

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

Subject	*HYBRID* Regular Meeting Agenda	Date	May 2, 2024
Recorder	Cassidy Conners	Start Time	7:00 PM
Commission Chair	Mark Singer	End Time	9:00 PM
Commission Members	Jamie Green, Jay Lawrence		
Staff Present	Carol Tripp – Port Accountant		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	COMMISSIONER COMMENTS	
3.	PUBLIC COMMENTS (limit of 3 minutes)	
4.	POULSBO BOATER'S ASSOCIATION REPORT	
5.	CONSENT AGENDA ITEMS (Next Res: 2024-03) 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: 4-18-2024 B. Warrants: 18705 – 18732, P13933 – P13945, 4/25/24 EFT, 4/26/24 EFT 4/30/24 EFT in the amount of \$124,140.16.	
6.	NEW BUSINESS ITEMS	
	A. Commissioner Responses to public comments/discussions	
	B. Boat Survey Policy amendment - Carol	
	C. Manager/Accountant's Report - Carol	
7.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
8.	COMMISSIONER COMMENTS	
9.	ADJOURN	

<https://us02web.zoom.us/j/87345669608>

Meeting ID: 873 4566 9608

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
MAY 2, 2024
7:00 PM

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

Call to Order 7:00pm

Motion: Move to give Port Accountant Tripp a 4% increase to her vacation hours to 30.24 hours per month.

Moved by: Commissioner Singer **Seconded by:** Commissioner Lawrence

Motion passed unanimously.

Commissioner Comments

Commissioner Lawrence said he attended the quarterly All Ports meeting in Kitsap County. Representative Greg Nance (23rd Legislative District of Washington State) was in attendance and is a Kitsap County local. Representative Nance is doing what he can to help the Port and transportation is his focus. He did get an earful from every Port about all the litigation Ports go through just to prove anything. Also in attendance was a representative from the WPPA, James Cockburn, Government Relations Manager. James said to give him a call if anything is needed.

Commissioner Green wanted to congratulate the Kitsap Rowing Association, awarded by West Sound Magazine's "Best Of" for "Best Athletic Club." Viking Fest is also coming up.

Commissioner Singer thanked everyone for attending and participating. It's been good working with everyone. He's ready for more sunny weather.

Public Comments

Aaron Wenholtz, D Dock, had a comment on the survey policy. He argued the present Port survey policy is hurting more than serving the Port. There's no one qualified for the survey findings, and the surveyors often miss critical items. Quality tenants have been turned off by the policy and have told him as much. He knows there has been trouble filling winter moorage and short-term tenants because of it. He suggested training an employee in identifying boat hazards, giving thorough inspections, and using the survey policy as a backup policy.

Gary Rutter, AA-15, believes the Port needs a harbormaster rather than an executive director; someone who is working to take care of the Port.

Poulsbo Boater's Association

There was no report.

Consent Agenda

Motion: Move to approve the meeting minutes of 4/18/2024.

Moved by: Commissioner Lawrence **Seconded by:** Commissioner Singer

PORT OF POULSBO REGULAR MEETING
MAY 2, 2024
7:00 PM

Motion passed unanimously.

Motion: Move to approve the warrants as read.

Moved by: Commissioner Green **Seconded by:** Commissioner Lawrence

Motion passed unanimously.

New Business Items

Commissioner Responses to Public Comments/Discussions

Commissioner Lawrence said, regarding the job title, the Port is looking for more than a harbormaster. There is a full description ready of what the Port is looking for. There are several things Port Accountant Tripp has been doing (such as securing grants), that far exceed a harbormaster's responsibilities. The Port is looking for someone that will walk the docks, go above and beyond, be out there, and throw ropes if needed.

Commissioner Green is hoping to get a solid candidate this time and get it right. The title allows the board to receive better candidates. One thing about the job market right now is if the person doesn't put in the right keywords, they may never make it as a possible candidate. She's glad the Port is utilizing an organization that's helping make sure we get quality candidates.

Motion: Move to change the job listing position from Executive Director to Harbormaster

Moved by: Commissioner Singer **Seconded by:** Commissioner Lawrence

Motion passed unanimously.

Boathouse Survey Policy Amendment

Port Accountant Tripp made a very small change to the policy. She read aloud the modifications in the second paragraph.

Motion: Move to approve the Boat Survey addendums.

Moved by: Commissioner Green **Seconded by:** Commissioner Lawrence

Motion passed unanimously.

