

VIRTUAL MEETING VIA ZOOM

Poulsbo Port District – Port Commission

Subject	*REMOTE* Regular Meeting Agenda	Date	April 15, 2021
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. - Melanie Winnett, Harbormaster		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	COMMISSIONER COMMENTS	
3.	PUBLIC COMMENTS (limit of 3 minutes)	
4.	POULSBO BOATERS ASSOCIATION REPORT	
5.	CONSENT AGENDA ITEMS (Next Res: 2021-04) 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: 04.01.21 B. Warrants: 17170 – 17187, P12975 – P12981, EFT 4/16/21 in the amount of \$84,341.44.	
6.	OLD BUSINESS ITEMS	
	A. Resolution #9 – Declaring Local Emergency & Delegation of Authority - Review	
	B. Marketing	
	C. Boat Ramp/Breakwater Updates	
7.	NEW BUSINESS ITEMS	
	A. Commissioner responses to public comments/discussions	
	B. Accounting & Manager’s Report	
	C. Harbormaster Report	
8.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
9.	COMMISSIONER COMMENTS	
10.	EXECUTIVE SESSION	
11.	ADJOURN	

<https://us02web.zoom.us/j/83946997646>

Meeting ID: 839 4699 7646

One tap mobile

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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Meeting ID: 839 4699 7646

Find your local number: <https://us02web.zoom.us/j/keFbPAvQoz>

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PORT OF POULSBO
REMOTE REGULAR MEETING MINUTES
APRIL 15, 2021
7:00 PM

Present: Commissioner Singer, Commissioner Green, Commissioner Rose, Port Accountant Carol Tripp, Melanie Winnett – Harbormaster, Pam & Peter– PBA, Mr. John Piccone – Port Engineer, ~~Mariam~~ Miriam Stevens

Call to Order 07:00pm

Commissioner Comments

Commissioner Rose commented on the good weather and seeing people on their boats. He reminded everyone that inspections are done via the Power Squadron so make sure boats are up to safety standards. Commissioner Green said the Kitsap Rowing Association is still planning on getting back out on the water May 1st. The City is getting tables and chairs out downtown so there will be more places to dine. The Farmer’s Market is open for the season (through December). The Historical Society has moved into what was previously the Quilt Shoppe, and they’re officially open. Another new business, Big Maple Leaf Bakery, is now open downtown as well. Commissioner Green has seen the maintenance crew on the docks and things are look beautiful as we slowly open back up. Commissioner Singer said the docks are looking great and the area for kayaks is coming along nicely.

Public Comments

Pam said the Port is one of the most popular boating locations and is even more popular since COVID. Newcomers didn’t realize what was in Poulsbo and want to continue coming. This will bring in more revenue downtown. Pam thanked the Commissioners and Port Accountant Tripp for planning for the future. Growth is both good and difficult, and she is confident in the leadership now at the Port.

Councilman Musgrove said he attended the council meeting regarding the breakwater. He feels things are going well and there is an air of confidence on how everything is going. He also has some ideas he would like to propose regarding parking procedures and the boat ramp. He asked the board how they would prefer he contact them.

Poulsbo Boater’s Association

The association gave their report.

Consent Agenda

~~Motion: Move to approve the meeting minutes of April 1, 2021.~~

~~Moved by: Commissioner Rose Seconded by: Commissioner Green~~

~~Motion passed unanimously.~~

Motion: Move to approve the warrants.

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

PORT OF POULSBO
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7:00 PM

Motion passed unanimously.

Old Business Items

Breakwater & Boat Ramp Updates

An update will be provided in the Port Manager's report.

Resolution #9 – Declaring Local Emergency & Delegation of Authority – Review

Port Accountant Tripp said there is a recurring issue with RVs and campers parking for extended stays in the Jensen Way parking lot. Unfortunately, due to the eviction memorandum put in place by the state of Washington, RVs and campers are now considered dwellings and cannot be forced to leave. She asked the board for direction on how to handle the situation.

There was some discussion among the Commissioners, and it was agreed for Port Accountant Tripp will draft a resolution to designate the parking lot for boats, trailers, and cars only. She will have a draft resolution available at the next meeting for review.

Marketing & Development

Melanie has been working on a page for the website describing clubs and other activities to participate in around Poulsbo. She has contacted various groups in the area for contact information, and a little blurb to share on the website as well.

