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

Subject	*HYBRID* Regular Meeting Agenda	Date	12/04/2025
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	James Weaver-Port Manager, 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: 2025-19) 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: November 20, 2025 *B.* Warrants: 19334 – 19344, P14468 – P14480 & EFT 12/05/2025 in the amount of $39,725.02 C. Resolution 2025-17 – Procurement & Public Works Policy	
5.	OLD BUSINESS ITEMS	
6.	NEW BUSINESS ITEMS	
	A. Commissioner Responses to public comments/discussions	
	B. Commission Pfeil Election Process	
	C. 2026 Port Commission Meetings	
	D. Accounting Report – C. Tripp	
	E. Managers Report – J. Weaver	
7.	PUBLIC COMMENT FOR FUTURE MEETINGS	
8.	COMMISSIONER COMMENTS	
10.	EXECUTIVE SESSION - To evaluate the performance of a public employee – RCW 42.30.110(1)(G)	The Commission will now adjourn into an executive session to review the performance of a public employee pursuant to RCW 42.30.110(1)(G). 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.

Present: Commissioner Lawrence, Commissioner Green, Commissioner Pfeil, Port Manager Weaver, Port Accountant Tripp

Call to Order
The meeting was called to order at 7:01 PM by Commissioner Lawrence.

Commissioner Comments
Commissioners reported on upcoming holiday festivities, including the tree lighting on November 28, Yule Fest on December 6 with the St. Lucia and the Viking bonfire, and the Poulsbo Yacht Club lighted boat parade on December 13th. Commissioners reflected on recent election results and congratulated Commissioner Jeff Pfeil on his victory.

Poulsbo Boater's Association
No report was provided.

Public Comments
There were no public comments in person or online.

Consent Agenda

Motion: Move to approve the meeting minutes of November 6, 2025 and Warrants 19302-19333.
Moved by: Commissioner Lawrence **Seconded by:** Commissioner Green

Motion passed.

Old Business Items
No old business items were presented.

New Business Items
Proposed Keyport Interlock Agreement
The Commission reviewed a cooperative proposal from the Port of Keyport Commissioners for a draft interlocal agreement to provide basic maintenance services to the Port of Keyport once or twice a month. discussed service rates, payment by the Port of Keyport, liability, indemnification language, and ensuring Port of Poulsbo maintenance priorities remain primary.

Action Item: Port Manager to research liability issues and consult legal counsel to strengthen indemnification clauses.

Accounting Report – Accountant Tripp
A financial report for October 2025 was presented, showing a net gain of $155,981.22 for the month and a year-to-date net gain of $373,321.04. Gas sales increased by 16.356%; diesel sales

decreased by just under 9%. Guest moorage, 4-hour stays, and guest reservations showed significant increases.

Manager Report – Manager Weaver
The Port Manager report addressed the recent distribution of a new quarterly newsletter sent to both current monthly moorage customers and all guest moorage contacts that had stayed with the Port of Poulsbo since 2020. The newsletter is meant to be a marketing tool and outreach for information related to the Port of Poulsbo activities.

The report included more information on upcoming events include the tree lighting, Julefest, Lighted Boats, and efforts to increase winter guest moorage. Expanded social media outreach and coordination with community partners for 2026 events was discussed.

Public Comments & Requests for Future Agenda Items
There were no public comments.

Commissioner Comments
Commissioners discussed holiday scheduling and supported holding an informal December holiday potluck gathering with the Port Staff, to be noticed as special meeting without business. The Commissioners agreed to cancel the second December meeting. The Commissioners also agreed to cancel the first meeting in January as the first Thursday of the month fell on the New Years holiday.

Adjourn 7:50pm

____
Jay Lawrence, Commissioner & Chair

____
Jamie Green, Commissioner

____
Jeff Pfeil, Commissioner

____
Cassidy Conners, Recording Secretary

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA December 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 $16,333.52 and from the General Fund, this 5th day of December 2025 .

