

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

Subject	*HYBRID* Regular Meeting Agenda	Date	Feb 15, 2024
Recorder	Cassidy Conners	Start Time	7:00 PM
Commission Chair	Mark Singer	End Time	9:00 PM
Commission Members	Jamie Green, Jay Lawrence		
Staff Present	Eugene Madayag – Port Mgr; Carol Tripp – Port Acct		

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.	<b>CONSENT AGENDA ITEMS</b> (Next Res: 2024-02) 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: 2.1.24 B. Warrants: 18615 – 18634, P13865 – P13876, 2/7/24 EFT, 2/10/24 EFT, 2/16/24 EFT in the amount of \$97,863.27.	
6.	<b>OLD BUSINESS ITEMS</b>	
	A. Rules and Regs Review/Approval	
8.	<b>NEW BUSINESS ITEMS</b>	
	A. Commissioner Responses to public comments/discussions	
	B. Breakwater Insurance	
	C. Accounting Report - Carol	
	D. Manager’s Report - Eugene	
9.	<b>PUBLIC COMMENT &amp; REQUESTS FOR FUTURE AGENDA ITEMS</b>	
10.	<b>COMMISSIONER COMMENTS</b>	
11.	<b>ADJOURN</b>	

<https://us02web.zoom.us/j/86845506547>

Meeting ID: 868 4550 6547

**One tap mobile**

**+12532158782,,89253011491# US (Tacoma)**

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  
REGULAR MEETING MINUTES  
FEBRUARY 15, 2024  
7:00 PM

**Present:** Commissioner Singer, Commissioner Lawrence, Port Manager Eugene Madayag, Port Accountant Carol Tripp

**Call to Order 7:00pm**

**Commissioner Comments**

Commissioner Lawrence noticed the marina has been busy during events. The beer brats were good, and he ended the evening at the Brass Kraken, which was also busy. He reminded everyone to keep an eye on their boats.

Commissioner Singer thanked Johnathan Davis, liveaboard, who took the snow off the top of Commissioner Singer's canvas. He really appreciated that. He also appreciated everyone who attended (including the PBA and several others) the discussion about the Port Rules and Regulations. There was a lot of great feedback that will be provided to the rest of the Commission for final review. He thanked everyone who showed up.

**Public Comments**

Craig Muller, C11, agrees with Commissioner Singer that everyone worked together and accomplished things during the Rules and Regulations meeting. He recommended the Port consider participating in a Port Rendezvous again.

Rodney McVicker, D-Dock, followed up with Fisherman's Terminal and the breakdown explanation of his bill. What he learned is they charge 25% less than what the Port of Poulsbo charges. They charge by the month, and by registered length.

Aaron Wenholz, D-Dock, liveaboard, appreciated the meeting today and thought it was great everyone was listening to one another. Frosty Fest seemed like it was a big hit and he saw a lot of action in the town. The people he saw participating in the scavenger hunt were not boaters, and he appreciated that. It was nice to see the old boat out working.

Dave Musgrove, Poulsbo City Council & Port Liaison, enjoyed the recent Port events. He suggested to Eugene that he, or a Commissioner, attend a Port Council meeting and provide a quick report during the three-minute comment section. The exposure would be great, and it would be nice for the City to hear what the Port is up to. He also announced last night at the City Council meeting that he is relinquishing his seat. A new Port Liaison will be reassigned at some point. He has been on the City Council and a Port Liaison for the last thirteen years. He's looking forward to what is next for him with travel and family.

**Poulsbo Boater's Association**

There was no report.



PORT OF POULSBO  
REGULAR MEETING MINUTES  
FEBRUARY 15, 2024  
7:00 PM

**Consent Agenda**

**Motion:** Move to approve the meeting minutes of 2/1/2024.

**Moved by:** Commissioner Lawrence **Seconded by:** Commissioner Singer

Motion passed.

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

**Moved by:** Commissioner Lawrence **Seconded by:** Commissioner Singer

Motion passed unanimously.

**Old Business Items**

**Rules and Regulations Review/Approval**

Commissioner Singer said there was a meeting at 2:30pm today where the group discussed and examined the Rules and Regulations document. Minor comments were made that made the regulations more specific. The document will be updated to reflect the comments that were made and should be ready for approval at the next meeting. If anyone ever has feedback, please don't wait for a meeting. Go to the office, email the board. The Marina is state-run, not private, and exists based on government.

**New Business Items**

**Commissioner Responses to Public Comments/Discussions**

Commissioner Lawrence thanked Rodney for checking on prices so the Port can consider things as a commercial Port. He thanked David Musgrove for his time and service as he heads toward retirement. He then thanked everyone in attendance at tonight's meeting.

Commissioner Singer said he wants to understand the boat show and how much it costs to get involved. He learned the Port would need to pay for a booth, and the organization that hosts the boat show no longer allows multiple ports to go in together to pay for the booth. While the board should still consider the boat show, the expense part is currently out of range. Regarding moorage price ranges from Rodney, he wants to continue examining the expenses of the Port and take things into consideration. He would love to have more commercial boats. He appreciates Rodney and his family for being at the Port. Commissioner Singer thanked Dave for his participation and hopes he will continue to attend meetings and provide his great feedback.