New Items

Items for Public Discussion

Commissioner Rose mentioned the Zoom meeting with Port Accountant Tripp regarding derelict boats. There will be several authorities from the state coming in local harbors. The goal with that is to discuss with them current events and challenges to better assist in redefining the Port of Poulsbo's policy to assist Port Accountant Tripp and staff. There were some schedule conflicts for this meeting, so Port Accountant Tripp will email the Commissioners a possible schedule.

Accounting & Manager's Report

See attached.

Harbormaster's Report

See attached.

Public Comments/Request for Future Agenda Items

Councilman Musgrove inquired about the Poulsbo Hearing Examiner at 10am Thursday 22nd. He also recommended a source for future available funding.

PORT OF POULSBO
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APRIL 15, 2021
7:00 PM

Commissioner Comments

Commissioner Green learned that the Port of Poulsbo is not classified as a historical district. She also thought it was a delight to hand out candy during the Easter egg hunt.

Commissioner Singer is looking forward to more events coming up and asked Port Accountant Tripp about the community house BBQ dock. She said it is now available with a strict set of guidelines to utilize the facility.

Commissioner Rose thanked the staff for all their work.

Motion: Move to adjourn

Moved by: Commissioner Rose **Seconded by:** Commissioner Green

Final Adjournment 8:13pm

Mark Singer

Mark Singer, Commissioner

Jamie Green

Jamie Green, Commissioner

Thomas K. Rose

Thomas Rose, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

Signature: Jamie Green
Jamie Green (May 7, 2021 09:18 PDT)

Email: commissioner.green@portofpoulsbo.com

Signature: Mark Singer
Mark Singer (May 7, 2021 21:01 PDT)

Email: commissioner.singer@portofpoulsbo.com

Signature: Thomas K. Rose
Thomas K. Rose (May 10, 2021 14:16 PDT)

Email: commissioner.rose@portofpoulsbo.com

HM 4.15.21 – report

Drew up and ordered second batch of signs these are handicap signs also thru DOC for Port parking lot next to bathhouse. Also ordered EV stencil for Jensen PL. I scheduled Brian to start on the removal of the exposed sprinkler lines and to cap off ends. as of 4/12/21 Brian & Gene has been completed this part. Then after that we will be doing some weeding & then put down weed barrier around surrounding beds and then fill the truck with about 2 yd of bark (may need two runs). After that is complete we will be cleaning parking lot with the GOAT and then installing the permanent parking signs, restriping numbering & stenciling in the EV spaces so its more noticeable.

4/5/21 there was again a bunch of miscellaneous items left next to dumpster. Propane tank, microwave, can of paint, rope and blue tarp rolled up. And again on Monday 4/12/21 820am Picked up 3 boxes with various items inside, took picks once again someone leaving boxes with notes on them FREE STUFF. On the C Dock boardwalk I picked them up and threw them away.

Ordered new oxygen tank for oxygen sensor on fuel dock. Arrived and Installed 4/13/21.

Emailed a few tenants about items on the docks that are being stored on the docks instead of on their vessel. I will also be sending out a port wide friendly reminder about this. I know the weather has been nice and love seeing everyone coming down to work on their boats, cleaning them up, taking them out, but I feel I should remind everyone of our License Agreement also Rules & Regulations before complaints start to come in.

License Agreement: states berthage with keep the assigned space neat, clean and orderly and will at all times also comply with not only laws but regulations in the handbook.

Also Rules & regs. State ... Docks, decks and walkways may not be used for storage. Also to store hoses, cleaning equipment, towels, cord, etc. on the vessel or in a dock box if available.

Friday afternoon winds while checking on the vessels and boathouses, I pulled dock box lid out from under dock/ in water and knocked on vessel let owner know that his lid had been blown into the water and I just pulled lid out and placed on finger dock. Also called few other tenants in regards to their shredded tarps & those that have come loose and halyards that were banging loudly throughout the marina.

Sailboat broke anchor at the southend of breakwater late Friday night. Vessel has since been put back out at anchor in close to the same spot south side of bw 500' out.

Transient boater hit and did damage to power pedestal on D dock over the weekend. Per Gene it was recommended to replace it. I received estimate from Sea Technology and cost to the boater will \$1482.00 plus installation cost from electrician.

4/13/21 – coffee can of waste was traveling through marina between c dock and b dock.

