Poulsbo Port District – Port Commission
Poulsbo Marina – 18809 Front Street NE
Multipurpose Building on 'E' Dock

Subject	***HYBRID* Regular Meeting Agenda**	**Date**	**06/04/2026**
Recorder	**Cassidy Conners**	**Start Time**	**7:00 PM**
Commission Chair	**Jay Lawrence**	**End Time**	**9:00 PM**
Commission Members	**Jamie Green, James Dingels**		
Staff Present	**James Weaver-Port Manager, Carol Tripp-Port Accountant**		

AGENDA		
No.	**Topic**	**Action/Recommendation/ Discussion**
1.	**CALL TO ORDER**	
2.	**COMMISSIONER COMMENTS**	
3.	**PBA REPORT / PUBLIC COMMENTS (limit of 3 minutes)**	
4.	**CONSENT AGENDA ITEMS** **(Next Res: 2026-10)** 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: May 7, 2026 & May 21, 2026** ***B.* Warrants: 19515 – 19535, P14591 – P14120, EFT's dated: 05/22/26, 05/26/26 & 06/05/26 in the total amount of $147,756.15** ***C. Resolution 2026-09 – Liberty Park & Breakwater 2025 Allocation***	
5.	**OLD BUSINESS ITEMS**	
	A. Derelict/Seaworthy Vessels Update	
	B. American Cruise Lines	
	EXECUTIVE SESSION – RCW 42.30.110 (c & i); (c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public; and, (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.	The Commission will now adjourn into an executive session to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public; and, pursuant to RCW 42.30.110(1)(c & i).

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.

		The executive session is expected to last 10 minutes. Executive sessions are not open to the public. After the executive session the Commission reconvenes to the public portion of the commission meeting. It is anticipated that the Commission may take final action in the public portion of the meeting.
6.	**NEW BUSINESS ITEMS**	
	A. Commissioner Responses to public comments/discussions	
	B. Resolution 2026-08 Authorization for Public Sale of Vessel	
	C. Port Finance Manager – Job Description	
	D. Discussion – Port Roles & Responsibilities	
	E. Accounting Report – C. Tripp	
	F. Managers Report – J. Weaver **a. Liberty Bay Festival Recap**	
7.	**PUBLIC COMMENT FOR FUTURE MEETINGS**	
8.	**COMMISSIONER COMMENTS**	
9.	**ADJOURN**	

Join Zoom Meeting

https://us06web.zoom.us/j/88194692938?pwd=MSD38Y066mQEevGYQ50d7svRhGd61O.1

Meeting chat link
https://us06web.zoom.us/launch/jc/88194692938

Meeting ID: 881 9469 2938
Passcode: 290321

One tap mobile
+12532050468,,88194692938#,,,,*290321# US
+12532158782,,88194692938#,,,,*290321# US (Tacoma)

Join instructions

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.

https://us06web.zoom.us/meetings/88194692938/invitations?signature=2F9RM7l334VjmwpO7Si0LvM2zUAbKxuCxXejAk8f-A0

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.

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA May 22, 2026

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 $14,447.01 and from the General Fund, this 22nd day of May 2026.

James Dingels, Commissioner

Jamie Green, Commissioner

Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
P14591	VOID	
P14592	James Weaver	4,290.36
P14593	Carol Tripp	2,426.66
P14594	Sean Bauman	1,719.72
P14595	Nicole Wohnoutka	1,267.93
P14596	Nicholas Mandeville	1,373.16
P14597	Yordon Henry	1,204.60
P14598	Kelli Hodges	2,150.98
P14599	VOID	
	Direct Deposit Transaction Fees	13.60
	TOTAL	**$ 14,447.01**

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

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA May 22, 2026

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 $4,227.02 and from the General Fund, this 22nd day of May 2026.

James Dingels, Commissioner

Jamie Green, Commissioner

Jay Lawrence, Commissioner

ATTEST:

Cassidy Conners, Recording Secretary

Voucher #	Claimant	Amount
EFT 05/22/26	US Treasury/Financial Agent	$4,227.02
	TOTAL	**$4,227.02**

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.

Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA May 26, 2026

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 $3,247.79 and from the General Fund, this 26th day of May 2026.

