.49 |