4/14/21 – found it again I disposed of it.

Did some follow up on upcoming capital projects and emailed Robert from float services NW & Nick Raymond at Masscot to inquire on timeline when these projects commence. Float services start date is confirmed May 3rd and will take approximately 3 weeks and we should be ready to move back in by end of May. 😊 still waiting to hear back from Nick.

4/14 & 4/15 Bird electric came out

Lastly, I have contacted all the clubs on the permanent moorage side of marina including the O.O.C in regards to making either a page or add them to an existing one so the guests, Poulsbo community, and outside visitors can be informed of things there are to do here AT the Port of Poulsbo.

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA

April 16, 2021

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 \$3,406.26 and from the General Fund, this 16th day of April 2021.

Mark Singer
Mark Singer (Apr 22, 2021 18:06 PDT)
Mark Singer, Commissioner

ATTEST:

Jamie Green
Jamie Green (Apr 21, 2021 21:18 PDT)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

thomas k rose
thomas k rose (Apr 23, 2021 08:08 PDT)
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
EFT 4/16/21	US Treasury/Financial Agent	\$3,178.86
EFT 4/16/21	DSHS	\$227.40
	TOTAL	\$3,406.26

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 (Apr 21, 2021 14:55 PDT)
Port Auditor

~~~ EFT ~~~

**PORT OF POULSBO**


PAYMENT VOUCHER


Post Office Box 732  
Poulsbo, WA 98370


Kitsap County, WA

April 16, 2021

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 \$10,233.13 and from the General Fund, this 16th day of April 21.

  
Mark Singer (Apr 22, 2021 18:06 PDT)  
Mark Singer, Commissioner

  
Jamie Green (Apr 21, 2021 21:18 PDT)  
Jamie Green, Commissioner

  
thomas k rose (Apr 23, 2021 08:08 PDT)  
Thomas Rose, Commissioner

| Voucher #    | Claimant           | Amount              |
|--------------|--------------------|---------------------|
| P12975       | Christopher Henry  | 950.55              |
| P12976       | Kelli M. Hodges    | 1,406.24            |
| P12977       | Eugene Madayag     | 1,220.33            |
| P12978       | Jannese M. Hunt    | 1,337.12            |
| P12979       | Brian T. Smith     | 1,173.94            |
| P12980       | Carol L. Tripp     | 2,422.01            |
| P12981       | Melanie I. Winnett | 1,722.94            |
| <b>TOTAL</b> |                    | <b>\$ 10,233.13</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 (Apr 21, 2021 14:55 PDT)  
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~




PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA

April 16, 2021

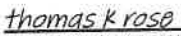
We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$70,702.05 and from the General Fund, this 16th day of April 2021.


Mark Singer (Apr 22, 2021 13:06 PDT)
Mark Singer, Commissioner

ATTEST:

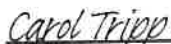

Jamie Green (Apr 21, 2021 21:18 PDT)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


thomas k rose (Apr 23, 2021 08:08 PDT)
Thomas Rose, Commissioner

| Voucher # | Claimant | Amount |
|--------------|---------------------------------|---------------------|
| 17170 | Puget Sound Energy | 6,382.29 |
| 17171 | Bainbridge Disposal Inc | 29.72 |
| 17172 | Bank of America | 691.30 |
| 17173 | City of Poulsbo | 2,629.66 |
| 17174 | Coast to Coast Hardware | 84.98 |
| 17175 | Home Depot | 23.65 |
| 17176 | Industrial Scientific Corp | 363.93 |
| 17177 | Kitsap Networking Services | 3,200.00 |
| 17178 | Olympic Springs Inc | 49.82 |
| 17179 | Peninsula Fire Inc | 11.94 |
| 17180 | PetroCard | 7,368.32 |
| 17181 | Premier Communications | 163.50 |
| 17182 | Propane Northwest | 166.01 |
| 17183 | PUD #1 of Kitsap County | 345.00 |
| 17184 | Roto Rooter Services Company | 905.16 |
| 17185 | Soundwest Engineering Assoc Inc | 48,097.69 |
| 17186 | Century Link | 75.41 |
| 17187 | Home Depot Pro | 113.67 |
| TOTAL | | \$ 70,702.05 |

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 (Apr 21, 2021 14:55 PDT)
Port Auditor