

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

Subject	*HYBRID* Regular Meeting Agenda	Date	June 20, 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	Carol Tripp – Port Accountant		

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.	CONSENT AGENDA ITEMS (Next Res: 2024-04) All matters listed within the Consent Agenda have been distributed to each member of the Commission for reading and study, are considered to be routine and will be enacted by one motion of the commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by a Commission member or by Citizen Request. A. Approve meeting minutes of: 6/6/24 B. Warrants: 18784 – 18805, P13982 – P13993, 6/10/24 EFT, 6/21/24 EFT in the amount of \$85,176.73.		
6.	NEW BUSINESS ITEMS		
	A. Commissioner Responses to public comments/discussions		
	B. City of Poulsbo bulkhead repair/E & F Dock Project		
	C. PFD Use Policy		
	D. Cris Craft Rendezvous 2024		
	E. Reservation Policy (placeholder)		
	F. Manager/Accountant's Report - Carol		
7.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS		
8.	COMMISSIONER COMMENTS		
9.	ADJOURN		

<https://us02web.zoom.us/j/83302296047>

Meeting ID: 833 0229 6047

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
JUNE 20, 2024
7:00 PM

Present: Commissioner Singer, Commissioner Lawrence, Commissioner Green, Port Accountant Carol Tripp, Port Engineer John Piccone

Call to Order 7:00pm

Commissioner Comments

Commissioner Singer said to be careful out there and have fun.

Commissioner Green said to be safe out on the water during this heat wave. She also said to hydrate and stay cool.

Commissioner Lawrence said there's been a lot of boating out there and to pay attention to others.

Public Comments

(Audio was difficult to hear)

Someone on the Virginia5 is back in the area. He sold out for their event and would like to see what's possible. He was banned in the past and was hoping to be reinstated. He is hoping he can talk to someone about it.

Loren, on the end of A dock, wondered how many people are liveaboard and how many are permanent moorage.

Cary, AA-15, has been here for a while and on a list for the side tide in 2018. He wants to know why he was skipped on the waitlist.

Poulsbo Boater's Association

There was no report.

Consent Agenda

Motion: Move to approve the meeting minutes of 6/6/2024.

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

Motion passed unanimously.

Motion: Move to approve the warrants as read.

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

Motion passed unanimously.

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Old Business Items

Commissioner Responses to public comments/discussions

Commissioner Lawrence thinks the situation involving the owner of the Virginia5 is something the board can examine. He wants to get the owner's phone number to get in touch with him.

Port Accountant Tripp said there are 253 slips in permanent moorage. She wasn't sure of the number of current liveaboards, but she can email Loren the number once she finds out.

Commissioner Singer said the number is based on percentages. Last he knew there were about 24 liveaboards.

Cary's question about the waitlist will be addressed in Port Accountant Tripp's report this evening.

New Business Items

City of Poulsbo Bulkhead Repair/E & F Dock Project

Port Accountant Tripp said John Piccone will be logging into the meeting shortly. In the meantime, she explained a letter had been sent to the City of Poulsbo on January 18, 2024. A physical meeting took place April 3, 2024, regarding the E & F Dock project coming up. There were concerns about the bulkhead and how the top of the ramp will go in. Port Account Tripp explained what the Port would like to do.

Instead of paying DNR, the Port (in agreement with the City), have a joint fund for DNR. The City doesn't contribute anything to that fund. The ~\$220,000 that is in the fund has all been Port money. There are repairs needed with the bulkhead, and the City can come to the Port to take the money. The Port has gone to the City and explained their bulkhead is failing, and an opportune time to make repairs is during the E & F Dock project. The City then requested the Port to conduct some studies. Mr. Piccone has done engineering studies, provided a new letter with feedback from the Port, and options for repairs. Port Accountant Tripp needed board direction about proceeding forward with delivery of the letter.

Mr. Piccone has presented seven options, including one option of doing nothing, along with board cost information. No action has been taken by the City thus far, but Mr. Piccone is hoping for consent to use the funds. July 15th is the date the Port needs an answer. He's anticipating further discussion at the July 18th Port meeting to see if any response has been received. He recommends submitting the letter to the City quickly and ask them not to wait until July 15th to say no.

Port Accountant Tripp said any further studies at this point should have a shared financial responsibility between the Port and the City. The Port already has their permits at this point and Mr. Piccone has done assessments and studies.