Signed by:
Jeff Pfeil
424A741DF8EC4D2
Jeff Pfeil, Commissioner

Signed by:
Jamie Green
C40DD884C17149A
Jamie Green, Commissioner

Signed by:
576F1DCC86EA431
Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
P14468	Jamie Green	629.83
P14469	Jason Lawrence	629.83
P14470	Jeffrey Pfeil	629.83
P14471	Cassidy Conners	297.37
P14472	Sean Bauman	1,658.60
P14473	James Weaver	4,378.26
P14474	Nicole Wohnoutka	1,360.66
P14475	Nicholas Mandeville	1,125.99
P14476	Yordon Henry	1,165.00
P14477	Kelli Hodges	2,022.03
P14478	VOID	-
P14479	Carol Tripp	2,415.72
P14480	VOID	-
	Direct Deposit Transaction Fees	20.40
	TOTAL	**$ 16,333.52**

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.

DocuSigned by:
Carol Tripp
AAADA49DE544467...
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA December 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 $18,802.00 and from the General Fund, this 5th day of December 2025 .

Signed by:
Jeff Pfeil
324B741DF6EC4D2...
Jeff Pfeil, Commissioner

ATTEST:

Signed by:
Jamie Green
C49DD884C17149A...
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Signed by:
57BF1DCC86EA431...
Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
19334	City of Poulsbo	3,387.72
19335	Bank of America	599.79
19336	CSD Attorneys at Law	1,368.00
19337	Edward Jones	1,826.05
19338	Home Depot	90.30
19339	Kitsap Networking Services	1,863.57
19340	ODP Business Solutions LLC	622.56
19341	Propane Northwest	550.69
19342	Threads An Embroidery Co	69.95
19343	Verizon Wireless	118.51
19344	PetroCard	8,304.86
	TOTAL	**$ 18,802.00**

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.

DocuSigned by:
Carol Tripp
AAADA49DE544467...
Port Auditor

Oath of Office

State of Washington
County of Kitsap

I, **Jeff Pfeil**, do solemnly swear that I am a citizen of the United States and State of Washington: that I am legally qualified to assume the office of **Port of Poulsbo District #12, Commissioner Position #1**; that I will support the Constitution and Laws of the United States and the State of Washington; and that I will faithfully and impartially discharge the duties of this office to the best of my ability.

____
Signature

Subscribed and sworn to before me this 4th

Day of Dec 2025.

____
Signature of official administrating the oath

Chairman Commissioner Lawrence
Title of official administrating the oath

APPROVED 12/4/25

PORT OF POULSBO COMMISSIONER CALENDAR

2026

January 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

PORT COMMISSION MEETING DATES

1 Jan	CANCELED (New Years Holiday)
8 Jan	Special Meeting
15 Jan	Normal Board Meeting
5 Feb	Normal Board Meeting
19 Feb	Normal Board Meeting
5 Mar	Normal Board Meeting
19 Mar	Normal Board Meeting
2 Apr	Normal Board Meeting
16 Apr	Normal Board Meeting
7 May	Normal Board Meeting
21 May	Normal Board Meeting
4 Jun	Normal Board Meeting
18 Jun	Normal Board Meeting
2 Jul	Normal Board Meeting
16 Jul	Normal Board Meeting
6 Aug	Normal Board Meeting
20 Aug	Normal Board Meeting
3 Sep	Normal Board Meeting
17 Sep	Normal Board Meeting
1 Oct	Normal Board Meeting
15 Oct	Normal Board Meeting
5 Nov	Normal Board Meeting
19 Nov	Normal Board Meeting
3 Dec	Normal Board Meeting
17 Dec	Normal Board Meeting

Accounting Report – December 4, 2025

Accounting Report –

The Port's Delinquency Policy Addendum was emailed to the Commissioners earlier this week. There were no changes to the policy and this policy mirrors our Moorage Licensee Agreement. Board approval of this document will renew it for an additional 2 years (December 4, 2027). **MOTION REQUIRED**

The Port's Reserve Policy has been redrafted and was emailed to the Commissioners earlier this week for review. As a reminder, since completion of the Breakwater and the 'E' & 'F' Dock project, our contingency reserve fund was completed depleted and the account was closed.

There are no major capital improvements scheduled for the next 2-3 years and we are in a position to start building our reserves back up again. The drafted policy will start contributions into a new fund named, "Contingency Reserve Fund," starting on January 31, 2026.

