

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

Subject	*HYBRID* Regular Meeting Agenda	Date	4/3/2025
Recorder	Cassidy Conners	Start Time	7:00 PM
Commission Chair	Jay Lawrence	End Time	9:00 PM
Commission Members	Jamie Green, Jeff Pfeil		
Staff Present	Carol Tripp – Port Accountant		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	COMMISSIONER COMMENTS	
3.	PBA REPORT / PUBLIC COMMENTS (limit of 3 minutes)	
4.	CONSENT AGENDA ITEMS (Next Res: 2025-06) 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: 3/20/25 Special Meeting, 3/20/25 B. Warrants: 19069 - 19079, P14267 – P14280, 3/28/25 in the amount of \$46,134.22.	
5.	OLD BUSINESS ITEMS	
	A. O.O.C.	
6.	NEW BUSINESS ITEMS	
	A. Commissioner Responses to public comments/discussions	
	B. Reservation Policy	
	C. Accounting Report – Carol	
	D. Termination Appeal	
	E. Parking	
	F. Boater’s Guide Proposal	
	G. Fuel Pricing	
7.	PUBLIC COMMENT FOR FUTURE MEETINGS	
8.	COMMISSIONER COMMENTS	
9.	Executive Session - adjourn to executive session to discuss labor contract negotiations under RCW 42.30.140(4)	The Commission will now adjourn into an executive session to discuss labor contract negotiations under RCW 42.30.140 (4). The executive session is expected to last 15 minutes. Executive sessions are not open to the public.

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.

		<p>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>
10.	ADJOURN	

<https://us02web.zoom.us/j/88097849301>

Meeting ID: 880 9784 9301

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 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.

PORT OF POULSBO REGULAR MEETING
APRIL 3, 2025
7:00 PM

Present: Commissioner Lawrence, Commissioner Green, Commissioner Pfeil, Port Accountant Carol Tripp

Call to Order 7:07pm

Commissioner Comments

Commissioner Lawrence said it's sunny out and it's time to get out on your boat. The board agreed to purchase a new dinghy, and he will loan his motor. This will save time walking the docks and will allow staff to help people more quickly. Training will take place to ensure everyone is comfortable.

Poulsbo Boater's Association

There was no report.

Public Comments

Aaron Wenholtz, D Dock, said about eight years ago, there were meetings with the City, and the Port had to match the parking with the number of liveaboards. This took away parking spots in the Jensen Way parking lot. Since the Port is down on liveaboards, he thinks it would be wise to reduce liveaboards to their current amounts to free up parking spots and use that to negotiate parking spots with the City.

Craig Muller, C-11, said there's no lock on C-gate. They were told there would be a lock on C-gate after hours and overnight. He thinks the Jensen Way parking lot should be used for the Port of Poulsbo. He understands the lot is used for money but the Port needs parking.

Consent Agenda

Motion: Move to approve the meeting minutes of 3/20/25, and special meeting 3/20/2025

Moved by: Commissioner Green **Seconded by:** Commissioner Pfeil

Motion passed unanimously.

Motion: Move to approve the warrants as read.

Moved by: Commissioner Pfeil **Seconded by:** Commissioner Lawrence

Motion passed unanimously.

Old Business Items

O.O.C.

Commissioner Lawrence said the owner is requesting a reprieve on rent because times are difficult. It's difficult to know how to make this work when it comes to being audited. The owner showed a layout of the dock. In 2014 he went to battle with the Port over staging float one and two. He opposed it for a long time. It eventually came down to arbitration. He couldn't

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afford a lawyer and so he signed the lease. The staging floats are public property and do not belong to him and are not solely used by him. People tie their kayaks up there all the time. There's no locking gate on it. No one else in the Port pays for frontage. The Rowing Club doesn't pay. His business can't survive; his revenue is down 60% from pre-Covid levels. He has to do something, and this is why he's come to the Port. He submitted a letter December 3, 2024, requesting a new lease. He doesn't want to pay for the stage floats (one and two).

Commissioner Lawrence said the kayaks are a staple at the Port. He is curious about the rules and regulations and finding a way to accomplish it while handling public monies. Commissioner Pfeil said the business being down 60% isn't the Port's problem and there's a lease in place until 2026. The Port doesn't operate the business, the business owner does. Commissioner Green said OOC isn't nonprofit like the Rowing Club, which puts him in a different category with different rules the Port must follow.