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Commissioner Singer said there is a need to express a sense of urgency in the matter. He told Port Accountant Tripp to send the letter and would like to personally make an appointment to go visit the City as soon as he's back in town.

Port Accountant Tripp will send the letter to the City.

PFD Use Policy

Port Accountant Tripp said the policy is in place so everyone understands they need to wear their personal flotation devices and when it's necessary to wear one. She wanted the board to take a look at it and if there's any changes to please let her know.

Commissioner Green read it and agrees; there's going to be more activity during summertime, she would push forward with it.

Commissioner Singer said the PFD workers and maintenance crew should be wearing them. He wanted to emphasize not only safety, but the appearance of being uniform and nice. Employees should understand we want them to look sharp, but to stay maintained as well.

Port Accountant Tripp recalled the Port owns the equipment that is needed, and four of the PFDs are brand new. She requested a review date of two years for the PFD Use Policy.

Motion: Move to adopt the PFD Use Policy

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

Motion passed unanimously.

Cris Craft Rendezvous 2024

Commissioner Lawrence said the Port has been asked by local downtown businesses to promote the Port by sponsoring various yacht clubs in the form of free moorage. He read allowed segments in response to the request. While the Port is a public entity and public money, there are rules we have to follow, and we can't just give away free moorage.

Commissioner Singer recalled discussion about this particular club coming in. The board needs to vote and make rules and regulations and approve things that occur. The Port has known about the factor of not allowing free moorage and needs to be careful if someone has a request to the board. The board must provide a definitive answer. He doesn't want to cause hard feelings, but the Commissioners have never voted for or approved free moorage to boating clubs. There may have been misspoken words in the past about it.

Commissioner Green said it's nice to be approached on the dock, but at the end of the day it's important to know your policies and this is one of those cases. There have been a lot of miscommunications resulting in someone having an impression that was unfortunately

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incorrect. Everyone needs to take time to investigate the policy so it can be clear that we cannot afford those liberties of free moorage instructed by RCW.

Reservation Policy (placeholder)

Port Accountant Tripp said this agenda item is to ensure it will be discussed at the next meeting. She isn't ready to address it yet.

Manager/Accountant's Report

Please see attached.

Motion: Move to adopt the 30-day rule for when someone will terminate their slip to inform the office.

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

Motion passed unanimously.

Motion: Move to approve the \$10,000 expenditure needed.

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

Motion passed unanimously.

Motion: Move to approve the linear footage for the club starting July 1st

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

Motion passed.

Public Comments & Requests for Future Agenda Items

Craig, C-11, had a comment but the audio was muddled and difficult to hear.

Loren, regarding the issue with free moorage, doesn't agree with it but wondered about brainstorming about the party dock. Maybe some other little things could be available. Big money is possible with them being here. For a little money, the Port can possibly organize something that would attract more of them or come back next year. It would be worth exploring.

Commissioner Comments

Commissioner Singer said the Port just put in a big breakwater, but also we are looking at those things, small things we can do. But we must follow our RCWs and can't do things illegally. We are looking for ideas and recommendations as well. Please send them in.

Commissioner Green congratulated Commissioner Lawrence on carrying his first meeting. She said to be mindful with RCW rules regarding other Commissioners saying the other person will

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chair. It is a courtesy to have the conversation beforehand with other Commissioners if the chairperson isn't available to chair for whatever reason prior to the meeting. When speaking in public, be mindful of what has been decided, what's still in the works, and include Commissioners on decisions. Regarding social media, once the Port is fully staffed, Katelyn will have more bandwidth to focus on things to draw more people in. Traditional methods aren't always utilized for boaters. Some people choose to find out things through social media. Lastly, Commissioner Green said to respect the seal pups.

Adjourn 8:06pm



Mark Singer (Jul 19, 2024 11:02 PDT)

Mark Singer, Commissioner & Chairman



Jamie Green (Jul 19, 2024 22:16 PDT)

Jamie Green, Commissioner



Jay Lawrence (Jul 24, 2024 09:47 PDT)

Jay Lawrence, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

Accounting & Business Report – June 20, 2024

Accounting Report –

The books have not been finalized for the month of May 2024 due to a discrepancy in fuel sales. I am hoping to have sufficient time to complete this by next week.

