

# VIRTUAL MEETING VIA ZOOM

## Poulsbo Port District – Port Commission

Subject	<b>*REMOTE* Regular Meeting Agenda</b>	Date	<b>January 20, 2022</b>
Recorder	<b>Cassidy Connors</b>	Start Time	<b>7:00 PM</b>
Commission Chair	<b>Thomas Rose</b>	End Time	<b>9:00 PM</b>
Commission Members	<b>Jamie Green, Mark Singer</b>		
Staff Present	<b>Carol Tripp, Port Accountant &amp; Mgr.</b>		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	<b>CALL TO ORDER</b>	
2.	<b>COMMISSIONER COMMENTS</b>	
3.	<b>PUBLIC COMMENTS (limit of 3 minutes)</b>	
4.	<b>POULSBO BOATER'S ASSOCIATION REPORT</b>	
5.	<b>CONSENT AGENDA ITEMS</b> (Next Res: 2022-01) 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: 1.6.22 B. Warrants: 17587 – 17608, P13189 – P13198, EFT 1/21/22, EFT 1/25/22, EFT 1/25/22 (2) in the amount of \$75,857.92.	
6.	<b>OLD BUSINESS ITEMS</b> A. Breakwater Updates	
7.	<b>NEW BUSINESS ITEMS</b> A. Commissioner responses to public comments/discussions B. Poulsbo Farmers Market – Commissioner Green C. Accounting & Manager's Report	
8.	<b>PUBLIC COMMENT &amp; REQUESTS FOR FUTURE AGENDA ITEMS</b>	
9.	<b>COMMISSIONER COMMENTS</b>	
10.	<b>ADJOURN</b>	

<https://us02web.zoom.us/j/84016680022>

Meeting ID: 840 1668 0022

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The Port of Poulsbo provides a time for citizen input during, 'Public Comments.' Please limit yourself to three (3) minutes per person. If you wish to address the Commission, please speak clearly. The Commission is committed to maintaining a meeting atmosphere of mutual respect and speakers are encouraged to honor this principle. The

Board will address public comments during 'New Business Items – public comments.' If you wish to attend the Commission meeting and require physical accommodations in order to do so, please call (360) 779-9905 by 9 a.m. the day of the meeting.

# VIRTUAL MEETING VIA ZOOM

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**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.**

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**Present:** Commissioner Rose, Commissioner Singer, Commissioner Green, Port Accountant Tripp, Dave Musgrove, Pam Benson – PBA, John Piccone, Poulsbo Farmers Market Representatives

**Call to Order 07:00pm**

**Public Comments**

Councilman Musgrove wondered about any progress securing a date for the joint Port/City meeting.

**Commissioner Comments**

Commissioner Singer said he is receiving calls from people who are impressed with meeting with port staff and Commissioners.

Commissioner Green will have an update from the business recovery task force meeting at the next meeting in February. She met with the Poulsbo Farmers Market, and they'll be presenting this evening.

Commissioner Rose said the joint meeting with the Fire Department went well with possible options regarding the City Welfare Director. He appreciates the dialogue.

**Poulsbo Boater's Association**

The association gave their report.

**Consent Agenda**

**Motion:** Move to approve minutes from January 6<sup>th</sup>, 2022, as written with current change.

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

Motion passed unanimously.

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

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

Motion passed unanimously.

**Old Business Items**

**Breakwater Updates**

Mr. Piccone said things are going well on the breakwater project. He has received quite a bit of interest in the project. There have been a lot of good questions and RFIs for information. The bid date is currently scheduled for Thursday, February 3<sup>rd</sup>. Mr. Piccone suggested possibly extending the open bidding from Thursday, February 3<sup>rd</sup> to Friday, February 11<sup>th</sup> to allow for getting questions answered and providing information being requested. He wants to ensure

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everyone asks all the questions they can think of and do their best to provide a good bid price that they're confident about. Regardless of the open bid date, barring any unusual circumstances, Mr. Piccone said he would be ready to recommend a contractor to the board at the February 17<sup>th</sup> meeting. There are three key steps that follow: notice of award, providing more documents, and providing the notice to proceed. Those three steps typically take 2-3 weeks, but occasionally stretch to 3-4 weeks.

Mr. Piccone has required a mandatory pre-bid meeting, which will be held Friday, January 21<sup>st</sup>. He will also schedule a make-up meeting next week on Tuesday for those who weren't able to attend the first one. The purpose of this meeting is to verify prime bidders have inspected the worksite. He doesn't want bidders out there not knowing what is going on. The pre-bid meeting involves walking C Dock – AA Dock, the breakwater itself, and tour the existing breakwater floats that will be refurbished. The pre-bid meeting is only for bonafide contractors that are currently on the plan holder's list. This meeting is not at all intended for folks interested in the project.