Port Accountant Tripp will review the lease, clarify the square footage, do a cost analysis, and turn it over to legal to review. When it comes to the best interest of the Port, the Port is looking to relocate the office and wouldn't have to pay the rent they are now if it was in the spot where OOC is.

New Business Items

Commissioner Responses to Public Comments/Discussions

Commissioner Lawrence said liveaboards will be discussed. The gate lock broke under the previous harbormaster. It was supposed to be fixed. For now, the gate is closed at night and opened in the mornings during public hours (which are in agreement for the grant with the breakwater).

Reservation Policy

Commissioner Pfeil updated some systems. Port Accountant Tripp said reservations cannot be made for the breakwater. She would prefer to use E Dock for reservation slips; it includes 40' slips, which the yacht clubs use. F Dock should be used as first come, first serve. She wants to email the grant's manager to double the amount of winter moorage. When it comes to the reservation system, there are no winter reservations, but then for summer reservations, they need to be manually entered for all of F Dock. Port Accountant Tripp wants to reserve a few extra spots for flexibility's sake; there's always a situation where extra slips are needed, and she doesn't want E & F Dock completely unavailable. This policy can be reviewed again in the first July meeting.

Motion: Move to approve the revised Reservation Policy

Moved by: Commissioner Pfeil **Seconded by:** Commissioner Green

Motion passed unanimously.

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Accountant Report

Please see attached.

Termination Appeal

Commissioner Lawrence said everyone was provided with a copy of the appeal. Commissioner Pfeil said in this case, the rules are the rules, and we shouldn't budge on them.

The person paying was in attendance and offered to pay a year upfront to avoid this happening ever again. They don't want to lose the sip and love being at the Port.

There was brief discussion over the unreliability of the Poulsbo Post Office.

Port Accountant Tripp said she would be happy to send an email and if the person paying was agreeable to a proposed payment in advance and if the account were to ever go into arrears at any time in the future, they would forfeit their moorage and would need to leave. He agreed to that. Port Account Tripp will draft up the email.

Parking

Commissioner Lawrence said staff are looking at static cling stick-on parking placards, which are \$1.00 per sticker compared to the \$5-\$10 per plastic parking placards. Liveboards have different parking rules compared to regular moorage placards. He would like to research more vendors. He then showed an image of what the placards might look like.

Starting July 1st, the City will be taking over the parking spots by the bathrooms. Commissioner Lawrence read aloud the letter from the City stating as much. There are currently about twelve liveboard spots being utilized. Unfortunately, he does think liveboard spots should be reduced to current numbers and not accept any more at this time. As shared at the All Ports meeting, other ports have eliminated liveboards, and those who remain are grandfathered in. Commissioner Lawrence wants more parking for permanent moorage lessees.

Port Accountant Tripp said when the Port went through the process to increase liveboard spots, the City mandated how many parking spots the Port was required to have. The City counted the parking spots in front of the bathrooms as liveboard parking spaces, so it isn't adding up why the City is now taking them away.

Commissioner Lawrence said the board has a little time to think about it. The Port brings a lot of foot traffic to downtown businesses, and none of their traffic comes from vehicles. Plus the Port has been maintaining that lot for decades while also using a few slips for employee parking. Commissioner Green wants to be proactive and come up with a counteroffer during a meeting with the City. Port Accountant Tripp will attempt to schedule a meeting with the City for one of the following dates: May 21st, May 28th, June 4th. The City will ask for agenda items.

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Parking will of course be requested, but there would also be an opportunity to add the failing seawall to the agenda.

Boater's Guide Proposal

Commissioner Pfeil was skeptical about it and a few things were out of alignment. He talked with Darren and the app is amazing and back up now. Once it came back up the app said the fuel dock was closed until December 4th. He immediately called and it was immediately corrected. The proposed amount was also lowered by about \$500. Commissioner Pfeil requested the amount be paid across three payments, which would help with Port cash flow. The payment plan was approved. There will be a brand-new video for the website, plus a lot of advertising materials. The total is \$2995 and none of the budgeted marketing dollars have been spent.

Fuel Pricing

Commissioner Pfeil wanted to tighten up the margins to bring in more income. He was also interested in having people at the fuel dock fill out a brief survey while they are fueling up their boats. That way the marina can collect information about customers and see if they're there just to fuel up, or if they're also visiting and securing moorage.

