

# VIRTUAL MEETING VIA ZOOM

## Poulsbo Port District – Port Commission

<b>Subject</b>	<b>*REMOTE* Regular Meeting Agenda</b>	<b>Date</b>	<b>April 1, 2021</b>
<b>Recorder</b>	<b>Cassidy Conners</b>	<b>Start Time</b>	<b>7:00 PM</b>
<b>Commission Chair</b>	<b>Thomas Rose</b>	<b>End Time</b>	<b>9:00 PM</b>
<b>Commission Members</b>	<b>Jamie Green, Mark Singer</b>		
<b>Staff Present</b>	<b>Carol Tripp, Port Accountant &amp; Mgr. - Melanie Winnett, Harbormaster</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: 2021-04) All matters listed within the Consent Agenda have been distributed to each member of the Commission for reading and study, are considered to be routine and will be enacted by one motion of the commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by a Commission member or by Citizen Request. A. Approve meeting minutes of: 03/15/2021 & 03/18/2021 B. Warrants: 17159 – 17169, P12964 – P12974, E FT 3/25/21, EFT 4/02/21 in the amount of \$26,953.92.	
6.	<b>OLD BUSINESS ITEMS</b>	
	A. Breakwater Financing Q & A – Alan Dashen, Northwest Municipal Advisors	
	B. Resolution #9 – Declaring Local Emergency & Delegation of Authority - Review	
	C. Marketing	
7.	<b>NEW BUSINESS ITEMS</b>	
	A. Commissioner responses to public comments/discussions	
	B. Boat Ramp Bids & Award	
	C. Accounting & Manager’s Report	
	D. Harbormaster Report	
8.	<b>PUBLIC COMMENT &amp; REQUESTS FOR FUTURE AGENDA ITEMS</b>	
9.	<b>COMMISSIONER COMMENTS</b>	
10.	<b>EXECUTIVE SESSION - To evaluate the performance of a public employee – RCW 42.30.110(1)(g)</b>	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 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

		<p>The executive session is expected to last 15 minutes. Executive sessions are not open to the public.</p> <p>After the executive session the Commission will reconvene to the public portion of the commission meeting.</p> <p>It is anticipated that the Commission will take final action in the public portion of the meeting.</p>
<b>11.</b>	<b>ADJOURN</b>	

Time: Apr 1, 2021 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89788133484>

Meeting ID: 897 8813 3484

One tap mobile

+12532158782,,89788133484# US (Tacoma)

+13462487799,,89788133484# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 897 8813 3484

Find your local number: <https://us02web.zoom.us/j/kcCop10EBS>

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PORT OF POULSBO  
\*REMOTE\* REGULAR MEETING MINUTES  
APRIL 1, 2021  
7:00 PM

**Present:** Commissioner Singer, Commissioner Green, Commissioner Rose, Port Accountant Carol Tripp, Melanie Winnett – Harbormaster, Pamela Benson & Peter Horner– PBA, Mr. John Piccone – Port Engineer, Rodney McVicker

**Call to Order 07:00pm**

**Commissioner Comments**

Commissioner Singer noted the great involvement by the fire department for the drill and thanked everyone who responded. Commissioner Green mentioned the Business Recovery Meeting and reminded everybody of the easter egg hunt this coming Saturday from 10am to 2pm. The Port is participating and while there is enough candy, they won't turn away any donations that may still come in. She also mentioned that City Hall isn't quite open yet and the Mayor has sent out a letter to the Governor about when City Hall can open. The Jewel Box Theater is trying to find outdoor venues for performances, and the City is trying to find events to bring people back in. Commissioner Rose was curious about any clarity on the parking situation. There will be a collaborative effort with the City, the HDP, Chamber, etc. to review the master calendar list of events and see where there's overlap. Commissioner Rose said he doesn't have all the answers, but later in the month he hopes to have a small focus group to get the ball rolling on basic education about where the Port is, various background on authority, etc. He will get together with Port Accountant Tripp and others via Zoom or a limited face to face meeting.

