

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

| | | | |
|---------------------------|---|-------------------|--------------------|
| Subject | *HYBRID* Regular Meeting Agenda | Date | Feb 1, 2024 |
| Recorder | Cassidy Connors | Start Time | 7:00 PM |
| Commission Chair | Mark Singer | End Time | 9:00 PM |
| Commission Members | Jamie Green, Jay Lawrence | | |
| Staff Present | Eugene Madayag – Port Mgr; Carol Tripp – Port Acct | | |

| 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: 2024-02) 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: 1.18.24 B. Warrants: 18598 – 18614, P13850 – P13864, 1/25/24 EFT, 1/31/24 EFT, 2/2/24 EFT, 2/9/24 EFT in the amount of \$109,039.12. C. Resolution 2024-01 – 2024 Signature Authorization | |
| 6. | OLD BUSINESS ITEMS | |
| | A. Gate Policy for Public Access - Eugene | |
| 8. | NEW BUSINESS ITEMS | |
| | A. Commissioner Responses to public comments/discussions | |
| | B. Police ILA | |
| | C. Accounting Report - Carol | |
| | D. Manager’s Report - Eugene | |
| 9. | PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS | |
| 10. | COMMISSIONER COMMENTS | |
| 11. | EXECUTIVE SESSION – To evaluate the performance of a public employee – RCW 42.30.110 (1)(g) | <p>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).</p> <p>The executive session is expected to last 15 minutes. Executive sessions are not open to the public.</p> |

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.

| | | |
|-----|---------|--|
| | | <p>After executive session, the Commission will reconvene to the public portion of the meeting.</p> <p>It is anticipated that the Commission may take final action in the public portion of the meeting.</p> |
| 12. | ADJOURN | |

<https://us02web.zoom.us/j/84308118464>

Meeting ID: 843 0811 8464

One tap mobile

+12532158782,,89253011491# US (Tacoma)

+12532050468,,89253011491# US

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PORT OF POULSBO
REGULAR MEETING MINUTES
FEBRUARY 1, 2024
7:00 PM

Present: Commissioner Singer, Commissioner Green, Commissioner Lawrence, Port Manager Eugene Madayag, Port Accountant Carol Tripp

Call to Order 7:00pm

Commissioner Comments

Commissioner Lawrence encouraged everyone to continue checking on their boats even with the break in the rain. There are exciting events coming up and he hopes people will attend.

Commissioner Green echoed Frosty Fest coming up. She reminded everyone there is an election in February and said to vote.

Commissioner Singer said there has been a lot of rain and to go down and check boats. The board should have the Rules and Regulations available by the next board meeting and, as promised, the PBA and public will have the opportunity to review them.

Public Comments

Craig Muller, C-11, offered suggestions for cost effective clothing for Port employees to be more identifiable as Port Staff to the public while on the docks.

Poulsbo Boater's Association

There was no report.

Consent Agenda

Motion: Move to approve the meeting minutes of 1/18/2024.

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

Motion passed unanimously.

Motion: Move to approve the warrants as read.

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

Motion passed unanimously.

Motion: Move to approve Resolution 2024-01: 2024 Signature Authorization

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

Motion passed unanimously.

Old Business Items

Gate Policy for Public Access

PORT OF POULSBO
REGULAR MEETING MINUTES
FEBRUARY 1, 2024
7:00 PM

Eugene is working to finalize a policy by the next meeting for Commissioner feedback. The C Dock gate public entry will be as follows: summer hours May 1 – September 30, 9am-9pm; winter hours October 1 – April 30, 9am-4pm. Eugene suggested offering public access at the Port's discretion when it comes to weather, construction, or other public safety concerns. Mr. John Piccone is also working on calculating capacity restrictions.

New Business Items

Commissioner Responses to Public Comments/Discussions

Commissioner Lawrence agrees with the importance and significance of being identified by the people on the docks. Employees should have 3-4 shirts, minimum. Eugene said everyone has five shirts, though they aren't mandated to wear them. He will put something together for the board to consider at the next meeting.

Police ILA

Commissioner Singer said the Port has been working on an agreement with the City and the police department to provide dockage with the police vessel, and allowing moorage at no cost based on the fact that they provide the Port with police services just like they would provide services to anyone on land. The agreement paperwork includes stipulations, insurance, rules, etc. The City will be paying for electrical usage. The bill will be sent to the City, who will then have 30 days to pay it back to the Port.

Motion: Move to approve Police ILA as discussed

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

Motion passed unanimously.

Accountant's Report

Please see attached.

Motion: Move to approve cable replacement, not to exceed \$10,000

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

Motion passed unanimously.

Manager's Report

Please see attached.

Public Comments & Requests for Future Agenda Items

David Musgrove, Council Lesion, recommended sharing quarterly economic development reports for the public. The public looks to the Port as stewards of the bay and it's beneficial to the public for them to know what the Port's accomplishing.

PORT OF POULSBO
REGULAR MEETING MINUTES
FEBRUARY 1, 2024
7:00 PM

Rodney McVicker, commercial tenant, said it's common practice to put boats where they fit best to fully utilize the space. He sees the schedule for public access as problematic and it would be simpler not to worry about closing the docks.

Commissioner Comments

Commissioner Lawrence said to get ready for Frosty Fest and have fun.

Commissioner Green said she will not be attending the February 15th meeting.

Commissioner Singer thanked everyone for attending. He spoke to Rodney's comment regarding gates and safety. He said there is a safety aspect concerning people on the docks late at night and we do need to stick with public access hours and see how things go. The Port wants to prevent the public out there late at night but also figure out how to police it after 9pm. He was thankful for the uniform and presentability discussion. The topic will continue to be discussed after Eugene gathers more information in preparation for the next meeting.

Executive Session

The Commission will now adjourn into an executive session to evaluate the performance of a public employee pursuant to RCW 42.30.110(1)(g). The Executive Session is expected to last 15 minutes and is not open to the public. After the Executive Session, the Commission will reconvene to the public portion of the Commission meeting. It is anticipated that the Commission may take final action in the public portion of the meeting.

Entered Executive Session 8:05pm

Exited Executive Session 8:20pm

No decisions were made in Executive Session.

Motion: Move to adjourn 8:20pm

Moved by: Commissioner Mark **Seconded by:** Commissioner Green

Motion passed unanimously.


Mark Singer (Feb 21, 2024 15:49 PST)

Mark Singer, Commissioner & Chairman

Jamie Green, Commissioner

PORT OF POULSBO
REGULAR MEETING MINUTES
FEBRUARY 1, 2024
7:00 PM

Jay Lawrence (Feb 22, 2024 08:17 PST)

Jay Lawrence, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

2/1/24

Port Commissioner Meeting

Maintenance: Eugene

- C dock electrical is still a work in progress but all 3 electrical phases have leveled out, Mathews Electric is still on the problem.
- Water Main on E and F dock has been fixed with a temporary patch that should easily last until the E and F dock Project.
- Maintenance is doing the planning for running water lines for ice machine that will be coming sometime approximately in March.