Commissioner Lawrence said the cheap fuel is a good draw and he doesn't want to make everything more expensive. Port Accountant Tripp said wintertime fuel prices are what pay salaries. During the summertime, the traffic at the fuel dock is nonstop. She figures fuel margins by looking at offseason rates and following tariffs passed by the Port. If the Commission decides to mark up fuel prices, she will do it but will need instruction. She won't go through price fixing.

Public Comments & Requests for Future Agenda Items

Aaron Wenholz likes the idea of increasing winter moorage, which will bring a lot more people downtown. He suggested reducing rates for winter moorage. He believes the survey is a great idea. People come in regularly if the weather is nice. The fuel is cheap, and they can come for the weekend and play in the town. The less expensive fuel draws people in who wouldn't normally otherwise come through as it's a bit out of the way. He isn't sure how the breakwater closure for inclement weather came into place because it causes a lot of confusion. There are marinas who post signs for "At Your Own Risk" (i.e.: Brownsville, Friday Harbor) without any inclement weather closures.

Craig Muller really thinks the Jensen lot needs to be a Port parking lot. He understands the Port gets money for that, but the Port also gets money from moorage and this would allow parking for people to use their boats. Let the tow company find the cars that shouldn't be there, and we get a cut of the tow.

Port Accountant Tripp said the paid parking spots bring in \$18k-\$20k a year.

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7:00 PM

Commissioner Comments

There were none.

Executive Session

There will be a 15-minute Executive Session to discuss labor contract negotiations per RCW 42.30.140. Executive Sessions are not open to the public.

Entered Executive Session 8:52pm.

Exited Executive Session 9:09pm

Adjourn 9:10pm



Jay Lawrence, Commissioner & Chairman



Jamie Green, Commissioner

Jeff Pfeil, 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 March 21, 2025

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
and from the General Fund, this 21st day of March 2025

\$250.00

Jeff Pfeil

Jeff Pfeil, Commissioner

ATTEST:

Jamie Green

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence

Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
19069	Chris Vernon-Cole	250.00
TOTAL		\$ 250.00

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

Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

March 31, 2025

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 \$27,388.45 and from the General Fund, this 31st day of March 2025.

Jeff Pfeil

Jeff Pfeil, Commissioner

ATTEST:

Jamie Green

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence

Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
19070	Bank of America	3,670.00
19071	Blue Sky Printing	495.99
19072	CSD Attorneys at Law	11,320.00
19073	ODP Business Solutions LLC	865.61
19074	PetroCard	6,072.16
19075	Sound Reprographics	366.66
19076	Tacoma Screw Products	262.22
19077	Verizon Wireless	40.01
19078	City of Poulsbo	3,270.57
19079	Edward Jones	1,025.23
TOTAL		\$ 27,388.45

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 Trigg

Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

March 28, 2025

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 \$14,702.81 and from the General Fund, this 28th day of March 2025.

Jeff Pfeil
Kitsap County Board of Commissioners

Jeff Pfeil, Commissioner

Jamie Green
Kitsap County Board of Commissioners

Jamie Green, Commissioner

Jay Lawrence
Kitsap County Board of Commissioners

Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
P14267	Sean Bauman	1,677.81
P14268	GL D. Berumen Tabanico	1,358.43
P14269	Nicole Wohnoutka	1,135.87
P14270	Nicholas Mandeville	1,424.53
P14271	Yordon Henry	1,016.41
P14272	Hannah Harness	1,290.40
P14273	Kelli Hodges	2,023.59
P14274	VOID	
P14275	Carol Tripp	2,416.43
P14276	VOID	
P14277	Jamie Green	481.15
P14278	Jason Lawrence	629.83
P14279	Jeffrey Pfeil	629.83
P14280	Cassidy Conners	594.73
	Direct Deposit Transaction Fees	23.80
TOTAL		\$ 14,702.81

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
Kitsap County Board of Commissioners

Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA March 28, 2025

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 \$3,792.96 and from the General Fund, this 28th day of March 2025.

Jeff Pfeil  
JEFF PFEIL, COMMISSIONER  
Jeff Pfeil, Commissioner

ATTEST:

Jamie Green  
JAMIE GREEN, COMMISSIONER  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence  
JAY LAWRENCE, COMMISSIONER  
Jay Lawrence, Commissioner

| Voucher #    | Claimant                    | Amount     |
|--------------|-----------------------------|------------|
| EFT 03/28/25 | US Treasury/Financial Agent | \$3,792.96 |
| TOTAL        |                             | \$3,792.96 |

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, PORT AUDITOR  
Port Auditor

~~~ EFT ~~~