Accounting & Manager Report

Port Accountant Tripp said, May 7th, the floating restroom will be delivered. She wanted to thank one of the liveboards on AA for taking the time to look at the North Kitsap sailing team floats; they noticed the floats were coming loose and ready to be torn away. This individual went ahead and took his own lines off his vessel, tied off the property, and notified the office. That was incredibly helpful.

PORT OF POULSBO REGULAR MEETING
MAY 2, 2024
7:00 PM

Public Comments & Requests for Future Agenda Items

There was a comment that because there is split visit moorage now, and a large yacht club coming in this weekend, it should be required for large groups to provide their own security. Security isn't too expensive, but it also isn't cheap. If people are coming in with million-dollar yachts, or have X number of boats, one requirement should be to provide security.

Aaron thanked the Commission and Port Accountant Tripp for the positive changes at the Port. He sees good things happening and he greatly appreciates it.

Commissioner Comments

Commissioner Green wanted to thank her grass roots, the constituents, who have stepped up and helped.

Commissioner Singer said he's having fun coming to the Port and the meetings.

Adjourn 7:55pm



Mark Singer (Jun 7, 2024 18:42 PDT)

Mark Singer, Commissioner & Chairman



Jamie Green (Jun 7, 2024 21:59 PDT)

Jamie Green, Commissioner



Jay Lawrence (Jun 7, 2024 20:48 PDT)

Jay Lawrence, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

Accounting & Business Report – May 2, 2024

Accounting Report –

No report at this time.

Business Report –

The hiring of the new Port Manager/Harbormaster is moving along. I had a lengthy discussion with Cliff from Protham. The PBA Survey was forwarded to Cliff. Protham is working on preparing documents. I sent an email to the Commission earlier today with the suggested dates for stakeholder meetings.

Security services have been hired for Vikingfest. We will have security personnel on the breakwater, permanent moorage and guest moorage for the weekend.

Kaitlyn has been working hard on the new 'Guest Moorage Training Manual.' It should be finalized before the end of the month.

Met with Poulsbo Police Chief Harding and officer Zieman last week and confirmed the plans for 'Liberty Bay monitoring' and the future of the marine program. We also spoke about derelict vessels and the process to destroy them. Expect to see the Poulsbo Police boat out in Liberty Bay. They will be updating the list of vessels that are anchored in the Bay.

The 'Ice Guys' got the new ice machine delivered. It should be up and functional by Vikingfest, at the latest. There will be NO CASH taken at the machine, it will credit/debit only.

There was a request from Kitsap Rowing Association to appeal to the Commission to reduce their monthly electrical charge. While I understand the financial burden this causes the club, I was very upfront that, from a business perspective, this is a necessary fee to help the Port collect funds to rebuild it's electrical systems and I would not endorse removal of the \$42 monthly fee.

Pierce County/CVA Rep – Jeff Barney, Watershed Planner for Pierce County. I have committed the Port of Poulsbo to a 2 year contract, at an annual cost of \$5,000. This contract will provide Pumpout services for the floating restroom and Pumpout services to transient boaters at no cost during the busy spring/summer season.

Port of Brownsville maintenance worker, Tim Herman spent Wednesday with our new maintenance supervisor. Several topics were discussed and Daryll appreciated the information that was provided. Daryll stated that he'll be making a few changes to the fuel dock operation; mainly in the form of maintenance logs, fuel spill supplies and regular maintenance.

Maintenance staff will be attending an all day training on Wednesday, May 8th. There are new requirements for 'Class 4 Fuel Docks' and the Port of Kingston has offered to organize the event.

WSDOT inspecting seaplane float and notified about E&F dock project. We will be inspected on Monday, May 13th.

Kelli and I will be doing interviews starting tomorrow for the following positions:

- Guest Moorage Coordinator – Breakwater
- Seasonal Guest Moorage Attendant

Several policies are in need of review. I will have the following policies ready by the end of the month:

- Handbook of Poulsbo Guest Moorage Regulations (expired)
- Guest Moorage Cancellation and Refund Policy (expired)
- Guest Moorage Reservation Policy (new policy drafted)
- Breakwater Policy (new policy drafted)

This is a partial list of policies requiring review. There are several other policies that have 'expired' and require review.

