

# VIRTUAL MEETING VIA ZOOM

## Poulsbo Port District – Port Commission

Subject	<b>*REMOTE* Regular Meeting Agenda</b>	Date	<b>November 4, 2021</b>
Recorder	<b>Cassidy Conners</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 BOATERS ASSOCIATION REPORT</b>	
5.	<b>CONSENT AGENDA ITEMS</b> (Next Res: 2021-15) 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: 10.21.21</b> <b>B. Warrants: 17471 – 17489, P13123 – P13131, P13132 – P13135, 10/29/21 EFT, 11/05/21 EFT in the amount of \$50,600.62.</b>	
6.	<b>OLD BUSINESS ITEMS</b>	
	<b>A. Breakwater Updates</b>	
7.	<b>NEW BUSINESS ITEMS</b>	
	<b>A. Commissioner responses to public comments/discussions</b>	
	<b>B. Viking Ship “Valkyrie” – LaVonne Block &amp; Ellen Sletten</b>	
	<b>C. North Kitsap Sailing Team – Jessica Jaeger</b>	
	<b>D. Accounting &amp; Manager’s Report</b>	
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/86389295894>

Meeting ID: 863 8929 5894

One tap mobile

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

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REGULAR MEETING PORT OF POULSBO  
NOVEMBER 4, 2021  
7:00 PM

**Present:** Commissioner Singer, Commissioner Green, Commissioner Rose, Carol Tripp, Pamela Benson & Peter Horner – PBA, Jessica Jaeger – North Kitsap Sailing Team, LaVonne Block & Ellen Sletten – Sons of Norway, Councilman David Musgrove.

**Call to Order 07:00pm**

**Commissioner Comments**

Commissioner Green mentioned the powerful winds and strongly encouraged everyone to be safe and to secure everything. Commissioner Singer noted he's observed loose canvases and more.

**Public Comments**

Pam wanted to recognize Eugene and the crew for working to prepare for the storm. The work was dangerous, but they handled it to the best of their availability. They deserve thanks and appreciation. The Port needs to pull together to solve problems. Patience is key to facilitating change within a government entity, and we need to trust the leadership at the Port.

Councilman Musgrove said it was nice to see Commissioner Rose in attendance at the economic development meeting at city hall last month. The agenda was full and didn't leave any opportunity for Port issues. He wanted to request to Port Accountant Tripp, or any of the Commissioners, to plan on giving a short Port update at the next economic development meeting. He wants to hear the Port's perspective on what's happening in the near future.

**Poulsbo Boater's Association**

There was no report.

**Consent Agenda**

**Motion:** Move to approve the regular minutes of October 21, 2021

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

Motion passed unanimously.

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

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

Motion passed unanimously.

**Old Business Items**

**Breakwater Updates**

Port Accountant Tripp said there are minor permits that are still needed but they shouldn't be an issue. There are bid documents being worked on and things are on the way now. There will be more details in the Manger's Report.

REGULAR MEETING PORT OF POULSBO  
NOVEMBER 4, 2021  
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**New Items**

**Items for Public Discussion**

There were none.

**Commissioner Responses to public comments/discussions**

There were none.

**Viking Ship "Valkyrie" – LaVonne Block & Ellen Sletten**

LaVonne & Ellen, from the Sons of Norway, sent some information to the board in preparation for the meeting. They were approached by David Knutsen (who is building a 60' Viking longship) and is interested in partnering with the Sons of Norway because of Poulsbo's heritage. The Sons of Norway wanted to know what was needed to make it possible to moor the longship at the Port of Poulsbo, and if it was possible to moor the longship. The longship wouldn't be seaworthy until September/October 2022. The longship will have two full motors and is Coast Guard approved to be in the water.

Port Accountant Tripp asked a variety of questions to be able to determine where the longship could moor. She encouraged Sons of Norway to contact the City of Poulsbo for park use during the longship's visits. Once the full-service fees are known, options can be further explored. The board agreed to identify what's necessary, any areas of concern, and to find a way to make the longship possible to visit Poulsbo and moor at the Port.

**North Kitsap Sailing Team – Jessica Jaeger**

Jessica reached out to the board for some help. She described the structural challenges present in two out of the four docks the sailing team is presently using. The program remains underfunded, but they want to continue expanding. They want to bring regattas back to Poulsbo and to do that the program requires space for the ability to do rotations. She appreciates everything the Port does and spoke with Port Accountant Trip about a 25' Catalina that was donated to the sailing program. Sailors can now practice on that vessel and learn about bigger boats. Unfortunately, the sailing program has no where to house the boat. They are in the position now where they will either give back the donation or find a boathouse for it. Jessica wondered if the Port had any space, and if so, would the board be willing to donate the space in addition to what is already being donated regarding dock space.

Port Accountant Tripp mentioned the sailing team has slowed due to COVID, but still remains very active. This coming year there will be a focus on kayaks, paddle boards, and human powered vessels. She said it's very important to keep the younger energy involved in sailing. She's willing to do whatever the board wants to do to support the activity in the sailing program.

REGULAR MEETING PORT OF POULSBO  
NOVEMBER 4, 2021  
7:00 PM

Commissioner Singer said the board and sailing program will work together to do what is possible to keep the youth program running in the city. More discussion is needed to see what's possible.

**Accounting & Manager's Report**

See attached.

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

There were none.

**Commissioner Comments**

Commissioner Rose echoed the praises made for the staff on the docks. One boat was recovered, and he appreciates the professionalism. The derelict boat situation is becoming more noticed by the public. He did have a good meeting with the Poulsbo Police Department and now better understands perspectives and limitations within the City budget. They came up with options and a future date to further discuss the topic. Commissioner Rose encouraged everyone continue to keep tabs on the derelict boat topic and brainstorm ideas on at least how to monitor things out on the water, and holding authorities responsible for enforcing appropriate codes. He thanked Pam for all her compliments. He then said the Port can take the constructive criticism and suggestions to keep moving ahead with the Port.

