

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

Subject	*HYBRID* Regular Meeting Agenda	Date	09/04/2025
Recorder	Cassidy Conners	Start Time	7:00 PM
Commission Chair	Jay Lawrence	End Time	9:00 PM
Commission Members	Jamie Green, Jeff Pfeil		
Staff Present	James Weaver-Port Manager, Carol Tripp-Port Accountant		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	COMMISSIONER COMMENTS	
3.	PBA REPORT / PUBLIC COMMENTS (limit of 3 minutes)	
4.	CONSENT AGENDA ITEMS (Next Res: 2025-12) 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: August 7, 2025 B. Warrants: 19213 – 19227, P14380-14401, EFT's of 08/15/25 – 08/25/25 – 08/29/25 in the total amount of \$289,768.06 C. Resolution 2025-10 To allocate funds into the Joint Port/City Waterfront Improvement Fund Resolution 2025-11 – Liberty Park & Breakwater Allocation	
5.	OLD BUSINESS ITEMS - none	
6.	NEW BUSINESS ITEMS	
	A. Commissioner Responses to public comments/discussions	
	B. Draft Preliminary 2026 Budget-C. Tripp	
	C. Marina Report -Commissioner Lawrence	
	D. Dinghy Parking-Commissioner Lawrence	
	E. Parking-Commissioner Lawrence	
7.	PUBLIC COMMENT FOR FUTURE MEETINGS	
8.	COMMISSIONER COMMENTS	
9.	ADJOURN	

<https://us02web.zoom.us/j/83022929711>

Meeting ID: 830 2292 9711

One tap mobile

+12532158782,,83022929711# US (Tacoma)

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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 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
AUGUST 7, 2025
7:00 PM

Present: Commissioner Lawrence, Commissioner Green, Commissioner Pfeil, Port Accountant Tripp

Call to Order 7:00pm

Commissioner Comments

Commissioner Green said there was a successful Kitsap Rowing Association regatta last weekend. She recognized the PBA for stepping up at the last minute to assist with another boat to follow the regatta for safety reasons. Their presence demonstrated a strong sense of community and banding together for an event on Liberty Bay.

Commissioner Pfeil said the Port has finally accomplished securing a new Port Manager and everyone is feeling relieved about it. September 2nd is a big day for the Port.

Commissioner Lawrence said the regatta went great and feels the new Port Manager will be a very good fit. He reminded everyone to give the new Port Manager some time to fix what needs attention. The Valkyrie Viking ship is at the Port and people are enjoying it. Share the word and respect the ship.

Poulsbo Boater's Association

The association gave their report.

Public Comments

Craig Muller, C-11, wondered how to get a copy of the regulations regarding the public restrooms.

Loren mentioned the advertising scrolling sign. It's 3'x10', has a three-year warranty, and is made for outdoors. He said the Chamber of Commerce is interested but can't get involved because they represent all the downtown businesses. He'll be meeting with someone soon who runs a downtown business group and see if they're willing to ease some of the costs if the Port decides the sign is something they're interested in. The Port has a lot of good things to advertise like city events, fuel prices, winter moorage, all with the idea of generating more business and boaters. When the City cooperates with the Marina, and vice versa, everyone benefits. He's interested in this because it'll help keep moorage rates down if there is more business within the Marina.

The rep with the Valkyrie Viking ship thanked the Port for the warm welcome they received at the docks. He'll be recruiting and training crews for harbor cruises on Liberty Bay. As time goes on, they want to get into smaller locations and take small Viking trips. He's grateful for the reception and what the Valkyrie ship is about is becoming and generating community. Community is where you stand. The Vikings come in peace and thanked the Port for their reception.

AUGUST 7, 2025

7:00 PM

Consent Agenda

Motion: Move to approve meeting minutes: July 17, 2025

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

Motion passed unanimously.

Motion: Move to approve the warrants as read.

Moved by: Commissioner Pfeil **Seconded by:** Commissioner Lawrence

Motion passed unanimously.

Motion: Move to approve Resolution 2025-09: Confirming Appointment of Port Manager

Moved by: Commissioner Pfeil **Seconded by:** Commissioner Lawrence

Motion passed unanimously.

Old Business Items

There was none.

New Business Items

Commissioner Responses to Public Comments/Discussions

Commissioner Lawrence said regarding the restroom regulations, to make a public records request to obtain the regulations.

Commissioner Lawrence said the board will discuss the advertising signage and get a response to Loren about what the Port may do.

Commissioner Lawrence is happy to see the Viking ship in the Marina. He's taking a lot of beautiful pictures and would like to see a portrait on canvas.

Accounting Report

Please see attached.

