

VIRTUAL MEETING VIA ZOOM

Poulsbo Port District – Port Commission

Subject	*REMOTE* Regular Meeting Agenda	Date	February 17, 2022
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	Carol Tripp, Port Accountant & Mgr.		

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: 2022-04) 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: 2/3/22 B. Warrants: 17625 – 17647, P13213 – P13222, EFT 2/10/22, EFT 2/18/22 in the amount of \$58,509.24. C. Resolution 2022-01 – Limited Tax General Obligation Bond Resolution 2022-02 – Revenue Bond Resolution 2022-03 – Electronic Signatures	
6.	OLD BUSINESS ITEMS	
	A. Breakwater Updates – John Piccone P.E.	
7.	NEW BUSINESS ITEMS	
	A. Commissioner responses to public comments/discussions	
	B. Accounting & Manager's Report	
8.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
9.	COMMISSIONER COMMENTS	
10.	ADJOURN	

<https://us02web.zoom.us/j/87434717046>

Meeting ID: 840 8624 1620

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 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.

VIRTUAL MEETING VIA ZOOM

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REGULAR MEETING PORT OF POULSBO
FEBRUARY 17, 2022
7:00 PM

Present: Commissioner Rose, Commissioner Green, Commissioner Singer, Port Accountant Tripp, Dave Musgrove, Pam Benson – PBA, John Piccone, Cynthia Weed

Call to Order 07:00pm

Commissioner Comments

Commissioner Green had no community updates at this time.

Commissioner Rose said the meeting would be a pivotal one.

Commissioner Singer said he is glad to be back and looking forward to signing documentation to move forward.

Public Comments

There were none.

Poulsbo Boater's Association

The association gave their meeting.

Consent Agenda

Motion: Move to approve minutes from February 3, 2022.

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

Motion passed unanimously.

Motion: Move to approve the warrants as written.

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

Motion passed unanimously.

Motion: Move to approve Resolution 2022-03 – Electronic Signatures

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

Motion passed unanimously.

Motion: Move to approve Resolution 2022-01 – Limited Tax General Obligation Bond

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

Motion passed unanimously.

Motion: Move to approve Resolution 2022-02 – Revenue Bond

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

REGULAR MEETING PORT OF POULSBO
FEBRUARY 17, 2022
7:00 PM

Motion passed unanimously.

~~Motion: Move to approve Resolution 2022-03 – Electronic Signatures
Moved by: Commissioner Singer Seconded by: Commissioner Green~~

~~Motion passed unanimously.~~

Motion: Move to approve Commissioner Singer to act as Secretary
Moved by: Commissioner Rose **Seconded by:** Commissioner Green

Motion passed unanimously.

Old Business Items

Breakwater Updates

Mr. Piccone said bids were open publicly on Thursday, February 10th. There was a lot of interest, and six bids were placed. The bids received included the base bid for most of the project, and an additive bid to do the 30' finger piers once permitting is concluded. Quigg Brothers Construction came in as the low bidder with \$7.821 million + an additive bid of \$301,000. The next bid was Redside Construction with \$8.379 million + an additive bid of \$432,000. The most recent estimate Mr. Piccone had in November was \$7.987m with an additive bid of \$339,000. The highest bid received came in at \$10.227m with an additive bid of \$262,000.

Mr. Piccone conducted a pre-award meeting to make sure the low bidders understood the project. He found that the Quigg Brothers answered their questions very satisfactorily, understood the project, said they're comfortable with their bid numbers, and everything was carefully checked. They seem well prepared to proceed with the project and they're a well known and qualified marine contractor. If Quigg Brothers are selected, he will send a notice of award February 18th. It would likely take them a week or less to gather paperwork and other required documents. The board will need to give Port Accountant Tripp approval to execute the construction contract. Once awarded, Mr. Piccone suggested approval for the notice to proceed right away so things can get moving quickly. He reminded the board that the construction contract duration from starting at the notice to proceed is 350 calendar days. He suggested regular, monthly board updates on the schedule, procurement, construction logistics, etc. be posted to the public on the Port website.

Motion: Move to approve sending a notice to award Quigg Brothers Construction for the construction of the breakwater and options, authorize Port Accountant Tripp to execute the contract with Quigg Brothers Construction for the base bid of \$7,821,379, and to give notice to proceed to Quigg Brothers within one week of executing the contract.