James Dingles, Commissioner

Jamie Green, Commissioner

Jay Lawrence, Commissioner

ATTEST:

Cassidy Conners, Recording Secretary

Voucher #	Claimant	Amount
EFT 05/26/26	WA State Dept of Revenue	$3,247.79
	TOTAL	**$3,247.79**

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.

Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA May 26, 2026

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 $45,607.06 and from the General Fund, this 26th day of May 2026.

James Dingels, Commissioner

Jamie Green, Commissioner

Jay Lawrence, Commissioner

ATTEST:

Cassidy Conners, Recording Secretary

Voucher #	Claimant	Amount
19433	Home Depot - Stop payment (lost check) re-issued #19521	$ (79.10)
19515	Puget Sound Energy	160.67
19516	Sean Bauman	62.35
19517	Bank of America	304.85
19518	Coast to Coast Hardware	50.00
19519	Edward Jones	2,487.34
19520	Express Services Inc	1,929.73
19521	Home Depot	614.84
19522	Kitsap County MRW Fund	23.21
19523	Olympic Springs Inc	32.63
19524	PetroCard	37,802.19
19525	PUD #1 of Kitsap County	627.00
19526	Western Washington University	1,591.35
	TOTAL	**$ 45,607.06**

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

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA June 5, 2026

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 $17,575.49 and from the General Fund, this 5th day of June 2026 .

James Dingels, Commissioner

Jamie Green, Commissioner

Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
P14109	Jamie Green	629.83
P14110	Jason Lawrence	629.83
P14111	James Dingels	1,224.56
P14112	Cassidy Conners	297.37
P14113	Sean Bauman	1,734.13
P14114	James Weaver	4,292.35
P14115	Nicole Wohnoutka	1,377.41
P14116	Nicholas Mandeville	1,434.26
P14117	Yordon Henry	1,344.96
P14118	Kelli Hodges	2,162.98
P14119	VOID	-
P14120	Carol Tripp	2,427.41
	Direct Deposit Transaction Fees	20.40
	TOTAL	**$ 17,575.49**

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

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA June 5, 2026

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 $4,799.57 and from the General Fund, this 5th day of June 2026.

James Dingels, Commissioner

Jamie Green, Commissioner

Jay Lawrence, Commissioner

ATTEST:

Cassidy Conners, Recording Secretary

Voucher #	Claimant	Amount
EFT 06/05/26	US Treasury/Financial Agent	$4,799.57
	TOTAL	**$4,799.57**

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

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA June 5, 2026

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 $57,852.21 and from the General Fund, this 5th day of June 2026.

James Dingels, Commissioner

Jamie Green, Commissioner

Jay Lawrence, Commissioner

ATTEST:

Cassidy Conners, Recording Secretary

Voucher #	Claimant	Amount
19527	City of Poulsbo	$ 4,030.76
19528	Bank of America	367.39
19529	CSD Attorneys at Law	756.00
19530	Express Services Inc	678.88
19531	HD Supply Facilities Maint LTD	268.75
19532	Home Depot	433.08
19533	Kitsap Transit	4,688.57
19534	PetroCard	46,510.29
19535	Verizon Wireless	118.49
	TOTAL	**$ 57,852.21**

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

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PHONE: 360-779-9905

COMMISSIONERS
JASON "JAY" LAWRENCE
JAMIE GREEN
JIM DINGELS

PORT MANAGER
JAMES WEAVER

April 2, 2026

Re: STRIPE Account Authorization for the Port of Poulsbo (Poulsbo Marina)

To Whom It May Concern:

The Port of Poulsbo is the owner and operator of the Poulsbo Marina. The Port of Poulsbo is a municipal corporation and special purpose district organized under the laws of the State of Washington, specifically governed by Title 53 RCW (Revised Code of Washington).

On behalf of the Port of Poulsbo, please accept this letter as formal documentation in support of updating account information associated with our Stripe account.