2026 Budget

Port Accountant Tripp said highlighted items have been completed. The budget is based on the comprehensive plan. She listed projects that have been completed and noted some items that will need to be rewritten into the next comprehensive plan. She needs to know what the 2026 staffing levels will be. This category is the largest and most controllable expense. The budget is a working document, and she won't be investing a lot of time on something that won't be accurate. She needs to have an idea of capital improvement projects for 2026, which involves anything under \$100,000. Major capital improvement projects (those within 3-5 years) need to be tied into the comprehensive plan as well as the budget. The first draft of the budget will be

AUGUST 7, 2025

7:00 PM

presented at the September 4th meeting, and then she'll need time to work on it. James needs to draft a comprehensive plan and, if Port Accountant Tripp isn't there, it needs to be completed by the first quarter of each year. The accountant and manager need clear guidance and direction regarding where the Commission wants the Port Manager to go. That information is used to create the budget. Everything Port Accountant Tripp is doing is taking twice as long because of the notation for training her replacement.

Office (WWU Bldg)

Commissioner Pfeil said there's an opportunity to downsize the office and take a smaller office in the Sea Discovery. This would mean bringing some staff over here and using the smaller office over there for the Port Manager. It would save roughly \$800/month. Port Accountant Tripp said it would be good to know sooner rather than later what will happen. Commissioner Pfeil said the location will release the lease if the Port decides to use it.

Marina Report

Please see attached.

Public Comments & Requests for Future Agenda Items

Port Accountant Tripp said the second meeting in August can be cancelled because of lack of agenda items, unless something comes up.


Loren said the money saved on storage and office space can go toward the advertising signage.

Commissioner Comments

Commissioner Green ran into a person she knows who does little electric boat regattas. The boats will require a little wind and the location near the gazebo may be doable. Port Accountant Tripp said the airplane float may work and still allow viewership to help draw a crowd. The airplane float requires a 72-hour notice for closure. Commissioner Green said if the Port wants to get on the books, it would be possible to try for spring/summertime.

Commissioner Lawrence thanked everyone for their attendance. He said to enjoy everything out there and stay safe.


Adjourn 7:54pm


Jay Lawrence, Commissioner & Chairman
Jamie Green, Commissioner

PORT OF POULSBO REGULAR MEETING

AUGUST 7, 2025

7:00 PM



Jeff Pfeil, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

August 29, 2025

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

\$248,658.51

and from the General Fund, this

29th

day of


August 2025


Jeff Pfeil, Commissioner

ATTEST:


Jamie Green, Commissioner


Cassidy Conners, Recording Secretary


Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
19213	Puget Sound Energy	1,809.93
19214	Edward Jones	2,726.37
19215	Bank of America	890.42
19216	VOID	
19217	Blue Sky Printing	76.42
19218	CSD Attorneys at Law	3,960.00
19219	HD Supply	189.01
19220	Home Depot	105.39
19221	Olympic Springs Inc	21.75
19222	PetroCard	107,607.93
19223	Prothman Company	353.85
19224	PUD #1 of Kitsap County	682.00
19225	Verizon Wireless	143.09
19226	Enduris	128,501.00
19227	Western Washington University	1,591.35
TOTAL		\$ 248,658.51

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.

Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

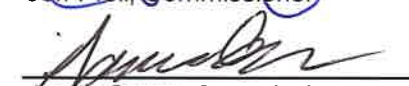
Kitsap County, WA August 29, 2025

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 \$3,249.90


and from the General Fund, this 29th day of August 2025


Jeff Pfeil, Commissioner

ATTEST:


Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
EFT 08/29/25	US Treasury/Financial Agent	\$3,249.90
TOTAL		\$3,249.90

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.

Port Auditor

~~~ EFT ~~~

**PORT OF POULSBO**

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA August 29, 2025

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 **\$12,219.71** and from the General Fund, this 29th day of August 2025.

\_\_\_\_\_  
Jeff Pfeil, Commissioner

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

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

| Voucher # | Claimant                        | Amount              |
|-----------|---------------------------------|---------------------|
| P14389    | Sean Bauman                     | 1,656.58            |
| P14390    | Nicole Wohnoutka                | 1,213.27            |
| P14391    | Nicholas Mandeville             | 1,118.95            |
| P14392    | Yordon Henry                    | 1,161.65            |
| P14393    | Kylie Beckey                    | 949.59              |
| P14394    | Kelli Hodges                    | 2,046.67            |
| P14395    | VOID                            | -                   |
| P14396    | Carol Tripp                     | 2,414.29            |
| P14397    | VOID                            | -                   |
| P14398    | Cassidy Conners                 | 194.86              |
| P14399    | Jamie Green                     | 481.15              |
| P14400    | Jason Lawrence                  | 481.15              |
| P14401    | Jeffrey Pfeil                   | 481.15              |
|           | Direct Deposit Transaction Fees | 20.40               |
| TOTAL     |                                 | <b>\$ 12,219.71</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.

\_\_\_\_\_  
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~


PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA August 25, 2025

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 25th day of August 2025

\$11,819.21

Jeff Pfeil, Commissioner

ATTEST:

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence, Commissioner

| Voucher # | Claimant | Amount |
|-------------|--------------------------|-------------|
| EFT 8/25/25 | WA State Dept of Revenue | \$11,819.21 |
| | TOTAL | \$11,819.21 |

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.

Port Auditor

~~~ EFT ~~~

**PORT OF POULSBO**

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA August 15, 2025

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

\$3,037.76

and from the General Fund, this 15th day of August 2025.