Business Report –

As reported previously, I would like to change the Moorage License Agreement to reflect a licensee requirement of '30 day's notice, in writing, to terminate.' This would allow enough time to fill the slip which will limit the amount of financial impact to the Port. If the Board approves, I will ask that this be implemented by August 1, 2024. This date would allow enough time to notify all licensee's and update all of our master documents. **MOTION REQUIRED**

Quotes have been obtained, for the electrical connection for the BW MPR.

If we leave the MPR/office in its current location on the BW, the cost would be \$8,416.10.

If we move the MPR/office to the BW connecting float, the cost would be \$17,526.26.

Either option will require board approval since it is over the \$5,000 threshold in our procurement policy. **MOTION REQUIRED**

Correspondence from Liberty Bay Small Boat Center (LBSBC) has been received. Ms. Murdock has requested information on their invoicing and how it is that LBSBC is being charged at the square footage rate and another rowing club is being charged at the linear foot rate.

This topic came up beginning in March of 2015. A memo stated, "....moorage calculation will convert to the "square foot" system." Another letter, dated February 12, 2016 again states, "Please note that you are now being charged on a square footage basis for your entire area..."

The other rowing group has similar correspondence in their file. A letter dated August 29, 2016 stating that they would be converted to the square footage system effective January 1, 2017. In addition, there was a statement of, "The Club's rate increase will be divided over the next two years in an effort to give the club time to adjust to the change." The only additional notation was, "Board decided to allow the KRA to the 'per foot' rate." This was noted on November 2, 2017 by Executive Director Miller.

In summary, LBSBC is requesting to be invoiced at the linear footage fee rather than the square footage rate. (LBSBC is currently invoiced at \$1,451.83 per month – 1879 sq ft—converting to linear footage the monthly moorage would be \$990.68)

We are having issues with improper use of the floating restroom. Individuals using the restroom are urinating on the walls, floors, trash cans and on janitorial supplies (toilet paper). In addition, staff are having to clean up toilets that are literally smeared with feces on a regular basis. Because of these issues, the floating restrooms will be open from 8:00AM until 4:00PM, 7 days a week. After installation of security cameras, the situation will be reevaluated.

Maintenance Report

Daryll Trask
Maintenance Supervisor

We tested all the riser valves on the fire suppression system and found 9 that were defective. We successfully repaired all 9 valves over a 3-day period. We also opened all the spill kits on AA, A, and B docks. We're discovering that many of the kits are defective and frozen closed, so progress is slow. We must take care to open them gingerly to avoid damaging the containers. We're targeting completion for all piers by Monday, June 24th. We are also exploring alternative tie-down solutions for more effective preventative maintenance.

We are 50% completed painting the D dock pedestals. Our progress has been slowed by the weather. We are replacing GFCIs on D dock as part of ongoing maintenance. We have also replaced 5 pedestal mounting brackets that needed replacing and we fixed them with new lag bolts. Some common issues we're seeing with the pedestals are loose pedestals, rusting on the pedestals from the bottom up, and damage from boat impacts during adverse weather. I also did a dock walk on June 18th and discovered an electrical shore tie in the water, still plugged in. I addressed this immediately.

We're had some breakwater electrical issues. There was an outage affecting 6 slips due to a faulty GFCI on a boat during the weekend of June 15th. I resolved the issue on Monday following the weekend and worked with the breakwater employees to troubleshoot similar problems in the future, although on-site assistance was ultimately required for this specific incident, which was traced to the transformer on the dock.

In the coming two weeks, we will continue to progress on spill kit distribution and installation. We will advance our discussions on the breakwater office relocation. We will push forward with the D dock pedestal paint project as weather allows. We will maintain vigilance on GFCI replacements and dock safety inspections.

Breakwater Report

Hannah Harness
Breakwater Coordinator

Between June 1st and June 18th, 2024, we have had 25 overnight stays, and four 4-hour stays. The weather at this time has yet to be consistently nice and I believe this is why we have had less guests, although I am hopeful for the 4th of July and the weeks after that. So far, nearly everyone who has stayed with us has commented on how much they enjoy various aspects of staying on the breakwater. This includes the view, a sense of privacy, and the overall new and fresh-looking docks. When the weekend weather has been good, we have had quite a few more guests come to moor with us.