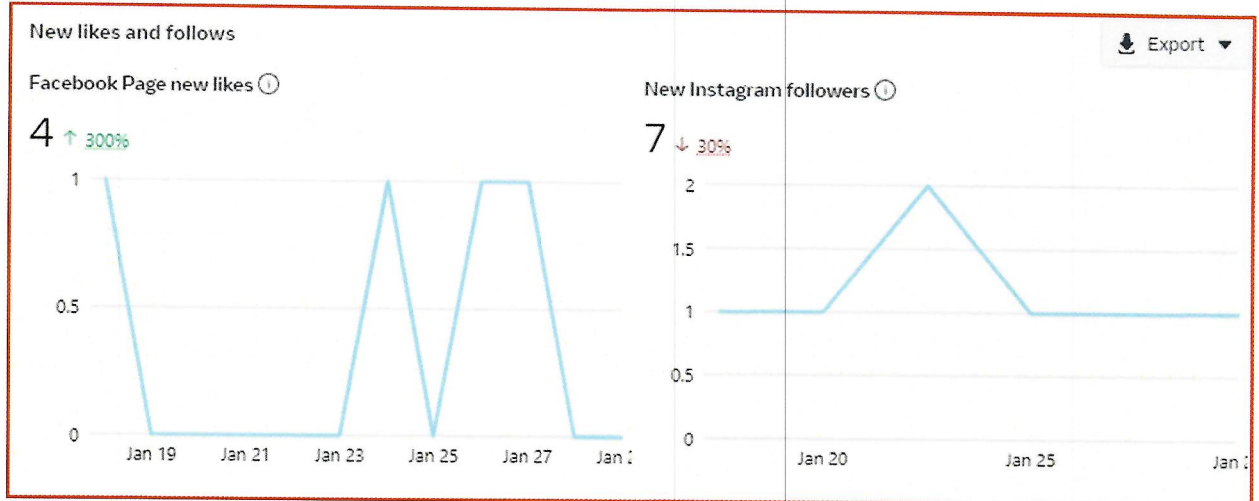
Guest Moorage: Jannese

- The Nordhavn Rendezvous in May will be the largest gathering of Nordhavn boats in history. Nordhavn has built more than 600 and we will have more than 10% of all Nordhavn's ever built! The Nordhavn videographer will document the event and make pictures and their video available to the Port for our use. Victoria International Marina uses pictures still from their 2022 Rendezvous!
- All things Frosty Fest are keeping us busy. I have been passing out a flyer with the Carlsie II information. There is still much to get done. Most merchants tell me they have seen it on social media and are excited about it. Several of the merchants have asked if this is going to be available for Viking Fest. In 8 short days, the merriment will begin!

Permanent Moorage: Kaitlyn

- Permanent moorage has a current occupancy of 92%. This is due to customers' vessels having too large of beams that cannot fit or, people want more space as they do not like the minimum beam allowance of 3ft. Along with beam allowance we do still have 2 slips that I haven't been able to fill due to the other vessel taking more than half the berthage space. I am also having difficulty filling 2 slips at the head of c-dock due to the depth, it is 5ft at a zero tide in this area. Slips ranging from 20'-30' are not filled due to not responding or not being interested in paying during winter. Along with this I have had people turn down slips due to the location specifically B dock and cleanliness of the docks overall. The Kayak racks are not filling up as it is winter, and people are not interested in paying for a spot during winter along with having a deflated and dirty dingy on the float is a big deterrent (see attached photo's). I have all the slips we are not able to fill currently on the website along with our kayak rack ad. The waitlist as of today only has 29 people on it, most ranging from 38'-50' in length. I have had interest in some slips but alas the beam is an issue with newer boats.
- On a more positive note, social media updates. Our post regarding the foot ferry has had the most interactions and reach out of all posted to date. We reached roughly 12,000 people with 700 engagements on the post along with 25 shares. The feedback we have had is great and very positive. I foresee this foot ferry being a big hit if we have

good weather. With all the engagement we have had we have increased our page likes and followers.



Port overview looking forward: Eugene

- Will be working on a new event with Western Red Brewing.

Accounting Report –

Enduris has provided an annual cost of \$57,174 to insure the Breakwater. (FYI – annual payment for 2023 was \$72,559, with the BW coverage added, our estimated cost would be \$129,733 annually) I will need Board direction to proceed, with or without coverage. **MOTION**

The feeder wire for ‘C’ Dock will need to be replaced. I will require Board approval, not to exceed \$10,000 to complete this time sensitive repair. **MOTION**

I was directed at the January 8, 2024 Board meeting, to do a brief analysis of Commercial moorage costs at the Port of Poulsbo vs the Port of Seattle’s ‘Fisherman’s Terminal. I have a very simple breakdown of costs and have copies available at this meeting. (see attachment #1)

The Port has three commercial fishing vessels currently. One vessel is 37’ and the other two vessels are 65’ in length. The Port of Poulsbo invoices the commercial vessels annually. The Port also allows up to a 6-month credit if the fishing vessel is away from the dock. This allows us to fill the slips with transient vessels to offset the credit given to the fishermen. One vessel received a credit for 5 months (\$2,973.75 credit), another vessel received a credit for 3 months (\$949.05) and the remaining vessel did not have any credit given.

The Summary of Financial Statements has been completed and emailed to each Commissioner earlier this week. (see attachment #2)

For the month of December 2023 there was a net loss of <\$151,155.87> and a year-to-date net loss of <\$2,152,125.66>. This was due in part to our semi-annual bond payment (interest) and the deposit on the floating restroom. As a reminder, this large loss is due to the construction/replacement of the breakwater and was expected.

As of December 31, 2023, the capital improvements paid out during 2023 total, \$3,112,426.57.

Please remember that this is a draft of the financial statements. I will be finalizing them over the next few weeks to complete our annual report (write off assets disposed of etc.). When I have completed the final draft, I will update the Commission. In addition, I will report on the actual vs budgeted figures at that time.

Although guest moorage ‘boat nights’ are under previous year’s figures, the income from moorage is now within budgeted figures for the year due to the rate increases. (see attachment #3)

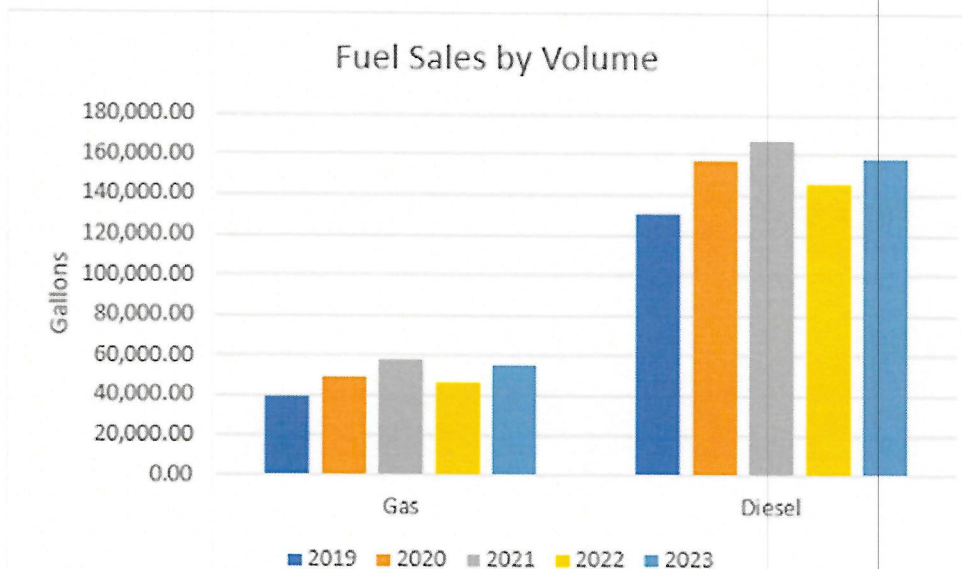
| | 2023 | 2022 |
|------------------------------|-------------|-------------|
| Reservations | 921 | 1444 |
| Guest Moorage – Boat Nights | 5436 | 5447 |
| Guest Moorage – 4 Hour Stays | 1626 | 1788 |

