

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

Subject	*HYBRID* Regular Meeting Agenda	Date	2/20/2025
Recorder	Cassidy Conners	Start Time	7:00 PM
Commission Chair	Jay Lawrence	End Time	9:00 PM
Commission Members	Jamie Green		
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: 2025-03) 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: 2/6/25 and 2/6/25 Special Meeting B. Warrants: 19028 – 19040, 2/5/25 EFT, 2/14/25 EFT in the amount of \$30,833.10.	
6.	OLD BUSINESS ITEMS A. Reservation Policy B. Job Description – Admin Assistant & Acctg Tech C. Marina Software	
7.	NEW BUSINESS ITEMS A. Commissioner Responses to public comments/discussions B. Accounting Report – Carol C. Reinstatement of Privileges for Virginia 5 D. Recruitment for Port Manager E. 30 Day Notice Waiver for Licensee F. Guest Moorage Rates	
8.	PUBLIC COMMENT FOR FUTURE MEETINGS	
9.	COMMISSIONER COMMENTS	
10.	ADJOURN	

<https://us02web.zoom.us/j/81299431271>

Meeting ID: 812 9943 1271

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
FEBRUARY 20, 2025
7:00 PM

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

Call to Order 7:03pm

Motion: Move to amend the agenda to include an Executive Session after Commissioner Comments at the end of the meeting. It will be an Executive Session to evaluate the performance of a public employee pursuant to RCW 42.30.110(1)(G) for 20 minutes

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

Motion passed.

Motion: Move to add to the February 24th meeting to review a resolution for records request for indexes

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

Motion passed.

Motion: Move to add to the February 24th meeting to discuss employee schedule

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

Motion passed.

Commissioner Comments

Commissioner Green said things have been very busy over the last couple of meetings. She thanked everyone for supporting the board and for helping to keep the Port going. She's very confident the more everyone gets involved, the more things are moving in the right direction. She wants to continue working together, move out of the red and into the black and have proper management.

Commissioner Lawrence thanked everyone and the staff. The weather is starting to get nicer and he's seeing more boats over the weekends. Multiple rendezvous are coming up and quickly getting to capacity.

Public Comments

Craig Muller, C-11, looked at the minutes and it looks like the Commissioners have picked another Commissioner. He thinks it would be nice to see a bio come out from the Port to introduce the new Commissioner.

Doug Brusig was banned back in June of 2021. He's hoping to be reinstated and allowed use of the marina. He's also a captain for the Virginia 5 and has been talking to the Heritage Museum. He's hoping something can be figured out tonight.

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Poulsbo Boater's Association

The association gave their report.

Consent Agenda

Motion: Move to approve the special meeting minutes 2/6/25.

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

Motion passed.

Motion: Move to approve the warrants as read.

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

Motion passed.

Old Business Items

Reservation Policy

Commissioner Lawrence said the board decided to reduce the rate to \$5 as it originally was.

Motion: Move to amend Resolution 2024-07

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

Motion passed.

Job Description – Admin Assistant & Accounting Tech

Commissioner Green would like to see the administrative assistant fill in as the permanent moorage coordinator with duties as a backup.

Motion: Move to approve the administrative assistant fill in for the permanent moorage coordinator when the permanent moorage coordinator is not available.

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

Motion passed.

Motion: Move to have the Accounting Tech 1 part of job description and title removed

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

Motion passed.

Motion: Move to add to the agenda Monday February 24th for commission to review job description for the administrative assistant

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

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Motion passed.

Marina Software

Commissioner Lawrence and Port Accountant Tripp had a conversation with Molo last Thursday. There are a lot of things they can adjust for the Port to make sure things are aligned. Port Accountant Tripp said Sharper MMS is \$899/month (\$10,788 annually). It doesn't make sense to do that. The annual cost for Molo is \$5,878.08 and the program isn't being utilized to its full extent. They were provided with a walk through on reservations and it took less than two minutes. It's very clear that no one has received proper training. There are safeguards in place to prevent overbooking slips, which is significant compared to what Dockwa has. There are also multiple touch automated emails that will save staff time while improving customer service.

Motion: Move to approve the continued subscription with Molo

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

Motion passed.

New Business Items

Commissioner Responses to Public Comments/Discussions

Commissioner Lawrence said there have been several good ideas regarding bios, photos, badges, and matching uniforms. It will be nice to see everyone out there in matching uniforms eventually.

Accountant Report

Please see attached.

Motion: Move to approve Resolution 2025-03

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

Motion passed.

Motion: Move to deny the waiver of the 30-day notice fee

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

Motion passed.

A customer claimed to have left a check for payment in the box on February 2nd. This means it would have sat in the drop box until the 10th. The box was checked in between that time period without payment. If it wasn't checked, there would have been multiple late payments, which there were not.

Motion: Move to deny the removal of the \$32.10 late fee

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

Motion passed.

There was an email about the waitlist and a customer received the notification via snail mail. They moved and didn't get the forward in a timely fashion. They wished to be added back to the permanent moorage wait list. Their boat is 47' with a 13' beam.

