

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

Subject	*HYBRID* Regular Meeting Agenda	Date	March 7, 2024
Recorder	Cassidy Connors	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 ; John Picone- Engineer		

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: 2024-03) 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: 2.15.24 B. Warrants: 18635 – 18655, P13877 – P13894, 2/16/24 EFT, 2/25/24 EFT, 3/1/24 EFT, 3/10/24 EFT in the amount of \$160,586.68. C. Resolutions: Resolution 2024-02 – 2023 Reserve Policy Allocation	
6.	OLD BUSINESS ITEMS	
	A. Rules and Regs Approval	
	B. John Picone Report	
8.	NEW BUSINESS ITEMS	
	A. Commissioner Responses to public comments/discussions	
	B. Boat Survey Policy	
	C. Use of Port Tablet Policy	
	D. Accounting Report - Carol	
	E. Manager’s Report - Eugene	
9.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
10.	COMMISSIONER COMMENTS	
11.	ADJOURN	

<https://us02web.zoom.us/j/83420717179>

Meeting ID: 834 2071 7179

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.

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.

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

Call to Order 7:00pm

Commissioner Comments

Commissioner Lawrence said he has started spring cleaning and hopes everyone else is getting ready for the changing season. He's glad to see everyone in attendance.

Commissioner Green said to stay safe and get ready for spring.

Commissioner Singer walked the docks and noticed there are a few things to take care of.

Public Comments

Aaron Wenzel, long time tenant, is glad to see the agenda item "Survey" because he thinks it needs to be reassessed. He witnessed it isn't helping the Port and isn't working the way it was intended to. Good potential tenants are being lost because of it and exceptions need to be made.

Councilman Musgrove, Port Liaison, wondered if there was an update about the cancelled meeting between the Port and the City.

Ed Fernandez, tenant, wondered if there was a way to get people to turn their lights on who are anchored out in the bay.

Poulsbo Boater's Association

There was no report.

Consent Agenda

Motion: Move to approve the meeting minutes of 2/15/2024.

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

Motion passed unanimously.

Motion: Move to approve the warrants as read.

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

Motion passed unanimously.

Motion: Move to approve Resolution 2024-02 – 2023 Reserve Policy Allocation

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

Motion passed unanimously.

Old Business Items

Rules and Regulations Approval

Commissioner Singer said the Rules and Regulations have been discussed and worked on for a while. There was a meeting with the PBA and others at the Port. Changes have been made; reviews have been done. Port Accountant Tripp will send the Rules and Regulations electronically for the Commission to sign.

John Piccone Report

Mr. Piccone said everything is wrapped up with the breakwater and grants are being closed up now. Regarding E & F Dock updates: the bid documents have been fully completed and the project is out to bid. Advertising begins March 1st and will continue through March 15th. There are two ads that will be posted March 8th and March 15th in the local paper. Several contractors have already requested more information. The bid opening will proceed on April 4th. Mr. Piccone will update the board during the first meeting in April.

He anticipates May – August working with selected contractors with bonds, etc. September 5th will be the first day on-site construction can occur. He's anticipating 90 days of on-site construction with a fully concluded date of December 4th. During site work, all of E & F Dock, including the fuel barge, will be inaccessible and closed except for construction personnel. The rest of the Marina will remain relatively unaffected. The restrooms, laundry room, and PO Boxes will be available as pedestrian access only during the on-site work.

The floating restroom project was awarded to Topper Industries. Mr. Piccone is currently reviewing their shop drawings. He did receive the Corps permit, has reviewed all the permit documents, and was given notice to proceed. By the next boating season, everything will be up and running and available to the public.

New Business Items

Commissioner Responses to Public Comments/Discussions

Commissioner Lawrence agrees with the anchor topic. It's always a problem.