There was discussion on the 'wide beam' charge, assessed on guest moorage vessels at the last meeting. There are 8 moorage slips that would accommodate a vessel of 16' or less, without encroaching into the adjoining slip:

1. E-end – unlimited
2. F-end -- unlimited
3. E-26 – 17' 10 ¼" (50% utilization of berth)
4. E-28 – 17' 10 ¼"
5. E-34 – 18' 7 ¾"
6. E-36 – 18' 7 ¾"
7. E-38 – 16' ¼"
8. E-40 – 16' ¼"

The remaining 116 guest moorage slips will not accommodate a vessel that uses more than 50% of the berth (16' or under). (see attachments #4-#7)

Fuel Gallons Sales – 5-year comparison



The Port had net fuel sales of \$178,343.36 for the year. Although the year started out very slowly, our sales really picked up in late summer. There was an 18% increase in gas sales and an 8% increase in diesel sales. The graph (above) is a 5-year comparison in sales (by gallons). (see attachment #8)

An additional reminder to Commissioner Singer:

- Meeting with Jeff Ozimek on February 21st at 10:00 AM – to discuss the future plans of the NK Parks and Recreation and how it relates to the Port/City ILA
- Meeting with Diane Lenius, Heather Wright, City/Port liaison-Councilman Musgrove on February 15th at 1:30 PM – to discuss repairs to the failing bulkhead, at the top of the guest moorage ramp.

A reminder to ALL Commissioners:

Please stop at Timberland Bank to fill out bank documents in order to have signature authority on the Port's accounts.

A representative from RCO will be at the Port to do a final inspection of the breakwater, around the middle of February. At that time, the Port will be promoting the 'X' Dock project for the upcoming grant cycle.

The attorney's have almost completed the review of the proposed, 'rules and regulations' and this should be received by the next meeting.

Respectfully Submitted,

Carol Tripp
Port Accountant/Auditor/Treasurer

Attachments:

- #1-Comparison – Fisherman's Terminal/Port of Poulsbo
- #2-DRAFT Summary of Financial Statements 12/31/2023
- #3-Guest Moorage Boat Nights Comparison
- #4-#7 Details of Berths for Guest Moorage and Permanent Moorage
- #8 – 3 Year Comparison – Fuel Sales

**Port of Seattle-
Fisherman's Terminal** **Port of Poulsbo**

| | 37' | | 65' | |
|--|-----------------|-----------------|-------------------|----------------------|
| | 37' | 65' | 37' | 65' |
| Annual Moorage (using 2024 rates) | 4,617.60 | 8,112.00 | 4,364.52 | 8,213.40 |
| Electrical Usage (Annual - based on actual usage) (used 437.579 Kwh for 65' and 3,601.42 for 37') | 312.11 | 59.01 | 378.15 | 126.00 |
| Credit for time away (used same month credit from prev year) | - | - | (949.05) | (2,973.75) |
| Electrical usage- | | | | |
| 437.579 kwh | | | | |
| 700.947 kwh | | | | |
| 3,648.42 kw | | | | |
| Price Comparison (Inc Electrical) | 4,929.71 | 8,171.01 | 3,793.62 | 5,365.65 |
| Fisherman's Terminal 'other' rates | | | | |
| Active Fishing Vessel Rate- | | | | |
| 30' - 79' = \$10.40 | | | | |
| 80' - 125' = \$14.62 | | | | |
| Over 125' = \$16.90 | | | | |
| Commercial Vessel Rates- | | | | |
| 30' - 79' = \$13.54 | | | | |
| 80' - 125' = \$14.69 | | | | |
| Over 125' = \$16.73 | | | | |
| | 4,742.67 | 8,339.40 | | |
| | | | with credit taken | without credit taken |

ADP #1

**Port of Poulsbo
Summary of Financial Statements
For the Twelve Months Ending December 31, 2023**

ASSETS, LIABILITIES, EQUITY

| | | |
|--------------------------|--|-------------------------|
| Cost of Capital Assets | | \$ 11,609,086.33 |
| Current Assets | | 1,847,313.13 |
| TOTAL ASSETS | | \$ 13,456,399.46 |
| Current Liabilities | | \$ - |
| Long-Term Liabilities | | 5,021,651.48 |
| TOTAL LIABILITIES | | \$ 5,021,651.48 |
| TOTAL EQUITY | | \$ 8,434,747.98 |

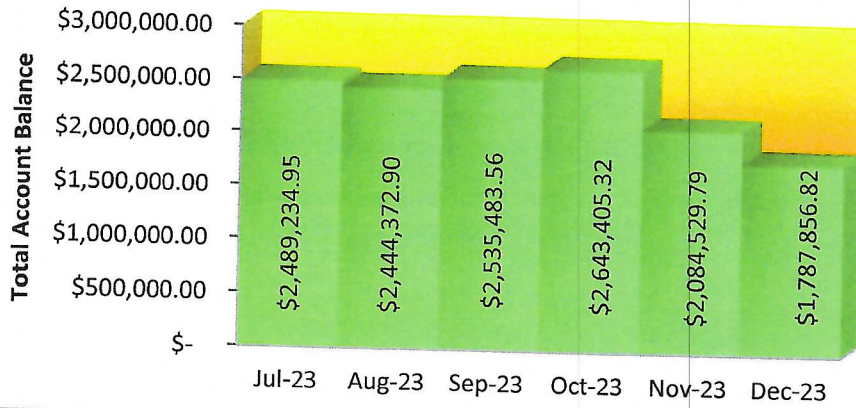
| | December | Year To Date |
|------------------------------|------------------------|-------------------|
| INCOME & EXPENSES | | |
| Gross Profit | 108,154.45 | 3,040,090.66 |
| Operating Expenses | 259,310.32 | 2,104,718.58 |
| NET GAIN/LOSS | \$ (151,155.87) | 935,372.08 |

| | | |
|---|------------------------|--------------|
| CAPITAL IMPROVEMENTS | \$ 11,977.77 | 3,087,497.74 |
| Balances of Assets Accts | | |
| <i>December 31, 2023</i> | | |
| General Fund | \$ 33,668.33 | |
| General Investment Fund | 808,685.30 | |
| Liberty Park Fund | 4,730.38 | |
| Park Investment Fund | 17,563.41 | |
| Remaining Fund Balances and other current assets | 982,665.71 | |
| | \$ 1,847,313.13 | |