Commissioner Green thanked everyone for what they do. There is a lot to be excited and thankful for.

Commissioner Singer said if anyone knows someone with a boat at the Port who hasn't come down in while to please encourage them to do so. There are a lot of loose parts on boats and windy/stormy weather is coming.

**Final Adjournment 8:01pm**

  
Mark Singer (Nov 20, 2021 10:25 PST)

Mark Singer, Commissioner

  
Jamie Green (Nov 19, 2021 11:41 PST)

Jamie Green, Commissioner

  
Thomas K. Rose (Nov 20, 2021 12:35 PST)

Thomas Rose, Commissioner  
Cassidy Conners, Recording Secretary (Not in Attendance)

**PORT OF POULSBO**

PAYMENT VOUCHER


Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA                      November 5, 2021

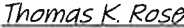
We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$31,353.75 and from the General Fund, this 5th day of November 2021.

  
Mark Singer (Nov 5, 2021 12:27 PDT)  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Nov 5, 2021 12:15 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Thomas K. Rose (Nov 5, 2021 14:19 PDT)  
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
17471	Kent McKellar	247.19
17472	Kent McKellar	434.40
17473	Dan Bracher	121.28
17474	Bank of America	1,714.39
17475	Bird Electric Corp	1,933.46
17476	BMC	38.13
17477	Chmelik Sitkin & Davis	2,588.00
17478	Coast to Coast Hardware	33.77
17479	Home Depot	262.05
17480	Kitsap Networking Services	1,875.00
17481	Office Depot Credit Plan	126.11
17482	PetroCard	18,440.35
17483	Propane Northwest	144.26
17484	Home Depot Pro	169.17
17485	T&C Diving	981.00
17486	Kitsap Sun	312.84
17487	WA Dept of Corrections	23.95
17488	Zandra Walton, BBF	1,908.40
17489	VOIDED	
<b>TOTAL</b>		<b>\$ 31,353.75</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 (Nov 5, 2021 11:50 PDT)  
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

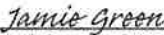
Kitsap County, WA

October 29, 2021

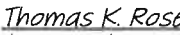
We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$12,874.79 and from the General Fund, this 29th day of October 2021.

  
Mark Singer (Nov 5, 2021 12:27 PDT)

Mark Singer, Commissioner

  
Jamie Green (Nov 5, 2021 12:15 PDT)

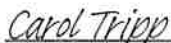
Jamie Green, Commissioner

  
Thomas K. Rose (Nov 5, 2021 14:19 PDT)

Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P13123	Christopher Henry	932.69
P13124	Kelli Hodges	1,727.59
P13125	Eugene Madayag	1,510.50
P13126	Nicholas Mandeville	925.69
P13127	Jannese Hunt	1,336.96
P13128	Bruce Riley	1,168.02
P13129	Brian Smith	1,088.30
P13130	Carol Tripp	2,438.92
P13131	Melanie Winnett	1,746.12
TOTAL		\$ 12,874.79

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 (Nov 5, 2021 11:50 PDT)

Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~


PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA November 5, 2021

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$1,967.04 and from the General Fund, this 5th day of November 2021.

  
Mark Singer (Nov 5, 2021 12:27 PDT)  
Mark Singer, Commissioner

  
Jamie Green (Nov 5, 2021 12:15 PDT)  
Jamie Green, Commissioner

  
Thomas K. Rose (Nov 5, 2021 14:19 PDT)  
Thomas Rose, Commissioner

| Voucher # | Claimant           | Amount      |
|-----------|--------------------|-------------|
| P13132    | Jamie R. Green     | 655.68      |
| P13133    | Thomas K. Rose     | 655.68      |
| P13134    | Mark E. Singer     | 445.13      |
| P13135    | Cassidy P. Connors | 210.55      |
| TOTAL     |                    | \$ 1,967.04 |

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 5, 2021 11:50 PDT)  
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~



PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA October 29, 2021

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$4,079.12 and from the General Fund, this 29th day of October 2021.

Mark Singer  
Mark Singer (Nov 5, 2021 12:27 PDT)  
Mark Singer, Commissioner

ATTEST:

Jamie Green  
Jamie Green (Nov 5, 2021 12:15 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas K. Rose  
Thomas K. Rose (Nov 5, 2021 14:19 PDT)  
Thomas Rose, Commissioner

| Voucher #    | Claimant                    | Amount            |
|--------------|-----------------------------|-------------------|
| 10/29/21 EFT | US Treasury/Financial Agent | \$3,874.66        |
| 10/29/21 EFT | DSHS                        | \$204.46          |
|              | TOTAL                       | <b>\$4,079.12</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 (Nov 5, 2021 11:50 PDT)  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA November 5, 2021

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$325.92 and from the General Fund, this 5th day of November 2021.

Mark Singer  
Mark Singer (Nov 5, 2021 12:27 PDT)  
Mark Singer, Commissioner

ATTEST:

Jamie Green  
Jamie Green (Nov 5, 2021 12:15 PDT)  
Jamie Green, Commissioner

Cassidy Connors, Recording Secretary

Thomas K. Rose  
Thomas K. Rose (Nov 5, 2021 14:19 PDT)  
Thomas Rose, Commissioner

| Voucher #   | Claimant                    | Amount          |
|-------------|-----------------------------|-----------------|
| 11/5/21 EFT | US Treasury/Financial Agent | \$325.92        |
|             | TOTAL                       | <b>\$325.92</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 (Nov 5, 2021 11:50 PDT)  
Port Auditor

~~~ EFT ~~~