Due to this less-than-optimal weather, we have also had to close the breakwater completely three times. Each time there was a small craft advisory issued. On June 3rd and 4th, the wind was extremely high and there was periodical heavy rain. On June 11th, there were high winds that started out with the decision to close just the linear side of the breakwater, and then evolved into a full closure as the weather declined. In all scenarios where the breakwater is fully closed, white caps were crashing into the linear side of the breakwater, with large amounts of water consistently coming across the docks to make it unsafe for people to be walking without being soaked or potentially knocked into the water.

As mentioned before, the guests that stayed with us have expressed their enjoyment of their experience. Our guests who stayed with us for the very first time a few weeks ago, came back to stay with us again this past weekend, and even brought their family! During a conversation with the wife, she explained that her and her husband have enjoyed the breakwater so much and were so excited to bring their out-of-town family to visit.

Generally speaking, the rest of the breakwater remains relatively unchanged since the last report. Maintenance has begun the process of the remodel in the breakwater office now that the multi-Purpose Room has been fitted for meetings and related uses. This week the new flooring is going down in the breakwater office. I have also been working with the maintenance supervisor to complete the ordering of items needed to clean the floating bathhouse. We are doing this in a way that is not only safe and sanitary for the public, but also keeps the bay and its wildlife without harmful chemicals or contaminants.

On a final note, we have entered harbor seal pupping season which will extend through September. Being that the old breakwater is where many of the harbor seals would originally have their pups, we are seeing a lot of pregnant mothers hauling out on our docks. We have been working with Fish & Wildlife and the employees at the Sea Discovery Center to post more informational signs on the breakwater and make a general plan of how to handle the public being much closer to seals this pupping season.

Permanent Moorage Report

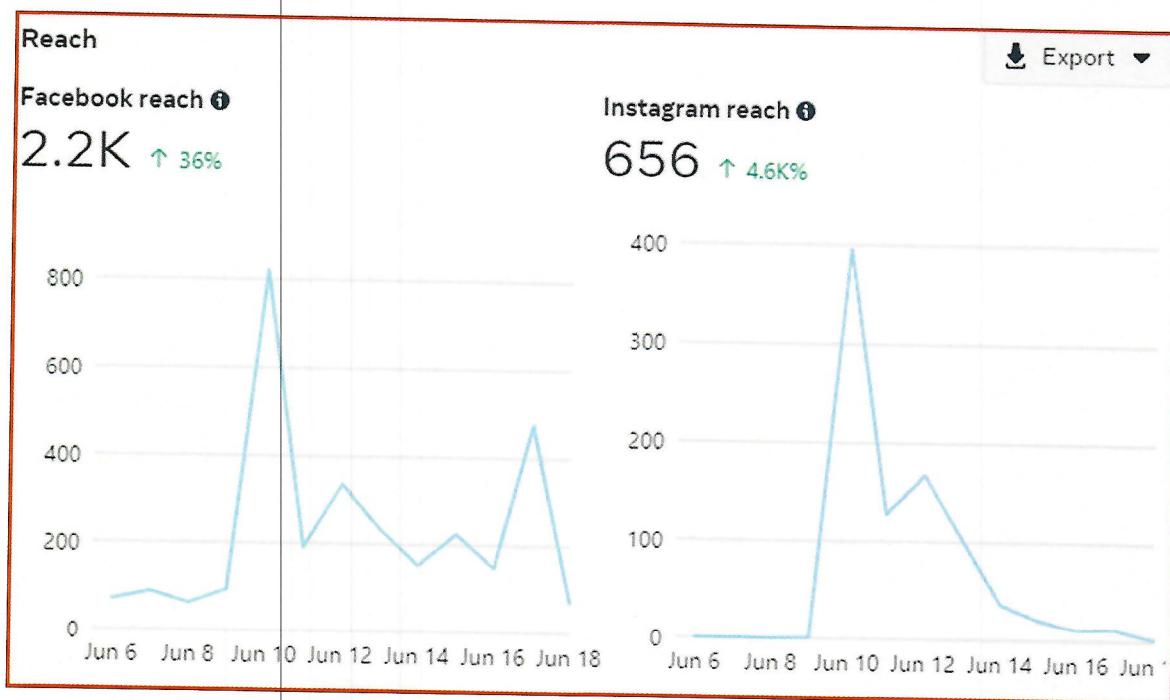
Kaitlyn Cook
Permanent Moorage Coordinator