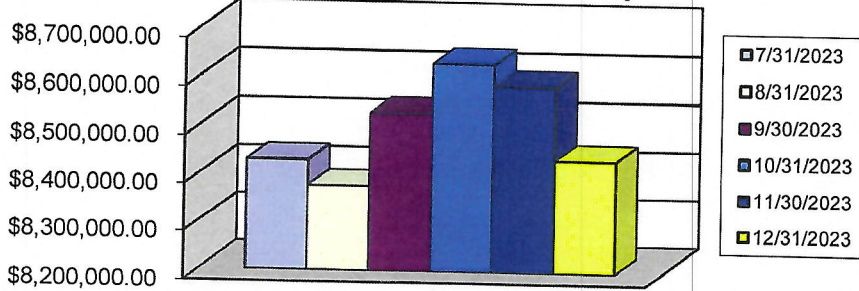
ADS #8

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

Change in Cash Accounts



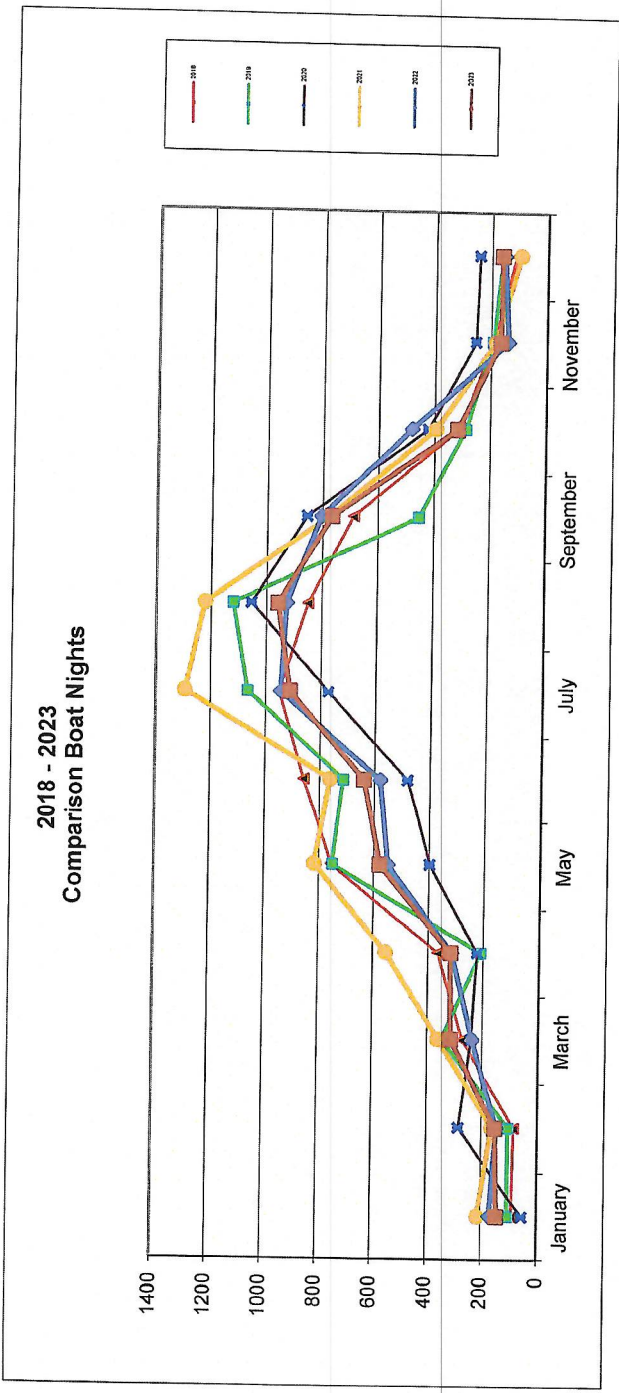
Equity Comparison - Monthly



*ADS #2
Page 2*

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

| | January | February | March | April | May | June | July | August | September | October | November | December | Totals |
|------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|--------|
| 2007 | 142 | 202 | 388 | 454 | 994 | 958 | 1285 | 1437 | 950 | 335 | 282 | 151 | 7578 |
| 2008 | 70 | 268 | 336 | 385 | 834 | 866 | 1010 | 1315 | 727 | 317 | 256 | 160 | 6544 |
| 2009 | 123 | 248 | 294 | 374 | 974 | 717 | 1150 | 1054 | 836 | 303 | 131 | 147 | 6311 |
| 2010 | 82 | 225 | 283 | 322 | 881 | 687 | 1181 | 1041 | 698 | 298 | 170 | 133 | 6001 |
| 2011 | 102 | 130 | 163 | 245 | 746 | 752 | 1000 | 939 | 812 | 210 | 112 | 166 | 5377 |
| 2012 | 86 | 180 | 229 | 292 | 727 | 656 | 1064 | 1005 | 865 | 220 | 140 | 126 | 5590 |
| 2013 | 65 | 212 | 255 | 213 | 702 | 822 | 1018 | 1279 | 442 | 330 | 147 | 138 | 5623 |
| 2014 | 62 | 296 | 163 | 271 | 838 | 626 | 1217 | 1066 | 632 | 281 | 170 | 137 | 5759 |
| 2015 | 84 | 244 | 370 | 325 | 783 | 874 | 1074 | 820 | 740 | 311 | 97 | 78 | 5800 |
| 2016 | 144 | 114 | 235 | 415 | 721 | 797 | 1043 | 893 | 762 | 243 | 215 | 110 | 5692 |
| 2017 | 100 | 180 | 231 | 471 | 773 | 949 | 983 | 873 | 850 | 275 | 153 | 189 | 6027 |
| 2018 | 91 | 86 | 275 | 367 | 757 | 860 | 952 | 851 | 689 | 314 | 191 | 113 | 5546 |
| 2019 | 105 | 105 | 349 | 209 | 751 | 713 | 1065 | 1120 | 453 | 289 | 192 | 160 | 5511 |
| 2020 | 53 | 285 | 242 | 223 | 398 | 481 | 772 | 1055 | 856 | 423 | 255 | 243 | 5286 |
| 2021 | 215 | 164 | 363 | 555 | 818 | 763 | 1295 | 1223 | 773 | 396 | 183 | 97 | 6845 |
| 2022 | 169 | 147 | 238 | 315 | 549 | 579 | 946 | 927 | 805 | 481 | 138 | 153 | 5447 |
| 2023 | 145 | 152 | 317 | 320 | 579 | 639 | 913 | 959 | 766 | 318 | 166 | 162 | 5436 |



