

# VIRTUAL MEETING VIA ZOOM

## Poulsbo Port District – Port Commission

Subject	<b>*REMOTE* Regular Meeting Agenda</b>	Date	<b>September 16, 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: 2021-11) 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: 9.02.21</b> <b>B. Warrants: 17401 – 17422, P13092 – P13100, EFT 9/10/21, EFT 9/17/21, EFT 9/27/21 in the amount of \$113,564.33.</b>	
6.	<b>OLD BUSINESS ITEMS</b>	
	A. Breakwater Updates	
	B. Permanent Moorage Rate Increase	
	C. 2022 Draft Budget	
7.	<b>NEW BUSINESS ITEMS</b>	
	A. Commissioner responses to public comments/discussions	
	B. Accounting & Manager’s Report	
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/83779768203>

Meeting ID: 837 7976 8203

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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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REGULAR MEETING PORT OF POULSBO  
SEPTEMBER 16, 2021  
7:00 PM

**Present:** Commissioner Singer, Commissioner Green, Commissioner Rose, Port Accountant Carol Tripp, Pam & Peter – PBA

**Call to Order 07:00pm**

**Commissioner Comments**

Commissioner Green said there were technical difficulties at the last business recovery meeting and so the meeting was rescheduled for September 20<sup>th</sup>. According to the Chamber website, Poulsbo Brewfest was cancelled. She will know more details about the Halloween candy drive by after the 20<sup>th</sup>. Commissioner Green is looking forward to holiday festivities while still being safe.

Commissioner Singer noted all the construction projects and wanted to encourage everyone to help educate the public in understanding construction projects are beneficial to the community. Port Accountant Tripp has put maps on the Port website to explain which projects belong to which entities. All these groups are doing the best they can, and improvements are being made so that Liberty Bay and the Port of Poulsbo can exist for many years to come.

Commissioner Rose said whatever the board can do as far as PR to get the word out is great. He's noted an uptick in guests and heard from one guest that the Port of Poulsbo is the best marina in Northern Washington. He wants to keep it that way.

**Public Comments**

There were none.

**Poulsbo Boater's Association**

The association gave their report.

**Consent Agenda**

**Motion:** Move to approve the regular minutes of September 2, 2021.

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

Motion passed unanimously.

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

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

Motion passed unanimously.

**Old Business Items**

**Breakwater Updates**

REGULAR MEETING PORT OF POULSBO  
SEPTEMBER 16, 2021  
7:00 PM

Port Accountant Tripp said there weren't any real updates on the breakwater. The permit for the Army Corps is in Portland and she's waiting to hear back. There's nothing unexpected at this point. There is a building permit with the City of Poulsbo and they're running into the usual issues in dealing with the City. Mr. Piccone is visiting regularly with her, and he will be attending the next meeting to give another update.

**Moorage Rate Increase**

This item is included in draft budget update.

**Draft Budget**

Port Accountant Tripp said this year's budget is extremely tight and is presenting a very rough draft of the budget. She summarized the anticipated revenues, as well as permanent, winter, transient, and guest moorage. She said the Port is expecting \$1.1m coming in just from permanent moorage and is expecting to receive \$560k for grant reimbursement for grant fees next year. There will be a 9.95% rate increase next year. Port Accountant Tripp is structuring it unusually to try and save money with the lease hold tax. The environmental fee will go from 75 cents a month to \$2/month. This will help cover the cost of the pump out boat and the costs incurred by having someone man the pump out boat. Transient, winter, and summer moorage will stay the same at \$5/foot. Electrical is not metered on winter moorage and will have a base rate of \$3.25/foot/month. The board may want to look at tow charges. Current Port tenants pay \$25 and non-tenants pay \$50. These fees have been the same for four years and if the board would like to change them, this is a good time to do so. Live-aboard fees will not be raised.

Port Accountant Tripp said 2022 and 2023 will be the most difficult years the Port will have simply because of the huge projects that are coming. This board has finally pushed it through and got it to the point where it can happen. Once the project is done, the money will be there and the board can move forward with dredging, additional money towards bonds, building back reserves, etc. She clarified the processing fee is what's charged by Point and Pay to use their services. The processing fee goes to that company to use a credit card. Port Accountant Tripp will formalize the draft budget for the next meeting and prepare a resolution.

**New Items**

**Items for Public Discussion**

There were none.

**Maintenance Report**

See attached.

**Accounting & Manager's Report**

See attached.