Stripe Account Information

- **Account Name:** Poulsbo Marina
- **Account ID:** acct_19bCbNHzQtTFGMeh

Business Information

- **Business Name(s):** Port of Poulsbo (Poulsbo Marina)
- **Business Address:** 18809 Front Street NE, Poulsbo, WA 98370
- **Website URL(s):** www.portofpoulsbo.com
- **Business Tax ID(s):** 91-0743769
- **WA Business UBI:** 600-310-683

Authorized Representative Statement

I, Jay Lawrence, Port Commissioner, hereby authorize James Weaver, Port Manager, to manage and administer the Stripe account for Poulsbo Marina, operating under the Port of Poulsbo.

Account Representative Contact

- **Business Email Address:** James.Weaver@portofpouslbo.com

This letter is issued on official Port of Poulsbo letterhead and reflects the authorized structure and management of the Poulsbo Marina Stripe account.

Please proceed processing with this update. Upon completion of the upload through the secure Stripe portal, we will confirm via email and coordinate any additional steps required.

If there are any questions or further documentation needed, please do not hesitate to contact our office.

Sincerely,

Jason "Jay" Lawrence
President, Board of Commissioners
Port of Poulsbo

PORT OF POULSBO – REGULAR MEETING
MAY 21, 2026
7:00 PM

Present: Commissioner Lawrence, Commissioner Green, Commissioner Dingels, Port Accountant Carol Tripp, Port Manager James Weaver, Recording Secretary Cassidy Conners, Port Engineer John Piccone, Mark Freeman from American Cruise Lines

Call to Order 7:00pm

Commissioner Comments
Commissioners discussed the successful Viking Fest weekend, strong transient moorage activity, challenging weather conditions experienced during vessel arrivals, and positive marina occupancy trends. Commissioners noted strong participation by visiting yacht clubs and expressed appreciation for staff efforts supporting the event.

PBA Report
No report was provided.

Public Comments
There were none.

Consent Agenda
The board agreed to defer approval of the May 7, 2026 meeting minutes to the June 4, 2026 Commission meeting to incorporate requested Commission comments regarding maintenance accountability discussion and maintenance checklist reporting.

Motion: Move to approve the warrants as stated.
Moved by: Commissioner Dingels, **Seconded by:** Commissioner Green

Motion passed unanimously.

Motion: Move to approve the amendment to Resolution 2025-18: Adoption of Reserve Policy
Moved by: Commissioner Dingels, **Seconded by:** Commissioner Green

Motion passed unanimously.

Old Business Items
Derelict and Seaworthy Vessels
The Port Manager reported continued progress with the seaworthy vessel inspection program. One vessel owner successfully completed corrective actions and demonstrated vessel operability. Staff reported that additional vessels have been inspected and cleanup efforts are occurring throughout the marina. One vessel remains subject to further compliance action if deficiencies are not corrected within the established timeline.

Commission discussion focused on future updates to marina rules and regulations, enforcement

consistency, and maintaining safe and seaworthy vessels throughout the marina. Staff also reviewed a recent incident involving an anchored vessel that broke free during a windstorm and drifted through Liberty Bay. Discussion included jurisdictional limitations and liability considerations associated with vessel recovery operations.

American Cruise Lines Discussion
Port Manager Weaver introduced representatives of American Cruise Lines, who presented information regarding a potential partnership with the Port of Poulsbo beginning with the 2027 cruise season. Representatives reviewed company operations, vessel sizes, passenger demographics, Puget Sound itineraries, and anticipated tourism benefits.

Discussion included proposed breakwater improvements, engineering analysis, permitting requirements, operational considerations, passenger excursions, economic impacts, and opportunities for local business participation. Staff advised that a draft agreement is under legal review and is anticipated to return to the Commission for consideration at the June 4, 2026 meeting.

No action was taken.

New Business Items
Commissioner Responses to Public Comments
There were none.

Poulsbo Marina Engineering Report
Marina Engineer John Piccone presented an overview of the X-Dock replacement project and associated dredging program. Discussion included replacement of aging dock infrastructure, relocation of portions of X-Dock into deeper water, utility upgrades, electrical system improvements, dredging requirements, grant opportunities, project sequencing, and long-term marina capital planning.

Mr. Piccone reviewed anticipated construction impacts, replacement priorities, dock conditions throughout the marina, and future infrastructure needs. Commissioners discussed maintenance cycles, future dock replacement schedules, electrical code requirements, and opportunities for phased implementation.

Discussion only; no action taken.