Guest Moorage Detail

| Berth | E Dock | | | | | |
|-------|--------|------------|------|--------|------|-----------|
| | Feet | Length | Feet | Width | Feet | 50% Usage |
| | | Electrical | | Inches | | Inches |
| 5/7 | | 30 30 Amp | 25 | 9 | 12 | 10.5 |
| 9/11 | | 30 30 Amp | 25 | 9 | 12 | 10.5 |
| 13/15 | | 30 30 Amp | 25 | 10 | 12 | 11 |
| 17/19 | | 30 30 Amp | 26 | 9 | 13 | 4.5 |
| 21/23 | | 30 30 Amp | 25 | 6 | 12 | 9 |
| 25/27 | | 30 30 Amp | 25 | 0 | 12 | 6 |
| 29/31 | | 30 30 Amp | 25 | 9 | 12 | 10.5 |
| 33/35 | | 30 30 Amp | 27 | 8 | 13 | 10 |
| 37/39 | | 30 30 Amp | 25 | 9 | 12 | 10.5 |
| 41/43 | | 30 30 Amp | 24 | 5 | 12 | 2.5 |
| 45/47 | | 30 30 Amp | 26 | 2.5 | 13 | 1.25 |
| 49/51 | | 30 30 Amp | 25 | 9 | 12 | 10.5 |
| 53/55 | | 30 30 Amp | 25 | 8 | 12 | 10 |
| 57/59 | | 30 30 Amp | 25 | 7.5 | 12 | 9.75 |
| 61/63 | | 30 30 Amp | 26 | 10 | 13 | 5 |
| 65/67 | | 30 30 Amp | 23 | 3 | 11 | 7.5 |
| 8 | | 20 30 Amp | 12 | 3.5 | 12 | 1.75 |
| 10/12 | | 30 30 Amp | 26 | 9 | 13 | 4.5 |
| 14/16 | | 30 30 Amp | 25 | 9 | 12 | 10.5 |
| 18/20 | | 30 30 Amp | 25 | 9 | 12 | 10.5 |
| 22/24 | 30/40 | 30 Amp | 25 | 8.5 | 12 | 10.25 |
| 26/28 | | 40 30 Amp | 35 | 8.5 | 17 | 10.25 |
| 30/32 | | 40 30 Amp | 36 | 8 | 18 | 4 |
| 34/36 | | 40 30 Amp | 37 | 3.5 | 18 | 7.75 |
| 38/40 | | 40 30 Amp | 32 | 2.5 | 16 | 1.25 |
| 42/44 | | 40 30 Amp | 31 | 7 | 15 | 9.5 |
| 46/48 | | 40 30 Amp | 31 | 7.5 | 15 | 9.75 |
| 50/52 | | 40 30 Amp | 31 | 7 | 15 | 9.5 |
| 54/56 | | 40 30 Amp | 30 | 9.5 | 15 | 4.75 |

F Dock

| Berth | Feet | Length | Feet | Width | Feet | 50% Usage |
|-------|------|------------|------|--------|------|-----------|
| | | Electrical | | Inches | | Inches |
| 1/3 | | 30 50 Amp | 26 | | 13 | |
| 5/7 | | 30 50 Amp | 27 | | 13 | 6 |
| 9/11 | | 30 30 Amp | 26 | | 13 | |
| 13/15 | | 30 30 Amp | 26 | | 13 | |
| 17/19 | | 30 30 Amp | 26 | | 13 | |
| 21/23 | | 30 30 Amp | 26 | | 13 | |
| 25/27 | | 30 30 Amp | 26 | | 13 | |
| 29/31 | | 30 30 Amp | 26 | | 13 | |

