

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

<b>Subject</b>	<b>*HYBRID* Regular Meeting Agenda</b>	<b>Date</b>	<b>Jan 18, 2024</b>
<b>Recorder</b>	<b>Cassidy Conners</b>	<b>Start Time</b>	<b>7:00 PM</b>
<b>Commission Chair</b>	<b>Mark Singer</b>	<b>End Time</b>	<b>9:00 PM</b>
<b>Commission Members</b>	<b>Jamie Green, Jay Lawrence</b>		
<b>Staff Present</b>	<b>Eugene Madayag – Port Mgr; Carol Tripp – Port Acct; John Picone Port Eng.</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 BOATER’S ASSOCIATION REPORT</b>	
5.	<b>CONSENT AGENDA ITEMS</b> (Next Res: 2024-01) 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: 1.8.24</b> <b>B. Warrants: 18583 – 18597, P13838 – P13849, 1/19/24 EFT in the amount of \$526,306.97.</b>	
6.	<b>BREAKWATER UPDATES - John</b>	
7.	<b>ACCOUNTING REPORT - Carol</b>	
8.	<b>NEW BUSINESS ITEMS</b>	
	<b>A. Commissioner Responses to public comments/discussions</b>	
	<b>B. Manager’s Report - Eugene</b>	
9.	<b>PUBLIC COMMENT &amp; REQUESTS FOR FUTURE AGENDA ITEMS</b>	
10.	<b>COMMISSIONER COMMENTS</b>	
11.	<b>EXECUTIVE SESSION – To evaluate the performance of a public employee – RCW 42.30.110 (1)(g)</b>	<p>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).</p> <p>The executive session is expected to last 20 minutes. Executive sessions are not open to the public.</p> <p>After executive session, the Commission will reconvene to the public portion of the meeting.</p>

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.

		It is anticipated that the Commission may take final action in the public portion of the meeting.
12.	ADJOURN	

<https://us02web.zoom.us/j/87575023678>

Meeting ID: 875 7502 3678

**One tap mobile**

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

**+12532050468,,89253011491# US**

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  
JANUARY 18, 2024  
7:00 PM

**Present:** Commissioner Singer, Commissioner Green, Commissioner Lawrence, Port Manager Madayag, Port Engineer John Piccone

**Call to Order 7:00pm**

**Commissioner Comments**

Commissioner Lawrence said he hopes everyone did ok during the deep freeze. There's a lot to do here but it seems like everyone wants to contribute and be part of things moving forward.

Commissioner Green said Frosty Fest is coming up next month. Winter is finally here. She said to stay safe out there, check boats and make sure everything is secure. She was glad to see everyone at the meeting.

Commissioner Singer said there have been a lot of weather issues. He thanked everyone who came to check on their boats, and who called to request checks on their boats during the intense weather.

**Public Comments**

Councilman Musgrove shared some personal news in that he's a grandfather again with a granddaughter who arrived a month early and is doing well. He learned from his other daughter that there was another baby on the way, too.

**Poulsbo Boater's Association**

The association gave their report.

**Consent Agenda**

**Motion:** Move to approve the meeting minutes of 1/8/2024.

**Moved by:** Commissioner Green **Seconded by:** Commissioner Lawrence

Motion passed unanimously.

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

**Moved by:** Commissioner Lawrence **Seconded by:** Commissioner Green

Motion passed unanimously.

**Old Business Items**

**Breakwater Updates – John Piccone**

Mr. Piccone said crews have been troubleshooting some electrical issues. There are a few minor components within the substation that were sent incorrectly (items that were supposed to be stainless steel and arrived non-stainless steel). They're causing issues by power tripping the



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breakwater. It seems to be that water is splashing into the vents on the transformer during big storms. The issue should be handled within the next couple of weeks by way of building a splash wall around the sides to avoid water blowing into the vents. The lights are on the slips, and everything is ready and good to go. The E & F Docks design is taken care of. The bid documents are almost ready, and we are waiting on the Army Corps. We've reached an agreement with the tribe and are waiting for them to process the paperwork. Mr. Piccone is hoping to have everything processed by this time next month and to start the work by September 1<sup>st</sup>. He wants to put the bid out ahead of time with plenty of time to plan out the preconstruction (advertising in February and awarding the project in March). There's an entire section of the bulkhead that is clearly failing; everything is settling down and out and therefore anything sitting on top of it is settling down. He is hoping to repair the section of the bulkhead before the contractor is out mobilizing.

**Accountant's Report**

Tabled for the next meeting.

**New Business Items**

**Commissioner Responses to Public Comments/Discussions**

Commissioner Green wondered, regarding the City's intent of paid parking, what the revenue will be utilized for. *(Audio was distorted, muddled, and difficult to hear.)*

Commissioner Singer said the funds aren't earmarked, and he also wondered where it is going.

**Manager's Report**

Please see attached.

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

Craig Muller would like to see on the agenda the topic of staff members being recognized as Port of Poulsbo employees. He has examples of how that could work, potential costs, and ideas to implement.

Aaron Wenzholz would like discussion for protocols for inclement weather. There was major ice buildup on F Dock during the deep freeze. The employees in the office on Saturday were unsure whether to salt the area. The Port could have been better prepared for the weather.