Resolution 2026-08 Authorization for Public Sale of Vessel
Staff requested the item be postponed to the June 4, 2026 meeting to allow completion of final documentation and procedural requirements. The Commission concurred.

Accounting Report

Port Accountant Carol Tripp presented the financial report for the month ending April 30, 2026. The Port reported a net gain of $137,582.83 during April, primarily attributable to receipt of property tax revenues totaling $138,075.48. Year-to-date net gain totaled $245,573.52.

Staff also advised that a Breakwater and Liberty Park allocation resolution will be presented for Commission consideration at the June 4, 2026 meeting.

Manager's Report
The Port Manager reported that Viking Fest generated significant marina activity and strong revenues from guest moorage and parking. The marina hosted multiple yacht clubs and maintained high occupancy throughout the event despite adverse weather conditions.

Additional updates included preparations for the Memorial Day weekend and Liberty Bay Festival, participation by historic vessels including the Virginia V, marketing efforts with tourism partners, continued implementation planning for Dockwa marina management software, marina occupancy levels approaching full capacity, and ongoing coordination with tribal and local law enforcement agencies regarding vessel speed concerns in Liberty Bay.

Commissioner Responses to Public Comments and Discussions
Commissioners expressed appreciation to staff, consultants, volunteers, and community partners for their efforts supporting Viking Fest, marina operations, and planning activities associated with the Liberty Bay Festival. Commissioners also thanked representatives of American Cruise Lines and Marina Engineer John Piccone for their presentations.

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

Entered Executive Session 8:35pm
Exited Executive Session 8:45pm

Motion: Move to approve the Carol Tripp retirement plan she set forth.
Moved by: Commissioner Lawrence, **Seconded by:** Commissioner Green

Motion passed unanimously.

Adjournment 8:47pm

_____
Jay Lawrence, Commissioner & Chair

_____
Jamie Green, Commissioner

_____
James Dingels, Commissioner Position

_____
Cassidy Conners, Recording Secretary

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COMMISSIONERS
JAMIE GREEN
JASON LAWRENCE
JAMES DINGELS

PORT MANAGER
JAMES WEAVER

MEMORANDUM

Date: June 4, 2026
Description: American Cruise Lines



American Cruise Lines offers a number of small coastal cruise ship offerings and are proving very popular. American Cruise Lines approached the Port regarding the Port of Poulsbo becoming a future regular Port of Call beginning in the 2027 Cruise Season (April – October).

American Cruise Line desires to initiate discussions with the Port of Poulsbo regarding a long term agreeement for regular weekly moorage on the Poulsbo breakwater.

The agreement is very similar to other Washington State port disctricts, and includes:

- Annual moorage fees
- Annual Maintence compensation
- Utility Expenses (Water and Electrical 50 Amp only, no sewer/no trash)
- Insurance Requirments
- Limits on Activity and Operations

- Specific improvements to the Breakwater to compensate for the larger vessels, completely designed, permitted, and constructed by the cruise line, subject to Port review and approval. https://www.americancruiselines.com/cruises/puget-sound-cruises

Executive Session may be required to facilitate Port lease negotiations pursuant to RCW

Motion:

I move to authorize the Port Manager to negotiate with American Cruise Lines for moorage at the Port of Poulsbo, and to return any proposed final agreement to the Port Board of Commissioners for approval.

PORT OF POULSBO
KITSAP COUNTY, WASHINGTON
RESOLUTION NO. 2026-08

A RESOLUTION OF THE COMMISSION OF THE PORT OF POULSBO AUTHORIZING PUBLIC SALE OF THE VESSEL

WHEREAS, the Port of Poulsbo has secured the vessel identified as 1976 Bayfield Sailboat HIN-ZBY252160376 pursuant to RCW 53.08.320 and the Port of Poulsbo's rules and regulations for the vessel owner's failure to pay charges owed.

WHEREAS, ninety (90) days have elapsed since notifying or attempting to notify the vessel's owner that the vessel has been secured, and pursuant to RCW 53.08.320, the vessel is conclusively presumed to have been abandoned by the owner.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners, Port of Poulsbo that the vessel 1976 Bayfield Sailboat HIN-ZBY252160376 shall be sold at public sale by authorized Port personnel to the highest and best bidder for cash per RCW 53.08.320. A minimum bid in the amount of $500.00 is established for the auction to discourage the future reabandonment of the vessel. If an opening bid is not offered, then the business manager is authorized to reduce the minimum opening bid to $1.00.