Approval of the 'Reserve Policy,' and resolution 2025-18 are requested as well as a motion to approve opening a new 'Contingency Reserve Fund.'
MOTION REQUIRED (2)

Respectfully Submitted,

Carol Tripp, Port Accountant

Attachments:

1. Reserve Policy & Resolution 2025-18
2. Delinquency Policy Addendum

PORT OF POULSBO
RESOLUTION 2025-18
A RESOLUTION OF THE PORT COMMISSION OF THE PORT OF POULSBO
ADOPTING A REVISED RESERVE POLICY

RECITALS

WHEREAS, it is a best practice for municipal governments such as port districts to adopt financial policies including reserve policies;

WHEREAS, the Port Commission adopted an amended Reserve Policy on February 2nd, 2023 to provide resources for unplanned expenses, to offset unexpected revenue declines, and to improve the long-term financial condition of the Port, and, on the same date, renamed a then-existing fund as the Contingency Reserve Fund;

WHEREAS, the Port Commission wishes to reaffirm that the Contingency Reserve Fund is to be used as a limited source of emergency funding as further provided in the attached updated policy document;

WHEREAS, the Port Commission wishes to provide clear direction regarding long- and short-term goals regarding the target fund balance for the Contingency Reserve Fund; and

WHEREAS, this Resolution was considered at a regular meeting of the Port Commission and was found to be in the best interest of the Port, its customers, and the public.

NOW, THEREFORE, BE IT DECLARED BY THE COMMISSION OF THE PORT OF POULSBO:

A. The Recitals set forth above are expressly adopted herein.

B. The Commission hereby adopts the revised Reserve Policy document attached hereto as Attachment A.

C. This Resolution and the attached Reserve Policy supersede prior Port policies regarding their subject matter.

D. This Resolution and the attached Reserve Policy shall be implemented consistent with applicable law and subject to the availability of budgetary appropriations.

E. This Resolution shall be in effect immediately until such time as it is rescinded or modified by action of the Commission.

ADOPTED by the Commission of the Port of Poulsbo at a regular meeting held this 4th day of December, 2025.

JAY LAWRENCE

JAMIE GREEN

JEFF PFEIL

EXHIBIT A

Reserve Policy

PORT OF POULSBO
Draft: May 2012
Commission Adoption: May 3, 2012
Revised: October 6, 2016
Review Date: October 6, 2019
Revised: November 21, 2019
Review Date: December 19, 2023
Revised: November 24, 2025
Commission Adoption: December 4, 2025
Policy Review: June 1, 2028

Reserve Policy

1. POLICY STATEMENT

The objectives of this policy are:

- To maintain an updatd reserve policy.
- Provide a clear understanding of the long and short term goals for the Contingency Reserve Fund.
- To provide guidance and limitations regarding the establishment, use and replenishment of Port reserves.

2. POLICY GUIDELINES

The General Fund is used to account for all revenues of the Port of Poulsbo. The Port will maintain the Contingency Reserve Fund with a minimum balance of 8% of annual General and Liberty Park revenues. After the Port achieves the 4% threshold, the balance in the Contingency Reserve Fund will note be permitted to fall below 4% unless specifically waived by the Board of Commissioners based on an **unforeseen emergency**.

The Contingency Reserve Fund shall initially be set at a minimum of 2% of annual General Fund and Liberty Park revenues. The Port shall endeavor to reach a minimum of 8% no later than the end of the fiscal year ending January 31, 2029, if not before, according to the following schedule:

2% by January 31, 2026

4% by January 31, 2027

6% by January 31, 2028

8% by January 31, 2029

After the minimum 8% match (of annual General and Liberty Park revenues) have been met; the Port will continue to contribute annually to the Contingency Reserve Fund in the amount of 2.5% of the annual General and Liberty Park revenues.

If actual expenditures in the General Fund are less than budgeted expenditures, and the General Fund does not end the year at a deficit, at least 25% of the difference between budgeted and actual expenditures will transfer to the Contingency Reserve Fund and may then be re-appropriated in a subsequent year by direction of the Board by Resolution.