**Breakwater Insurance**

Port Accountant Tripp asked the board if they're going to have insurance on the breakwater or not. Commissioner Singer confirmed the insurance on the breakwater would be the same coverage that is on the other docks.

**Motion:** Move to insure the breakwater with general insurance with Endura

PORT OF POULSBO  
REGULAR MEETING MINUTES  
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~~Moved by:~~ Commissioner Singer **Seconded by:** Commissioner Lawrence

Motion passed.

**Accountant's Report**

Please see attached.

**Motion:** Move to approve the Employee Cash Handling Policy

**Moved by:** Commissioner Singer **Seconded by:** Commissioner Lawrence

Motion passed.

**Manager's Report**

Please see attached.

**Public Comments & Requests for Future Agenda Items**

There were none.

**Commissioner Comments**

Commissioner Lawrence said the Rules and Regulations are super close to being approved. It was great to have everyone who showed up to review the document.

Commissioner Singer said it was a great day with a lot of great people talking about the Rules and Regulations, and the Port. The future is coming, and he asked others to encourage people around them to come down the marina. The community needs to support the City's sailing club efforts.

**Motion:** Move to adjourn 7:49pm

**Moved by:** Commissioner Singer **Seconded by:** Commissioner Lawrence

Motion passed.



Mark Singer (Mar 8, 2024 11:04 PST)

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Mark Singer, Commissioner & Chairman




Jamie Green (Mar 8, 2024 19:17 PST)

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Jamie Green, Commissioner

PORT OF POULSBO  
REGULAR MEETING MINUTES  
FEBRUARY 15, 2024  
7:00 PM

  
Jay Lawrence (Mar 11, 2024 11:03 PDT)

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Jay Lawrence, Commissioner

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Cassidy Conners, Recording Secretary (Not in Attendance)

## Port Commissioner Meeting

### Maintenance: Eugene

- Maintenance is out on Breakwater pressure washing.
- 240v was added to bathroom building for ice machine coming approx. in March. Will be working on the water line as soon as possible.

### Guest Moorage: Jannese

- The weather on Saturday was a bonus! The marina looked amazing with the docks full of boats and the Carlisle II on the end of E Dock. So many happy people enjoying themselves. The Lions Club Bratwurst Fundraiser kept the mood of the event very lively!
- Friday evening, I worked at Western Red Brewery, helping with the glogg tasting, poker run & t-shirt sales. On Saturday evening at Western Red, I helped the scavenger hunt participants with their beading activity making bracelets & suncatchers.
- Throughout Friday and Saturday, we were overwhelmed by the number of people who expressed their gratitude and the happiness they experienced throughout the weekend, especially on a weekend in February. Several of them told me that they hadn't expected to spend as much as they did in the shops due to having to go into the shops individually to collect the beads!

### Permanent Moorage: Kaitlyn

- Permanent moorage has no current change we do have interest in the open slips however no one has moved forward with renting the slip.
- On a more positive note, social media updates. It seems the foot ferry was a big hit. With all the engagement we have had we have increased our page likes by 175% and gained 19 new Instagram followers. Our page visits for Facebook increased 47.7% and 61.80% for Instagram. We have had an increase in our reach across our platforms. Facebook, we have reached 20.3K people and Instagram has reached 564. Instagram is one of our less engaging platforms thus our reach is good and growing as we have historically very little interaction on our Instagram.

### Port overview looking forward: Eugene

- Frosty Fest was very well received and will read emails with data.



Accounting Report – February 15, 2024

I forwarded information to the Commission on February 7<sup>th</sup> concerning insurance coverage for the breakwater. I need Board approval/denial for insurance coverage. **MOTION NEEDED**

I forwarded a revised 'Employee Cash Handling Policy' on February 9<sup>th</sup> which includes necessary updates, regarding requirements for the MOLO software. Page 3 has the only change in the policy. **MOTION NEEDED**

The Summary of Financial Statements for the month ending January 31, 2024 was emailed to the Board on February 7<sup>th</sup>. Copies of this report are available this evening or can be accessed on our website shortly. (See attachment #1)

For the month of January 2024, there was a net loss of <\$409,118.01>. This was due to a \$474,901.89 payment for the breakwater construction.

The Summary of Financial Statements for the month ending December 2023 was amended and emailed to the Board on February 14<sup>th</sup>. Copies of this report are available this evening. There was a write off of multiple, small ticket items (office furniture & equipment \$4,104.01) which is no longer in service and a write off of obsolete software also (\$14,626.68 FSM). The total amount of write offs in December was \$18,730.69. (See attachment #2)

The detailed 'Actual vs Budget' for the year ending December 31, 2023 was emailed to the Board on February 14<sup>th</sup>. Copies of this report are available this evening. (See attachment #3)

The most significant shortages in 2023 were:

1. The lack of income from the breakwater due to the delays in processing our various permits
2. Permanent Moorage was under budget – Tightened up 'D' Dock (short for 6 months), 4 slips have remained empty due to beam issues and/or depth issues, 'D' Dock slip (65') was vacant for 6+ months for the Viking ship.
3. Guest Moorage was under budget – Boat nights were under previous years.