REGULAR MEETING PORT OF POULSBO
FEBRUARY 17, 2022
7:00 PM

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

Motion passed unanimously.

New Items

Commissioner Responses to public comments/discussions

There were none.

~~**Maintenance Report**~~

~~See attached.~~

Accounting & Manager's Report

See attached.

Public Comments/Request for Future Agenda Items

Commissioner Rose said "breakwater updates" will remain on the agenda.

Commissioner Comments

Commissioner Green said Mayor Erickson gave the State of the City address. The Port of Poulsbo has historically done something similar and wondered if the board should have it on their radar.

Commissioner Rose said perhaps during early summer when there's more visibility with the breakwater project, then we can consider something like a state of address. Plus, Port Accountant Tripp doesn't currently have a lot of open time. He wants to schedule some time for an executive session to discuss some personnel issues.

Commissioner Singer thanked Port Accountant Tripp for everything she has done, is doing, and the outstanding job working with everyone at the Port. He would like to evaluate the structuring of the positions because of how much work is put on Port Accountant Tripp's shoulders.

Final Adjournment 8:11pm

Thomas K. Rose

Thomas K. Rose (Mar 4, 2022 15:57 MST)

Thomas Rose, Commissioner

Jamie Green

Jamie Green (Mar 4, 2022 10:59 PST)

Jamie Green, Commissioner

REGULAR MEETING PORT OF POULSBO
FEBRUARY 17, 2022
7:00 PM



Mark Singer (Mar 4, 2022 14:51 PST)

Mark Singer, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

Accounting and Manager Report – February 17, 2022

- **Maintenance Report – Eugene Madayag**

Maintenance in progress or completed for the month of February to date :

- Basic ongoing maintenance of docks, fuel barge and restrooms.
- New hose for guest moorage was installed and water for guest moorage is now fully operational.
- C dock water piping will arrive 2/16/22. Will set Monday 28th for a tentative start of pulling out old water lines and starting new.
- Trying to get back to finishing kayak racks, float is done.
- Fixed major spalling concrete spots on E and F docks, will need to concrete seal soon.
- Pumpout on C dock fully operational.
- Breakwater lights check out good, battery replaced under warranty with Napa.

Maintenance to be Scheduled:

- Moving forward with some basic ABYC training/refresh of marine electrical for Bruce and myself.
- Concrete spalling throughout all docks (spring).
- Will be rewiring seaplane dock lights and lowering light poles to better suit sea plane wings.

- **Permanent Moorage Report – Melanie Winnett**

The permanent moorage side is 100% occupied and no February cancelations have been received.

Winter moorage is 98% full with only 3 slips available.

Kitsap County assessor's office will be coming down to assess the value of the boathouses. BH owners will be contacted when the date is scheduled.

A couple of licensee's cords have been found unplugged which has led to some issues. It's possible others have been coming in and using empty slips. Please let us know if you see someone who shouldn't be in a slip.

Please clean your boats and come in to trade in your 2021 parking permits – only 50% have been traded out.

PSE informed us of a lighting replacement project that will affect our power – everyone was notified through constant contact of the details.

- **Guest Moorage Report – Jannese Hunt**

This past weekend the Bellevue Yacht Club had their annual rendezvous to the Marina. They specifically chose this past weekend to participate in the Valisblot celebration. Those who chose to come to the marina spontaneously on Friday extended their visit to stay, and experience Valisblot.

We have booked more Yacht Clubs this year, a few have chosen to come mid-week! There is now a total of 36 clubs.

Guest moorage has been actively working at the Jensen lot. The landscaping has been spruced up for the spring and the lot has been getting blown once a week. Additionally, guest moorage has been weeding not only E and F docks but also has been working on Perm Moorage. D dock has been 50% weeded and the Permanente Moorage docks are getting swept for shells frequently.

It came as a big surprise and huge disappointment to learn that Bittina Erickson did not get the position with the city for the Event Coordinator. For the past 2 years she has been instrumental in organizing events and creating the artwork that we have posted and shared through social media. It seems unlikely that she will continue to do this work unpaid in the future. This will be a loss to Poulsbo and especially the boating community.

Finally, we are seeing an increase in the "permanent" boaters on the hook. While this is outside of the jurisdiction of the port, there has been some incidents with these individuals and the businesses. Furthermore, there are increasing confrontations initiated by some of these individuals and staff when guest moorage is trying to enforce port policies with respect to the size and duration of dinghies.