\_\_\_\_\_  
Jeff Pfeil, Commissioner

ATTEST:

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

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

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

| Voucher #    | Claimant                    | Amount            |
|--------------|-----------------------------|-------------------|
| EFT 08/15/25 | US Treasury/Financial Agent | \$3,037.76        |
|              | <b>TOTAL</b>                | <b>\$3,037.76</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.

\_\_\_\_\_  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

August 15, 2025

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 \$10,782.97 and from the General Fund, this 15th day of August 2025.

Jeff Pfeil, Commissioner

Jamie Green, Commissioner

Jay Lawrence, Commissioner

| Voucher # | Claimant | Amount |
|-----------|---------------------------------|---------------------|
| P14380 | Sean Bauman | 1,651.05 |
| P14381 | Nicole Wohnoutka | 1,352.63 |
| P14382 | Nicholas Mandeville | 1,118.95 |
| P14383 | Yordon Henry | 1,167.35 |
| P14384 | Kelli Hodges | 2,023.15 |
| P14385 | VOID | - |
| P14386 | Kylie Beckey | 1,042.66 |
| P14387 | Carol Tripp | 2,413.58 |
| P14388 | VOID | |
| | Direct Deposit Transaction Fees | 13.60 |
| | TOTAL | \$ 10,782.97 |

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.

Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~


**PORT OF POULSBO**  
**KITSAP COUNTY, WASHINGTON**  
**RESOLUTION NO. 2025-10**  
**DATED: SEPTEMBER 4, 2025**

**A RESOLUTION** of the Board of Commissioners, Port of Poulsbo, in Washington State, to allocate funds from the Liberty Park Fund to the Port/City Waterfront Improvement Fund in the amount of \$19,076.75.

**WHEREAS,** the Port of Poulsbo wishes to allocate funds from the Liberty Park Fund to the Port/City Waterfront Improvement fund in the amount of \$19,076.75 for the year of 2025; now, therefore

**BE IT RESOLVED** by the Board of Commissioners, Port of Poulsbo, Kitsap County, Washington, to allocate funds from the Liberty Park Fund to the Port/City Waterfront Improvement Fund in the amount of \$19,076.75.

**ADOPTED** by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 4<sup>th</sup> day of September 2025 and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

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

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

  
\_\_\_\_\_  
Jeff Pfeil, Commissioner

## PRELIMINARY DRAFT – 2026 Budget

Facility revenues are budgeted to increase by 2.4977% from the previous year (“Port”). This is due to a rate increase for permanent moorage and increased parking revenues.

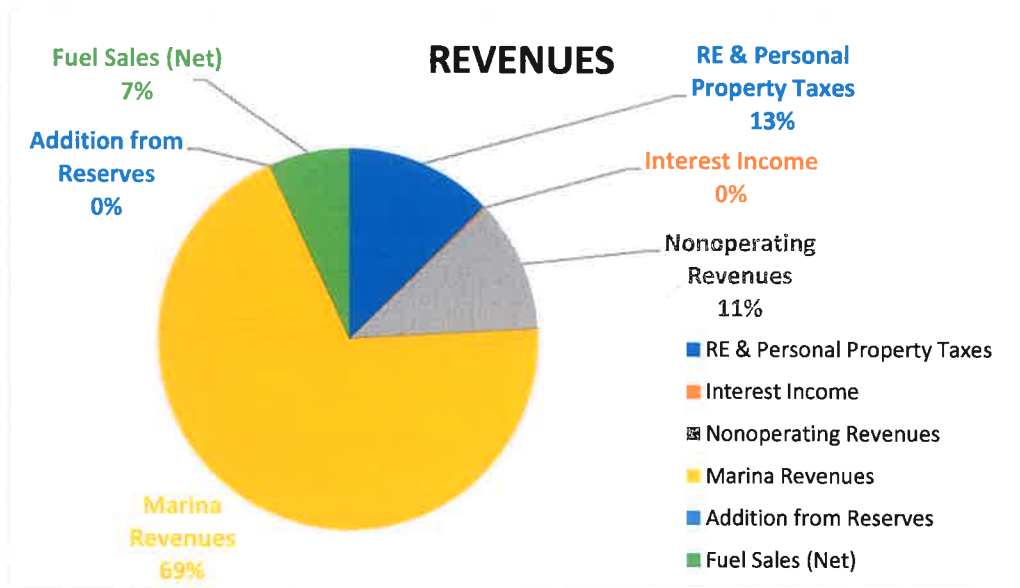
Liberty Park facility revenues are expected to show a minimal decrease of <0.01906%> from the previous year. This is due to expected decreases in winter moorage occupancy.