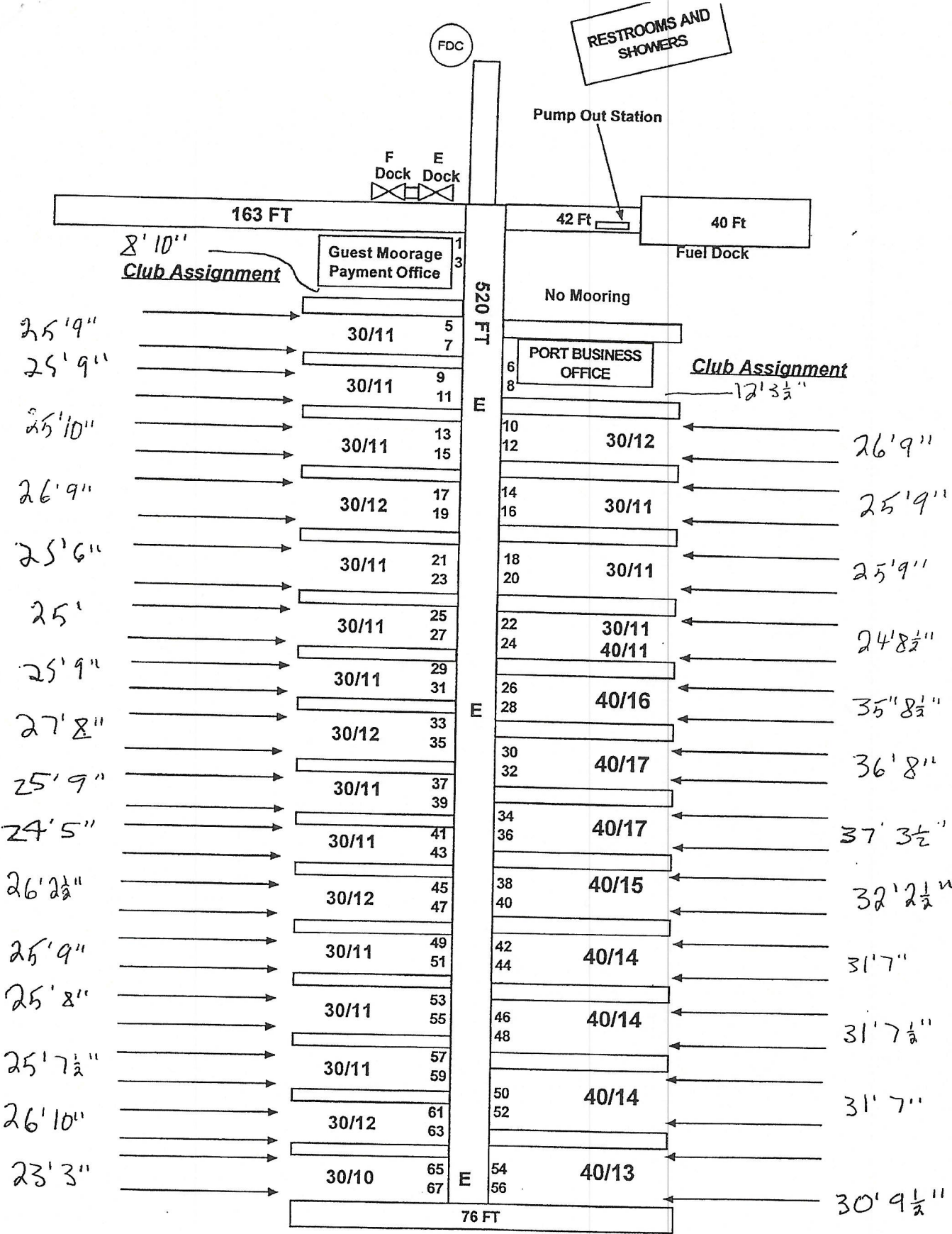
ADS # 4
page 1

| | | | |
|-------|-----------|----|----|
| 33/35 | 30 30 Amp | 26 | 13 |
| 37/39 | 30 30 Amp | 26 | 13 |
| 41/43 | 30 30 Amp | 26 | 13 |
| 45/47 | 30 30 Amp | 26 | 13 |
| 49/51 | 30 30 Amp | 26 | 13 |
| 53/55 | 30 30 Amp | 26 | 13 |
| 57/59 | 30 30 Amp | 26 | 13 |
| 61/63 | 30 30 Amp | 26 | 13 |
| 65/67 | 30 30 Amp | 26 | 13 |
| 2/4 | 30 30 Amp | 26 | 13 |
| 6/8 | 30 30 Amp | 27 | 13 |
| 10/12 | 30 30 Amp | 26 | 13 |
| 14/16 | 30 30 Amp | 26 | 13 |
| 18/20 | 30 30 Amp | 26 | 13 |
| 22/24 | 30 30 Amp | 26 | 13 |
| 26/28 | 30 30 Amp | 26 | 13 |
| 30/32 | 30 30 Amp | 26 | 13 |
| 34/36 | 30 30 Amp | 26 | 13 |
| 38/40 | 30 30 Amp | 26 | 13 |
| 42/44 | 30 30 Amp | 26 | 13 |
| 46/48 | 30 30 Amp | 26 | 13 |
| 50/52 | 30 30 Amp | 26 | 13 |
| 54/56 | 30 30 Amp | 26 | 13 |
| 58/60 | 30 30 Amp | 26 | 13 |
| 62/64 | 30 30 Amp | 26 | 13 |
| 66/68 | 30 30 Amp | 25 | 12 |

6

6

ADS #4
page 2



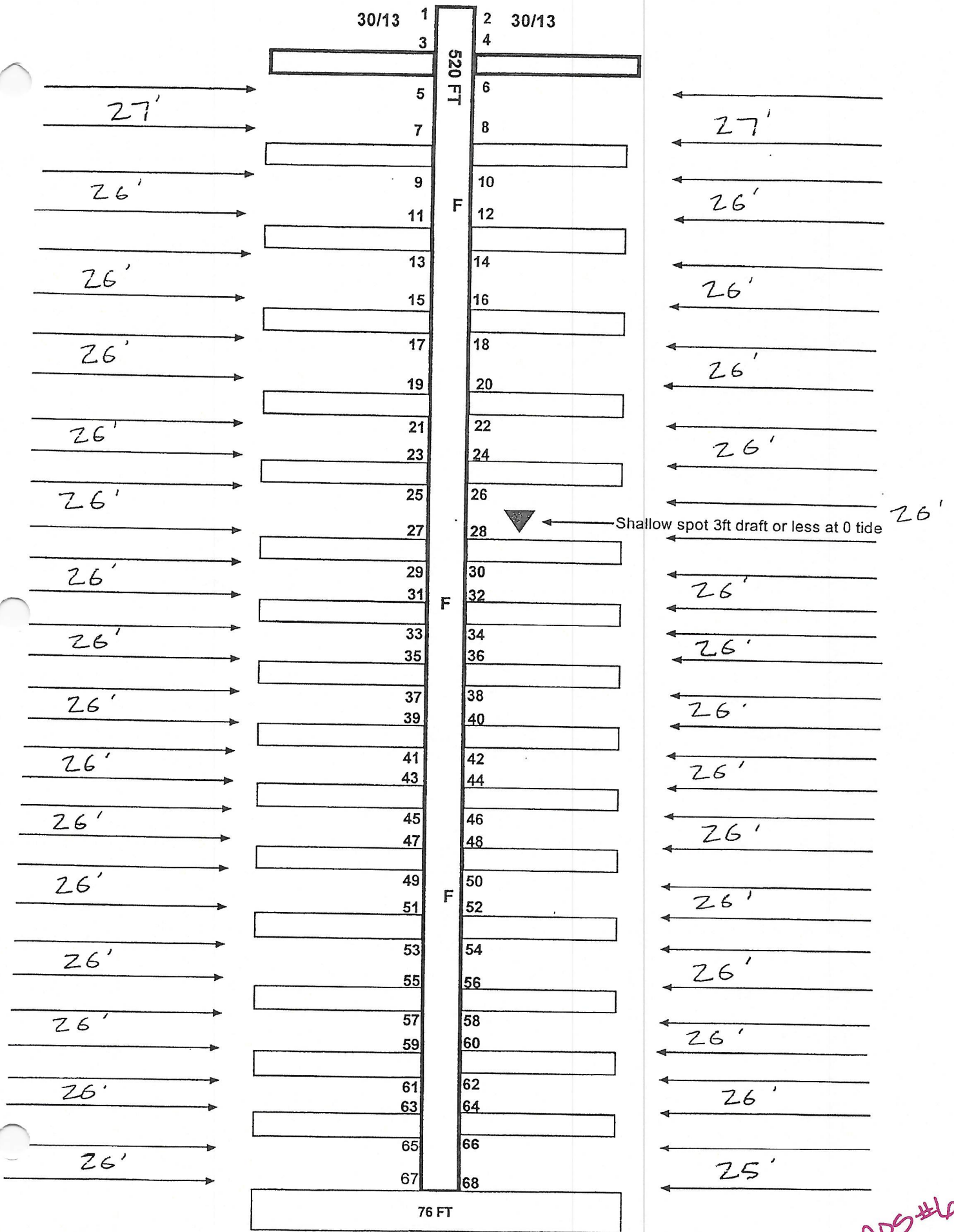
(56 slips)

(E Dock Reservations Groups of 15 or More)

