

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

Subject	*HYBRID* Regular Meeting Agenda	Date	June 6, 2024
Recorder	Cassidy Conners	Start Time	7:00 PM
Commission Chair	Mark Singer	End Time	9:00 PM
Commission Members	Jamie Green, Jay Lawrence		
Staff Present	Carol Tripp – Port Accountant, John Piccone-PE, Peter Ruffatto-Port Attorney		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	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 20 minutes. Executive sessions are not open to the public.</p> <p>After executive session, the Commission will reconvene to the public portion of the meeting.</p> <p>It is anticipated that the Commission may not take final action in the public portion of the meeting.</p>
3.	COMMISSIONER COMMENTS	
4.	PUBLIC COMMENTS (limit of 3 minutes)	
5.	POULSBO BOATER'S ASSOCIATION REPORT	
6.	<b>CONSENT AGENDA ITEMS</b> (Next Res: 2024-04) 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. <b>A. Approve meeting minutes of: May 2, 2024</b> <b>B. Warrants: 18733 – 18783, P13946 - P13981, 5/10/24 EFT, 5/24/24 EFT, 5/25/24 EFT, 6/7/24 EFT in the amount of \$426,402.50.</b> <b>C. Resolution: Resolution 2024-03 – Amend Port Manager Revolving Fund</b>	
7.	OLD BUSINESS ITEMS	
	A. Harbormaster Recruitment	

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.

	B. Engineering Report – John Piccone, P.E.	
8.	NEW BUSINESS ITEMS	
	A. Commissioner Responses to public comments/discussions	
	B. Breakwater Policy	
	C. Manager/Accountant's Report - Carol	
9.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
10.	COMMISSIONER COMMENTS	
11.	ADJOURN	

<https://us02web.zoom.us/j/89829851805>

Meeting ID: 898 2985 1805

One tap mobile

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PORT OF POULSBO REGULAR MEETING  
JUNE 6, 2024  
7:00 PM

**Present:** Commissioner Singer, Commissioner Lawrence, Commissioner Green, Port Accountant Carol Tripp, Port Engineer John Piccone, Port Attorney Peter Ruffatto

**Call to Order 7:00pm**

**Executive Session**

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 20 minutes. Executive sessions are not open to the public. After the executive session, the Commission will reconvene to the public portion of the meeting. It is anticipated that the Commission may not take final action in the public portion of the meeting.

**Entered Executive Session 7:00pm**

**Exited Executive Session 7:24pm**

**Motion:** Add agenda item: Employee Cash & Payment Handling Procedure

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

Motion passed unanimously

Commissioner Singer said the Employee Cash & Payment Handling Procedure was originally adopted in September 2023. He wants to rescind this procedure and take it off records of performance at this time.

**Motion:** Remove Employee Cash & Payment Handling Procedure from records of performance

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

Motion passed unanimously

**Commissioner Comments**

Commissioner Lawrence said the Northern Lights were a sight to see. He said there's been zero problems from the docks, and there's been a couple good weekends at the Port.

Commissioner Green said summer has finally arrived. With that, there are some safety things to consider. Be mindful of the paddle boarders, rowers, etc. Remember wake rules in the water. Watch for the harbor seals that like to hang out on the new breakwater. Midsummer Fest is coming up June 22<sup>nd</sup>. There will be Maypole dancing on the waterfront. A lot of the ports (not the Port of Poulsbo) in the Puget Sound area are having the Lady Washington visit. The Lady Washington is the same ship from Pirates of the Caribbean.

Commissioner Singer said the maintenance supervisor who was hired here is already doing a great job and he's receiving good feedback.



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JUNE 6, 2024  
7:00 PM

**Public Comments**

Darrel introduced himself as the new maintenance supervisor. He said he was in the Coast Guard for 21 years before retiring. He started his own business and networked out of Bangor before arriving in Poulsbo.

**Poulsbo Boater's Association**

There was no report. An email was received from Stuart.

**Consent Agenda**

**Motion:** Move to approve the meeting minutes of 5/2/2024.

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

Motion passed unanimously.

**Motion:** Move to approve the warrants as read.

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

Motion passed unanimously.

**Resolution 2024-03 – Amend Port Manager Revolving Fund**

Port Account Tripp said the new office on the breakwater needs to add cash to the till.

**Motion:** Move to approve Resolution 2024-03.

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

Motion passed unanimously.

**Old Business Items**

**Harbormaster Recruitment**

Port Accountant Tripp has received final documents and emailed them to the Commission. She needs verbal approval to contact the company to tell them to move forward with candidates.

**Motion:** Move to approve.

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

Motion passed unanimously

**Engineering Report – John Piccone**

Regarding the X Dock project, Mr. Piccone and Port Accountant Tripp had a productive meeting with the rowing and sailing clubs. The purpose of the meeting was to work out an allocation of space. When we do the X Dock project, we want to know that we're accommodating needs once the project is finished. Mr. Piccone handed out two maps: one map for the pre-X Dock



PORT OF POULSBORO REGULAR MEETING  
JUNE 6, 2024  
7:00 PM

project and one map for the post-X Dock project. Unless there were any red flags, everyone was happy with the space allocation. There are some details to work out and permits to get ahead of construction so there's no usual drama.

Regarding the E & F Dock project, things are proceeding right on schedule. The contracting is done. Quigg Brothers are signed and fully under contract, bonds are in hand, etc. Mr. Piccone had a meeting with them this week and they're scheduling and ordering materials. There is some prep work and he's anticipating work to begin after Labor Day. He will let the board know the exact schedule once he has it. Two out of three transformers have been delivered. It's been quite the battle the last six months trying to get them here. The Port procured them separately for a reason. There are issues with the bulkhead in process and he will have an update at the next board meeting.

**New Business Items**

**Commissioner Responses to Public Comments/Discussions**

The first meeting of July is cancelled because it falls on the 4<sup>th</sup>. The next meeting in July will be Thursday, July 18<sup>th</sup>.

**Breakwater Policy**

Port Accountant Tripp presented a very basic first draft, which she read aloud. She asked the Commission to please send revisions and/or additions so she can include them. The policy will be updated and presented at the next meeting.

**Accounting & Manager Report**

Please see attached.

**Motion:** Move to approve the amended Employee Cash & Money Handling Policy

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

Motion passed unanimously.

**Public Comments & Requests for Future Agenda Items**

Craig, C-11, suggesting moving guest moorage next to the head. Port Accountant Tripp said the electrical is insufficient to do so.

**Commissioner Comments**

Commissioner Lawrence is looking forward to things being accomplished. He didn't realize some of the effort involved with some of the projects.