Interest income will be slightly reduced in 2026 as our reserves have been significantly reduced over the past 2 years with the completion of the breakwater and the ‘E’ & ‘F’ dock project.

Overall, expenditures will decrease by 2.978% compared to the previous year. This is primarily due to a significant decrease in consulting fees for major capital improvements. There are increases in the following accounts:

| EXPENSE                  | \$ increase over previous year |
|--------------------------|--------------------------------|
| Salaries & Wages         | \$16,708                       |
| Payroll Taxes            | \$3,692                        |
| Health Insurance         | \$51,568.11                    |
| Pension Matching         | \$611                          |
| Uniforms                 | \$1,000                        |
| Office Expenses          | \$1,000                        |
| Advertising              | \$6,000                        |
| Dues                     | \$600                          |
| Garbage, Sewer & Water   | \$5,000                        |
| Telephone                | \$3,000                        |
| Outside Services         | \$1,000                        |
| Training                 | \$4,000                        |
| DNR & COP Matching Funds | \$1,388                        |
| LET                      | \$20,000                       |

The Port of Poulsbo has the 2<sup>nd</sup> highest tax levy in Kitsap County of \$0.174801 per \$1,000 of assessed value (the Port of Bremerton has the highest levy rate of \$0.195288). In addition, the property tax levy is limited to increases of 1% annually on the taxing district’s property tax levy (this is the constitutional limit, see RCW 84.55.0101). For 2026, this amount will be \$0.00 due to the larger amount of refunds/cancelled taxes collected last year, in the amount of \$3,909. The annual tax levy for our district is \$337,686. The Port of Poulsbo has no ‘banking levy capacity.’ Banked Levy capacity is a historical number of monies available when a taxing district levies less than the maximum amount and ‘banks’ those funds to use in the future. Currently, taxing levies make up 13% of the proposed 2026 budget. (See graph below)



#### REVENUES

|                              |                        |
|------------------------------|------------------------|
| RE & Personal Property Taxes | \$ 332,290.00          |
| Interest Income              | \$ 5,500.00            |
| Nonoperating Revenues        | \$ 293,216.24          |
| Marina Revenues              | \$ 1,806,402.69        |
| Addition from Reserves       | \$ -                   |
| Fuel Sales (Net)             | \$ 180,000.00          |
| <b>TOTAL</b>                 | <b>\$ 2,617,408.93</b> |