124 Slips E & F

ADD #5

F - Dock Slips



ADS #16

VIKING HOUSE

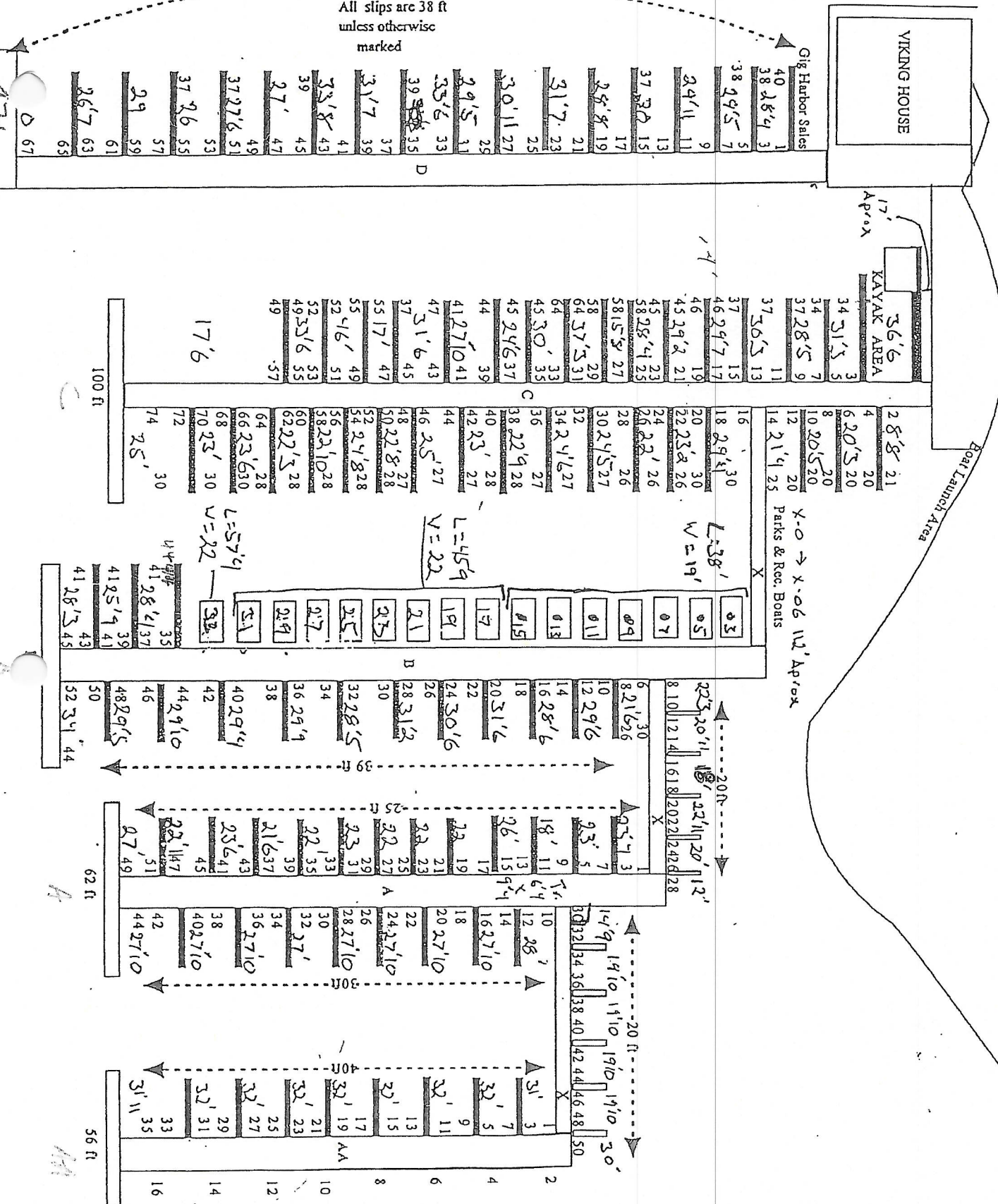
Gig Harbor Sales

17' Approx

KAYAK AREA

Boat Launch Area

All slips are 38 ft unless otherwise marked



ADS #7

Fuel S

2023

Gas Diesel

| | | |
|-----------|-----------|-----------|
| January | 595.80 | 4,680.19 |
| February | 542.01 | 4,673.75 |
| March | 1,550.61 | 7,230.49 |
| April | 1,402.15 | 4,678.67 |
| May | 4,941.53 | 16,826.84 |
| June | 5,508.36 | 23,556.51 |
| July | 11,926.87 | 37,688.00 |
| August | 14,349.24 | 23,725.04 |
| September | 9,128.16 | 17,254.62 |
| October | 3,707.32 | 9,647.60 |
| November | 1,367.96 | 5,037.84 |
| December | 511.71 | 3,248.91 |

2022

Gas Diesel

| | | |
|-----------|-----------|-----------|
| January | 1,445.81 | 6,690.15 |
| February | 1,191.66 | 8,476.15 |
| March | 1,304.51 | 5,491.93 |
| April | 1,700.77 | 5,307.96 |
| May | 3,374.02 | 9,918.10 |
| June | 4,401.01 | 12,011.92 |
| July | 10,044.01 | 22,031.95 |
| August | 12,832.18 | 33,089.81 |
| September | 6,064.85 | 22,448.69 |
| October | 3,589.56 | 16,455.69 |
| November | 1,098.83 | 3,828.35 |
| December | 10.36 | 135.74 |

2021

Gas Diesel

| | | |
|-----------|-----------|-----------|
| January | 1,566.97 | 11,129.98 |
| February | 1,356.44 | 3,822.52 |
| March | 1,518.03 | 7,482.38 |
| April | 2,888.99 | 8,036.25 |
| May | 3,748.90 | 10,335.82 |
| June | 9,879.77 | 19,639.31 |
| July | 12,122.35 | 27,524.92 |
| August | 13,808.30 | 33,133.21 |
| September | 6,315.82 | 19,693.06 |
| October | 2,748.85 | 10,262.65 |
| November | 1,319.21 | 8,892.82 |
| December | 761.40 | 6,555.09 |

Totals

| | | | | | | |
|-----|-----------|------------|-----------|------------|-----------|------------|
| Gas | 55,531.72 | 158,248.46 | 47,057.57 | 145,886.44 | 58,035.03 | 166,508.01 |
|-----|-----------|------------|-----------|------------|-----------|------------|

88 # 8888

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

February 2, 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 \$11,439.99 and from the General Fund, this 2nd day of February 2024.


Mark Singer (Feb 2, 2024 17:22 PST)
Mark Singer, Commissioner

ATTEST:


Jamie Green (Feb 21, 2024 14:53 PST)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Jay Lawrence (Feb 2, 2024 09:39 PST)
Jay Lawrence, Commissioner

| Voucher # | Claimant | Amount |
|-----------|--------------------------|---------------------|
| 18598 | Edward Jones | 2,241.14 |
| 18599 | Glenn Anderson | 175.00 |
| 18600 | Bank of America | 1,751.42 |
| 18601 | CSD Attorneys at Law | 5,292.00 |
| 18602 | Coast to Coast Hardware | 14.20 |
| 18603 | Ferguson Enterprises Inc | 258.67 |
| 18604 | HD Fowler Co | 449.02 |
| 18605 | Home Depot | 222.74 |
| 18606 | Napa/Westbay Auto Parts | 57.33 |
| 18607 | New Pig Corporation | 90.80 |
| 18608 | OnTime Sports | 450.00 |
| 18609 | Seattle Injector Co | 313.26 |
| 18610 | Home Depot Pro | 124.41 |
| TOTAL | | \$ 11,439.99 |

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 2, 2024 09:41 PST)
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA February 2, 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 \$11,511.59 and from the General Fund, this 2nd day of February 2024.


Mark Singer (Feb 2, 2024 17:22 PST)
Mark Singer, Commissioner

ATTEST:


Jamie Green (Feb 21, 2024 14:53 PST)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Jay Lawrence (Feb 2, 2024 09:29 PST)
Jay Lawrence, Commissioner

| Voucher # | Claimant | Amount |
|-----------|-----------------------------|---------------------|
| 18612 | Jason A. Lawrence | 629.83 |
| 18613 | Cleanenergy Detail Cleaning | 260.00 |
| 18614 | PetroCard | 10,621.76 |
| TOTAL | | \$ 11,511.59 |

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 2, 2024 09:41 PST)
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

February 9, 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 \$25,000.09 and from the General Fund, this 9th day of February 2024.