National Marine Fisheries Services has begun doing something on the project. Mr. Piccone received their biological opinion on January 11<sup>th</sup>. Not surprisingly, the opinion was heavily skewed in accordance with internal agendas. After waiting for them for over two years now, they issued the opinion on January 11<sup>th</sup> and set a deadline of January 17<sup>th</sup> for a response to the opinion – which was lengthy and loaded with gross errors and mistakes. It's good that the Port has their attention, but it wasn't all good news. Mr. Piccone pointed out everything he believed was incorrect, and the reply to the opinion was submitted on the 17<sup>th</sup>. He is now waiting again for either concurrence or rebuttal of the corrections made to the opinion. This step is necessary to do all the work planned, mainly the 30' finger piers and floating restroom. It would be nice to have that rolled into a single phase of construction.

#### **New Items**

##### **Commissioner Responses to public comments/discussions**

There were none.

##### **Poulsbo Farmers Market**

Commissioner Green introduced Claire and Darice from the Poulsbo Farmers Market. Darice is the president and a vendor for the Poulsbo Farmers Market. She explained the socio-economic benefits of a successful farmers market. Darice also explained that the Poulsbo Farmers Market is struggling to find a new location for the market as there is a troubling piece of legislation that is preventing them from staying in their current location. They requested use of the Jensen Way parking lot on Saturdays during the farmers market season.

Port Accountant Tripp was curious about how to create a designated handicapped parking space for the farmers market that is not in the meeting area. That would require the City of Poulsbo allowing one of the street parking spaces to be marked as handicapped. Another

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concern Port Accountant Tripp had is the Port has a legal agreement with the City stating liveboard tenants have designated parking spots, and that would be a big hurdle to address in making the farmers market possible in the parking lot.

Commissioner Rose addressed his concern of where boaters are to park their trailers on Saturdays, and where liveboards would be allowed to park, too. He wondered what other options may be.

Commissioner Singer said there are regulation laws regarding designated spots for liveboards. The Port also just spent \$600,000 on a new boat ramp, along with a fee for use, and people probably won't like not having a spot to park their boat trailers on Saturdays. He supports farmers markets and supports their goals, but from the legal aspects of what's been contracted, it is going to make things much more difficult to accommodate.

Commissioner Green recognized the stigma that surfaced when the Port purchased the lot because taxpayers felt only the boating community was being served. Allowing the farmers market to use the parking lot would help shift taxpayers away from that stigma. Serving the community is a wonderful opportunity and specifically within the business economic development of the community. She is very in support of the idea and believes it would be smart for the Port in the long run.

Darice explained the board has been looking for more than a year for an alternative location. Discussion followed about the possibility of using the Waterfront Park. The idea has been already turned down by the Mayor but it was encouraged to attempt and pursue conversation about that location again. It all comes down to coming up with the right idea that will stick. Darice clarified that, depending on what happens with the legislation, the farmers market will be able to stay at the Gateway parking lot until mid-June. The market will have to shut down after that unless a new location is found, even if temporary. Councilman Musgrove would like to be involved on how he can support the farmers market finding a new location. The board said they would follow up on the legalities of the request in the next two weeks at the February 3<sup>rd</sup> meeting.

**Maintenance Report**

See attached.

**Accounting & Manager's Report**

See attached.

**Public Comments/Request for Future Agenda Items**

There were none.

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**Commissioner Comments**

Commissioner Rose told Commissioner Green he wants the board to be the people who find a solution for the Poulsbo Farmers Market. He is for the market wholeheartedly, but the solution needs to be on a good foundation and not where it'll be causing other problems.

Commissioner Green said to continue being safe out there. COVID numbers are on the rise. She is looking forward to revisiting the business task force meeting.

Commissioner Singer appreciates the farmers market enlightening him on current issues.  
Farmers markets

**Final Adjournment 8:39pm**

*Thomas K. Rose*

Thomas K. Rose (Feb 8, 2022 14:15 PST)

Thomas Rose, Commissioner

*Jamie Green*

Jamie Green (Feb 8, 2022 09:41 PST)

Jamie Green, Commissioner

*Mark Singer*

Mark Singer (Feb 8, 2022 13:31 PST)

Mark Singer, Commissioner

\_\_\_\_\_  
Cassidy Conners, Recording Secretary (Not in Attendance)

## Accounting & Manager Report January 20, 2022

- Maintenance Report – Eugene Madayag

Maintenance in progress or completed for the month of January:

- Basic ongoing maintenance of docks, fuel barge and restrooms.
- Water to all permanent moorage is complete, although we will be doing more winterizing to some areas of piping. I.e., insulation wrap and adding more ball valves.
- Still waiting on main connection hose for guest moorage, should be here end of week or first of next week.
- Will be going back to electrical checks to docks now that water lines on permanent moorage are ok.
- The fascia boards on A and AA had been checked and fixed as necessary just before Christmas.