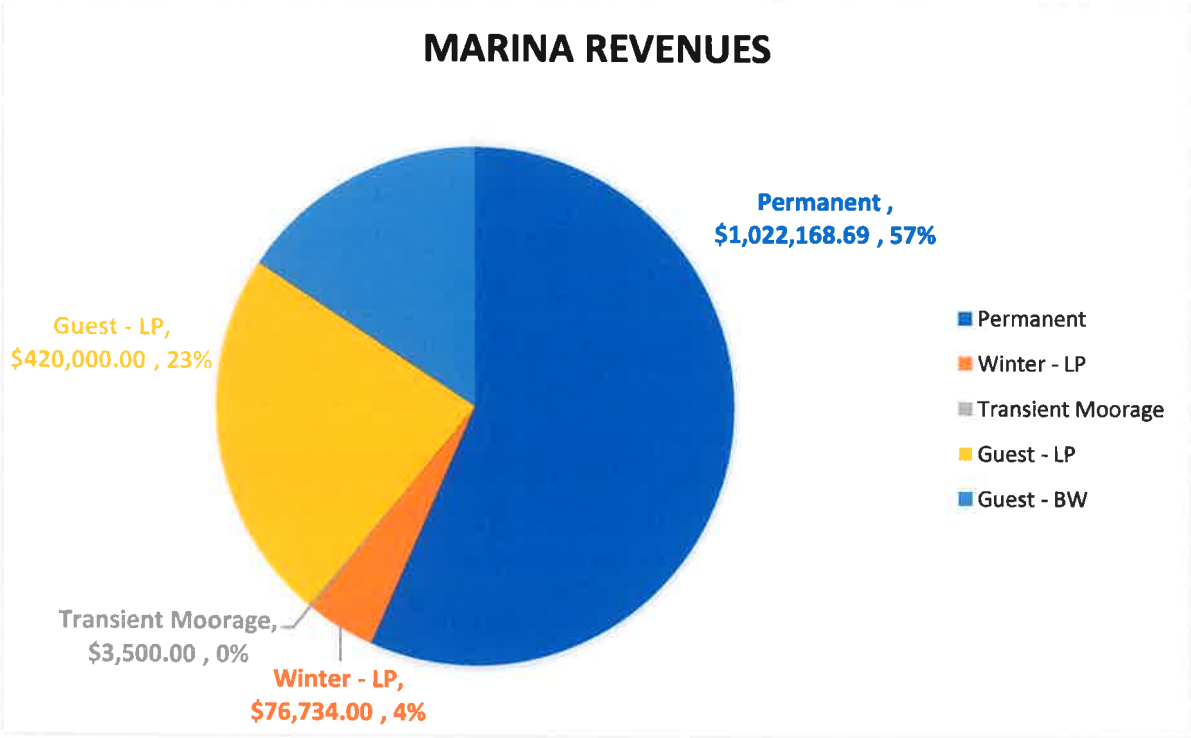
#### NONOPERATING REVENUES

|                     |                      |
|---------------------|----------------------|
| Refundable Deposits | \$ 35,000.00         |
| Finance Charges     | \$ 12,400.00         |
| Statement Fee       | \$ 250.00            |
| Miscellaneous       | \$ 25,000.00         |
| Electrical Charges  | \$ 55,000.00         |
| Boat Ramp Fees      | \$ 500.00            |
| Parking Lot Fees    | \$ 30,000.00         |
| LET Collected       | \$ 120,000.00        |
| Technology Fee      | \$ 15,066.24         |
| <b>TOTAL</b>        | <b>\$ 293,216.24</b> |

A further breakdown of the 'Marina Revenues' shows that:

- Liberty Park (guest moorage) accounts for 29% of marina revenues
- Breakwater (guest moorage) accounts for 19% of marina revenues
- Permanent moorage accounts for 52% of marina revenues

See graph below for details.



Sub Category - Marina Revenues

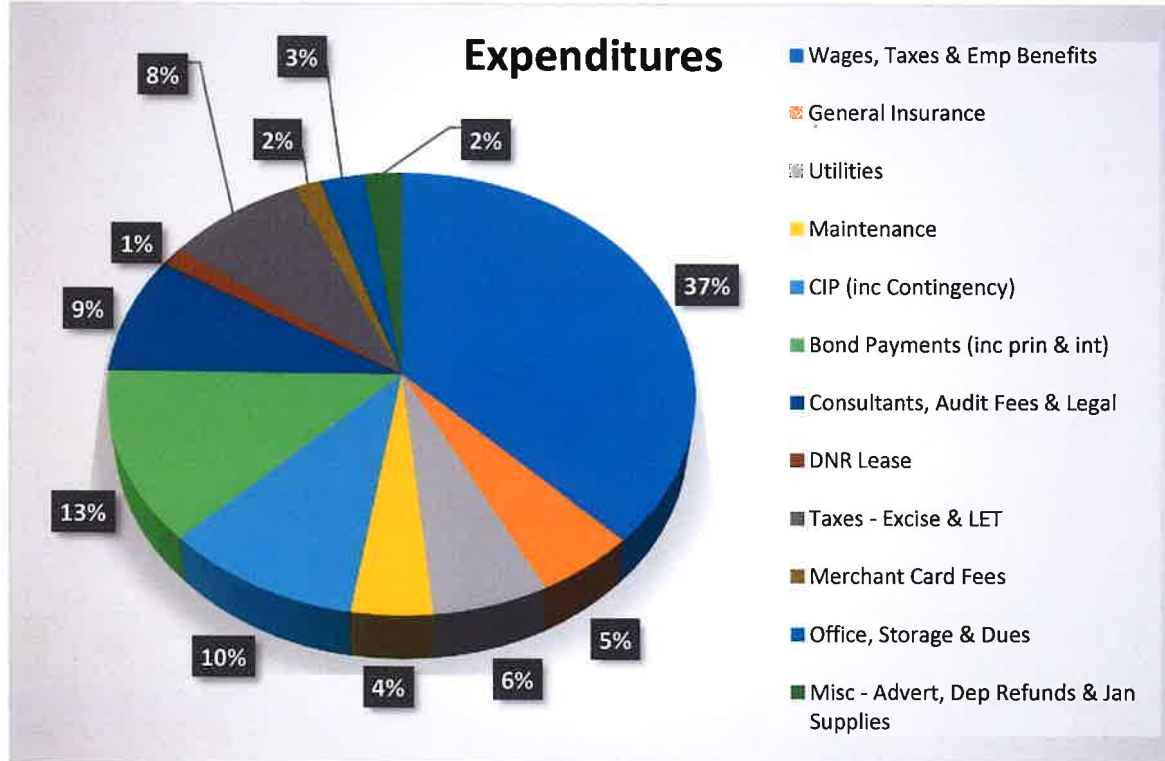
|                   |                        |
|-------------------|------------------------|
| Permanent         | \$ 1,022,168.69        |
| Winter - LP       | \$ 76,734.00           |
| Transient Moorage | \$ 3,500.00            |
| Guest - LP        | \$ 420,000.00          |
| Guest - BW        | \$ 284,000.00          |
| <b>TOTAL</b>      | <b>\$ 1,806,402.69</b> |