ADOPTED by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof, held on this 4th day of June, 2026, by motion, seconded and unanimously passed, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

Jay Lawrence, Commissioner

Jamie Green, Commissioner

James Dingels, Commissioner

ATTEST:

Cassidy Conners, Recording Secretary

May 27, 2026 updates from Carol and Jim

PORT OF POULSBO

FINANCE/ACCOUNTING MANAGER JOB DESCRIPTION

1. Report directly to the Port Commissioners

2. Exempt, at will position/available in-office full time during normal office hours (40 hours/week)

3. Responsible for the financial and accounting management of Port funds and operations to ensure maximum investment returns and the most effective and efficient operations

4. Serve as the technical resource for all Port accounting and financial issues.

5. Maintain accounting methods in accordance with standards established by the State Auditor. Serve as the primary contact for all State Auditor's Office interactions. Conduct semi-annual audits of the Port. Respond to and ensure resolution of all audit issues.

6. Maintain financial records for all port employees including taxes, wages, insurance, retirement plans, health and other related records.

7. Generate and distribute reports as required including:
    a. Federal, state and other required payroll
    b. Excise and sales tax
    c. State leasehold tax
    d. Aged A/R and collections reports to the Port Manager and Commissioners
    e. Annual State Auditor and any required CPA reports
    f. Fixed asset reports
    g. Grant agreement record-keeping as required

Commented [GU1]: s/b 'Annual Report and any CPA reports'

Commented [GU2]: include - '.....and maintain fixed assets subsidary ledger.'

8. Some of the more significant financial and accounting duties include:
    a. Prepare, administer and control accounting records
    b. Manage A/R collections and receivables, including delinquencies
    c. Prepare and summarize all warrants
    d. Calculate payroll and prepare warrants

e. Reconcile and monthly report to Commissioners accounts payable, accounts receivable, bank statements, credit card receipts and payments, vendor statements, fuel statistics/sales and other information as requested
f. Present to Commissioners and Port Manager the monthly Balance Sheet, Income Statement and Cash Flow Statement
g. Attend Port Commissioner meetings
h. Prepare annual budget
    i. Submit final budget to Kitsap County Assessor
    ii. Submit regular and admin refund levy certifications
i. Prepare capital expenditure and other multi-year pro formas and other reports
j. Draft resolutions and policies/procedures and submit to Port Commissioners
k. Annually review resolutions and policies/procedures and submit relevant updates for Port Commissioner approval
l. Oversee accounting, payroll, the financial aspects of marina management software and other related systems
m. Cover financial responsibilities of other staff when absent
n. Prepare legal ads
o. Upload soundcloud audio files
p. Submit minor grant applications as appropriate
q. Annually review financial policies and procedures and present appropriate updates to the Commissioners for approval
r. Perform other duties as specified by port regulations and/or by Port Commissioners

Commented [GU3]: include 'iii - prepare legal advertisement for budget'

9. Serve as Port financial and accounting matters liaison with Kitsap County Treasurer's Office, Port Commissioners, any outside CPAs, investment and other bankers, bond trustees, health insurance brokers and others having financial/accounting dealings with the Port.

10.

PORT OF POULSBO
Kitsap County, Washington
RESOLUTION 2026-09
Date: June 4, 2026

WHEREAS, the Port's Auditor has reported that the expenses directly attributable for the operation of Liberty Park Marina and the Breakwater for the period January 1, 2025, through December 31 2025, are as follows:

	Liberty Park	Breakwater	Total
Commissioner Compensation	$4,397.75	$4,397.75	
Salaries & Wages	106,115.83	95,148.38	
Payroll Taxes	14,221.10	14,221.73	
Employee Benefit Programs	1,449.66	1,449.66	
Insurance – Health	38,946.47	38,946.47	
Uniforms	594.98		
Office Expenses	7,011.29	2,622.81	
Maintenance	5,779.12	5,302.12	
Janitorial Supplies	2,534.58		
Electricity & Propane	19,193.46	1,227.10	
Water, Sewer & Garbage	26,833.07	2,447.35	
Accounting	525.00	525.00	
Legal	15,408.50	4,203.00	
Rent	4,739.29	4,739.29	
General & Admin (Merchant Card Fees	10,152.28	3,407.84	
Insurance – General	32,125.25	32,125.25	
Advertising	3,042.00	366.66	
Dues	1,014.25	1,014.25	
Telephone/Communication	3,161.98	3,161.98	
Outside Services	7,485.54	4,203.59	
Consultants/Audit Fees	16,917.92	717.50	
Election Expense	1,609.61	1,609.61	
Taxes – Excise	6,028.80	839.99	
Interest (Bonds)		112,452.12	
TOTALS	$329,287.73	$335,129.45	**$664,417.18**

WHEREAS, funds are not currently available in full, the Port Treasurer is directed to transfer funds immediately when they become available.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington as follows:

1. The allocation of expenses associated with the operation of the Liberty Park Marina and Breakwater, for the period of January 1, 2025 to December 31, 2025, as identified above, are hereby approved.
2. The Port Treasurer is hereby authorized and directed to transfer the amount of $664,417.18 from the Liberty Park Fund to the Port of Poulsbo General Fund.

ADOPTED, by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 4th day of June 2026 and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

PORT OF POULSBO
Kitsap County, Washington

Jay Lawrence, Commissioner

Jamie Green, Commissioner

James Dingels, Commissioner

Fuel Sold by Volume

	2026		2025		2024	
	Gas	Diesel	Gas	Diesel	Gas	Diesel
January	1471.62	2554.68	-	-	910.79	9,129.14
February	1248.77	3109.55	424.22	2,606.89	1,724.86	10,216.08
March	2095.82	4731.48	1,263.80	7,312.67	2,039.25	14,837.59
April	3335.83	3843.58	2,033.11	11,512.80	1,744.90	15,942.77
May	5753.46	12606.14	2,822.64	15,301.37	2,849.23	18,763.52
June			6,579.02	24,161.57	6,124.23	19,925.20
July			13,059.50	23,583.95	12,505.57	29,505.89
August			11,460.39	20,669.14	9,238.24	22,725.28
September			8,279.71	19,184.50	4,318.82	8,311.78
October			2,313.97	10,874.70	-	-
November			1,157.44	7,097.68	-	-
December			1,294.94	4,389.44	-	-
Totals	**13,905.50**	**26,845.43**	**50,688.74**	**146,694.71**	**41,455.89**	**149,357.25**

As of 05/31/2026	2025	2026	% Inc/Dec
Gas	6,543.77	13,905.50	112.500%
Diesel	36,733.73	26,845.43	-26.919%

2023		2022		2021		20
Gas	**Diesel**	**Gas**	**Diesel**	**Gas**	**Diesel**	**Gas**
595.80	4,680.19	1,445.81	6,690.15	1,566.97	11,129.98	551.77
542.01	4,673.75	1,191.66	8,476.15	1,356.44	3,822.52	869.58
1,550.61	7,230.49	1,304.51	5,491.93	1,518.03	7,482.38	1,228.03
1,402.15	4,678.67	1,700.77	5,307.96	2,888.99	8,036.25	1,512.36
4,941.53	16,826.84	3,374.02	9,918.10	3,748.90	10,335.82	5,112.65
5,508.36	23,556.51	4,401.01	12,011.92	9,879.77	19,639.31	5,107.72
11,926.87	37,688.00	10,044.01	22,031.95	12,122.35	27,524.92	10,498.49
14,349.24	23,725.04	12,832.18	33,089.81	13,808.30	33,133.21	11,967.38
9,128.16	17,254.62	6,064.85	22,448.69	6,315.82	19,693.06	6,438.55
3,707.32	9,647.60	3,589.56	16,455.69	2,748.85	10,262.65	3,233.57
1,367.96	5,037.84	1,098.83	3,828.35	1,319.21	8,892.82	1,805.79
511.71	3,248.91	10.36	135.74	761.40	6,555.09	1,153.84
55,531.72	**158,248.46**	**47,057.57**	**145,886.44**	**58,035.03**	**166,508.01**	**49,479.73**