Respectfully submitted,

Carol Tripp  
Port Accountant/Auditor/Treasurer

Attachments:

#1-Summary of Financial Statements 01/31/2024

#2-Summary of Financial Statements 12/31/2023

#3-Income Statement 'Actual vs Budget' 12/31/2023

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

February 16, 2024

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 \$64,969.08 and from the General Fund, this 16th day of February 2024.

  
Mark Singer (Feb 21, 2024 15:48 PST)  
Mark Singer, Commissioner

ATTEST:

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Jay Lawrence (Feb 22, 2024 08:15 PST)  
Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
18615	William Seaman	228.25
18616	Susan Gambs	255.31
18617	Air Gas USA LLC	315.88
18618	Bank of America	2,822.10
18619	Blue Sky Printing	79.58
18620	City of Poulsbo	3,810.45
18621	Coast to Coast Hardware	54.61
18622	Hanson Sign Co. Inc.	3,159.86
18623	Home Depot	118.78
18624	Kitsap Networking Services	1,975.00
18625	Office Depot Credit Plan	94.62
18626	Olympic Springs Inc	73.59
18627	On Time Sports	450.00
18628	PetroCard	14,778.98
18629	Propane Northwest	589.11
18630	PSE	6,353.21
18631	PUD #1 of Kitsap County	682.00
18632	SME Solutions LLC	1,163.50
18633	Soundwest Engineering Assoc Inc	25,964.25
18634	Teamsters Local Union 589	2,000.00
	<b>TOTAL</b>	<b>\$ 64,969.08</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 (Feb 21, 2024 16:16 PST)  
Port Auditor



PORT OF POULSBO

PAYMENT VOUCHER


18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA February 16, 2024

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 \$14,496.48 and from the General Fund, this 16th day of February 2024.

  
Mark Singer (Feb 21, 2024 15:48 PST)  
Mark Singer, Commissioner

Jamie Green, Commissioner

  
Jay Lawrence (Feb 22, 2024 08:19 PST)  
Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
P13865	Sean P. Bauman	1,614.69
P13866	Kaitlyn Cook	1,633.85
P13867	Yordon I. Henry	914.61
P13868	Kelli M. Hodges	2,009.84
P13869	VOID	
P13870	Garrett L. Inman	1,415.59
P13871	Eugene F. Madayag	1,962.96
P13872	VOID	
P13873	Nicholas C. Mandeville	1,319.00
P13874	Jannese M. Hunt	1,213.19
P13875	VOID	
P13876	Carol L. Tripp	2,412.75
	<b>TOTAL</b>	<b>\$ 14,496.48</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 (Feb 21, 2024 15:16 PST)  
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

February 7, 2024

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           \$69.00           and from the General Fund, this       7th       day of       February 2024      .

  
Mark Singer (Feb 21, 2024 15:48 PST)  
Mark Singer, Commissioner

ATTEST:

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Jamie Green, Commissioner

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Cassidy Conners, Recording Secretary

  
Jay Lawrence (Feb 22, 2024 08:15 PST)  
Jay Lawrence, Commissioner

| Voucher #  | Claimant                                  | Amount  |
|------------|-------------------------------------------|---------|
| EFT 2/7/24 | Washington State Business License Service | \$69.00 |
|            | TOTAL                                     | \$69.00 |

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 (Feb 21, 2024 15:16 PST)  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

February 10, 2024

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 and from the General Fund, this 10th day of February 2024.

\$14,104.00

  
Mark Singer (Feb 21, 2024 15:48 PST)  
Mark Singer, Commissioner

ATTEST:

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Jamie Green, Commissioner

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Cassidy Conners, Recording Secretary

  
Jay Lawrence (Feb 22, 2024 08:15 PST)  
Jay Lawrence, Commissioner

| Voucher #   | Claimant                           | Amount      |
|-------------|------------------------------------|-------------|
| EFT 2/10/24 | Washington Teamsters Welfare Trust | \$14,104.00 |
|             | TOTAL                              | \$14,104.00 |

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 (Feb 21, 2024 15:16 PST)  
Port Auditor

~~~ EFT ~~~



PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

February 16, 2024

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 and from the General Fund, this 16th day of February 2024 .

\$4,224.71

  
Mark Singer (Feb 21, 2024 15:49 PST)  
Mark Singer, Commissioner

ATTEST:

\_\_\_\_\_  
Jamie Green, Commissioner

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Cassidy Conners, Recording Secretary

  
Jay Lawrence (Feb 22, 2024 08:15 PST)  
Jay Lawrence, Commissioner

| Voucher #   | Claimant                    | Amount     |
|-------------|-----------------------------|------------|
| EFT 2/16/24 | US Treasury/Financial Agent | \$4,224.71 |
|             | TOTAL                       | \$4,224.71 |

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 (Feb 21, 2024 15:16 PST)  
Port Auditor

~~~ EFT ~~~