Commissioner Green welcomed Darrel aboard.

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JUNE 6, 2024  
7:00 PM

Commissioner Singer was given an idea by someone walking the docks. This person wondered about individuals who want to volunteer to do things that the Port needs done. He wants to look at the legality side of things and see how the board could make something like this work.

**Adjourn 8:20pm**



Mark Singer (Jun 22, 2024 00:38 GMT+3)

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Mark Singer, Commissioner & Chairman



Jamie Green (Jun 21, 2024 18:25 PDT)

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Jamie Green, Commissioner



Jay Lawrence (Jun 21, 2024 11:40 PDT)

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Jay Lawrence, Commissioner

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Cassidy Conners, Recording Secretary (Not in Attendance)

## Accounting & Business Report – June 5, 2024

### **Accounting Report –**

The Summary of Financial Statements for the month ending April 30, 2024 was emailed to each Commissioner last week.

For the month of April there was a net gain of \$125,369.65 and a year-to-date net gain of \$154,178.85.

The large net gain for the month was due to receipt of \$135,788.23 in real estate and personal property tax.

There was a \$52,450.23 payout in April, which was a deposit for the floating restroom.

The following payouts are coming up very shortly:

- Quigg Brothers - \$380,407.96 (Breakwater retainage)
- Eaton – Approximately \$115,851.15 (this does not include shipping charges)
- Topper - \$166,370.95 (balance of floating restroom)

A reminder that I will be starting on the 2025 budget next month.

### **Business Report –**

I would like to request that our reservation policy be added to the next agenda. There are several issues regarding our current reservation policy, and it needs to be addressed in order to reduce the amount of financial losses to the Port. A recent example of this would be a recent yacht club that paid for 40 reservations but only 39 boats arrived at the Port. Due to the beams of the vessels, 71 spaces were blocked out for this club. What this all translates to is that we received roughly 50% of moorage on those slips. Again, this is due to beam issues. Getting Board direction will assist in developing a cost-effective solution for this re-occurring problem. (see handout)

The breakwater was closed for 2 days this week due to weather conditions.

John and I had a productive meeting with the various rowing clubs and the City of Poulsbo Sailing Rep, in relation to the upcoming 'X' Dock project. Preplanning the configurations within this area will assist in grant and financial planning. (Winter 2026/Spring 2027)

During the short amount of time since approval of the MOU with RBAW (Recreational Boating Association of Washington), 1,865 gallons have been pumped out from vessels (1,720 Guest Moorage and 145 Anchored). This was only for 3 weeks!



Erik and David Knudsen, of the Valkyrie, came up to Poulsbo mid-May and the launching of the vessel is somewhat delayed due to USCG inspections. Their arrival is anticipated to be around mid-July. They have asked to be relocated to an end tie due to their business operations.

A couple of weeks ago, I emailed all Commissioners with a schedule of our Policies. We have 10 expired policies and 3 policies that will expire within the next 3 months. I can take care of the following policies within the next few weeks:

- Personnel Policy (07/15/2024) must be bargained with the union
- Conduct & Behavior Policy (08/05/2024)
- Procurement & Public Works Policy (08/05/2024)
- Public Records Request Policy (08/08/2023)
- Reserve Policy (12/19/2023)

The Board was emailed documents, from Protham, regarding the advertising for the Harbormaster position. Approval is needed to proceed with the Harbormaster position. **MOTION NEEDED**

John MacArthur from WSDOT came to inspect the Seaplane Float on May 13<sup>th</sup>. He was happy with the condition of the Seaplane Float and reported that, 'the seaplane base is well taken care of and consistently maintained. I would like to thank guest moorage attendants Yordon and Nick for their efforts to keep that dock clean.

### **Maintenance Report**

Daryll Trask  
Maintenance Supervisor

In the past 5 weeks since I was hired, I have been working diligently to get caught up on a large amount of maintenance that hasn't been done as well as tackle new projects that have come up and move forward with capital improvement projects that were in the works. Although my workload is still extreme, I think I'm finally getting my footing and getting a plan in place to make the maintenance department safer, more organized, and ensure that we are following all Port policies, state, and local regulations.

The maintenance department has completed a large number of projects. We moved the MPR over to the breakwater where it will be established as the new breakwater office and breakwater MPR. Prior to the move, we removed a large amount of clutter and obsolete items. We also moved over the counters from the middle portion of the E dock office and removed the stained and worn carpet. As this project continues, we will be painting the walls and putting in new flooring which isn't carpet to ensure it will stay in good condition, resist stains, and be more suited to a wet environment. I'm currently waiting on a quote from Mathews Electric to get the breakwater office hooked up to electric so the breakwater employees can officially move to their new office.

We also worked with John Piccone to get the floating restroom moved over to the breakwater and worked with Topper Industries to get everything up and running. We added locks to the stall doors for privacy as it didn't come with them pre-installed and put in hand sanitizer pumps since there aren't any sinks. One of the last steps to be finished on this project is to install the ramp onto the float and install a stand to keep the waterline out of the water to limit growth. We hope to have that done very soon.

This last week and a half has been spent working on the renovation of the E dock office. We began by cleaning out a large amount of clutter. Guest moorage and the accounting department helped me determine what needed to be kept and what was obsolete or outdated. Once things were cleaned out, we took down the two existing interior walls, moved the electric that was in them, and put up a new wall to separate the office space from the MPR space. We patched the floor where there were holes under the old walls. The only things left to finish are for guest moorage to reorganize the office space. I'm also working with Kitsap Networking to get the wi-fi equipment moved from the E dock office over to the bathhouse. Hopefully this will provide more consistent wi-fi in the future.

I have been dealing with a recurring power issue that affects the fuel dock and E & F docks. It has been causing a "brown-out" issue with inconsistent power, low voltage, and power outages. PSE has been out twice to fix it. The first time they stated the problem was a break in the line. The second time, they said it was a different break. After the second incident, the fuel pumps did not come back online when the power did. I came in on Saturday the 24<sup>th</sup> to try to fix the issue since it was Memorial Day weekend and we really wanted to be able to sell fuel. I spent 3 hours resetting the pumps and trying to determine what the issue was. Unfortunately, I had to call Mascott out to fix it. They sent technicians out 3 separate times to find the problem and fix it. They finally determined the problem was a breaker damaged by the power fluctuations.

One of biggest struggles I've had in the last 5 weeks is the lack of regular maintenance and organization. I've been trying to organize the shop and have taken out 3 dumpsters of trash, old broken tools, and parts to old fixtures that either aren't repairable or don't go to anything we currently have. I haven't even gotten through half of the shop yet. Also, the AED in the E dock office was completely non-functioning. I don't know how long it's been that way because I can't find any documentation of it being checked within the last year. I ordered two new ones, one for the E dock office and one for the breakwater office and worked with American AED to get expedited shipping. They are on-site and useable and will be fully installed as part of the office renovations.

