

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

Subject	*HYBRID* Regular Meeting Agenda	Date	October 19, 2023
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	Eugene Madayag, Port Manager		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	COMMISSIONER COMMENTS	
3.	PUBLIC COMMENTS (limit of 3 minutes)	
4.	POULSBO BOATER’S ASSOCIATION REPORT	
5.	CONSENT AGENDA ITEMS (Next Res: 2023-07) 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: 10.5.23 B. Warrants: 18460 – 18483, P13738 – P13749, 10/10/23 EFT, 10/13/23 EFT in the amount of \$61,987.86.	
6.	OLD BUSINESS ITEMS	
7.	NEW BUSINESS ITEMS	
	A. Commissioner Responses to public comments/discussions	
	B. Rules and Regs Discussion	
	B. Manager’s Report	
8.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
9.	COMMISSIONER COMMENTS	
10.	ADJOURN	

<https://us02web.zoom.us/j/86080673597>

Meeting ID: 860 8067 3597

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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 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.

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PORT OF POULSBO
REGULAR MEETING MINUTES
OCTOBER 19, 2023
7:00 PM

Present: Commissioner Rose, Commissioner Green, Port Manager Madayag, Port Accountant Carol Tripp

Call to Order 7:00pm

Commissioner Comments

Commissioner Green shared fall festivities taking place, including the trick or treating downtown Poulsbo on the 31st, from 4-6pm.

Commissioner Singer was on AA Dock when the first 50' finger pier arrived. The Port is waiting on the 30' finger piers. It's been a long route getting to where things are now.

Commissioner Rose was encouraged by news that Eugene will be sharing during his Manager's Report toward the end of the meeting. He wants to focus on Rules and Regulations tonight. With the way things are going in the world, the Port has an opportunity to do good.

Public Comments

Jay said he is glad to be at the meeting and that the board is reviewing the Rules and Regulations. He agrees word adjustments are necessary and he does disagree with some things in the document.

Craig understands the need to update the Rules and Regulations. He feels that the topic should be put off until after the new Commissioner is on board. He also thinks tenants, lessees, and Commissioners should form a joint committee to discuss Rules and Regulations.

Thomas liked what was said about taking time to review the Rules and Regulations and thinks licensees and Commissioners working together is an excellent idea. It's wise to bring things to the public eye, too, because there are a lot of people who are anchoring out who are scared of the Port, and they shouldn't be.

Gary said everybody who signed the contract should get a chance to communicate any changes that go into the Rules and Regulations.

Paul made a comment, but the audio cut out.

Poulsbo Boater's Association

The association gave their report.

Consent Agenda

Motion: Move to approve the meeting minutes of October 5, 2023, and the warrants as read.

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

PORT OF POULSBO
REGULAR MEETING MINUTES
OCTOBER 19, 2023
7:00 PM

Motion passed unanimously.

New Business Items

Commissioner Responses to Public Comments/Discussions

Commissioner Singer said, regarding documentation operations, each document has a review periodicity anywhere between 1-4 years. Now it's time to review the Rules and Regulations. He agrees with many of the PBA comments. Part of what happens in today's Rules and Regulations is everyone who signs a copy receives a copy. He encourages everyone, once the document is updated, and prior to it being updated, to follow the Rules and Regulations. The Port has employees sign an agreement when they're hired that states what they're allowed/not allowed to do regarding interactions they're allowed to have/not have when dealing with other Port employees, the public, and lessees. The employees are required to sign it and are held responsible to that document. Said agreement is stricter than the Rules and Regulations. Every employee is required to adhere to it. Everyone knows the Port has had issues with employees. The Port does utilize a legal document for its employees.

Commissioner Green clarified that any member of public is allowed to become a member of the PBA. Regarding Rules and Regulations, the board is only discussing the topic this evening. This doesn't mean the topic will be voted on. She isn't aware of what other notice is required than what has been provided for the discussion of the topic. She's glad the PBA gave their insight.

Commissioner Singer said the Commission cannot be at a meeting together unless it's an official Port meeting. The board has to start somewhere regarding Rules and Regulations, and that's why the topic is on the agenda: to discuss it.

Commissioner Rose thinks it would be wise to have a committee condense things down to a manageable report to provide to the Commission as a whole, so the board can act on it. It would be best to have it in a controlled fashion with the limited time the board has together. He would like to go through it and address things. He also looked at 25 individual Ports, both public and private.

Rules and Regulations Discussion

Eugene said there isn't anything in the Rules and Regulations that is detrimental. There are things that he's seen that aren't supposed to happen, but he can't do anything about it because there's no mention within the Rules and Regulations. There are people who have worked on boats and boaters can't afford to take their boats elsewhere to sand the railing, and they're trying to be clean about it. He needs help with knowing how to handle situations. If anything needs to change to make sense, that's all Eugene is looking for.

PORT OF POULSBO
REGULAR MEETING MINUTES
OCTOBER 19, 2023
7:00 PM

Commissioner Rose said he wants to focus on the items we have questions about or need to address. Commissioner Green said clarifying verbiage is a great idea. We will not condone offensive conduct. We need to give reference to the policy for employees and staff. Licensees must provide and maintain current contact information to the Port. Regarding board vessels, there needs to be a timestamped document demonstrating the Port's communication attempt with the boat owner. *(Audio was very distorted.)* Eugene said in the years he's been at the Port he has boarded one boat and that was to assist in tying it up. There was some conversation around fishing concerns. *(Audio from the first recording cut out the last five minutes.)*

Motion: Move to refer back to staff to collate and annotate changes and updates *(audio cut out)* via public input at a later date for final approval.

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

Motion passed unanimously.

Manager's Report

See attached.