Respectfully Submitted,

Carol Tripp, Port Accountant

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

May 3, 2024

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

\$58,231.05

and from the General Fund, this

3rd

day of

May 2024


Mark Singer (May 3, 2024 12:11 PDT)

Mark Singer, Commissioner

ATTEST:


Jamie Green (May 3, 2024 11:28 PDT)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Jay Lawrence (May 10, 2024 11:23 PDT)

Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
18705	James Fursman	410.01
18706	Mark Ruble	400.40
18707	Thorsteinn Sigurdsson	458.22
18708	Dennis Calvin	450.45
18709	Lewis Seiler	460.46
18710	Thomas Probus	500.50
18711	Jerry Rolfe	310.31
18712	Larry Ordoins	410.41
18713	John Luka	300.30
18714	Bruce Afton	525.00
18715	Bruce Afton	490.49
18716	Ryck Thompson	52.70
18717	Ryck Thompson	362.30
18718	Bank of America	2,869.04
18719	VOID	
18720	CSD Attorneys at Law	8,768.00
18721	Coast to Coast Hardware	69.59
18722	Hanson Sign Co	683.13
18723	Home Depot	40.46
18724	Kitsap Networking Services	1,370.00
18725	Mathews Electric	355.23
18726	Napa/Westbay Auto Parts	49.15
18727	Office Depot Credit Plan	64.83
18728	Peninsula Fire	58.48
18729	PetroCard	36,071.83
18730	Reliable Background Screening	58.00
18731	WWU	530.00
18732	Edward Jones	2,111.76
TOTAL		\$ 58,231.05

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 3, 2024 11:17 PDT)

Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

April 26, 2024

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

\$13,764.08

and from the General Fund, this 26th day of April 2024.



Mark Singer, Commissioner



Jamie Green, Commissioner



Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
P13933	Sean P. Bauman	1,609.15
P13934	Kaitlyn Cook	1,665.38
P13935	Yordon I. Henry	1,176.24
P13936	Kelli M. Hodges	1,980.89
P13937	VOID	
P13938	Nicholas C. Mandeville	1,317.37
P13939	Jannese M. Hunt	1,391.58
P13940	VOID	
P13941	Carol L. Tripp	2,412.05
P13942	Jamie R. Green	629.83
P13943	Jason A. Lawrence	629.83
P13944	Mark E. Singer	654.39
P13945	Cassidy P. Conners	297.37
TOTAL		\$ 13,764.08

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.



Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~



PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

April 25, 2024

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

25th day of

April 2024

\$6,886.46



Mark Singer (May 3, 2024 12:11 PDT)

Mark Singer, Commissioner

ATTEST:



Jamie Green (May 3, 2024 11:28 PDT)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary



Jay Lawrence (May 10, 2024 11:23 PDT)

Jay Lawrence, Commissioner

| Voucher #   | Claimant                       | Amount     |
|-------------|--------------------------------|------------|
| EFT 4/25/24 | WA State Department of Revenue | \$6,388.13 |
| EFT 4/25/24 | WA State Department of Revenue | \$498.33   |
| TOTAL       |                                | \$6,886.46 |

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 3, 2024 11:17 PDT)

Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

April 26, 2024

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

\$4,145.71

26th day of

April 2024



Mark Singer (May 3, 2024 12:11 PDT)

Mark Singer, Commissioner

ATTEST:



Jamie Green (May 3, 2024 11:28 PDT)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary



Jay Lawrence (May 10, 2024 11:23 PDT)

Jay Lawrence, Commissioner

| Voucher # | Claimant | Amount |
|-------------|-----------------------------|------------|
| EFT 4/26/24 | US Treasury/Financial Agent | \$4,145.71 |
| TOTAL | | \$4,145.71 |

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 3, 2024 11:17 PDT)

Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

April 30, 2024

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 \$41,112.86  
and from the General Fund, this 30th day of April 2024.



Mark Singer (May 3, 2024 12:11 PDT)

Mark Singer, Commissioner

ATTEST:



Jamie Green (May 3, 2024 11:28 PDT)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary



Jay Lawrence (May 10, 2024 11:23 PDT)

Jay Lawrence, Commissioner

| Voucher #    | Claimant                       | Amount             |
|--------------|--------------------------------|--------------------|
| EFT 10/25/23 | Employment Security Department | \$1,975.60         |
| EFT 10/25/23 | Dept of Labor & Industries     | \$8,247.12         |
| EFT 10/25/23 | Paid Family Leave              | \$870.22           |
| EFT 10/25/23 | WA State Department of Revenue | \$29,065.05        |
| EFT 10/25/23 | WA Cares Fund                  | \$954.87           |
| TOTAL        |                                | <b>\$41,112.86</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 3, 2024 11:17 PDT)

Port Auditor

~~~ EFT ~~~