**Public Comments**

Rodney sent an email about the parking issues. He hasn't figured out a proposal, but parking is tight, and Springtime is busy downtown. Commercial boats are the livelihood of the fishermen and they need access to their boats. He's requesting the board put a temporary plan in place if it gets to the point where fishermen are unable to access their boats.

Mac from the Kitsap Rowing Association is hoping to get back on the water May 1<sup>st</sup>. The association has been closed for a year and he wanted to let the board know they may see activity on the docs with maintenance parties.

**Poulsbo Boater's Association**

The association gave their report.

**Consent Agenda**

**Motion:** Move to approve the meeting minutes of March 15<sup>th</sup>, 2021 and March 18<sup>th</sup>, 2021 as written.

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

Motion passed unanimously.

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

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

Motion passed unanimously.

### **Old Business Items**

#### **Breakwater & Boat Ramp Updates**

##### **Scott Bower Bauer From NW Municipal Advisors to Discuss Bonds**

In January, Scott went over a couple of things (where to get money, who participates in financing, security, etc.). He said it was a great step for the Port to increase moorage rates. He wanted to provide some next steps throughout the process. Scott encouraged the Commissioners to add legal counsel to the financing, and while rates have come up a little bit, they're still historically low. Scott also encouraged to have a bond council firm on board and the firm specializes in municipal bonds. They would prepare a resolution that will come prior to any financing happening. If the Port plans to reimburse themselves with bond proceeds, it's good to have a bond reimbursement resolution. The firm also makes sure the bond is properly authorized, enforceable, and looks at the federal tax law to ensure whether the funds are taxable or tax exempt.

Scott recommended Port Accountant Tripp engage with legal counsel and will provide her a list of names to review for options. Legal counsel will look at all possible grants and cash, and review scenarios. Projections can be put together and will provide something to Port Accountant Tripp to show to potential lenders. He let the board know they're starting at the right time in this process because it's easier to slow down a bond process than it is to speed things up. Scott will continue providing updates as everyone moves forward in this process.

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

Nothing to report.

#### **Marketing & Development**

Will be covered in manager's report.

### **New Items**

#### **Items for Public Discussion**

Commissioner Singer touched on Rodney's comment about access to the docks. Mr. Piccone said he doesn't anticipate the D Dock pier being blocked at all, and doesn't anticipate the dumpers being blocked, either. While he doesn't have an answer to the parking situation, and it may be premature to ask, the Sea Discovery Center is closed and may remained closed during construction. He assumes they would be agreeable to shift the construction staging partially into their parking lot, which would free up extra parking stalls the Port has.

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**Accounting & Manager's Report**

See attached.

**Motion:** Move to evaluate the lowest bid by ~~Rebbins~~ Roglin's. Await their appeal. Based on what is presented on the appeal, if it meets standards, we will evaluate. If not, or if they do not submit an appeal, we will go with Red Side Construction.

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

Motion passed unanimously.

**Harbormaster's Report**

See attached.

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

There were none.

**Commissioner Comments**

There were none.

**Executive Session**

Discuss and review public employee RCW 42.30.110.1G. Executive session is expected to take 15 minutes. A decision will be made.

**Entered Executive Session 8:23pm.**

**Entered back into Regular Meeting 8:36.**

Commissioner Singer said based on discussion regarding the exceptional performance of Port Accountant Tripp, and the fact that there's been no pay raise for three years, the board has recommended a pay raise of 6% and a cost-of-living increase of 6%, effective the first of this coming month.

**Motion:** Move to approve a 6% raise and 6% cost of living raise for Port Accountant Tripp effective May 1, 2021.

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

Motion pass unanimously.