There were no extra water separators on hand for the fuel dock. It was unclear when they had last been changed. I ordered a few water separators from a local distributor, so now we have some on-hand for the future. I also found that on the fuel inlet side of the barge, there was a 4" pipe that was leaking at the 90-degree elbow. Rather than repairing the issue, it was just wrapped in rags to catch the leaks. T&C Divers also came out to inspect the fuel barge and replace the zincs on C dock. I'm also currently working on making sure we have all of the necessary spill kit items as it seems that hasn't been checked or maintained in a while.



In general, I'm updating the monthly, quarterly, and yearly maintenance checklists as they haven't been properly used since 2022 and the current lists do not address all the issues in the Port that need to be regularly maintained. I'm looking through all the necessary checklists and reports needed for the fuel dock to make sure we're in compliance there. I've established a safety plan for the maintenance department regarding the use of PPE and enforcing it. I'm also trying to streamline our processes because things weren't being done very efficiently. For example, I'm compiling a list of all the fire extinguishers we have, so they can all be serviced in one trip, rather than doing them one at a time throughout the year. I have also scheduled monthly safety meetings – they will be held on a Friday when all the employees are working.

We did some general maintenance as well. We painted all the slip, trip, and fall hazards with safety yellow on the way out to the breakwater and fuel barge. We will continue this project through the summer. We fixed the commercial dock rub rails as they were all falling off and in disrepair. We pressure washed the breakwater for the Nordhavn event and beautified the parking lots in advance of VikingFest. We moved two derelict vessels out of guest moorage to provide more room for guest boaters, marked a Dead Head in the water next to the floating restroom, repaired the seabins and set up a cleaning and maintenance schedule, installed a system to secure the C dock gate open during business hours to allow public access to the breakwater, and worked with the Ice Guys for the preparation and installation of the ice machine.

I have a number of projects on my to-do list as we move forward. We will be installing the "Tribal Use Only" signs on the breakwater and removing the No Moorage signs as well as finding a way to better define the tribal space on the breakwater so it's very clear to boaters. I'm going to work with Hannah to determine a marking system for the linear side of the breakwater for at-a-glance measurement reference. I have also spoken with Kitsap Fire, and we will number the electrical pedestals on the linear side so customers can easily use them as a location reference in an emergency situation. I'm hoping to refresh the exterior paint on all the buildings and am planning on a "Little Norway" theme to fit with the town.

We need to have divers come out to install zincs on the floating restroom. We will be changing all the "master locks" due to staff turnover and a few sets of lost keys. It has been many years since this was done, and with the renovations of the offices, this would be a good time to do it. We will be coming up with a plan to keep the water out of the ground fault indicator at the head of C dock. Water has been getting in there, which flips the breaker for the breakwater, turning the power off. We also need to schedule maintenance on the fuel dock in the next year or two, including bottom paint.

As Carol starts to look at next year's budget, I am hoping to be able to get a new ADPE plastic welder, a new welder for the grid to facilitate in-house fixes of metal fabrication, and we need to replace or upgrade a few of our hand power tools.



## **Breakwater Report**

Hannah Harness  
Breakwater Coordinator

In the two weeks that I have been with the Port, I have received a lot of wonderful feedback from our recent guests, the Poulsbo fire department, and my own observations as the Breakwater Coordinator.

Many of our guests who have recently spent time moored at the breakwater have stopped me or other employees to inform us that they are very impressed and pleased with the new dock and its amenities. After having conversations with a few of our patrons, I discovered that several of them have never stayed in at the marina and have only anchored in the hook. Most of the guests that I have talked to have expressed their positive impression of the breakwater and wish to come back and visit again, including the gentleman that was unfortunately overcharged.

The public visiting and walking the docks have also pulled me aside to ask about the wildlife, share their positive feedback on the new breakwater, and ask various questions about moorage. I had a gentleman in a very animated fashion, express that the "Pylons are so huge and impressive!" With another regular at the guest moorage docks stop by to tell us that "The new docks look so nice and snazzy."

For progress in the management, upkeep, and improvement of the breakwater, we have received feedback from the fire department, and I am actively working with the maintenance and accounting departments to ensure that the breakwater can function at its maximum efficiency.

The Poulsbo Fire Department came down to do training with some of their new recruits and informed me that they would like us to number the pedestals on the breakwater for their use.

I have been working with maintenance and the accountants to plan and coordinate the final pieces to the new breakwater office and so far, that process has been going smoothly. It is already in motion for the electric company to come and hook up the office and following this, we will be setting up the internet network. The flooring for the entire building and the wall to separate the MPR and breakwater office needs to be constructed as well. Following that, Daryll and I will be working on a plan for the set-up of the office to create the most productive and ergonomic environment for team members and guests. At that point, I will coordinate with the accounting department to furnish the new office in the most appropriate fashion.

One main issue that we are having is with the seals either blocking the breakwater entirely, or people not reading the signs posted on the X docks before coming onto the breakwater. It would be my suggestion to post more signs, especially closer to the end of the BW West Linear as that is where the seals are seen frequenting the most. I have also thought of the dilemma that we should possibly come up with a solution in case people aren't able to return to their boats or get onto land if the seals are between their slip and the mainland. For us, we can simply hop in the skiff and be dropped off at the other end of the dock, but for the public, this is not the case.

I have begun a plan for the management of the new breakwater, which has so far worked well and will be continuously improving and adapting as I navigate the challenges and circumstances that the new docks will provide. My team and I have, of course, followed all of the codes of conduct, policy rules, and general job descriptions set forth for the entirety of the port and for our personal job titles. On top of this, I have devised a side work checklist (that is still actively changing and growing) that is intended to be utilized to not only keep us busy in the case of any "downtime," but also to maintain and beautify the docks on a regular basis. I also plan to have weekly team meetings on Friday mornings because it is the only day where all three team members are scheduled and to go over expectations and any potential problems for the weekend ahead.

On top of this, we have a very stringent policy on cash handling and transactions in general to avoid errors, simplify processes for the accountants, and ensure that each team member is responsible for their own actions and errors. First and foremost, there is absolutely no sharing of cash drawers. Each person is assigned their own cash drawer in which they are solely responsible for counting down and withdrawing the deposit. When there is to be a switch of personnel on a cash drawer, we treat it the same way as if we are closing the till at the end of the night: the drawer is counted down and any amount above \$100 is removed and placed in the deposit bag, which goes into the safe until the final count downs at the end of the shift. The new person using the cash drawer will then recount the drawer to verify that there is \$100.00 in the till, just as if we open the office in the morning. This will eliminate errors and confusion and help protect the integrity and accuracy of our tills.