## Expenditures for the 2026 Budget

### EXPENDITURES

|                                           |                        |
|-------------------------------------------|------------------------|
| Wages, Taxes & Emp Benefits               | \$ 1,034,292.00        |
| General Insurance                         | \$ 141,351.10          |
| Utilities                                 | \$ 162,500.00          |
| Maintenance                               | \$ 111,500.00          |
| CIP (inc Contingency)                     | \$ 278,253.11          |
| Bond Payments (inc prin & int)            | \$ 347,884.00          |
| Consultants, Audit Fees & Legal           | \$ 234,970.12          |
| DNR Lease                                 | \$ 38,388.06           |
| Taxes - Excise & LET                      | \$ 233,500.00          |
| Merchant Card Fees                        | \$ 42,000.00           |
| Office, Storage & Dues                    | \$ 73,659.70           |
| Misc - Advert, Dep Refunds & Jan Supplies | \$ 61,200.00           |
| <b>TOTAL</b>                              | <b>\$ 2,759,498.09</b> |

(See Chart below for percentage of whole)



**Attachments: Historic Rates (Jan 1999 to current), proposed 2026 Rates**



# Port of Poulsbo

## 2026 Budget

### OPERATING FUNDS

| INCOME                           | General (Port)      | Liberty Park      | POP Parking      | Breakwater        | 2026 Budget         |
|----------------------------------|---------------------|-------------------|------------------|-------------------|---------------------|
| General Fund Taxes & LET         | 332,290.00          |                   |                  |                   | 332,290.00          |
| Operating Revenue (Attachment A) | 1,458,434.93        | 506,984.00        | 30,000.00        | 284,200.00        | 2,279,618.93        |
| Interest on Investments          | 5,000.00            | 500.00            |                  |                   | 5,500.00            |
| <b>TOTAL INCOME</b>              | <b>\$ 1,795,725</b> | <b>\$ 507,484</b> | <b>\$ 30,000</b> | <b>\$ 284,200</b> | <b>2,617,408.93</b> |

### EXPENDITURES

|                                  |    |            |            |            |            |
|----------------------------------|----|------------|------------|------------|------------|
| Commissioner Comp & Travel       | \$ | 9,794.00   |            |            | 28,094.00  |
| Green - Comp                     |    | 2,000.00   |            |            |            |
| Green - Travel/Training          |    | 9,150.00   |            |            |            |
| Lawrence - Comp                  |    | 2,000.00   |            |            |            |
| Lawrence - Travel/Training       |    | 9,150.00   |            |            |            |
| Pfeil - Comp                     |    | 2,000.00   |            |            |            |
| Pfeil - Travel/Training          |    | 5,472.00   |            |            | 5,472.00   |
| Recording Secretary Compensation |    | 297,253.55 | 189,699.57 | 129,755.49 | 616,708.61 |
| Salaries & Payroll               |    | 41,882.39  | 26,728.26  | 18,282.27  | 86,892.92  |
| Payroll Taxes                    |    | 18,611.36  |            |            | 18,611.36  |
| Employee Benefit Programs        |    | 125,808.32 | 80,287.63  | 54,917.16  | 261,013.11 |
| Insurance - Health               |    | 1,500.00   | 1,000.00   |            | 2,500.00   |
| Uniforms                         |    | 2,500.00   |            |            | 2,500.00   |
| Accounting                       |    | 50,000.00  |            |            | 50,000.00  |
| Legal                            |    | 30,000.00  | 12,000.00  | 5,500.00   | 47,500.00  |
| Office Expenses                  |    | 500.00     | 5,500.00   | 3,500.00   | 9,500.00   |
| Janitorial Supplies              |    | 20,000.00  |            |            | 20,000.00  |
| Storage Rent                     |    | 25,000.00  | 12,000.00  | 5,000.00   | 42,000.00  |
| Credit Card Fees                 |    | 141,351.10 |            |            | 141,351.10 |
| Insurance - General              |    | 10,000.00  | 14,000.00  | 5,000.00   | 29,000.00  |
| Advertising                      |    | 3,659.70   |            |            | 3,659.70   |
| Dues                             |    | 34,000.00  | 25,000.00  | 3,000.00   | 82,000.00  |
| Electricity                      |    | 25,000.00  | 30,000.00  | 10,000.00  | 65,000.00  |
| Garbage, Sewer & Water           |    | 15,000.00  |            |            | 15,000.00  |
| Telephone                        |    | 200.00     |            |            | 200.00     |
| Short & Over                     |    | 20,000.00  |            |            | 20,000.00  |
| Refunds (Deposits)               |    |            |            |            |            |