Maintenance to be Scheduled:

- Moving forward with some basic ABYC training/refresh of marine electrical for Bruce and myself.
- Concrete spalling throughout all docks (spring)
- Will be calling PSE to discuss an added breaker switch to be able shut down E and F dock transformers for safety/emergency.
- Section of pump out line on C dock need replaced.
- Monthly check of breakwater light and solar batteries.

- Permanent Moorage Report – Melanie Winnett

Completed website updates. Currently half of the waiting list has renewed already but we did receive several phone calls during the last week of December asking for an extension of time to send in payment due to the winter weather.

Fuel Transfer Report has been completed and sent into the Department of Ecology.

A tire, filled with Styrofoam was picked up out of the water, possibly coming from the newly repaired floats at the Viking House.

As a reminder, please come into the office and exchange your parking permit for a new 2022 pass.

- Guest Moorage Report – Jannese Hunt

Last week with the promise of a decent weather forecast & 3-day weekend, the boating community came out to enjoy Poulso. This resulted in 74 boat nights & 12 four-hour stays. Currently we are working with the Bellevue Yacht Club and their upcoming rendezvous. They are excited to participate in the Valisblot Viking Bonfire & Parade in February.

The most exciting news has come from Kathi Foresee with the Chamber of Commerce. She has confirmed that Viking Fest is back this year! We had a very productive meeting this week. Kathi is checking with her insurance underwriter to see if the Paddle Poulso can be added to the Viking

Fest – 3<sup>rd</sup> of July Committee. This is a very important development! We really do hope to grow the Paddle Poulsbo Event. Additionally, they are interested in working with the port and the Vikings to make Julefest and Valisblot larger events that benefit the port and the town. We are having a lot of interest with Yacht Clubs for this year. Presently we have 29 reservations. Additionally, there are several weekends that the marina will be over 80% capacity with just yacht clubs.

This coming weekend will be near perfect boating weather so guest moorage is expecting a very busy weekend!

Our first quarter Newsletter will be completed and sent out the first week of February.

#### Accounting & Manager Report –

Mtg with Fire Dept to discuss moving FD Boathouse out further towards the bay. Also discussed requirements of the new fire line and the Fire Marshall's demands of the fire system.

Mtg with the Parks Dept to discuss the future possibilities of the Sailing Team at the Port of Poulsbo.

Have completed all the 4<sup>th</sup> Qtr Federal and State tax returns except for the Excise Tax Return and I expect to have that finalized shortly.

The Pumpout boat has been completely serviced and is ready to be put in the water. I spoke with Foss Marina regarding their program of using a Pumpout boat. Out of all of my research, I believe their setup is the simplest and would be easiest to implement for the Port of Poulsbo. At this time, the schedule will be set at two days a week and all appointments would be made via our website. Again, we still have some website set up to do and we will notify all licensee's when this service is available.

As a reminder, Paul Weyn from NW Mobile Pumpout submitted a proposal, which I forwarded to the Board on December 7, 2021, outlining what services he could provide, and the estimated costs associated with his service. (See spreadsheet comparison) Is further discussion needed regarding this or possibly a workshop?

The office staff have been receiving calls regarding missing payments which have been issued by licensee's banks. The Port staff check our mailbox every day and payments are posted to licensee's accounts each day. For example, we received an envelope on January 14, 2022, with a small batch of checks in it. The payment dates of the checks included in that envelope were:

01/04/2022  
01/04/2022  
01/10/2022  
01/12/2022

Another small batch of checks received on January 14, 2022, with the dates of:

01/03/2022  
01/07/2022



Please remember that the Port posts your payment the day that we receive it. Postal or Bank delays are unfortunate but are not under the control of the Port and do not show cause to remove late fees assessed on your account.

Multiple meetings with Northwest Municipal Advisors and Bond Counsel have resulted in a draft resolution being prepared early next week for Commission review and initial reading at the next Board meeting of February 3rd. Timberland Bank provided the best loan package vs Kitsap Bank. (See term sheets and schedule of events)

Respectfully Submitted,

Carol Tripp  
Port Accountant, Auditor & Treasurer  
Executive Director

**PORT OF POULSBO**

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370


Kitsap County, WA

January 8, 2022

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$30,230.68 and from the General Fund, this 8th day of January 2022.