Motion: Move to approve adding Mr. Thorston Sigerdson (*unsure of spelling*) back to the permanent moorage waitlist

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

Motion passed.

Reinstatement of Privileges for Virginia 5

Commissioner Lawrence advocates for Doug and remembers Thomas Rose expelled him but also wrote a letter of recommendation after nearly four years. It would be nice to bring a piece of history back.

Motion: Move to reinstate the privileges of Captain Doug Brusig at the Port of Poulsbo

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

Motion passed.

Recruitment for Port Manager

Commissioner Green asked what advertising looked like. Advertising includes LinkedIn, Careers in Government, and several others. Advertising would cost \$3255.22, and some prices may have increased from the previous year. The Port will not reimburse any travel expenses. One recommendation from Prothman's is to hold off on deciding until there is a third Commissioner, which will be addressed at Monday's meeting. The job description needs to be updated to reflect a business focus, business minded with understanding of profits, risks, etc.

Guest Moorage Rates

Commissioner Lawrence is receiving a lot of phone calls from people. Port Accountant Tripp said the last harbormaster decided the rates would be sufficient at \$2.24 on E & F Dock, and \$2.00 on the breakwater. The next closest is \$1.90 in the general area. Yes, the higher prices would allow the Port to make more money, but rates may deter people from coming in. There was discussion over lowering everything by 25 cents in each category. The consensus was it's too soon to make any adjustments at this point. Rates only increased at the beginning of January and the Port needs more time to monitor activity and collect data. The agenda item will

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remain on the backburner and the Commission will continue to monitor information as it becomes available.

Public Comments & Requests for Future Agenda Items

Commissioner Green said to add "Lease Agreement" to the March 6th meeting.

There was a comment from someone who recommended using Bryan Kilpatrick again for promo videos for the Port. People will be willing to pay the rates if the Port shows the public what the improvements are. Hopefully someone will have the skill of social media, know what the goals are, and how often to post. The staff should respond to the public to help them realize why rates are higher and what the improvements are.

Another comment was made asking if Monday's meeting was open to the public.

Commissioner Comments

Commissioner Green is glad to hear Commissioner Lawrence had the same lack of response from the City that she received. She's looking forward to getting a third Commissioner on board to help with the workload. She's also looking forward to making that announcement on Monday. She believes things are getting done and the Port will see a lot of positive changes.

Commissioner Lawrence thanked everyone for showing up. He's looking forward to the boating season. He reminded everyone to stay aware of their surroundings and aware of other people. There was an article about a gentleman in the City's waters who was an unregistered offender on an unregistered boat. Look out for each other and do the best you can. Hopefully the City will start patrolling the waters more.

Port Accountant Tripp said the pump out organization presented themselves at the City of Poulsbo to ask for money for a grant. All City Council kept asking is, "Why are you here? We're not the Port of Poulsbo." The City doesn't understand the anchorage is their jurisdiction. The Port committed to \$5,000 of pump out services for the bay for clean water and picked up the tab for the City. There's a gap that needs to be filled in, which is done by the grant. Port Accountant Tripp said they organization did get the grant for a new boat. They will be looking for moorage for the vessel and where they can buy fuel for the vessel. The organization will want to give a brief presentation at a future Port meeting. A lot of liveaboards use the service. The Port does have to pay to have the floating restroom pumped out during the offseason, so this may allow an opportunity to exchange moorage for pumping out the restroom.

Executive Session

There will be an Executive Session to evaluate the performance of a public employee pursuant to RCW 42.30.110(1)(G) for 20 minutes.

Entered Executive Session 8:55pm

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FEBRUARY 20, 2025
7:00 PM

Exited Executive Session 9:15pm

Adjourn 9:15pm



Jay Lawrence, Commissioner & Chairman



Jamie Green, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

Accounting Report – February 20, 2025

Accounting Report –

The Summary of Financial Statements for the month ending January 31, 2025 is attached to this report and were emailed to the Commission on February 12th.

For the month of January, there was a net loss of (\$27,217.46). The loss was attributed to 4th Qtr payouts for payroll taxes and leasehold excise tax. There was a small payout of \$6,558.00 for the E/F Dock project. A 'retainage' balance is being held by RCO, in the amount of \$54,800 and will be released when the electrical inspection has been completed, and the project is marked as completed by RCO.

Resolution 2025-03, for an interfund transfer from Liberty Park Fund into the City of Poulsbo/Port of Poulsbo Waterfront Improvement Fund, has been completed and was emailed to each Commissioner earlier this week. This is an annual transfer which is typically completed in the 3rd or 4th quarter of the year. Since the Port was in the process of completing a large capital improvement project, the funding was delayed by a few months. Expect another interfund transfer later this year for the year 2025 matching contribution. ***MOTION NEEDED TO PASS RESOLUTION 2025-03***

Respectfully Submitted,

Carol Tripp, Port Accountant

Attachments:

1. Summary of Financial Statements – 01/31/2025
2. Resolution 2025-03 – Interfund transfer LP Fund to Port/City Waterfront Improvement Fund