Secondly, there is absolutely no use of someone else's Molo account ever. If a team member is leaving the office, they will log out of their Molo on whatever device they are using, even if it is just to use the restroom to avoid accidental use by another team member. Team members are also to check who is actively logged in on a device if it is not on the Molo log in page when going to start a transaction.

To conclude, on Fridays when all three team members are here but we only have two cash drawers, one person will not be doing cash transactions for any reason whatsoever. The current plan is to have the non-cash person work on side work projects until about lunch time, when they will switch with one of the team members that has a cash drawer assigned to them. The process to switch the assignment will be followed as described earlier. This way, all team members will be busy, and the integrity of our transactions will be maintained simultaneously.

For now, that is all there is to report on the new breakwater and our management plan to establish a smooth and accurate moorage office both for the guests who visit us and the accountants and



commissioners that look over our results. Please feel free to reach out to me if you have any questions or need to follow up on anything in my reports.

Respectfully Submitted,

Carol Tripp, Port Accountant



**Port of Poulsbo  
Summary of Financial Statements  
For the Four Months Ending April 30, 2024**

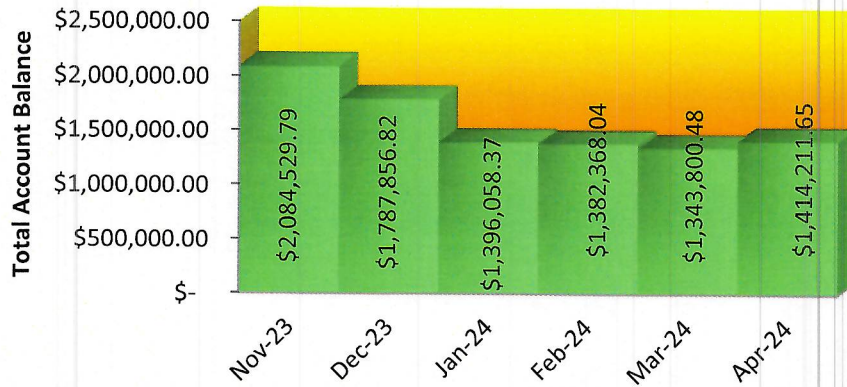
**ASSETS, LIABILITIES, EQUITY**

Cost of Capital Assets	\$ 12,153,387.55
Current Assets	1,439,970.07
<b>TOTAL ASSETS</b>	<b><u>\$ 13,593,357.62</u></b>
Current Liabilities	\$ 1,510.00
Long-Term Liabilities	5,021,651.48
<b>TOTAL LIABILITIES</b>	<b><u>\$ 5,023,161.48</u></b>
<b>TOTAL EQUITY</b>	<b><u>\$ 8,570,196.14</u></b>

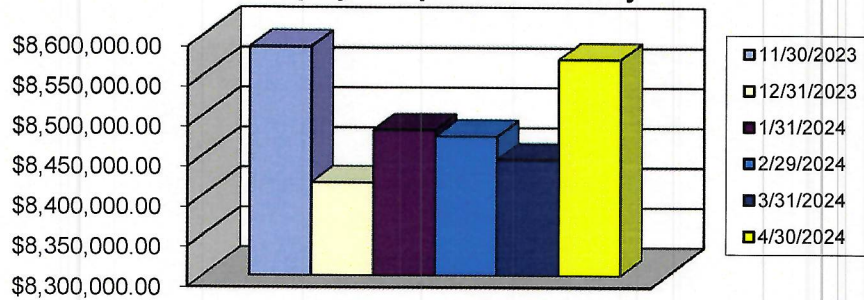
	<b>April</b>	<b>Year To Date</b>
<b>INCOME &amp; EXPENSES</b>		
Gross Profit	282,946.33	741,529.62
Operating Expenses	157,576.68	587,350.77
<b>NET GAIN/LOSS</b>	<b><u>\$ 125,369.65</u></b>	<b><u>154,178.85</u></b>
<b>CAPITAL IMPROVEMENTS</b>	<b>\$ 52,450.23</b>	<b>563,031.91</b>
Balances of Assets Accts <i>April 30, 2024</i>		
General Fund	\$ 105,805.30	
General Investment Fund	385,678.14	
Liberty Park Fund	12,671.09	
Park Investment Fund	2,562.38	
Remaining Fund Balances and other current assets	933,253.16	
	<b><u>\$ 1,439,970.07</u></b>	

**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



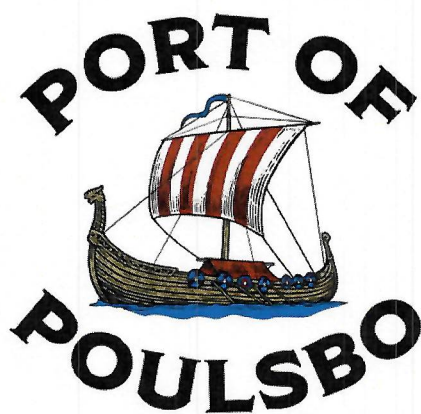
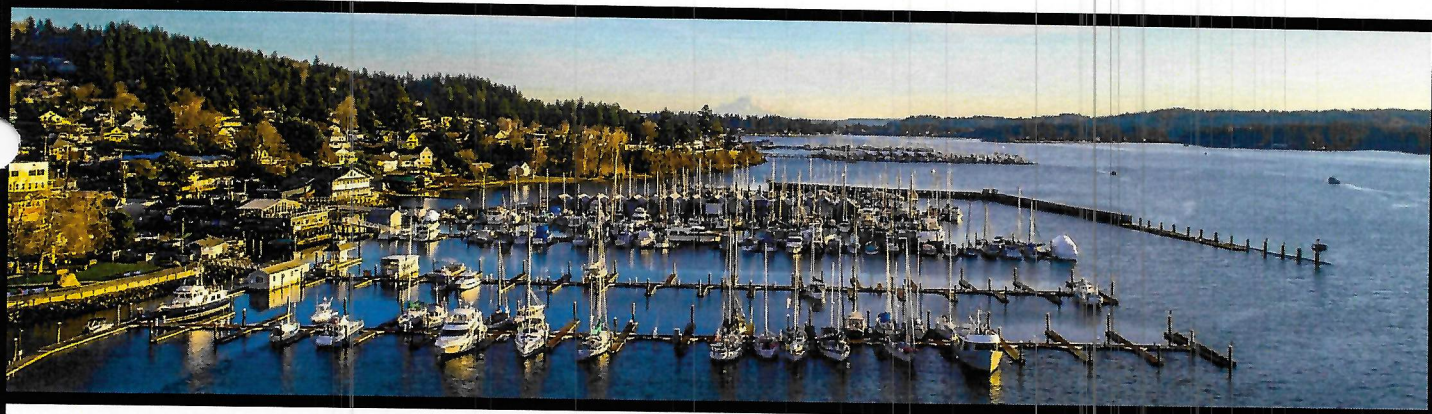
**CAPITAL ASSETS ARE BASED ON HISTORICAL COSTS AND DO NOT REPRESENT THE CURRENT FAIR MARKET VALUE OR REPLACEMENT COST.**