Mark Singer (Feb 2, 2024 17:22 PST)
Mark Singer, Commissioner

ATTEST:


Jamie Green (Feb 21, 2024 14:53 PST)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Jay Lawrence (Feb 7, 2024 09:39 PST)
Jay Lawrence, Commissioner

| Voucher # | Claimant | Amount |
|-----------|----------------|--------------|
| 18611 | Brian T. Smith | 25,000.09 |
| | TOTAL | \$ 25,000.09 |

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 2, 2024 09:41 PST)
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

February 2, 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 \$15,828.48 and from the General Fund, this 2nd day of February 2024.


Mark Singer (Feb 2, 2024 17:22 PST)
Mark Singer, Commissioner


Jamie Green (Feb 21, 2024 14:53 PST)
Jamie Green, Commissioner


Jay Lawrence (Feb 2, 2024 09:39 PST)
Jay Lawrence, Commissioner

| Voucher # | Claimant | Amount |
|-----------|------------------------|--------------|
| P13850 | Sean P. Bauman | 1,707.85 |
| P13851 | Kaitlyn Cook | 1,684.81 |
| P13852 | Yordon I. Henry | 890.35 |
| P13853 | Kelli M. Hodges | 2,011.99 |
| P13854 | VOID | |
| P13855 | Garrett L. Inman | 1,159.25 |
| P13856 | Eugene F. Madayag | 1,951.50 |
| P13857 | VOID | |
| P13858 | Nicholas C. Mandeville | 1,318.59 |
| P13859 | Jannese M. Hunt | 1,265.63 |
| P13860 | VOID | |
| P13861 | Carol L. Tripp | 2,405.60 |
| P13862 | Jamie R. Green | 629.83 |
| P13863 | Mark E. Singer | 505.71 |
| P13864 | Cassidy P. Conners | 297.37 |
| | TOTAL | \$ 15,828.48 |

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 2, 2024 09:41 PST)
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~



PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

January 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

\$2,369.25

25th day of

January 2024

  
Mark Singer (Feb 2, 2024 17:22 PST)  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Feb 21, 2024 14:53 PST)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Jay Lawrence (Feb 2, 2024 09:39 PST)  
Jay Lawrence, Commissioner

| Voucher #   | Claimant                       | Amount            |
|-------------|--------------------------------|-------------------|
| EFT 1/25/24 | WA State Department of Revenue | \$2,136.75        |
| EFT 1/25/24 | WA State Department of Revenue | \$232.50          |
| TOTAL       |                                | <b>\$2,369.25</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 (Feb 2, 2024 09:41 PST)  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA January 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 \$1,306.45 and from the General Fund, this 25th day of January 2024.

MS
Mark Singer (Feb 2, 2024 17:22 PST)
Mark Singer, Commissioner

ATTEST:

JG
Jamie Green (Feb 21, 2024 14:53 PST)
Jamie Green, Commissioner

CC
Cassidy Conners, Recording Secretary

JL
Jay Lawrence (Feb 2, 2024 09:39 PST)
Jay Lawrence, Commissioner

| Voucher # | Claimant | Amount |
|-------------|-------------------|-------------------|
| EFT 1/25/24 | Paid Family Leave | \$654.39 |
| EFT 1/25/24 | WA Cares Fund | \$652.06 |
| TOTAL | | \$1,306.45 |

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.

CT
Carol Tripp (Feb 2, 2024 09:41 PST)
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

January 31, 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 31st day of January 2024 .

\$23,391.64

  
Mark Singer (Feb 2, 2024 17:22 PST)  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Feb 21, 2024 14:53 PST)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Jay Lawrence (Feb 2, 2024 09:39 PST)  
Jay Lawrence, Commissioner

| Voucher #   | Claimant                       | Amount      |
|-------------|--------------------------------|-------------|
| EFT 1/31/24 | WA State Department of Revenue | \$23,391.64 |
| TOTAL       |                                | \$23,391.64 |

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 2, 2024 09:41 PST)  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

February 2, 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 \$4,832.09 and from the General Fund, this 2nd day of February 2024.


Mark Singer (Feb 2, 2024 17:22 PST)
Mark Singer, Commissioner

ATTEST:


Jamie Green (Feb 21, 2024 14:53 PST)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Jay Lawrence (Feb 2, 2024 09:39 PST)
Jay Lawrence, Commissioner

| Voucher # | Claimant | Amount |
|------------|-----------------------------|------------|
| EFT 2/2/24 | US Treasury/Financial Agent | \$4,832.09 |
| | TOTAL | \$4,832.09 |

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 2, 2024 09:41 PST)
Port Auditor

~~~ EFT ~~~



PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

February 2, 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 2nd day of February 2024 .


\$104.34

  
Mark Singer (Feb 2, 2024 17:22 PST)  
Mark Singer, Commissioner

ATTEST:


  
Jamie Green (Feb 21, 2024 14:53 PST)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Jay Lawrence (Feb 2, 2024 09:39 PST)  
Jay Lawrence, Commissioner

| Voucher #  | Claimant                    | Amount          |
|------------|-----------------------------|-----------------|
| EFT 2/2/24 | US Treasury/Financial Agent | \$104.34        |
| TOTAL      |                             | <b>\$104.34</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 (Feb 2, 2024 09:41 PST)  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

February 9, 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 \$13,255.20 and from the General Fund, this 9th day of February 2024.


Mark Singer (Feb 2, 2024 17:22 PST)
Mark Singer, Commissioner

ATTEST:


Jamie Green (Feb 21, 2024 14:53 PST)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Jay Lawrence (Feb 2, 2024 09:39 PST)
Jay Lawrence, Commissioner

| Voucher # | Claimant | Amount |
|------------|-----------------------------|-------------|
| EFT 2/9/24 | US Treasury/Financial Agent | \$13,255.20 |
| | TOTAL | \$13,255.20 |

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 2, 2024 09:41 PST)
Port Auditor

~~~ EFT ~~~

**PORT OF POULSBO**  
**Kitsap County, Washington**  
**RESOLUTION 2024-01**  
**DATED: FEBRUARY 1, 2024**

A **RESOLUTION** of the Board of Commissioners of the Port of Poulsbo, Kitsap County Washington, authorizing the following individuals as authorized signers at Timberland Bank, on behalf of the Port District, until further notice:

1. Commissioner Mark Singer
2. Commissioner Jamie Green
3. Commissioner Jay Lawrence
4. Eugene Madayag, Port Manager
5. Carol Tripp, Port Accountant, Auditor & Treasurer

**Be it further resolved** that this resolution replaces any and all previous resolutions designating authorized financial institutions.

**Be it further resolved** that the authorized signers acknowledge and accept Timberland Bank's policy of accepting any warrant with two signatures.

**ADOPTED** by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 1<sup>st</sup> day of February 2024 and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

PORT OF POULSBO  
Kitsap County, Washington

  
Mark Singer (Feb 2, 2024 17:19 PST)

Mark Singer, President

  
Jamie Green (Feb 16, 2024 07:37 PST)

Jamie Green, Commissioner

  
Jay Lawrence (Feb 2, 2024 10:05 PST)

Jay Lawrence, Commissioner