

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

Subject	*HYBRID* Regular Meeting Agenda	Date	Nov 16, 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 Manager; Carol Tripp, Port Accountant; Peter Ruffatto, Port Atty; John Piccone Port Engineer		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	EXECUTIVE SESSION – To discuss with Legal Council Representing the Port Litigation or Potential Litigation – RCW 42.30.110(1)(i)	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). The executive session is expected to last 30 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.
3.	COMMISSIONER COMMENTS	
4.	PUBLIC COMMENTS (limit of 3 minutes)	
5.	POULSBO BOATER’S ASSOCIATION REPORT	
6.	CONSENT AGENDA ITEMS (Next Res: 2023-8) 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: 10.19.23 & 11.02.23 B. Warrants: 18494 – 18518, P13766 – P13778, 11/10/23 EFT in the amount of \$614,959.15.	
7.	OLD BUSINESS ITEMS	
	A. Comp Plan Approval	
	B. Rules and Regs Review/Approval	
8.	NEW BUSINESS ITEMS	
	A. Commissioner Responses to public comments/discussions	
	B. Contract with ‘the Ice Guys’ Ice Machine	
	C. Delinquency Policy Review	

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.

	D. Grievance/Appeal Policy	
	E. Manager's Report Eugene	
9.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
10.	COMMISSIONER COMMENTS	
11.	ADJOURN	

<https://us02web.zoom.us/j/83647514172>

Meeting ID: 836 4751 4172

One tap mobile

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PORT OF POULSBO
REGULAR MEETING MINUTES
NOVEMBER 16, 2023
7:00 PM

Present: Commissioner Singer, Commissioner Green, Commissioner Rose, Port Manager Madayag, Port Accountant Carol Tripp, Port Attorney Peter Ruffato

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 or potential litigation pursuant to RCW 42.30.110 (1)(i). The Executive Session is expected to last 30 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.

Adjourn to Executive Session 7:00pm

Call Back to Order 7:30pm

The board will move back into Executive Session for an additional 15 minutes.

Adjourn to Executive Session 7:30pm

Call Back to Order 7:45pm

Commissioner Comments

Commissioner Green said it's darker and earlier now; be safe and enjoy the sunshine before the rain comes.

Commissioner Singer thanked everyone for coming to the meeting. He appreciates the public working together and looking at what the board is doing. We're doing the best we can to support the Port.

Commissioner Rose said the Olympic Outdoor Center sent a letter stating their business and provided a report. The report included three recommendations to the Port, and he appreciates the constructive advice and counsel. The historical folks are offering a 1:1 grant of various types and he's going to leave it up to Manager Madayag and Port Accountant Tripp to pursue.

Public Comments

Lloyd has been part of permanent moorage for ten years and recently ran into a couple of issues. He's been charged three different late fees on moorage that wasn't late any of the three times. He is hoping to get credited, or refunded, on the late charges on financial principal.

Councilman Musgrove wished everyone a Happy Thanksgiving and encouraged everyone to try to make someone part of their family this season.

PORT OF POULSBO
REGULAR MEETING MINUTES
NOVEMBER 16, 2023
7:00 PM

Nico heard there is a new employee and is hoping for an introduction because it's nice to know who is around everyone at the marina and support the intimate environment the Port is in.

Poulsbo Boater's Association

The association gave their report.

Consent Agenda

Motion: Move to approve the meeting minutes of October 19, 2023, and November 2, 2023.

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

Motion passed.

Motion: Move to approve the warrants as read.

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

Motion passed.

Old Business Items

Comprehensive Plan Approval

Motion: Move to adopt the Port of Poulsbo Comprehensive Plan 2021-2026, adopted November 4, 2023 and amended November 16, 2023.

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

Motion passed.

The Comprehensive Plan will be posted to the website as soon as possible.

Rules and Regulations Review/Approval

The Rules and Regulations are currently with the Port Attorney and are going through the legal cut. The document has incorporated all public input and the comprehensive input via PBA, staff, and commercial input.

Commissioner Singer said the next step with the document is to send it to the PBA and the public for review. He thinks the first meeting in December will be a good time to discuss and possibly approve. It is a working document so changes can continue to be made. He's hoping to get it out as soon as possible with final input back to management and the board by November 29th. He would like to see it collated from staff and sent back by the 4th so that it'll be in line for the next meeting.