Accounting & Manager Report-

Summary of Financial Statements for 12/31/2021 and Budget vs Actual for 4th Qtr 2021 have been emailed to the Board.

Respectfully Submitted,

Carol Tripp

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

February 4, 2022

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 \$26,831.89 and from the General Fund, this 4th day of February 2022.


Mark Singer (Feb 18, 2022 16:33 PST)

Mark Singer, Commissioner

ATTEST:


Jamie Green (Feb 18, 2022 13:46 PST)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Thomas K. Rose (Feb 18, 2022 20:23 PST)

Thomas Rose, Commissioner

Voucher #	Claimant	Amount
17625	Edward Jones	2,511.34
17626	Jerry Bechtell	366.21
17627	Steve Adams	366.21
17628	Poulsbo Farmers Market	500.00
17629	Bainbridge Island Electric	269.78
17630	Enduris	576.00
17631	Bank of America	4,845.83
17632	Void (Bank of America, cont)	
17633	CHS Inc/Cenex	93.27
17634	City of Poulsbo	3,025.38
17635	Coast to Coast Hardware	119.98
17636	HD Fowler	162.78
17637	Home Depot	73.61
17638	Kitsap Networking Services	940.00
17639	Office Depot Credit Plan	234.27
17640	Olympic Organics LLC	22.00
17641	Olympic Springs Inc	57.60
17642	PetroCard	9,743.56
17643	Propane Northwest	153.12
17644	PUD #1 of Kitsap County	345.00
17645	Seattle Injector Co	175.24
17646	CenturyLink	71.84
17647	Uline	2,178.87
TOTAL		\$ 26,831.89

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 (Feb 18, 2022 09:34 PST)

Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

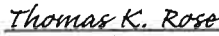
18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA February 18, 2022

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 \$12,872.16 and from the General Fund, this 18th day of February 2022.



Mark Singer (Feb 18, 2022 16:33 PST)
Mark Singer, Commissioner


Jamie Green (Feb 18, 2022 13:46 PST)
Jamie Green, Commissioner


Thomas K. Rose (Feb 18, 2022 20:23 PST)
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P13213	Christopher C. Henry	912.80
P13214	Christopher C. Henry	0.00
P13215	Kelli M. Hodges	1,749.38
P13216	Eugene F. Madayag	1,579.60
P13217	Nicholas Mandeville	970.01
P13218	Jannese M. Hunt	1,345.19
P13219	Bruce Riley	1,167.52
P13220	Brian T. Smith	976.90
P13221	Carol L. Tripp	2,439.67
P13222	Melanie I. Winnett	1,731.09
TOTAL		\$ 12,872.16

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 (Feb 18, 2022 09:54 PST)
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA February 10, 2022

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 \$14,706.00 and from the General Fund, this 10th day of February 2022.

Mark Singer  
Mark Singer (Feb 18, 2022 16:33 PST)  
Mark Singer, Commissioner

ATTEST:

Jamie Green  
Jamie Green (Feb 18, 2022 13:46 PST)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas K. Rose  
Thomas K. Rose (Feb 18, 2022 20:23 PST)  
Thomas Rose, Commissioner

| Voucher #   | Claimant                           | Amount             |
|-------------|------------------------------------|--------------------|
| EFT 2/10/22 | Washington Teamsters Welfare Trust | \$14,706.00        |
|             | TOTAL                              | <b>\$14,706.00</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  
Carol Tripp (Feb 18, 2022 09:34 PST)  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA February 18, 2022

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 \$4,099.19 and from the General Fund, this 18th day of February 2022.

Mark Singer
Mark Singer (Feb 18, 2022 16:33 PST)

Mark Singer, Commissioner

Jamie Green
Jamie Green (Feb 18, 2022 13:46 PST)

Jamie Green, Commissioner

Thomas K. Rose
Thomas K. Rose (Feb 18, 2022 20:23 PST)

Thomas Rose, Commissioner

ATTEST:

Cassidy Conners, Recording Secretary

| Voucher # | Claimant | Amount |
|-------------|-----------------------------|-------------------|
| EFT 2/18/22 | US Treasury/Financial Agent | \$3,894.73 |
| EFT2/18/22 | DSHS | \$204.46 |
| | TOTAL | \$4,099.19 |

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 (Feb 18, 2022 09:34 PST)

Port Auditor

~~~ EFT ~~~