### 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<br>Time | 7:00 PM    |  |
| Commission Chair   | Jay Lawrence   | End<br>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   | ē.                               |
|     | B. Draft Preliminary 2026 Budget-C. Tripp  |                                  |
|     | C. Marina Report -Commissioner Lawrence  |                                  |
|     | D. Dinghy Parking-Commissioner Lawrence  | äl.                              |
|     | 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)

+12532050468,,83022929711# 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 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 2<sup>nd</sup> 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.

**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

presented at the September 4<sup>th</sup> 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

ay Lawrence, Commissioner & Chairman

Jamie Green, Commissioner

| Luxelex  |
|--|
| Jeff Rfeil, Commissioner                                 |
|  |
|  |
| Cassidy Conners, Recording Secretary (Not in Attendance) |

PAYMENT VOUCHER

18809 Front St NE Box 1 Poulsbo, WA 98370

248,658.51

**TOTAL** 

|  | Kitsap County, WA | August 2            | 9, 2025            |
|--|-------------------|---------------------|--------------------|
| We, the undersigned Board of Commis    |                   | , ,                 | •                  |
| that the vouchers listed below are app | •                 |                     | \$248,658.51       |
| and from the General Fund, this        | day of            | August 2025         |                    |
| XXXXII)                                |                   |                     |                    |
| Jeff Pfeil, Commissioner               |                   | ATTEST:             |                    |
| Air Con                                |                   |                     |                    |
| Jamie Green, Commissioner              |                   | Cassidy Conners, Re | ecording Secretary |
| 1                                      |                   |                     |                    |
| 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   |

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 |  |  |
|--------------|--|--|

| PAY | MEN | T VO | UCHER |
|-----|-----|------|-------|
|-----|-----|------|-------|

Port Auditor

18809 Front St NE Box 1 Poulsbo, WA 98370

|                   | Kitsap County, WA  | August 29            | 9, 2025           |
|-------------------|--|----------------------|-------------------|
|                   | ned Board of Commissioners of the Port of Po<br>that the merchandise or services hereinafter s | , ,                  | _                 |
| that the vouchers | listed below are approved for payment in the   | amount of            | \$3,249.90        |
| and from the Gen  | eral Fund, this 29th day of  | August 2025          |                   |
| Jeff Pfeil, Comit | nissioner)   | ATTEST:              |                   |
| Janfie Green, C   | Commissioner   | Cassidy Conners, Rec | cording Secretary |
| Jay Lawrence,     | Commissioner   |                      |                   |
|                   |  |                      |                   |
| Voucher#          | Claimant   |                      | Amount            |
| EFT 08/29/25      | US Treasury/Financial Agent  |                      | \$3,249.90        |
|                   |  |                      |                   |
|                   |  | TOTAL                | \$3,249.90        |
| _                 | ed, do hereby certify under penalty of p<br>the services rendered, the labor perfo             | • •                  |                   |

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.

PAYMENT VOUCHER

18809 Front St NE Box 1 Poulsbo, WA 98370

|                                      | Kitsap Co   | ounty, WA | August 29   | 9, 2025     |
|--------------------------------------|-------------|-----------|-------------|-------------|
| We, the undersigned Board of Comi    |             |           |             | _           |
| that the vouchers listed below are a |             | ·-        |             | \$12,219.71 |
| and from the General Fund, this      | 29th        | day of    | August 2025 |             |
| Jeff Pfeil, Commissioner             | _           |           |             |             |
| Jen Fiell, Commissioner              |             |           |             |             |
| Jamie Green, Commissioner            |             |           |             |             |
|                                      | <del></del> |           |             |             |

| 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                            | F2((              |
| P14396   | Carol Tripp                     | 2,414.29          |
| P14397   | VOID                            | 9 <del>4</del> 03 |
| 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                           | \$ 12,219.71      |

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 |  |
|--------------|--|

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|---|-----|-----|----|------|-----|----|
|   |     |     |    |      |     |    |