Policy Name	Expiration Date
Port Grievance & Appeal Policy	03/17/2025
Background Check Policy- Liveaboards	01/17/2020
Boat Survey Policy	10/05/2024
Conduct & Behavior Policy	08/05/2024
Delinquency Policy Addendum	11/16/2025
Employee Cash & Payment Handling Procedure	09/07/2025
Employee Performance Review Policy	03/17/2025
Free 4 Hour Stay	12/02/2024
Free Use of Guest Moorage Amenities	01/02/2016
Guest Moorage Cancellation & Refund Policy	11/21/2021
Hot Berthing Policy	12/02/2024
Boat Survey Policy	10/05/2024
Inclement Weather Policy	03/17/2025
Liberty Bay Enforcement Policy	06/01/2027
Liveaboard Application Review Policy	12/19/2022
Personnel Policy Manual	07/15/2024
Procurement & Public Works Policy	09/01/2024
Promotional Hosting Policy	06/17/2026
Public Records Request Policy	08/20/2023
Reserve Policy	12/19/2023
Slip Re-assignment Policy: For Families & Heirs	06/17/2026
Slip Wait List Policy	12/02/2024
Small Watercraft Storage Policy	06/01/2025
Temporary Liveaboard Transfer Policy	12/02/2024
Use of Port Tablet Policy	03/07/2027
Use of Social Media Policies	02/03/2025
Vehicle Policy	06/17/2026
Delegation of Authority Policy	09/01/2023
Handbook of Poulsbo Marina Regulations	03/07/2027
Handbook of Poulsbo Marina Regulations – GUEST Moorage	09/15/2019
Permanent Moorage Wait List Application	06/17/2022
Accident Prevention Program	10/28/2022
Handbook of Poulsbo Marina Regulations- Permanent Moorage	03/07/2027

Highlighted in yellow = expired, need review

Highlighted in blue = expiring shortly (less than 3 months)





WASHINGTON

**HARBORMASTER**

**\$75,000 - \$90,000**

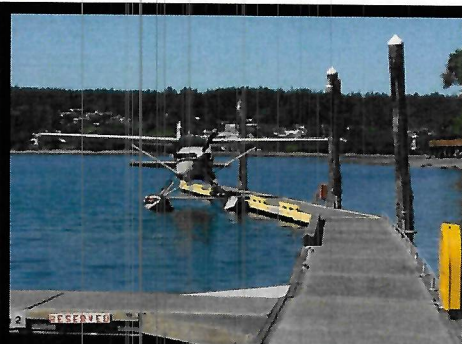
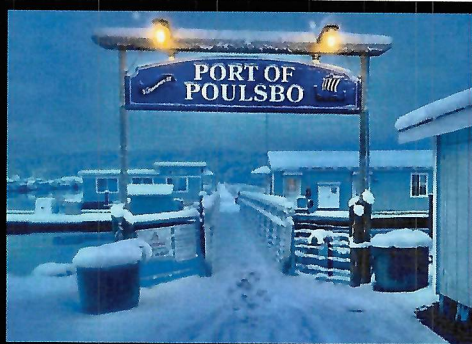
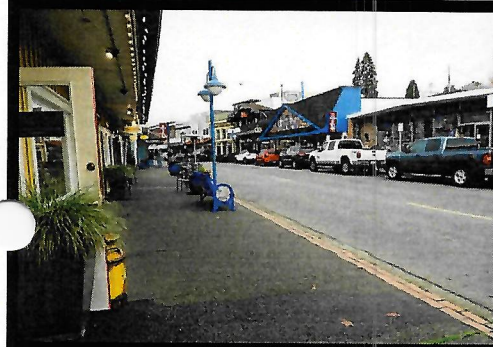
*Plus Excellent Benefits*

*Apply by*

**July 7, 2024**

*(First Review, Open Until Filled)*

**PROTHMAN**





## THE COMMUNITY



Poulsbo, Washington, is home to a population of 12,000 residents, and is located in the northern part of Kitsap County within a 4.5 square mile area. Liberty Bay, originally called Dog Fish Bay, along with the majestic, snow-peaked Olympic Mountains to the west brought the Scandinavians to settle in Poulsbo because the area was so similar to the fjords of Norway from which they were from.

Prior to Euro-American settlement, Poulsbo was in the heartland of the Suquamish People, who have lived in Puget Sound for thousands of years. Suquamish ancestors occupied villages and camps on the Liberty Bay shoreline over the past 5,000 years, hunted throughout the Poulsbo forests and floodplains, fished in bays and streams, and collected shellfish along the marine shoreline.

Today Poulsbo is a thriving community with many amenities that attract tourists and encourage people to move to this area. With its picturesque downtown core of historic storefronts and shopping areas at Poulsbo Village, along Viking Avenue, and in College Market Place, Poulsbo offers much to citizens and guests alike. These include several beautiful parks throughout the city, a boardwalk along Liberty Bay, the Valborg Oyen Public Library, three marinas, interesting gift shops, delicious bakeries, good schools including the Olympic College satellite campus, and panoramic views of Liberty Bay and the Olympic Mountains.