Commissioner Singer said Port has jurisdiction 198' past the new breakwater. After that it's county jurisdiction. All the Port can do is encourage people to turn their lights on. Regarding the waitlist, there are different waitlists: don't have a slip and waiting for a slip or waiting to move from one slip to another. He knows that new people are getting bumped to the bottom if they refuse an available slip. It's a topic he's thinking about, and people are coming to him to talk about it.

Boat Survey Policy

Eugene said this policy was done not too long ago and the original was amended. There was a problem with the way it was originally written that allowed the boater to say they had a choice whether the boat needed a survey or a safety letter. He rewrote the policy to say a survey is done after a certain age of the boat. If there's something in the survey letter that requires fixing, a safety letter would then be issued to address that specific issue.

Use of Port Tablet Policy

Port Accountant Tripp said with the breakwater opening in the next 3-4 weeks the Port has obtained a tablet and keyboard. A policy is needed to outline what is acceptable and appropriate for usage.

Motion: Move to approve the Port Tablet Policy with a three-year review.

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

Motion passed unanimously.

Accountant's Report

There was no official report. The state auditor office offers what is called the "Lean Program." Specialists from the office come and analyze products and offer solutions, and this is a free service. Port Accountant Tripp contacted their office and scheduled a meeting next Thursday with them to discuss how the breakwater will be operated, along with how to integrate E & F Dock.

Regarding John's comment on the closure of E & F Dock for 3-4 months: during that time, it is her suggestion to the board to lay off guest moorage staff during that time. She cannot justify that expense for 3-4 months. There will be someone out on the breakwater that will be able to take care of guest moorage. Guest moorage will only be available on the breakwater during the construction.

Manager's Report

Please see attached.

Public Comments & Requests for Future Agenda Items

Port Accountant Tripp said to Councilman Musgrove that the meeting with the City was cancelled due to illness. She would like to reschedule it for March 10th and emailed Diane the reschedule request. She sent the email thread to Councilman Musgrove because she still has yet to receive a response from Diane.

Commissioner Comments

PORT OF POULSBO
MARCH 7, 2024
7:00 PM

Commissioner Singer said the Commission will continue looking, examining, talking, and listening.

Adjourn 7:44pm




Mark Singer (Apr 2, 2024 15:03 PDT)

Mark Singer, Commissioner & Chairman



Jamie Green (Apr 3, 2024 13:40 CDT)

Jamie Green, Commissioner



Jay Lawrence (Apr 2, 2024 14:11 PDT)

Jay Lawrence, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

Port Commissioner Meeting 3-7-24

Maintenance: Eugene

- Breakwater has been pressure washed cleaned and tribal flupsy has been brought in. Maintenance was there to help facilitate any needs for the tribe.
- Ice Machine is ready for installation, power and water has been installed. The drain area has been prepped and we are awaiting the physical delivery of the machine.
- Breakwater directional signage has been installed as well as number plates and safety signs on the breakwater.

Guest Moorage: Jannese

- This month we have hit the ground running with interesting meetings. We met with Brian Kilpatrick to discuss finalizing the video with new footage of the breakwater. While discussing an event with (Brian) Evergreen Mountain Bike Alliance the potential for an event calling it "Bikes & Boats". A bicycle enthusiast overheard our conversation and asked to share information!
- We met with the Liberty Bay Festival Steering Committee. They were very interested to know how we organized the Frosty Fest Event. Many people think that it was organized by the HDP. Our event also has been referred to as the Viking Winter Fest. They were surprised to learn that this event was organized by 4 ½ people! We will do our best to support their event.
- On Tuesday the lead organizers of the Nordhavn Rendezvous met with us to discuss their upcoming rendezvous over the Mother's Day Weekend. In addition to the new video, they will be filming they have asked Denise Whittaker from KOMO News to MC the event. This event will be hailed as the largest Nordhavn Rendezvous to ever be held. Many of the Nordhavn owners who moor their vessels overseas will be attending the event and staying in our hotels!
- Wednesday I have a meeting with Roche Harbor, somehow, they talked me into organizing a poker run for over 100 people!
- This weekend we have the Tacoma Yacht Club. There will be over 40 boats in attendance. This rendezvous is always very well attended.