PORT OF POULSBO
REGULAR MEETING MINUTES
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7:00 PM

Commissioner Rose said the board is not contractually required to put out the Rules and Regulations because the Port is a private marina, and the Commission is happy to keep the public informed and values the input.

New Business Items

Commissioner Responses to Public Comments/Discussions

The Commissioners spoke with Lloyd to collect more information regarding the late fee situation, will coordinate further, and go from there.

Commissioner Singer said while the public does not have input on who is hired, they will endeavor to introduce new employees during the meetings within a reasonable amount of time.

Commissioner Green asked Eugene about the status on updating the website to include the PBA under the "Clubs" section. She learned that Caitlin is waiting for feedback on a question the Port had on the verbiage.

Contract with 'The Ice Guys' Ice Machine

Port Accountant Tripp said the Port had an ice machine years ago but got rid of it because employees were struggling to maintain correct inventory. She would like to offer the service again. The Marina Market does offer ice, but their ice runs out and the Port wants to also provide it. The Ice Guys are specific to the PNW, are a group of three boaters, and only serve marinas. This would be something to offer permanent and guest moorage. Filtered water would also be there. The Port would have nothing to do with the ice machine or maintenance, and issues with payment would be handled directly with Ice Guys. She encouraged the board to learn more about them (www.IceGuysInc.com). The location of the machine would be within the footprint that the Port owns, so it wouldn't be extending into City property at all. The Port wouldn't make any money on the machine. Electricians would come in to set up the unit.

Motion: Move to accept the two-year agreement with The Ice Guys to supply ice and an ice machine at the marina.

Moved by: Commissioner Singer **Seconded by:** Commissioner Rose

Motion passed unanimously.

Delinquency Policy Review

Port Accountant Tripp said the review is all the same with the exception of one line: payments are due the 5th day of each month, and an extended late fee of \$50 if the payment is not received by the 25th of the month. This is in line with the budget that was approved.

Motion: Move to approve the changes to the Delinquency Policy as stated

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

PORT OF POULSBO
REGULAR MEETING MINUTES
NOVEMBER 16, 2023
7:00 PM

Motion passed unanimously.

Grievance/Appeal Policy

Commissioner Rose read the policy aloud.

Motion: Move to adopt the Grievance/Appeal Policy is written and read.

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

Motion passed unanimously.

Manager's Report

See attached.

Public Comments & Requests for Future Agenda Items

Nico said she is glad the policy regarding delinquencies is changing because the policy caused stress for Port Accountant Tripp for a long time. These changes need to be well publicized because long-term tenants are used to doing things a certain way. If payments can't be put into the drop box and picked up the next day, something isn't working, and another option needs to be made available. She asked again what the new employee's name and position is. She learned the new employee is Garret and he's in maintenance.

Aaron said people don't pay with a card because of the 3% fee, so they pay with a check. There have been many times he can't find any staff members while on the docs. He has left his check in the drop box and is unsure if the check is in the appropriate place and will be taken out in time. He said if a bill is postmarked within the due date, it will be accepted without a late fee. The processing part of the payment has nothing to do with the boaters; it's up to the staff to process the payment once it has been made.

Commissioner Comments

Commissioner Rose wants to work toward a breakwater gate policy, and with that, a discussion as the Port moves forward with anticipating a signed agreement with the Suquamish Tribe. He wants to have open discussions with others looking forward as changes happen with security notifications, after hours, etc.

He wished everyone a Happy Thanksgiving, and to be warm, and be with friends and family.

Motion: Move to adjourn

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

Motion passed unanimously.

PORT OF POULSBO
REGULAR MEETING MINUTES
NOVEMBER 16, 2023
7:00 PM

Adjourn 9:03pm

Thomas K. Rose
Thomas K. Rose (Dec 9, 2023 10:40 PST)

Thomas Rose, Commissioner & Chairman

Jamie Green
Jamie Green (Dec 8, 2023 13:50 PST)

Jamie Green, Commissioner

Mark Singer
Mark Singer (Dec 9, 2023 07:06 PST)

Mark Singer, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

11/16/23

Port Commissioner Meeting

Maintenance: Eugene

- Christmas decorations are starting to go up.
- One maintenance person is in 24hr HAZWOPER Training.
- Maintaining a watch on dingys overfilled with rainwater.