Public Comments & Requests for Future Agenda Items

Nico said, regarding Commissioner Singer's comment about the Port agreement with employee conduct, there's still no agreement between lessees and employees. The ball remains in the Port's court and the manager enforces rules with the employees. In the Rules and Regulations, the bad behavior needs to not be tolerated toward lessees.

There was a comment about a lot of talk regarding security and the burden placed on the Port to provide the best security possible. At the same time as those comments, it's also said that whatever the Port provides isn't sufficient while acknowledging sufficiency would be too restrictive. It would be helpful to figure out how to encourage the entire community to participate.

Aaron recommended sending out information about security events so the Marina is aware and paying attention.

(Audio was periodically distorted and difficult to understand; apologies for any missed comments.)

Commissioner Comments

Commissioner Singer enjoyed the meeting. He wants to continue enjoying the meetings and is looking forward to the Marina continuing to become cleaner and more organized.

Motion: Move to adjourn

PORT OF POULSBO
REGULAR MEETING MINUTES
OCTOBER 19, 2023
7:00 PM

Moved by: Commissioner Rose **Seconded by:** Commissioner Singer

Motion passed unanimously.

Adjourn 8:39pm

Thomas K. Rose
Thomas K. Rose (Nov 20, 2023 17:56 PST)

Thomas Rose, Commissioner & Chairman

Jamie Green
Jamie Green (Nov 20, 2023 11:07 PST)

Jamie Green, Commissioner

Mark Singer
Mark Singer (Nov 20, 2023 17:49 PST)

Mark Singer, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA October 20, 2023

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 \$31,214.88 and from the General Fund, this 20th day of October 2023.

Mark Singer
Mark Singer (Oct 20, 2023 17:19 PDT)
Mark Singer, Commissioner

ATTEST:

Jamie Green
Jamie Green (Oct 20, 2023 17:05 PDT)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas K. Rose
Thomas K. Rose (Oct 20, 2023 17:46 PDT)
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
18460	Matthew Fitch	340.37
18461	Matt Perkins	243.45
18462	Lance Wicklund	162.00
18463	Duane Larson	405.37
18464	Wendy Sears	405.37
18465	Brandon Leach	232.20
18466	Lance Wicklund	35.00
18467	Brandon Leach	256.40
18468	Olivia Sethney	217.89
18469	Dan Bracher	89.10
18470	Dan Bracher	124.10
18471	Bank of America	1,109.37
18472	CHS / Cenex	43.49
18473	Coast to Coast Hardware	33.53
18474	Home Depot	140.26
18475	King's Mobile Lock	1,010.97
18476	Olympic Springs Inc	52.78
18477	PetroCard	22,030.53
18478	Premier Communications	494.18
18479	PSE	2,509.22
18480	PUD #1 of Kitsap County	682.00
18481	CenturyLink	77.08
18482	Home Depot Pro	201.05
18483	Kitsap Sun	319.17
TOTAL		\$ 31,214.88

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 (Nov 7, 2023 13:05 PST)
Port Auditor


PORT OF POULSBO

PAYMENT VOUCHER

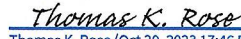
18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA October 13, 2023

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 \$13,023.99 and from the General Fund, this 13th day of October 2023.


Mark Singer (Oct 20, 2023 17:19 PDT)
Mark Singer, Commissioner


Jamie Green (Oct 20, 2023 17:05 PDT)
Jamie Green, Commissioner


Thomas K. Rose (Oct 20, 2023 17:46 PDT)
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P13738	Sean P. Bauman	1,481.68
P13739	Kaitlyn Cook	1,562.65
P13740	Yordon I. Henry	881.95
P13741	Kelli M. Hodges	1,844.20
P13742	VOID	
P13743	Eugene F. Madayag	1,956.54
P13744	VOID	
P13745	Nicholas C. Mandeville	1,245.57
P13746	Jannese M. Hunt	1,339.18
P13747	VOID	
P13748	Carol L. Tripp	2,405.35
P13749	Christopher T. Santiago	306.87
TOTAL		\$ 13,023.99

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


Carol Tripp (Nov 7, 2023 13:05 PST)
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~



PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

October 10, 2023

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 \$13,768.00 and from the General Fund, this 10th day of October 2023.

*Mark Singer*  
Mark Singer (Oct 20, 2023 17:19 PDT)  
Mark Singer, Commissioner

ATTEST:

*Jamie Green*  
Jamie Green (Oct 20, 2023 17:05 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

*Thomas K. Rose*  
Thomas K. Rose (Oct 20, 2023 17:46 PDT)  
Thomas Rose, Commissioner

| Voucher #    | Claimant                           | Amount      |
|--------------|------------------------------------|-------------|
| EFT 10/10/23 | Washington Teamsters Welfare Trust | \$13,768.00 |
|              | TOTAL                              | \$13,768.00 |

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*  
Carol Tripp (Nov 7, 2023 13:05 PST)  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA October 13, 2023

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 \$3,980.99 and from the General Fund, this 13th day of October 2023.


Mark Singer (Oct 20, 2023 17:19 PDT)
Mark Singer, Commissioner

ATTEST:

Jamie Green
Jamie Green (Oct 20, 2023 17:05 PDT)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas K. Rose
Thomas K. Rose (Oct 20, 2023 17:46 PDT)
Thomas Rose, Commissioner

| Voucher # | Claimant | Amount |
|--------------|-----------------------------|-------------------|
| EFT 10/13/23 | US Treasury/Financial Agent | \$3,980.99 |
| | TOTAL | \$3,980.99 |

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

Carol Tripp
Carol Tripp (Nov 7, 2023 13:05 PST)
Port Auditor

~~~ EFT ~~~