# Attachment A

## Breakdown of Projected Operating Revenues for the year 2026

|                         | General (Port)         | Liberty Park         | Armory              | BW                |
|-------------------------|------------------------|----------------------|---------------------|-------------------|
| Permanent Moorage       | \$ 845,022.14          |                      |                     |                   |
| Refundable Deposits     | 35,000.00              |                      |                     |                   |
| Winter Moorage          |                        | \$ 40,939.50         |                     |                   |
| Transient Moorage       | 3,500.00               |                      |                     |                   |
| Guest Moorage           |                        | 408,000.00           |                     | 284,000.00        |
| Finance Charges         | 12,000.00              | 200.00               |                     | 200.00            |
| Statement Fee           | 200.00                 | 50.00                |                     |                   |
| Misc - Other 1 & 2      | 15,000.00              | 10,000.00            |                     |                   |
| Live Aboard Fee         | 22,970.58              |                      |                     |                   |
| Bond Paymt Surcharge    | 120,000.00             | 8,232.00             |                     |                   |
| Fuel Revenue (Net)      | 180,000.00             |                      |                     |                   |
| Electricity             | 55,000.00              | 27,562.50            |                     |                   |
| Reservation Fees        |                        | 12,000.00            |                     |                   |
| Utility Fee             | 34,175.97              |                      |                     |                   |
| Leasehold Tax Collected | 120,000.00             |                      | \$ 30,000.00        |                   |
| Parking Lot Fees        |                        |                      |                     |                   |
| Boat Ramp Fees          | 500.00                 |                      |                     |                   |
| Technology Fee          | 15,066.24              |                      |                     |                   |
| <b>TOTAL</b>            | <b>\$ 1,458,434.93</b> | <b>\$ 506,984.00</b> | <b>\$ 30,000.00</b> | <b>284,200.00</b> |

Interest - Investments \$ 5,000.00 \$ 500.00

- 1 Grid, Waiting List & Key cards (Port)
- 2 Shower & Washer/Dryer Monies (Park)
- 3 Includes Winter Moorage Electrical

# Port of Poulsbo 2026 Rates

## \*\*\*Permanent Moorage\*\*\*

|                           | 25' & Under     | 26' - 27'       | 28' - 33'       | 34' - 39'       | 40' - 44'       | 45' - 51'       | 52' - 55'       | 56' and Over    |
|---------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Per Foot - Moorage        | \$ 7.82         | \$ 7.95         | \$ 8.17         | \$ 8.35         | \$ 8.52         | \$ 8.68         | \$ 8.87         | \$ 9.04         |
| Per foot - Utility Charge | \$ 0.26         | \$ 0.26         | \$ 0.26         | \$ 0.26         | \$ 0.26         | \$ 0.26         | \$ 0.26         | \$ 0.26         |
| Leasehold Tax             | \$ 1.00         | \$ 1.02         | \$ 1.05         | \$ 1.07         | \$ 1.09         | \$ 1.11         | \$ 1.14         | \$ 1.16         |
| Bond Payment Surcharge    | \$ 1.12         | \$ 1.12         | \$ 1.12         | \$ 1.12         | \$ 1.12         | \$ 1.12         | \$ 1.12         | \$ 1.12         |
| <b>Total Per Foot</b>     | <b>\$ 10.20</b> | <b>\$ 10.35</b> | <b>\$ 10.60</b> | <b>\$ 10.80</b> | <b>\$ 10.99</b> | <b>\$ 11.17</b> | <b>\$ 11.39</b> | <b>\$ 11.58</b> |

## Electricity Charge \$0.1050 per kwh

\$10.50 per month electrical use - plus \$0.1050 per kwh (billed quarterly)

## \*\*\*Transient, Winter, & Summer Moorage\*\*\*

|                        |                 |
|------------------------|-----------------|
| Per Foot - Moorage     | \$ 5.57         |
| Leasehold Tax          | \$ 0.72         |
| Electrical Charge      | \$ 3.75         |
| Bond Payment Surcharge | \$ 1.12         |
| <b>Total Per Foot</b>  | <b>\$ 11.16</b> |

## \*\*\*Other Charges\*\*\*

|                                |                  |                                                    |                       |
|--------------------------------|------------------|----------------------------------------------------|-----------------------|
| Paper Statement Fee            | \$ 5.00          | Late Fee (or 10% of Balance, whichever is greater) | \$ 20.00              |
| Reservation Fee                | \$ 5.00          | Extended late fee (25th of Mo)                     | \$ 50.00              |
| Waiting List Fee               | \$ 25.00         | Processing Fee                                     | \$ 100.00             |
| Keycard Deposit                | \$ 35.00         | Second Processing Fee                              | \$ 200.00             |
| Parking Permit Replacement     | \$ 100.00        | Liveaboard Fee (Inc LET)                           | \$ 180.00             |
| Charge for unreturned Keycard  | \$ 35.00         | NSF Check Charge                                   | \$ 50.00              |
| Illegal Garbage Dump Fee       | \$ 524.00        | Pet Clean-up                                       | \$ 50.00              |
| Grid - Current Port Tenant     | \$ 25.00         | Maintenance Fee **                                 | \$75.00 per man hour  |
| Grid - Non Port Tenant         | \$ 50.00         | one hour minimum                                   | + materials cost      |
| Tow Charge                     |                  | Maintenance Fee **                                 | \$150.00 per man hour |
| Current Port Tenant-per 15 min | \$ 25.00         | After hours                                        | + materials cost      |
| Non Port Tenant-per 15 min     | \$ 50.00         | one hour minimum                                   |                       |
| Convenience Fee                | 2.4 % of moorage | Technology Fee - per month                         | \$ 5.75               |