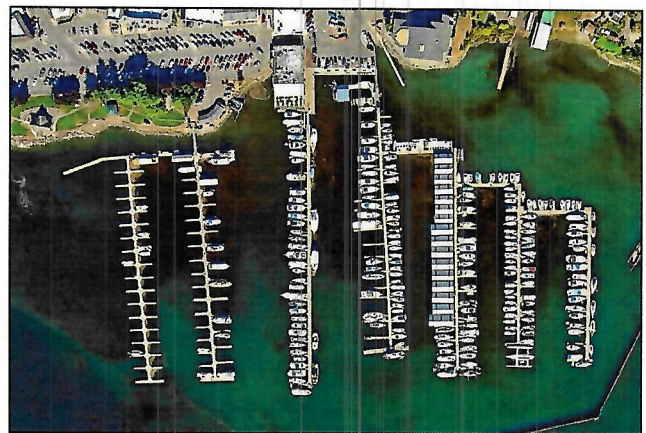
The Port of Poulsbo includes an active waterfront area located in the center of Poulsbo's commercial zone with fine restaurants, unique shopping areas, antique stores, the Marine Science Center, historic walking tours and waterfront trails. Residents and visitors can walk along the boardwalk on Liberty Bay and listen to the sound of seagulls, breathe in the fresh marine air, catch a glimpse of the Olympic Mountains, and watch the abundance of wildlife in and around beautiful Liberty Bay. The boardwalk also leads to an undisturbed park conservation area with native flora and fauna, a bird sanctuary, walking paths and picnic areas with room for all to enjoy.

## THE PORT

The Port of Poulsbo is governed by a 3-member Board of Commissioners elected at large from within the port district, serving staggered 6-year terms. Port commissions establish long-term strategies for a port district, and create policies to guide the development, growth, and operation of the port. The Board is also responsible for the port's annual budget, approving tax levy rates, and hiring professional staff members responsible for the port's daily functions.

The Port operates a first-class destination marina, the Poulsbo Marina, for both recreational and commercial vessels. The Port's popular mountain views are surrounded by numerous recreational opportunities including natural, historic, scenic, cultural and dining pleasures. Separated from the main body of Puget Sound through a narrow passage, it is indeed a safe harbor in a storm and is protected from the gales associated with the area. As one of the most popular places for boaters to visit in Puget Sound, the Poulsbo Marina consists of 7 docks providing a safe harbor for permanent and guest moorage. Visiting boaters enjoy a clean, well-run marina and a multitude of shops, galleries, and eateries all within a short walk of the marina.

The district of the Port of Poulsbo was formed in 1951. Since then, the marina has grown to include 7 main docks with 253 permanent slips, 130 transient slips and 15 boathouses. Marina features include water and power utilities, a seaplane base, kayak and canoe rentals, diesel and gasoline fuel facility, sanitation pump outs, laundry, restroom and shower facilities, launch ramp, and dedicated parking spaces. The port additionally owns an offsite parking lot on Jensen Way, complete with electric vehicle charging stations.



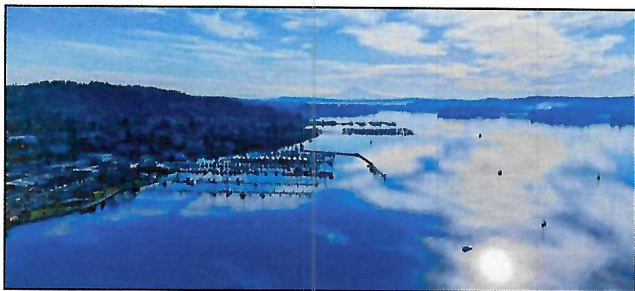


## THE POSITION

The Harbormaster is primarily responsible for managing the daily operations of Port facilities, including maintenance, guest moorage, and large-scale capital projects for all Port facilities. Authority is delegated by the Port Commission to the Harbormaster for the day-to-day administration of the Port regulations, policies, and business operations. The Harbormaster, in turn, may delegate specific responsibilities and authority for administration of associated duties to designated personnel. The new Harbor Master will supervise up to 9 individuals when the Port is fully staffed.

This position will work closely with the Port Accountant, who manages the Accounting Technician and Permanent Moorage Coordinator. While co-equal with the Harbor Master, the Port Accountant has separate authority under the Board of Commissioners, reports directly to the Board, and works independently from the Harbormaster. Attendance by the Harbor Master at Port Commission meetings is required twice per month, or as requested.

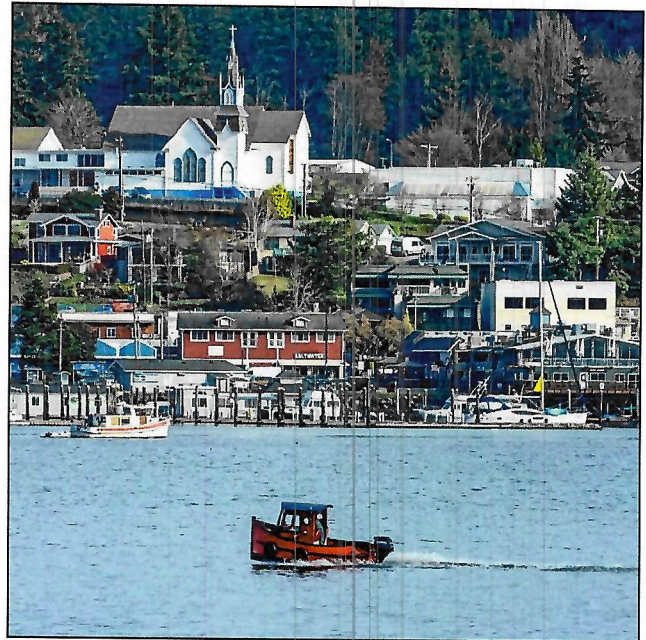
To review the main responsibilities of the Port's Harbormaster please click [here](#).



## THE IDEAL CANDIDATE

The Port is looking for candidates with proven honesty and integrity that have at least five (5) years of staff supervisory experience. The selected candidate will have a history of strong and proactive communication and be actively responsive to both the Commissioners and the public.

The ideal candidate will have management skills, diplomacy, and tact, and be able to represent the Port professionally. This person will have the ability to obtain local, state, federal, and philanthropic grants to support Port projects, and will understand and lead the Port through the significant environmental issues that all Ports must address.



The ideal candidate will have marine experience, likely as a boater, who understands and can address issues the Port faces such as maintaining reliable electric service on the docks, ensuring a safe and peaceful atmosphere and reinforcing a culture of safety and regulatory compliance. It is preferred that candidates have, or are willing to obtain, various certifications with the American Boating & Yachting Council, especially in electric, water & wastewater systems.

Candidates must be willing to "roll up their sleeves and get dirty when necessary". The ideal candidate will be out on the docks on a regular basis, ensuring that Port policy is enforced, and building a positive relationship with local law enforcement, to address issues including homelessness, boat squatters, trespassed individuals, abandoned boats, and over-zealous partiers.