Guest Moorage: Jannese

- This week December 5th – 7th our guest moorage & maintenance staff are in Hazwoper Training in Kingston.
- The Windworks Flotilla this weekend is the last rendezvous to wrap up the year!
- This year marks the 54th Annual Lighted Boat Parade. There are 7 boats signed up.

Permanent Moorage: Kaitlyn

- Separate attachment.

Port overview looking forward: Eugene

- Nothing to report

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

November 17, 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

\$579,572.23

and from the General Fund, this 17th day of November 2023.


Mark Singer (Nov 20, 2023 17:51 PST)

Mark Singer, Commissioner

ATTEST:


Jamie Green (Nov 20, 2023 11:06 PST)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Thomas K. Rose (Nov 20, 2023 17:57 PST)

Thomas Rose, Commissioner

Voucher #	Claimant	Amount
18494	Tobin Youngs	300.26
18495	Susan Hudson	162.00
18496	Rod Lundberg	139.10
18497	Lorraine Palmer	60.00
18498	Ken Cairy	304.72
18499	Gary Humiston	404.80
18500	Bonita Palafox	237.40
18501	Lance Wicklund	70.00
18502	Bank of America	1,064.26
18503	Blue Sky Printing	609.99
18504	CED	601.70
18505	City of Poulsbo	3,395.43
18506	Coast to Coast Hardware	31.42
18507	Fisheries Supply	157.08
18508	Home Depot	378.57
18509	Kitsap Networking Services	1,660.00
18510	Office Depot Credit Plan	74.30
18511	Olympic Springs Inc	29.35
18512	PSE	3,723.26
18513	PUD #1 of Kitsap County	682.00
18514	Quigg Bros Inc	522,789.16
18515	Reliable Background Screening	76.00
18516	Soundwest Engineering Assoc Inc	22,748.75
18517	CenturyLink	78.88
18518	WA Teamsters Welfare Trust	19,793.80
TOTAL		\$ 579,572.23

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 (Nov 17, 2023 10:21 PST)

Port Auditor


PORT OF POULSBO

PAYMENT VOUCHER

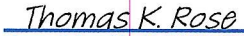
18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA November 10, 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 \$15,290.95 and from the General Fund, this 10th day of November 2023.

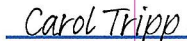

Mark Singer (Nov 20, 2023 17:51 PST)
Mark Singer, Commissioner


Jamie Green (Nov 20, 2023 11:06 PST)
Jamie Green, Commissioner


Thomas K. Rose (Nov 20, 2023 17:57 PST)
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P13766	Sean P. Bauman	1,482.22
P13767	Kaitlyn Cook	1,562.44
P13768	Yordon I. Henry	884.26
P13769	Kelli M. Hodges	1,846.35
P13770	VOID	
P13771	Garrett L. Inman	1,439.78
P13772	Eugene F. Madayag	1,952.26
P13773	VOID	
P13774	Nicholas C. Mandeville	1,245.81
P13775	Jannese M. Hunt	1,340.82
P13776	VOID	
P13777	Brian T. Smith	1,125.81
P13778	Carol L. Tripp	2,411.20
TOTAL		\$ 15,290.95

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Carol Tripp (Nov 17, 2023 10:21 PST)
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

November 10, 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

\$4,606.97

and from the General Fund, this 10th day of November 2023.



Mark Singer, Commissioner

ATTEST:



Jamie Green, Commissioner

Cassidy Conners, Recording Secretary



Thomas Rose, Commissioner

| Voucher #    | Claimant                    | Amount            |
|--------------|-----------------------------|-------------------|
| EFT 11/10/23 | US Treasury/Financial Agent | \$4,606.97        |
|              | TOTAL                       | <b>\$4,606.97</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.



Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA November 10, 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 \$15,489.00 and from the General Fund, this 10th day of November 2023.

Mark Singer
Mark Singer (Nov 20, 2023 17:51 PST)
Mark Singer, Commissioner

ATTEST:

Jamie Green
Jamie Green (Nov 20, 2023 11:06 PST)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas K. Rose
Thomas K. Rose (Nov 20, 2023 17:57 PST)
Thomas Rose, Commissioner

| Voucher # | Claimant | Amount |
|--------------|------------------------------------|--------------------|
| EFT 11/10/23 | Washington Teamsters Welfare Trust | \$15,489.00 |
| | TOTAL | \$15,489.00 |

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
Carol Tripp (Nov 17, 2023 10:21 PST)
Port Auditor

~~~ EFT ~~~