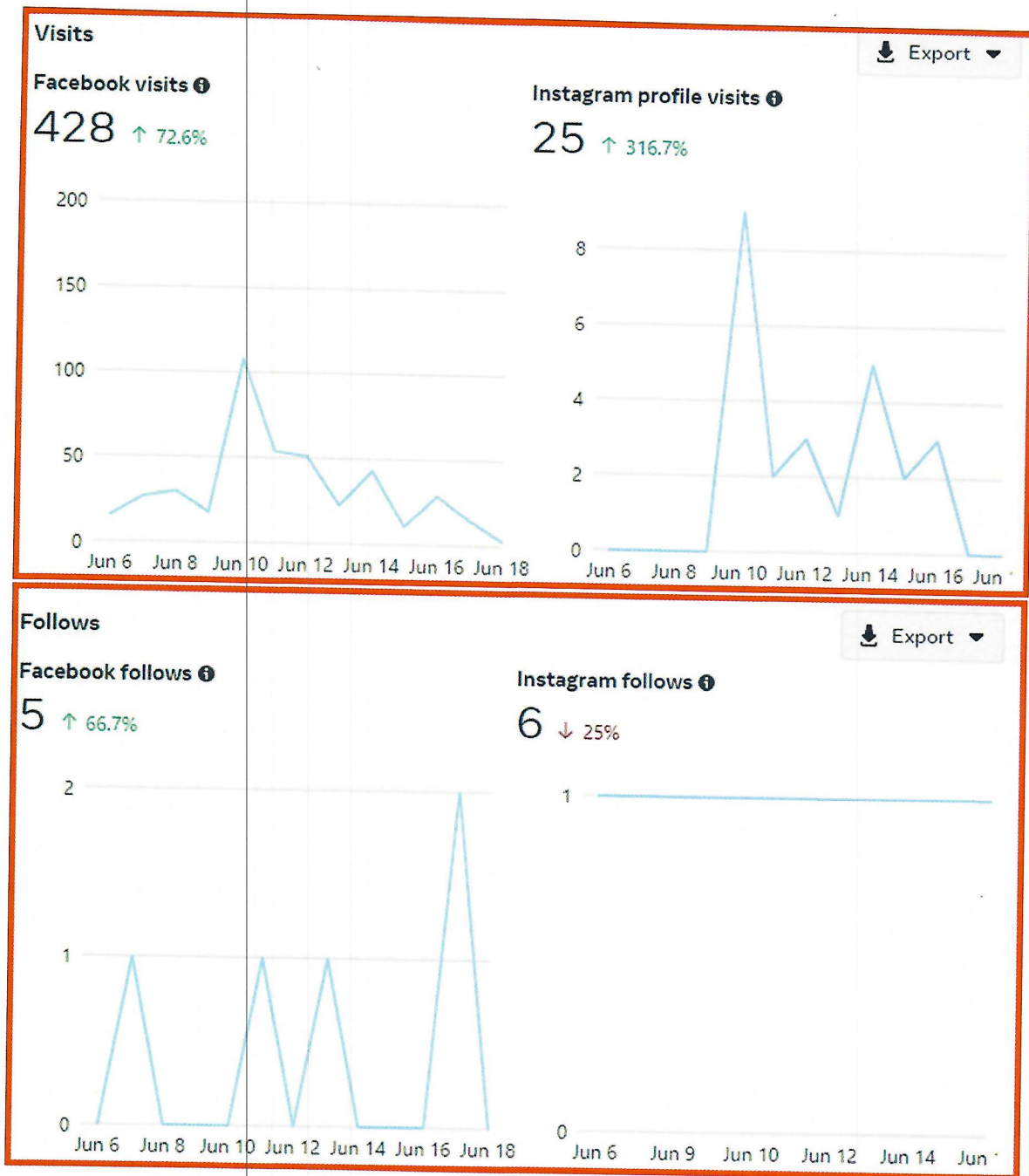
Permanent moorage occupancy is 95%. The last slips to be filled are primarily on C-dock, thus it will take more time to fill with our electrical requirement. I am working to get these filled as fast

as I can. This summer we have had less hot berthing slips available than last year. However, it has been difficult to fill these as most vessels wanting to hot berth are either far too large or not willing to pay 10' over their boat length.