  
Mark Singer (Jan 21, 2022 11:11 PST)  
Mark Singer, Commissioner

ATTEST:


  
Jamie Green (Jan 21, 2022 10:46 PST)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Thomas K. Rose (Jan 21, 2022 14:38 PST)  
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
17587	Kevin Barney	323.60
17588	Edward Graham	335.20
17589	Puget Sound Energy	5,921.10
17590	City of Poulsbo	1.00
17591	Airgas USA LLC	62.35
17592	Bank of America	2,425.38
17593	CHS Inc/Cenex	87.71
17594	City of Poulsbo	2,677.35
17595	Coast to Coast Hardware	16.34
17596	Critter Ridders Pest Control	2,291.10
17597	HD Fowler Co	893.19
17598	Home Depot	318.49
17599	Keco Pump & Equipment	127.90
17600	Kitsap County Auditor	5,167.34
17601	Office Depot	60.63
17602	Olympic Springs Inc	43.33
17603	PetroCard	8,462.90
17604	Platt	213.44
17605	Propane Northwest	168.33
17606	PUD #1 of Kitsap County	345.00
17607	CenturyLink	72.61
17608	Tacoma Screw Products Inc	216.39
<b>TOTAL</b>		<b>\$ 30,230.68</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 (Jan 21, 2022 09:51 PST)  
Port Auditor

PORT OF POULSBO


PAYMENT VOUCHER


Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA

January 7, 2022

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$13,017.15 and from the General Fund, this 7th day of January 2022.

  
Mark Singer (Jan 21, 2022 11:11 PST)  
Mark Singer, Commissioner

  
Jamie Green (Jan 21, 2022 10:46 PST)  
Jamie Green, Commissioner

  
Thomas K. Rose (Jan 21, 2022 14:38 PST)  
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P13189	Christopher C. Henry	1,029.53
P13190	Christopher C. Henry	0.00
P13191	Kelli M. Hodges	1,749.55
P13192	Eugene F. Madayag	1,580.68
P13193	Nicholas Mandeville	857.21
P13194	Jannese M. Hunt	1,355.00
P13195	Bruce Riley	1,167.88
P13196	Brian T. Smith	1,106.71
P13197	Carol L. Tripp	2,439.02
P13198	Melanie I. Winnett	1,731.57
TOTAL		<b>\$ 13,017.15</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 (Jan 21, 2022 09:51 PST)  
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA January 21, 2022

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$4,120.94 and from the General Fund, this 21st day of January 2022.

Mark Singer  
Mark Singer (Jan 21, 2022 11:11 PST)  
Mark Singer, Commissioner

ATTEST:

Jamie Green  
Jamie Green (Jan 21, 2022 10:46 PST)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas K. Rose  
Thomas K. Rose (Jan 21, 2022 14:38 PST)  
Thomas Rose, Commissioner

| Voucher #   | Claimant                    | Amount            |
|-------------|-----------------------------|-------------------|
| EFT 1/21/22 | US Treasury/Financial Agent | \$3,916.48        |
| EFT1/21/22  | DSHS                        | \$204.46          |
| TOTAL       |                             | <b>\$4,120.94</b> |

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

Carol Tripp  
Carol Tripp (Jan 21, 2022 09:51 PST)  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA January 25, 2022

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$22,813.87 and from the General Fund, this 25th day of January 2022.

Mark Singer  
Mark Singer (Jan 21, 2022 11:11 PST)  
Mark Singer, Commissioner

ATTEST:

Jamie Green  
Jamie Green (Jan 21, 2022 10:46 PST)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas K. Rose  
Thomas K. Rose (Jan 21, 2022 14:38 PST)  
Thomas Rose, Commissioner

| Voucher #   | Claimant                       | Amount             |
|-------------|--------------------------------|--------------------|
| EFT 1/25/22 | WA State Department of Revenue | \$22,813.87        |
|             | TOTAL                          | <b>\$22,813.87</b> |

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

Carol Tripp  
Carol Tripp (Jan 21, 2022 09:51 PST)  
Port Auditor

\*\*\* EFT \*\*\*

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA January 25, 2022

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$5,675.28 and from the General Fund, this 25th day of January 2022.

Mark Singer  
Mark Singer (Jan 21, 2022 11:11 PST)  
Mark Singer, Commissioner

ATTEST:

Jamie Green  
Jamie Green (Jan 21, 2022 10:46 PST)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas K. Rose  
Thomas K. Rose (Jan 21, 2022 14:38 PST)  
Thomas Rose, Commissioner

| Voucher #   | Claimant                       | Amount            |
|-------------|--------------------------------|-------------------|
| EFT 1/25/22 | Employment Security Department | \$704.32          |
| EFT 1/25/22 | Dept of Labor & Industries     | \$4,672.57        |
| EFT 1/25/22 | Paid Family Leave              | \$298.39          |
| TOTAL       |                                | <b>\$5,675.28</b> |

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

Carol Tripp  
Carol Tripp (Jan 21, 2022 09:51 PST)  
Port Auditor

~~~ EFT ~~~