REGULAR MEETING PORT OF POULSBO  
SEPTEMBER 16, 2021  
7:00 PM

There was some discussion over the state auditor office and the potential to be flagged for moorage tickets (40' slip and being charged for anything less than 40'). Port Accountant Tripp said she will talk with an attorney to figure things out. If a smaller boat is in there, they don't want to pay for an entire 40' slip. That discussion shifted to inspections of boats to ensure boats are meeting requirements of their contract in being allowed in the Port. This will be discussed more at the next meeting.

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


Pam wanted to congratulate the board and Port Accountant Tripp on all the hard work being done with a tight budget. The conversations going into what is being done now will only improve the Port. She clarified with Port Accountant Tripp that the pump out boat will be free to Port tenants. Pam mentioned a boat that is sinking and the emergency repairs that were suggested weren't made.

Peter said that while he and his wife were in Port Ludlow, there were info sheets handed to boaters and wondered if the Port does something similar. Port Accountant Tripp said there are info sheets and guides handed to those in need of additional information but would like to see the information provided to Peter.

**Commissioner Comments**

Commissioner Rose will be glad when the City representative is back in Washington. He mentioned the upcoming elections and wants to keep proactive with the City and noted the mixed messages. He wants to keep things moving forward.

**Final Adjournment 8:28pm**

  
\_\_\_\_\_  
Mark Singer (Oct 8, 2021 13:36 PDT)

Mark Singer, Commissioner

  
\_\_\_\_\_  
Jamie Green (Oct 8, 2021 13:32 PDT)

Jamie Green, Commissioner

  
\_\_\_\_\_  
Thomas K. Rose (Oct 8, 2021 15:13 PDT)

Thomas Rose, Commissioner

\_\_\_\_\_  
Cassidy Conners, Recording Secretary (Not in Attendance)

## Accounting & Manager Report – September 16, 2021

- Maintenance Report – Eugene Madayag
  - Maintenance completed for the month of September:
    - Basic ongoing maintenance of docks, fuel barge and restrooms.
    - Pump out boat service completed. As well as hose and pump equipment ordered.
    - Hazardous waste from shop has been taken to waste disposal.
    - Seabin maintenance has been completed on both units and new zincs installed.
    - Pump out boat at Agate Marine in Bainbridge will be ready for pick up on Thursday/Friday.
    - Paul with NW mobile pump will be here on Monday 9/20/21 to go over pump system on boat.
    - Pay box installed over by boat launch is completed.
  - In progress:
    - Moving of shop in progress now, about half of the major tools have been move back. Moving has been slow going by myself but Bruce is now in maintenance and will pick up.
    - Time can be re-allocated to forward progress of kayak float; some framing material has been brought over for completion.
    - Preparation for ecology to check fuel barge is in progress.
- Permanent Moorage Report – Melanie Winnett
  - Annual Boathouse Inspections – there is one remaining boathouse to be inspected and one boathouse that had electrical shore power issues and their electrical connection was disconnected until it could be repaired by an authorized contractor.
  - Annual Liveaboard Inspections – all but one liveaboard inspection have been completed. One liveaboard has been issued a T.O.W. to complete a bilge cleanup and will be followed up on in 60 days.
  - Checked tabs on vessels in permanent moorage
  - Had to move several dinghy's out of 'paid dinghy moorage' throughout the past two weeks. The paid dinghy signs are hung up in the area, along with the individual numbers but individuals continue to use the spots.

After speaking with Carol, I would like to start having the Boathouse owners be part of our annual fire extinguisher inspections. Basically, it would consist of informing the boathouse owners ahead of time, of the day and time when the extinguisher company would be coming by to do the inspection. Then the BH owner would either give us permission to use their key or leave their fire extinguisher at the Port office. This would ensure that all fire extinguishers were up to date. If this is something that is of interest to the BH owners, we can research the cost for this.

- Guest Moorage Report – Jannese Hunt

The new moorage rate is having a negative impact on the boating community. We have had many boaters, and several yacht clubs, state that they will never dock at our marina again. Roche Harbor Yacht Club is one of our largest Yacht Clubs. The annual rendezvous in Poulsbo is also their annual business meeting. This is a very well attended rendezvous regardless of weather conditions. It may be of interest to know that at their last rendezvous over the weekend of April 16<sup>th</sup> – 18, 2021 30 boats come to the marina & 80 guests were in attendance. Our boat nights for that weekend were 144. Since their last rendezvous they have gained 40 new members. Below is 1 of 4 emails that the cruise captain of Roche Harbor Yacht Club has received regarding their upcoming rendezvous:

*Have you seen the new guest moorage rates at Poulsbo? They are now charging both by the beam and by the length of the boat:*

*Boats with beam greater than 14 feet, Oct 1 to Apr 30 \$2.50 per foot of length per night, those less than 14 feet of beam, \$1.25 per foot of length*

*Boats with beam greater than 14 feet, May 1 to Sep 30 \$3.00 per foot of length per night, those less than 14 feet of beam, \$1.50 per foot of length*

*That means for the annual meeting in April, it would cost us \$150 per night to moor there, which means we will not be attending as this is way too expensive. A hotel would be less expensive. The moorage at Poulsbo is now significantly higher than at Roche Harbor where you get help mooring, collection of moorage fees at your boat, 50 amp power, and dockside garbage service, none of which is available at Poulsbo! (And we do not have any problem connecting to shore power at Roche, whereas it is likely we will have problems at Poulsbo with their new electrical system for which we will have to lease an isolation transformer from the Port at an additional cost per night.) I thought the members might want to know before they get an ugly surprise like we did.*

At the HDPa meeting on Tuesday the idea of a holiday bulletin was well received. Anita Albala (HDPa) will begin working on it soon. I hope to have it ready to publish by the first week in October. The intention will be to advertise all scheduled activities regardless of their association. This may also include merchants and restaurants that are offering specials. We briefly discussed the Frosty Fest Event that we organized last year. I hope to rebrand that event / activity and have it coincide with the Sons of Norway Valisblot "Viking Valentines". Last year's event was advertised on visit poulsbo: <https://www.visitpoulsbo.com/event/valisblot-viking-valentine/> I really do feel that forming subcommittees is really the most effective approach to accomplishing special events that the Port supports.

## Accounting & Manager Report

The electrical vehicle charging stations have been replaced and upgraded up at the Jensen Way parking lot.

We are starting to see a smart influx of campers trying to use the Jensen Way parking lot. With the pending construction starting in downtown Poulsbo, please remember that RV's, Campers, Tents etc. are NOT permitted in the Jensen Way parking lot.

Summary of Financial Statements for the month ending August 31, 2021, will be emailed to the Commission tomorrow as I haven't finished reviewing them completely.

I have been in contact with NW Municipal Advisors and have been providing additional financial documentation for our loan/bond package that will go out to various lending agencies. I expect to have a packet ready for my review within the next couple of weeks.

There are 36 individuals on the winter moorage waiting list this year. We anticipate being able to allow most of the people on this list into the Port, but a few will not be offered winter moorage. This is the first year that we have requested a checklist of items for potential licensee's (current tabs, proof of current insurance, current picture of vessel, where is the vessel currently moored). If the individual is unable to provide any of these documents, they will not be offered winter moorage at the Port.

I would like to propose several changes to the R&R for liveaboards and I ask for this item to be placed on the next agenda for discussion. Most of the changes that I am proposing will have no impact on the current liveaboards at the Port but will change the process for becoming a liveaboard in the future. An example of some of the changes are as follows:

1. 'The minimum size boat to be eligible shall be 32 feet <sup>on deck</sup> ~~in documented length~~. Liveaboard boats must, at all times, meet Federal, State, and local laws which include those pertaining to navigation and safety equipment. Boats must be seaworthy and immediately ready for cruising in local waters. A boat that is being used only to liveaboard and not for the purpose of cruising is **NOT** eligible for liveaboard moorage at the Port of Poulsbo.'

Lastly, the area towards the head of 'E' Dock Ramp is showing significant signs of deteriorating due to the sluffing of fill materials that were used to fill Anderson Parkway. This has already caused PSE's main electrical lines to break in the park and the Port had no electrical service on the guest docks. In addition, the paved surface in this area is a significant hazard to anyone that might be walking in this area due to the irregular surface. In addition, this will start to impact the Port's fuel supply lines in the near future.

Respectfully Submitted,

Carol Tripp



**PORT OF POULSBO**


PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA

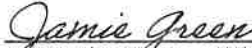
September 17, 2021

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 \$67,593.01 and from the General Fund, this 17th day of September 2021.