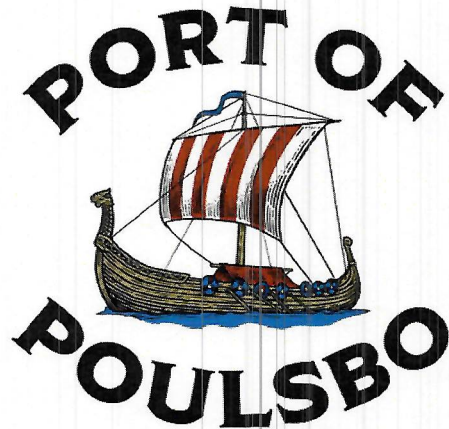
## COMPENSATION & BENEFITS

- **\$75,000 - \$90,000 DOQ**
- Full medical, dental, vision & prescription (\$81.38 per month) for family (90/10 plan).
- The Port has a simple IRA that matches dollar to dollar, up to 3% of gross wages.
- Accrued Paid-time-off (PTO) starts at the end of a probationary period. PTO starts at 16 hours per month and increases with longevity.
- 9 paid holidays with 2 additional personal holidays.

**For more information on  
the Port of Poulsbo and the region  
please visit:**

[www.portofpoulsbo.com](http://www.portofpoulsbo.com)

[www.visitkitsap.com/poulsbo](http://www.visitkitsap.com/poulsbo)



The Port of Poulsbo is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 7, 2024** (First Review, Open Until Filled.) Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to [www.prothman.com](http://www.prothman.com) and click on "Open Recruitments", select "Port of Poulsbo, WA – Harbormaster" and click "Apply Online," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.

**PROTHMAN**

[www.prothman.com](http://www.prothman.com)

371 NE Gilman Blvd., Suite 310  
Issaquah, WA 98027  
206.368.0050



**Washington State  
Department of Transportation**

Aviation Division  
7702 Terminal St SW  
Tumwater, WA 98501  
360-709-8015 / FAX: 360-709-8009  
Toll Free: 1-800-552-0666  
TTY: 1-800-833-6388  
[www.wsdot.wa.gov](http://www.wsdot.wa.gov)

June 3, 2024

18809 Front St. NW #1  
Poulsbo, WA 98370


Carol Tripp,

Thank you very much for supporting the 5010 Airport Master Review for Port of Poulsbo Marina Moorage. Collected information on Washington State airports and seaplane bases are forwarded to the FAA for use in publications such as the Chart Supplement (formerly known as the Airport/Facility Directory). The FAA recommends that an Airport Master Record 5010 Review be conducted every 3 years.

My May 13, 2024 Airport Master Record 5010 Form review and inspection showed that the seaplane base is well taken care of and consistently maintained.

Please contact me if you have any questions or have any concerns. I would be more than happy to assist you in any way. You may reach me by phone at 360-596-8954 or email at [john.macarthur@wsdot.wa.gov](mailto:john.macarthur@wsdot.wa.gov).

Sincerely,

  
John MacArthur  
WSDOT Aviation  
Aviation Planner

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

May 23, 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

\$92,644.17

23rd

day of

May 2024

  
Mark Singer (Jun 7, 2024 18:44 PDT)

Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Jun 7, 2024 22:00 PDT)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Jay Lawrence (Jun 7, 2024 20:54 PDT)

Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
18736	Kellie B. Osgatharp	385.78
18737	Recreational Boating Association of WA	5,000.00
18738	Prothman	6,166.66
18739	Bank of America	6,447.03
18740	VOID	
18741	CHS / Cenex	119.42
18742	CSD Attorneys at Law	2,016.00
18743	City of Poulsbo	3,478.53
18744	Cleanenergy Detail Cleaning LLC	260.00
18745	Coast to Coast Hardware	211.26
18746	Home Depot	401.02
18747	Napa/Westbay Auto Parts	675.38
18748	Office Depot Credit Plan	135.55
18749	DTG Recycle	33.57
18750	Olympic Springs	68.48
18751	Peninsula Fire	20.77
18752	PetroCard	36,429.83
18753	Premier Communications	646.78
18754	Propane Northwest	425.35
18755	PSE	4,297.94
18756	PUD #1 of Kitsap County	682.00
18757	Soundwest Engineering	22,746.25
18758	Home Depot Pro	962.66
18759	Tacoma Screw Products	503.91
18760	WWU	530.00
TOTAL		\$ 92,644.17

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 (Jun 10, 2024 08:43 PDT)

Port Auditor



PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

June 7, 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

\$208,848.02

7th day of

June 2024



Mark Singer, Commissioner

ATTEST:



Jamie Green, Commissioner

Cassidy Conners, Recording Secretary



Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
18761	Edward Jones	2,112.94
18762	Michael Chavarria	217.00
18763	Larry Bauman	15.70
18764	Larry Bauman	314.65
18765	Wendy Best	232.20
18766	Verizon	84.06
18767	James Grigg	186.14
18768	Bank of America	6,221.89
18769	City of Poulsbo	3,395.26
18770	Cleanenergy Detail Cleaning	260.00
18771	Coast to Coast Hardware	6.55
18772	Home Depot	572.75
18773	Kitsap Networking	2,510.00
18774	Mascott Equipment	1,793.78
18775	Mathews Electric	1,711.81
18776	Office Depot Credit Plan	92.20
18777	PetroCard	21,298.47
18778	Home Depot Pro	481.61
18779	T&C Diving	655.20
18780	Tacoma Screw Products	99.86
18781	Topper Industries Inc	166,370.95
18782	Dan Rivera	200.00
18783	Bill Jenks	15.00
TOTAL		\$ 208,848.02

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 (Jun 10, 2024 08:43 PDT)

Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

May 10, 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 10th day of May 2024.

\$13,311.79



Mark Singer, Commissioner



Jamie Green, Commissioner



Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
P13946	Sean P. Bauman	1,614.86
P13947	Kaitlyn Cook	1,636.07
P13948	Yordon I. Henry	1,132.83
P13949	Kelli M. Hodges	1,959.64
P13950	VOID	
P13951	Nicholas C. Mandeville	1,317.72
P13952	Jannese M. Hunt	1,439.35
P13953	VOID	
P13954	Daryll J. Trask	1,798.57
P13955	Carol L. Tripp	2,412.75
TOTAL		\$ 13,311.79

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 (Jun 10, 2024 08:43 PDT)  
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~



PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

May 24, 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 \$14,612.15 and from the General Fund, this 24th day of May 2024.