Permanent Moorage: Kaitlyn

- We have had great engagement on our most recent breakwater post. I have been engaging with the community to answer most of the questions being posed such as "How long of a walk", "Cost" "Slip sizes" from what I can gather is the community is just as excited as we are with over 37 shares and 63 comments along with the reach on this post alone was 27.4 thousand. I am also trying to implement more catered content to each platform thus having Instagram only content and Facebook only content to try and get more people to follow us on our other platforms. This has worked with the Reel "walking to the breakwater" posted to Instagram that gained us 9 Instagram followers the day it was posted with a "Follow us on Instagram" posted to Facebook See below. Overall, I am happy with the way we are headed.

Port overview looking forward: Eugene

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

February 23, 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 \$16,028.82 and from the General Fund, this 23rd day of February 2024.


Mark Singer (Mar 8, 2024 11:06 PST)
Mark Singer, Commissioner

ATTEST:


Jamie Green (Mar 8, 2024 19:16 PST)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Jay Lawrence (Mar 11, 2024 11:01 PDT)
Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
18635	Quigg Bros Inc	16,028.82
	TOTAL	\$ 16,028.82

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 (Mar 8, 2024 09:52 PST)
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

March 8, 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 \$118,283.49 and from the General Fund, this 8th day of March 2024.


Mark Singer, Commissioner

ATTEST:


Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
18636	Edward Jones	2,377.64
18637	Bank of America	4,179.80
18638	BMC	227.32
18639	CHS/Cenex	99.70
18640	CSD Attorneys at Law	928.00
18641	City of Poulsbo	3,708.79
18642	Cleanenergy Detail Cleaning LLC	260.00
18643	Coast to Coast Hardware	80.82
18644	Ferguson Enterprises	42.71
18645	Fisheries Supply	49.78
18646	Home Depot	332.40
18647	Kitsap Networking Services	1,125.00
18648	NAPA/Westbay Auto Parts	45.86
18649	Office Depot Credit Plan	72.77
18650	PetroCard	28,680.34
18651	Propane Northwest	635.59
18652	Quigg Bros Inc	19,650.97
18653	Soundwest Engineering	27,988.00
18654	Enduris	27,268.00
18655	WWU	530.00
TOTAL		\$ 118,283.49

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.


Carol Tripp (Mar 8, 2024 09:52 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 \$207.84 and from the General Fund, this 16th day of February 2024.



Mark Singer (Mar 8, 2024 11:06 PST)
Mark Singer, Commissioner


Jamie Green (Mar 8, 2024 19:16 PST)
Jamie Green, Commissioner


Jay Lawrence (Mar 11, 2024 11:01 PDT)
Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
P13877	Jannese M. Hunt	207.84
P13878	VOID	0.00
TOTAL		\$ 207.84

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 (Mar 8, 2024 09:52 PST)
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

March 1, 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 \$16,386.99 and from the General Fund, this 1st day of March 2024.


  
Mark Singer, Commissioner

  
Jamie Green, Commissioner

  
Jay Lawrence, Commissioner

| Voucher # | Claimant               | Amount              |
|-----------|------------------------|---------------------|
| P13879    | Sean P. Bauman         | 1,612.62            |
| P13880    | Kaitlyn Cook           | 1,634.92            |
| P13881    | Yordon I. Henry        | 1,070.64            |
| P13882    | Kelli M. Hodges        | 2,011.19            |
| P13883    | VOID                   |                     |
| P13884    | Garrett L. Inman       | 1,138.72            |
| P13885    | Eugene F. Madayag      | 1,967.36            |
| P13886    | VOID                   |                     |
| P13887    | Nicholas C. Mandeville | 1,322.37            |
| P13888    | Jannese M. Hunt        | 1,448.46            |
| P13889    | VOID                   |                     |
| P13890    | Carol L. Tripp         | 2,415.33            |
| P13891    | Jamie R. Green         | 481.15              |
| P13892    | Jason A. Lawrence      | 629.83              |
| P13893    | Cassidy P. Connors     | 297.37              |
| P13894    | Mark E. Singer         | 357.03              |
|           | <b>TOTAL</b>           | <b>\$ 16,386.99</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 (Mar 8, 2024 09:52 PST)  
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~


PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA, February 25, 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 \$5,127.41 and from the General Fund, this 25th day of February 2024.