  
Mark Singer (Sep 17, 2021 15:48 PDT)

Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Sep 17, 2021 12:01 PDT)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Thomas K. Rose (Sep 17, 2021 16:04 PDT)

Thomas Rose, Commissioner

Voucher #	Claimant	Amount
17401	Edward Jones	2,195.98
17402	Kelli Hodges	620.20
17403	Scott Mathis	347.43
17404	Madison Black	5.00
17405	Chris Franz	714.00
17406	David Messner	30.00
17407	David Mandelas	319.00
17408	Charles Budd	149.65
17409	Bank of America	2,354.27
17410	Blue Sky Printing	44.69
17411	BMC	572.12
17412	City of Poulsbo	3,843.34
17413	Coast to Coast Hardware	75.05
17414	Excel Business Systems Inc	597.16
17415	Home Depot	179.55
17416	Kitsap County Dept of Public Works	22.94
17417	Keco Pump and Equipment	658.85
17418	Kitsap Networking Services	1,375.00
17419	Office Depot Credit Plan	176.18
17420	Olympic Springs Inc	45.51
17421	PetroCard	52,988.17
17422	Home Depot Pro	278.92
<b>TOTAL</b>		<b>\$ 67,593.01</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 (Sep 17, 2021 09:55 PDT)

Port Auditor


PORT OF POULSBO

PAYMENT VOUCHER

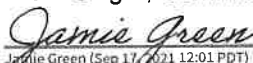
Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA September 17, 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 \$13,224.70 and from the General Fund, this 17th day of September 21.

  
Mark Singer (Sep 17, 2021 15:48 PDT)

Mark Singer, Commissioner

  
Jamie Green (Sep 17, 2021 12:01 PDT)


Jamie Green, Commissioner

  
Thomas K. Rose (Sep 17, 2021 16:04 PDT)

Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P13092	Christopher Henry	1,100.10
P13093	Kelli M. Hodges	1,659.14
P13094	Eugene Madayag	1,511.99
P13095	Nicholas Mandeville	982.10
P13096	Jannese M. Hunt	1,338.77
P13097	Bruce Riley	1,175.50
P13098	Brian T. Smith	1,277.76
P13099	Carol L. Tripp	2,436.64
P13100	Melanie I. Winnett	1,742.70
TOTAL		\$ 13,224.70

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 (Sep 17, 2021 09:55 PDT)

Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA September 10, 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 \$12,860.80 and from the General Fund, this 10th day of September 2021.

*Mark Singer*  
Mark Singer (Sep 17, 2021 15:48 PDT)  
Mark Singer, Commissioner

ATTEST:

*Jamie Green*  
Jamie Green (Sep 17, 2021 12:01 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

*Thomas K. Rose*  
Thomas K. Rose (Sep 17, 2021 16:04 PDT)  
Thomas Rose, Commissioner

| Voucher #    | Claimant                   | Amount             |
|--------------|----------------------------|--------------------|
| EFT 09/10/21 | WA Teamsters Welfare Trust | \$12,860.80        |
|              | TOTAL                      | <b>\$12,860.80</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 (Sep 17, 2021 09:55 PDT)  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA September 17, 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 \$4,207.19 and from the General Fund, this 17th day of September 2021.

Mark Singer  
Mark Singer (Sep 17, 2021 15:48 PDT)  
Mark Singer, Commissioner

ATTEST:

Jamie Green  
Jamie Green (Sep 17, 2021 12:01 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas K. Rose  
Thomas K. Rose (Sep 17, 2021 16:04 PDT)  
Thomas Rose, Commissioner

| Voucher #    | Claimant                    | Amount            |
|--------------|-----------------------------|-------------------|
| 09/17/21 EFT | US Treasury/Financial Agent | \$4,002.73        |
| 09/17/21 EFT | DSHS                        | \$204.46          |
| TOTAL        |                             | <b>\$4,207.19</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 (Sep 17, 2021 09:55 PDT)  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA September 27, 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 \$15,678.63 and from the General Fund, this 27th day of September 2021.

Mark Singer  
Mark Singer (Sep 17, 2021 15:48 PDT)

Mark Singer, Commissioner

Jamie Green  
Jamie Green (Sep 17, 2021 12:01 PDT)

Jamie Green, Commissioner

Thomas K. Rose  
Thomas K. Rose (Sep 17, 2021 16:04 PDT)

Thomas Rose, Commissioner

ATTEST:

Cassidy Conners, Recording Secretary

| Voucher #     | Claimant                       | Amount             |
|---------------|--------------------------------|--------------------|
| EFT 9/27/2021 | WA State Department of Revenue | \$14,345.40        |
| EFT 9/27/2021 | WA State Department of Revenue | \$1,333.23         |
| TOTAL         |                                | <b>\$15,678.63</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 (Sep 17, 2021 09:55 PDT)  
Port Auditor

~~~ EFT ~~~