I would also like to remind everyone how the transfer list works. When a vessel leaves, I look at the slip length first to determine the largest vessel that can be placed in that slip. For example, AA12 / 14 this slip was determined to be able to accommodate a 50' vessel. Due to this, a person requesting a transfer that has a 50' vessel will be ahead of someone with a 41' vessel that are both on the list as we want to maximize the space and revenue we have for our slips.

Social media update we have had 428 Facebook visits, 25 Instagram visits. We have 5 new Facebook followers and 6 new Instagram followers. Our Facebook reach is 2.2 thousand and our Instagram reach is 656. We are still maintaining a consistent increase in followers and engagement.





Respectfully Submitted,

Carol Tripp, Port Accountant

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

June 21, 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 **\$53,317.53** and from the General Fund, this 21st day of June 2024.


Mark Singer (Jun 22, 2024 00:37 GMT+1)


Mark Singer, Commissioner

ATTEST:


Jamie Green (Jun 21, 2024 18:24 PDT)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Jay Lawrence (Jun 21, 2024 11:42 PDT)

Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
18784	Ilissa G. Martinez	775.62
18785	Stuart Lindsay	90.15
18786	Sandra Tate	414.80
18787	Mike Stevens	189.90
18788	Jonathan Beuselinck	143.00
18789	Keith Smith	75.00
18790	Adam Stone	623.08
18791	Davis Financial	1,970.00
18792	Bank of America	173.63
18793	Coast to Coast Hardware	101.07
18794	Excel Business Systems	345.73
18795	Home Depot	2,825.30
18796	Napa/Westbay Auto Parts	40.63
18797	Office Depot Credit Plan	638.17
18798	Olympic Springs Inc	53.43
18799	PetroCard	39,496.74
18800	Platt	67.09
18801	PSE	3,619.75
18802	PUD #1 of Kitsap County	682.00
18803	Reliable Background Screening	99.00
18804	Home Depot Pro	363.44
18805	WWU	530.00
TOTAL		\$ 53,317.53

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 (Jun 21, 2024 11:44 PDT)
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA June 21, 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 \$15,106.88 and from the General Fund, this 21st day of June 2024.

Mark Singer
Mark Singer (Jun 21, 2024 09:37 GMT+3)
Mark Singer, Commissioner

Jamie Green
Jamie Green (Jun 21, 2024 18:24 PDT)
Jamie Green, Commissioner

Jay Lawrence
Jay Lawrence (Jun 21, 2024 11:42 PDT)
Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
P13982	Sean P. Bauman	1,612.04
P13983	Kaitlyn Cook	1,633.77
P13984	Hannah E. Harness	1,332.61
P13985	Yordon I. Henry	1,126.39
P13986	Kelli M. Hodges	1,960.24
P13987	VOID	
P13988	Nicholas C. Mandeville	1,317.52
P13989	Kellie B. Osgatharp	974.12
P13990	Jannese M. Hunt	1,268.91
P13991	VOID	
P13992	Daryll J. Trask	1,468.53
P13993	Carol L. Tripp	2,412.75
TOTAL		\$ 15,106.88

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 (Jun 21, 2024 11:44 PDT)
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

June 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 \$12,341.00 and from the General Fund, this 10th day of June 2024.

  
Mark Singer (Jun 22, 2024 00:37 GMT+1)

Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Jun 21, 2024 18:24 PDT)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Jay Lawrence (Jun 21, 2024 11:42 PDT)

Jay Lawrence, Commissioner

| Voucher #   | Claimant                           | Amount      |
|-------------|------------------------------------|-------------|
| EFT 6/10/24 | Washington Teamsters Welfare Trust | \$12,341.00 |
| TOTAL       |                                    | \$12,341.00 |

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 (Jun 21, 2024 11:44 PDT)

Port Auditor

~~~ EFT ~~~


PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

June 21, 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

\$4,411.32

and from the General Fund, this

21st day of

June 2024


Mark Singer (Jun 22, 2024 00:37 GMT+1)


Mark Singer, Commissioner

ATTEST:


Jamie Green (Jun 21, 2024 18:24 PDT)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Jay Lawrence (Jun 21, 2024 11:42 PDT)

Jay Lawrence, Commissioner

| Voucher # | Claimant | Amount |
|-------------|-----------------------------|------------|
| EFT 6/21/24 | US Treasury/Financial Agent | \$4,411.32 |
| TOTAL | | \$4,411.32 |

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 (Jun 21, 2024 11:44 PDT)

Port Auditor

~~~ EFT ~~~