Mark Singer (Jun 7, 2024 18:44 PDT)

Mark Singer, Commissioner



Jamie Green (Jun 7, 2024 22:00 PDT)

Jamie Green, Commissioner



Jay Lawrence (Jun 7, 2024 20:54 PDT)

Jay Lawrence, Commissioner

| Voucher # | Claimant               | Amount       |
|-----------|------------------------|--------------|
| P13956    | Sean P. Bauman         | 1,604.99     |
| P13957    | Kaitlyn Cook           | 1,633.77     |
| P13958    | Yordon I. Henry        | 1,119.54     |
| P13959    | Kelli M. Hodges        | 1,959.45     |
| P13960    | VOID                   |              |
| P13961    | Nicholas C. Mandeville | 1,317.37     |
| P13962    | Jannese M. Hunt        | 1,431.65     |
| P13963    | VOID                   |              |
| P13964    | Daryll J. Trask        | 1,813.98     |
| P13965    | Carol L. Tripp         | 2,412.06     |
| P13966    | Jamie R. Green         | 481.15       |
| P13967    | Jason A. Lawrence      | 481.15       |
| P13968    | Mark E. Singer         | 208.35       |
| P13969    | Cassidy P. Conners     | 148.69       |
| TOTAL     |                        | \$ 14,612.15 |

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 (Jun 10, 2024 08:43 PDT)

Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

June 7, 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

\$15,679.76

and from the General Fund, this 7th day of June 2024.



Mark Singer, Commissioner



Jamie Green, Commissioner



Jay Lawrence, Commissioner

| Voucher # | Claimant               | Amount       |
|-----------|------------------------|--------------|
| P13970    | Sean P. Bauman         | 1,612.04     |
| P13971    | Kaitlyn Cook           | 1,634.70     |
| P13972    | Hannah E. Harness      | 1,269.60     |
| P13973    | Yordon I. Henry        | 1,269.54     |
| P13974    | Kelli M. Hodges        | 1,960.35     |
| P13975    | VOID                   |              |
| P13976    | Nicholas C. Mandeville | 1,330.02     |
| P13977    | Kellie B. Osgatharp    | 924.35       |
| P13978    | Jannese M. Hunt        | 1,372.49     |
| P13979    | VOID                   |              |
| P13980    | Daryll J. Trask        | 1,893.21     |
| P13981    | Carol L. Tripp         | 2,413.46     |
| TOTAL     |                        | \$ 15,679.76 |

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 (Jun 10, 2024 08:43 PDT)

Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~



PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

May 10, 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

\$3,856.84

and from the General Fund, this 10th day of May 2024.

  
Mark Singer (Jun 7, 2024 18:44 PDT)

Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Jun 7, 2024 22:50 PDT)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Jay Lawrence (Jun 7, 2024 20:54 PDT)

Jay Lawrence, Commissioner

| Voucher #   | Claimant                    | Amount     |
|-------------|-----------------------------|------------|
| EFT 5/10/24 | US Treasury/Financial Agent | \$3,856.84 |
| TOTAL       |                             | \$3,856.84 |

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 (Jun 10, 2024 08:43 PDT)

Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

May 10, 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

\$14,104.00

and from the General Fund, this 10th day of May 2024.

  
Mark Singer (Jun 7, 2024 18:44 PDT)

Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Jun 7, 2024 22:00 PDT)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Jay Lawrence (Jun 7, 2024 20:54 PDT)

Jay Lawrence, Commissioner

| Voucher #   | Claimant                           | Amount      |
|-------------|------------------------------------|-------------|
| EFT 5/10/24 | Washington Teamsters Welfare Trust | \$14,104.00 |
|             | TOTAL                              | \$14,104.00 |

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.

  
Carol Tripp (Jun 10, 2024 08:43 PDT)

Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

May 24, 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

\$10,708.34

and from the General Fund, this

24th day of

May 2024



Mark Singer, Commissioner

ATTEST:



Jamie Green, Commissioner


Cassidy Conners, Recording Secretary



Jay Lawrence, Commissioner

| Voucher #   | Claimant                    | Amount      |
|-------------|-----------------------------|-------------|
| EFT 5/24/24 | US Treasury/Financial Agent | \$10,708.34 |
| TOTAL       |                             | \$10,708.34 |

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 (Jun 10, 2024 08:43 PDT)  
Port Auditor

~~~ EFT ~~~



PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

May 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

\$7,560.94

and from the General Fund, this 25th day of May 2024.



Mark Singer, Commissioner

ATTEST:



Jamie Green, Commissioner

Cassidy Conners, Recording Secretary



Jay Lawrence, Commissioner

| Voucher #   | Claimant                       | Amount     |
|-------------|--------------------------------|------------|
| EFT 5/25/24 | WA State Department of Revenue | \$7,079.12 |
| EFT 5/25/24 | WA State Department of Revenue | \$481.82   |
| TOTAL       |                                | \$7,560.94 |

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 (Jun 10, 2024 08:43 PDT)

Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

June 7, 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

\$4,471.33

and from the General Fund, this

7th day of

June 2024



Mark Singer, Commissioner

ATTEST:



Jamie Green, Commissioner

Cassidy Conners, Recording Secretary



Jay Lawrence, Commissioner

| Voucher #  | Claimant                    | Amount     |
|------------|-----------------------------|------------|
| EFT 6/7/24 | US Treasury/Financial Agent | \$4,471.33 |
| TOTAL      |                             | \$4,471.33 |

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 (Jun 10, 2024 08:43 PDT)  
Port Auditor

~~~ EFT ~~~

**PORT OF POULSBO**  
**Kitsap County, Washington**  
**RESOLUTION 2024-03**  
**DATED: JUNE 6, 2024**

**WHEREAS**, the Port Auditor recently audited the petty cash and the change funds on May 24, 2024; and

**WHEREAS**, the revolving cash fund has changed with the addition of the breakwater; and

**WHEREAS**, the Port is going to start using two cash drawers in the Breakwater office to ensure employee accountability; and now, therefore,

**BE IT RESOLVED**, the Port Manager Revolving Fund be increased as follows:

|  |              |
|--|--------------|
| Petty Cash                                 | \$100        |
| Change Fund                                | \$80         |
| Cash Drawer – Fuel Dock                    | \$100        |
| Cash Drawer – Guest Moorage 'A'            | \$100        |
| Cash Drawer – Guest Moorage 'B'            | \$100        |
| Cash Drawer - Breakwater Guest Moorage 'A' | \$100        |
| Cash Drawer – Breakwater Guest Moorage 'B' | \$100        |
| <b>TOTAL</b>                               | <b>\$680</b> |

**ADOPTED** by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 6<sup>th</sup> day of June 2024, and duly authenticated in open session by the signature of the Commissioners voting in favor thereof.

  
Mark Singer (Jun 7, 2024 18:43 PDT)

Mark Singer, President

  
Jamie Green (Jun 7, 2024 21:59 PDT)

Jamie Green, Commissioner

  
Jay Lawrence (Jun 7, 2024 20:49 PDT)

Jay Lawrence, Commissioner