**Port of Poulsbo
Summary of Financial Statements
For the One Month Ending January 31, 2025**

ASSETS, LIABILITIES, EQUITY

Cost of Capital Assets	\$ 13,743,080.20
Current Assets	609,934.75
TOTAL ASSETS	<u>\$ 14,353,014.95</u>
Current Liabilities	\$ 1,020.00
Long-Term Liabilities	4,803,009.32
TOTAL LIABILITIES	<u>\$ 4,804,029.32</u>
TOTAL EQUITY	<u>\$ 9,548,985.63</u>

	January	Year To Date
INCOME & EXPENSES		
Gross Profit	113,847.18	113,847.18
Operating Expenses	141,064.64	141,064.64
NET GAIN/LOSS	<u>\$ (27,217.46)</u>	<u>(27,217.46)</u>

CAPITAL IMPROVEMENTS \$ 6,558.00 6,558.00

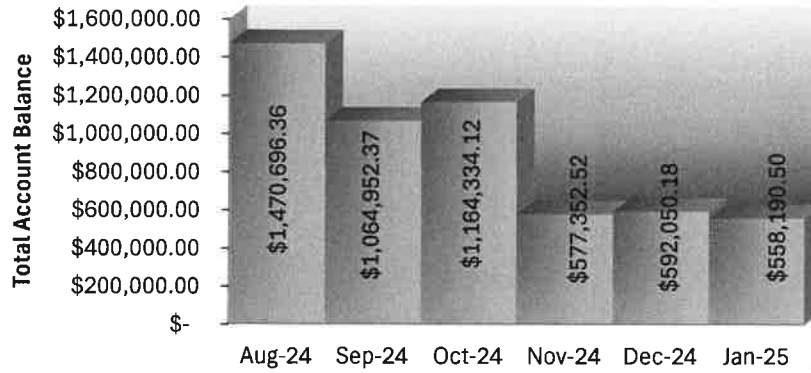
(note - capital improvements are not included in 'Net Gain/Loss')

Balances of Assets Accts
January 31, 2025

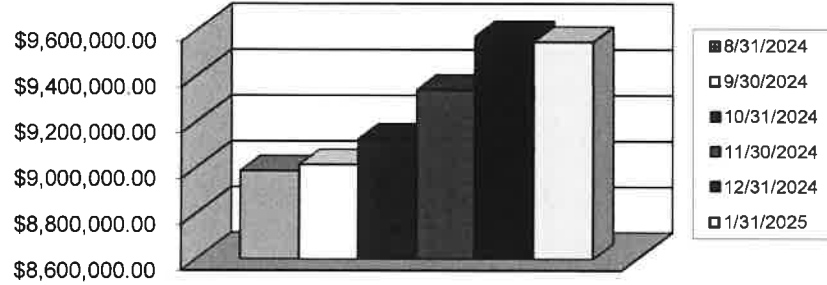
General Fund	\$ 70,821.56
General Investment Fund	251,192.98
Liberty Park Fund	11,076.58
Park Investment Fund	527.54
Remaining Fund Balances and other current assets	276,316.09
	<u>\$ 609,934.75</u>

CAPITAL ASSETS ARE BASED ON HISTORICAL COSTS AND DO NOT REPRESENT THE CURRENT FAIR MARKET VALUE OR REPLACEMENT COST.

Change in Cash Accounts



Equity Comparison - Monthly



CAPITAL ASSETS ARE BASED ON HISTORICAL COSTS AND DO NOT REPRESENT THE CURRENT FAIR MARKET VALUE OR REPLACEMENT COST.

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA February 7, 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 \$21,798.17 and from the General Fund, this 7th day of February 2025.

Vacant

ATTEST:

Jamie Green
Commissioner
Jamie Green, Commissioner

Cassidy Conners
Recording Secretary
Cassidy Conners, Recording Secretary

Jay Lawrence
Commissioner
Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
19028	Edward Jones	1,487.12
19029	Mike Stimac	27.00
19030	Kevin Ulrich & Ausust Tyminski	62.50
19031	Zach & Sarah Motter	62.50
19032	City of Poulsbo	3,275.37
19033	Bank of America	1,283.01
19034	CHS, Inc/Cenex	31.63
19035	CSD Attorneys at Law	1,112.00
19036	Coast to Coast Hardware	18.57
19037	Kitsap Networking Services	1,355.00
19038	Precision Fuel Solutions	9,011.79
19039	Soundwest Engineering Assoc Inc	4,031.67
19040	Verizon Wireless	40.01
TOTAL		\$ 21,798.17

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.

Carel Tripp
Port Auditor
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA February 5, 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 \$69.00 and from the General Fund, this 5th day of February 2025.

Mark Singer, Commissioner

ATTEST:

Jamie Green

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence

Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
EFT 02/05/25	WA State Dept of Revenue	\$69.00
	TOTAL	\$69.00

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.

Carel Tripp

Port Auditor

--- EFT ---

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA February 14, 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 \$8,965.93 and from the General Fund, this 14th day of February 2025.

Vacant

ATTEST:

Jamie Green
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence
Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
EFT 2/14/25	US Treasury/Financial Agent	\$8,965.93
	TOTAL	\$8,965.93

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

~~~ EFT ~~~