**Motion:** Move to adjourn

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

**Final Adjournment 8:37pm**

PORT OF POULSBO  
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7:00 PM

**Mark Singer**

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Mark Singer, Commissioner

**Jamie Green**

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Jamie Green, Commissioner

**Thomas K. Rose**

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Thomas Rose, Commissioner

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Cassidy Conners, Recording Secretary (Not in Attendance)

**Signature:** *Jamie Green*  
Jamie Green (May 7, 2021 09:17 PDT)

**Email:** commissioner.green@portofpoulsbo.com

**Signature:**   
Mark Singer (May 7, 2021 21:02 PDT)

**Email:** commissioner.singer@portofpoulsbo.com

**Signature:** *Thomas K. Rose*  
Thomas K. Rose (May 10, 2021 14:15 PDT)

**Email:** commissioner.rose@portofpoulsbo.com



**PORT OF POULSBO**

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA

April 2, 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 \$9,145.81 and from the General Fund, this 2nd day of April 2021.

Mark Singer, Commissioner

ATTEST:

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas Rose, Commissioner

Voucher #	Claimant	Amount
17159	Bank of America	3,965.21
17160	CHS Inc/Cenex	102.85
17161	Chamber of Commerce - Poulsbo	75.00
17162	Chmelik Sitkin & Davis PS	55.00
17163	Coast to Coast Hardware	20.23
17164	Home Depot	67.38
17165	Norbut Law Firm PLLC	150.00
17166	Office Depot Credit Plan	669.71
17167	Peninsula Fire Inc	10.36
17168	PetroCard	3,890.51
17169	Home Depot Pro	139.56
<b>TOTAL</b>		<b>\$ 9,145.81</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 Depp  
Port Auditor

PORT OF POULSBO


PAYMENT VOUCHER

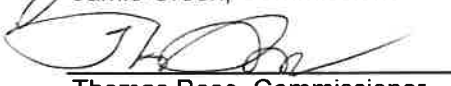
Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA April 2, 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 \$12,296.76 and from the General Fund, this 2nd day of April 21.


Mark Singer, Commissioner

  
Jamie Green, Commissioner

  
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P12964	Christopher Henry	929.79
P12965	Kelli M. Hodges	1,403.94
P12966	Eugene Madayag	1,313.46
P12967	Jannese M. Hunt	1,340.70
P12968	Brian T. Smith	1,028.74
P12969	Carol L. Tripp	2,227.70
P12970	Melanie I. Winnett	1,874.81
P12971	Jamie R. Green	760.96
P12972	Thomas. K. Rose	550.41
P12973	Mark E. Singer	550.41
P12974	Cassidy P. Conners	315.84
TOTAL		<b>\$ 12,296.76</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.

  
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~



PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA March 25, 2021

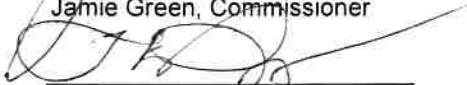
We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$1,853.81 and from the General Fund, this 25th day of MARCH 2021.

Mark Singer, Commissioner

ATTEST:

  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Thomas Rose, Commissioner

| Voucher #   | Claimant           | Amount            |
|-------------|--------------------|-------------------|
| EFT 3/25/21 | WA Dept of Revenue | \$1,853.81        |
|             | TOTAL              | <b>\$1,853.81</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.

  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA April 2, 2021


We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$3,657.54 and from the General Fund, this 2nd day of April 2021.

Mark Singer, Commissioner

ATTEST:

  
Jamie Green, Commissioner

  
Cassidy Conners, Recording Secretary

  
Thomas Rose, Commissioner

| Voucher #   | Claimant                    | Amount            |
|-------------|-----------------------------|-------------------|
| EFT 4/02/21 | US Treasury/Financial Agent | \$3,430.14        |
| EFT 4/02/21 | DSHS                        | \$227.40          |
| TOTAL       |                             | <b>\$3,657.54</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.

  
Port Auditor

~~~ EFT ~~~