**Manager's Report**

Please see attached.

**Commissioner Comments**

Commissioner Green said the Sons of Norway will be having a dinner Saturday the 27<sup>th</sup> and tickets are now available.

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Commissioner Lawrence reminded everyone that Frosty Fest is around the corner and to keep up the momentum with local events.

Commissioner Singer talked to someone named John who lives in the Edmonds area who could perform an analysis of what the Port is charging for boats depending on the slip. He wants to sit down and over it with Katelyn to look slip by slip. He thinks the Port could be doing something differently and the numbers need to be examined so we can explain the pricing differences between the slips.

**Executive Session**


The Commission will now adjourn into an executive session to evaluate the performance of a public employee pursuant to RCW 42.30.110(1)(g). The Executive Session is expected to last 20 minutes and is 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 not take final action in the public portion of the meeting.

**Entered Executive Session 7:43pm**

**Exited Executive Session 8:08pm**

No decisions were made in Executive Session.

Adjourn 8:09pm

  
Mark Singer (Feb 2, 2024 17:20 PST)

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Mark Singer, Commissioner & Chairman

  
Jamie Green (Feb 21, 2024 14:54 PST)

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Jamie Green, Commissioner

  
Jay Lawrence (Feb 2, 2024 10:05 PST)

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Jay Lawrence, Commissioner

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Cassidy Conners, Recording Secretary (Not in Attendance)

## Port Commissioner Meeting

### Maintenance: Eugene

- Maintenance has been tasked with all signage for the breakwater and is waiting on an estimate and lead times.
- With the freeze for the most part behind the Port maintenance has stocked up on pvp piping and supplies to work on some of the breaks that occurred. Water will be spotty for the next week but for the most part it is mainly the stantions that burst.

### Guest Moorage: Jannese

- As of 1/17, we have 32 boats that have made reservations to participate in the Frosty Fest activities. We have already exceeded the number of boats from Frosty Fest 2023!
- I have Tacoma Yacht Club in March with up to 60 boats in attendance.

### Permanent Moorage: Kaitlyn

- Permanent moorage has no change, we are working on filling slips.
- Social media update. We are gaining great traction on our post about frosty fest, and I believe this is transitioning to reservations as we have reached a total of 2,976 people and over 8 shares on the post below. Jannese commented that we have more reservations this year for frosty fest compared to last year. Most posts are averaging an engagement of 30 people (likes, comments, and shares). I am happy to see the consistent engagement and reach that we have now, that we previously did not have.
- Added graph.

### Port overview looking forward: Eugene

- We have reached our goal in sponsorship funds and the Chamber will hold funding collected for Kitsap Transit. In the next 2 weeks i will be discussing detail with Kitsap Transit.

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA January 19, 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 \$507,937.36 and from the General Fund, this 19th day of January 2024.

  
Mark Singer (Jan 23, 2024 22:02 PST)  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Jan 22, 2024 14:56 PST)  
Jamie Green, Commissioner

Cassidy Connors, Recording Secretary

  
Jay Lawrence (Jan 24, 2024 08:04 PST)  
Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
18583	Davis Financial	185.00
18584	Bank of America	913.32
18585	Boater's Guide	1,500.00
18586	City of Poulsbo	1.00
18587	Cleanenergy Detail Cleaning LLC	325.00
18588	Home Depot	213.98
18589	Olympic Springs Inc	46.27
18590	PetroCard	18,905.79
18591	PSE	5,631.58
18592	PUD #1 of Kitsap County	682.00
18593	Quigg Bros Inc	474,901.89
18594	CenturyLink	37.53
18595	T&C Diving	819.00
18596	WPPA	3,245.00
18597	WWU	530.00
TOTAL		<b>\$ 507,937.36</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 (Jan 24, 2024 08:37 PST)  
Port Auditor



PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA January 19, 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 \$14,169.26 and from the General Fund, this 19th day of January 2024.

  
Mark Singer, Commissioner

  
Jamie Green, Commissioner

  
Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
P13838	Sean P. Bauman	1,480.41
P13839	Kaitlyn Cook	1,691.79
P13840	Yordon I. Henry	880.86
P13841	Kelli M. Hodges	2,012.61
P13842	VOID	
P13843	Garrett L. Inman	1,163.78
P13844	Eugene F. Madayag	1,949.02
P13845	VOID	
P13846	Nicholas C. Mandeville	1,242.33
P13847	Jannese M. Hunt	1,342.50
P13848	VOID	
P13849	Carol L. Tripp	2,405.96
TOTAL		<b>\$ 14,169.26</b>

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Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~



PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

January 19, 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 \$4,200.35 and from the General Fund, this 19th day of January 2024.

  
Mark Singer (Jan 23, 2024 22:02 PST)  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Jan 22, 2024 14:56 PST)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Jay Lawrence (Jan 24, 2024 08:04 PST)  
Jay Lawrence, Commissioner

| Voucher #   | Claimant                    | Amount            |
|-------------|-----------------------------|-------------------|
| EFT 1/19/24 | US Treasury/Financial Agent | \$4,200.35        |
| TOTAL       |                             | <b>\$4,200.35</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 (Jan 24, 2024 08:37 PST)  
Port Auditor

~~~ EFT ~~~