Mark Singer (Mar 8, 2024 11:06 PST)
Mark Singer, Commissioner

ATTEST:


Jamie Green (Mar 8, 2024 19:16 PST)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Jay Lawrence (Mar 11, 2024 11:01 PDT)
Jay Lawrence, Commissioner

| Voucher # | Claimant | Amount |
|-------------|--------------------------------|-------------------|
| EFT 2/25/24 | WA State Department of Revenue | \$4,846.96 |
| EFT 2/25/24 | WA State Department of Revenue | \$280.45 |
| TOTAL | | \$5,127.41 |

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 (Mar 8, 2024 09:52 PST)
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

March 1, 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 1st day of March 2024.

\$4,921.79

  
Mark Singer (Mar 8, 2024 11:06 PST)  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Mar 8, 2024 19:16 PST)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Jay Lawrence (Mar 11, 2024 11:01 PDT)  
Jay Lawrence, Commissioner

| Voucher #  | Claimant                    | Amount     |
|------------|-----------------------------|------------|
| EFT 3/1/24 | US Treasury/Financial Agent | \$4,921.79 |
| TOTAL      |                             | \$4,921.79 |

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.

  
Carol Tripp (Mar 8, 2024 09:52 PST)  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

March 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 March 2024.

\$15,867.00


Mark Singer (Mar 8, 2024 11:06 PST)
Mark Singer, Commissioner

ATTEST:


Jamie Green (Mar 8, 2024 19:16 PST)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Jay Lawrence (Mar 11, 2024 11:01 PDT)
Jay Lawrence, Commissioner

| Voucher # | Claimant | Amount |
|-------------|------------------------------------|-------------|
| EFT 3/10/24 | Washington Teamsters Welfare Trust | \$15,867.00 |
| | TOTAL | \$15,867.00 |

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 (Mar 8, 2024 09:52 PST)
Port Auditor

~~~ EFT ~~~

**PORT OF POULSBO**  
**Kitsap County, Washington**  
**RESOLUTION 2024-02**  
**DATED: MARCH 7, 2024**

**WHEREAS**, the Board of Commissioners recognizes that the Port of Poulsbo has adopted a reserve policy; and

**WHEREAS**, the Port Accountant has reported that the annual revenue for the year ending December 31, 2023 totals \$3,846,382.11 with \$3,464,747.54 coming from General revenues and \$381,634.57 coming from Liberty Park revenues; and

**WHEREAS**, the reserve policy states that the initial minimum contribution into the Contingency Reserve Fund is to be 2.5% of the annual revenue.

**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 that the Port Accountant complete an Interfund Transfer in the amount of \$86,618.69 from the General Fund into the Contingency Reserve Fund and \$9,540.86 from the Liberty Park Fund into the Contingency Reserve Fund.

**ADOPTED**, by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 7<sup>th</sup> day of March 2024, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

PORT OF POULSBO  
Kitsap County, Washington

  
Mark Singer (Mar 8, 2024 11:05 PST)

\_\_\_\_\_  
Mark Singer, Commissioner

  
Jamie Green (Mar 8, 2024 19:16 PST)

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

  
Jay Lawrence (Mar 11, 2024 11:02 PDT)

\_\_\_\_\_  
Jay Lawrence, Commissioner

ATTEST:

\_\_\_\_\_  
Cassidy Conners, Recording Secretary