## \*\*\*Boat House Moorage\*\*\*

|                        |                  |
|------------------------|------------------|
| Per Sq Ft Moorage      | \$ 0.6204        |
| Per Sq Ft Util Charge  | \$ 0.0700        |
| Leasehold Tax          | \$ 0.0796        |
| Bond Payment Surcharge | \$ 0.0800        |
| <b>Total Per Sq Ft</b> | <b>\$ 0.8500</b> |

## Electricity Charge \$0.1050 per kwh + \$10.50 per mo

## \*\*\*Guest Moorage\*\*\*

## E & F \*\*for vessels 16' wide or less\*\*

|                 |                      |
|-----------------|----------------------|
| \$2.00 Per Foot | October 1 - April 30 |
| \$2.25 Per foot | May 1 - Sept 30      |

## E & F \*\*for vessels over 16' wide\*\*

|                 |                      |
|-----------------|----------------------|
| \$4.00 Per foot | October 1 - April 30 |
| \$4.50 Per foot | May 1 - Sept 30      |

## \*\*Kayak Monthly Space Rental\*\*

10' or less \$25.00 (inc LET) 10'-14' \$30.00 (inc LET) Rental (per visit) \$ 10.00

|                |         |
|----------------|---------|
| Vehicle Only - |         |
| Up to 3 Hours  | \$ 3.00 |
| 3 - 24 Hours   | \$ 7.00 |

## Breakwater Moorage

|                 |          |
|-----------------|----------|
| Boat w/ Trailer |          |
| Up to 3 Hours   | \$ 8.00  |
| Weekly Charge   | \$ 50.00 |

**PORT OF POULSBO**  
**Kitsap County, Washington**  
**RESOLUTION 2025-11**  
**Date: September 4, 2025**

**WHEREAS**, the Port's Auditor has reported that the expenses directly attributable for the operation of Liberty Park Marina and the Breakwater for the period July 1, 2024, through December 31 2024, are as follows:

|                           | <b>Liberty Park</b>  | <b>Breakwater</b>    | <b>Total</b>         |
|---------------------------|----------------------|----------------------|----------------------|
| Bond Interest – BW        |                      | \$ 66,933.24         |                      |
| Commissioner/Secty Comp   | \$ 2,223.75          | 2,223.75             |                      |
| Salaries & Wages          | 58,462.96            | 54,834.37            |                      |
| Payroll Taxes - Federal   | 4,642.53             | 4,364.95             |                      |
| Payroll Taxes - State     | 4,090.97             | 2,392.62             |                      |
| Employee Benefit Programs | 863.56               | 863.56               |                      |
| Health Insurance          | 18,070.75            | 11,018.75            |                      |
| Accounting                | 300.00               | 300.00               |                      |
| Legal                     | 15,528.00            |                      |                      |
| Office                    | 414.60               | 479.40               |                      |
| Janitorial Supplies       | 1,507.63             | 380.39               |                      |
| Storage/Office Rent       | 4,776.25             | 4,776.25             |                      |
| Merchant Card Fees        | 6,925.79             | 2,696.53             |                      |
| Insurance - General       | 31,791.00            | 15,895.50            |                      |
| Advertising               | 1,047.00             |                      |                      |
| Electrical & Propane      | 6,298.57             | 450.90               |                      |
| Garbage, Sewer & Water    | 12,988.09            | 1,473.06             |                      |
| Telephone/Communication   | 1,389.59             | 1,389.59             |                      |
| Maintenance               | 9,050.90             | 7,370.06             |                      |
| Outside Services          | 5,074.45             | 973.75               |                      |
| Consultants/Audit Fees    | 64,736.20            | 7,473.00             |                      |
| Lease - DNR               |                      | 2,872.07             |                      |
| Taxes - Excise            | 3,028.10             |                      |                      |
| E/F Dock Project - Net    | 326,404.37           |                      |                      |
| <b>Totals</b>             | <b>\$ 579,615.06</b> | <b>\$ 189,161.74</b> | <b>\$ 768,776.80</b> |

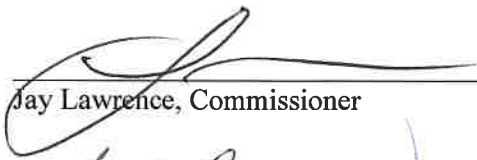
**WHEREAS**, funds are not currently available in full, the Port Treasurer is directed to transfer funds immediately when they become available.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington as follows:

1. The allocation of expenses associated with the operation of the Liberty Park Marina and Breakwater, for the period of July 1, 2024 to December 31, 2024, as identified above, are hereby approved.
2. The Port Treasurer is hereby authorized and directed to transfer the amount of \$768,776.80 from the Liberty Park Fund to the Port of Poulsbo General Fund.

**ADOPTED**, by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 4<sup>th</sup> day of September 2025, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

PORT OF POULSBO  
Kitsap County, Washington



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



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



\_\_\_\_\_  
Jeff Pfeil, Commissioner