When budgeted expenses are anticipated to exceed revenues, and will cause an imbalance in the General Fund between revenues and budgeted expenses, the Board will strive to **address the imbalance first with revenue increases and/or expenditure reductions.**

Use of the Contingency Reserve Fund is to be used as a limited source of emergency funding and not as a funding stream source. If an imbalance in the General Fund occurs that cannot be addressed with additional revenues or a reduction of expenditures, a multi-year plan shall be developed to address the imbalance concurrently with the planned reserve draw down of the Contingency Fund. The implementation of the replenishment plan will be done in accordance with the guidelines below:

If the reserves are drawn down by 25-50% of the reserve fund balance, then a budgetary plan shall be implemented to return the reserve level to 100% of the minimum balance over a 5 to 7 year period.

If the reserves are drawn down by 10-25% of reserve fund balance, then a budgetary plan shall be implemented to return the reserve level to 100% of the minimum balance over a 3 to 5 year period.

An annual Reserve Report will be presented to the Board by July 1st of the following year.

Delinquency Policy Addendum

PORT OF POULSBO
Draft: January 2014
Executive Approval: January 2014
Commission Adoption: February 20, 2014
Revised: June 17, 2021
Review Date: June 17, 2023
Revised Date: November 2, 2023
Commission Approval: November 16, 2023
Review Date: November 16, 2025
Commission Approval: December 4, 2025
Review Date: Deccember 4, 2027

Delinquency Policy Addendum

1. POLICY STATEMENT

The Port's Moorage Agreement states, "**5. DELINQUENT ACCOUNTS AND TERMINATION**: A service charge of ten percent (10%) of the balance owing on Licensee's account or $20.00 per month, whichever is greater, will be charged as additional fees on all delinquent accounts not paid by the fifth (5th) day of each month. Any account not paid in full by the twenty-fifth (25th) of the month will be assessed an extended late fee of $50.00. Any account which is delinquent after thirty (30) days shall be assessed a processing fee as an additional fee in addition to the monthly service charge (RCW 53.08.320). The processing fee shall be $100.00 for the first (1st) occurrence, and $200.00 for the second (2nd) occurrence, at which time the Port may also immediately terminate this Agreement in its sole and absolute discretion. In the event Licensees that have been granted live-aboard privileges become sixty (60) days delinquent on their account, the Port may immediately terminate such live-aboard privileges in its sole and absolute discretion. Any material breach of this Agreement or the Rules and Regulations in the Handbook, shall result in immediate termination of this Agreement."

This policy is intended to provide a timeframe to which this clause will be applied.

2. POLICY GUIDELINES

A. The timeframe for which a Licensee's Moorage Agreement will be terminated, for the cause of having multiple delinquencies, is three (3) years.

B. If a Licensee is delinquent multiple times during a three (3) year period, the Licensee's Moorage Agreement will be terminated.

C. If a Licensee is delinquent ONLY one time during a three (3) year period, the Licensee's delinquency record will be expunged.

PORT OF POULSBO
RESOLUTION 2025-18
A RESOLUTION OF THE PORT COMMISSION OF THE PORT OF POULSBO ADOPTING A REVISED RESERVE POLICY

RECITALS

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WHEREAS, the Port Commission adopted an amended Reserve Policy on February 2nd, 2023 to provide resources for unplanned expenses, to offset unexpected revenue declines, and to improve the long-term financial condition of the Port, and, on the same date, renamed a then-existing fund as the Contingency Reserve Fund;

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WHEREAS, this Resolution was considered at a regular meeting of the Port Commission and was found to be in the best interest of the Port, its customers, and the public.

NOW, THEREFORE, BE IT DECLARED BY THE COMMISSION OF THE PORT OF POULSBO:

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C. This Resolution and the attached Reserve Policy supersede prior Port policies regarding their subject matter.

D. This Resolution and the attached Reserve Policy shall be implemented consistent with applicable law and subject to the availability of budgetary appropriations.

E. This Resolution shall be in effect immediately until such time as it is rescinded or modified by action of the Commission.

ADOPTED by the Commission of the Port of Poulsbo at a regular meeting held this 4th day of December, 2025.

JAY LAWRENCE

JAMIE GREEN

JEFF PFEIL

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4% by January 31, 2027

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8% by January 31, 2029

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When budgeted expenses are anticipated to exceed revenues, and will cause an imbalance in the General Fund between revenues and budgeted expenses, the Board will strive to **address the imbalance first with revenue increases and/or expenditure reductions.**

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