18809 Front St NE Box 1 Poulsbo, WA 98370

|                               |  | Kitsap Co                  | unty, WA                  | August :  | 25, 2025           |
|-------------------------------|--|----------------------------|---------------------------|---|--------------------|
| _                             |  |                            |                           | oulsbo, Kitsap County, Wa<br>specified have been receiv   | -                  |
| that the vouchers             | listed below are app                       | proved for pa              | ayment in the             | amount of   | \$11,819.21        |
| and from the Gen              |  | 25th                       | _day of                   | August 2025   |                    |
| Jeff Pfeil, Comi              | missioner                                  | *1)                        |                           | ATTEST:   |                    |
| Jamie Green, C                | Commissioner                               | M.                         |                           | Cassidy Conners, R  | ecording Secretary |
| Jay Lawrence,                 | Commissioner                               | <b>8</b> 0                 |                           |   |                    |
| Voucher#                      |  | Claim                      | ant                       |   | Amount             |
| EFT 8/25/25                   | WA State Dept of                           | f Revenue                  |                           |   | \$11,819.21        |
|                               |  |                            |                           | TOTAL   | \$11,819.21        |
| been furnished described here | , the services rend<br>in and that the cla | dered, the<br>iim is a jus | labor perfo<br>t, due and | perjury that the materia<br>rmed, or the expense in<br>unpaid obligation again<br>nd certify to said claim. | ncurred as         |
| Port Auditor                  |  | <del>-</del> ?             |                           |   |                    |

~~~ EFT ~~~

PAYMENT VOUCHER

18809 Front St NE Box 1 Poulsbo, WA 98370

|                                    |                                         | Kitsap Co                  | ounty, WA                    | August                                                                                                 | 15, 2025           |
|------------------------------------|-----------------------------------------|----------------------------|------------------------------|--------------------------------------------------------------------------------------------------------|--------------------|
|                                    |                                         |                            |                              | ulsbo, Kitsap County, Wa<br>pecified have been receiv                                                  | _                  |
|                                    | listed below are app                    |                            |                              |                                                                                                        | \$3,037.76         |
| and from the Gene                  |                                         | 15th                       | day of                       | August 2025                                                                                            | 4                  |
|                                    |                                         |                            | <del>-</del>                 | 8                                                                                                      | _                  |
| Jeff Pfeil, Comr                   | missioner                               | <b>1</b> 0                 |                              | ATTEST:                                                                                                |                    |
| Jamie Green, C                     | Commissioner                            | •3                         |                              | Cassidy Conners, R                                                                                     | ecording Secretary |
| Jay Lawrence,                      | Commissioner                            | Claim                      | nant                         |                                                                                                        | Amount             |
| EFT 08/15/25                       | US Treasury/Fin                         |                            |                              |                                                                                                        |                    |
| LI 1 00/13/23                      | OS Treasury/Filit                       | anciai Age                 | 1116                         |                                                                                                        | \$3,037.76         |
|                                    |                                         |                            |                              | TOTAL                                                                                                  | \$3,037.76         |
| been furnished,<br>described herei | the services reno<br>n and that the cla | dered, the<br>iim is a jus | labor perfor<br>t, due and u | erjury that the materia<br>med, or the expense i<br>npaid obligation again<br>d certify to said claim. | ncurred as         |
| Port Auditor                       |                                         | 2                          |                              |                                                                                                        |                    |

~~~ EFT ~~~

PAYMENT VOUCHER

18809 Front St NE Box 1 Poulsbo, WA 98370

|   | Kitsap Co | ounty, WA | August 15, 2025                         |             |  |  |
|---|-----------|-----------|---|-------------|--|--|
| We, the undersigned Board of Com<br>do hereby certify that the merchand |           |           | • | •           |  |  |
| that the vouchers listed below are a                                    |           |           | =                                       | \$10,782.97 |  |  |
| and from the General Fund, this   | 15th      | day of    | August 2025                             | •           |  |  |
|   |           |           |   |             |  |  |
| Jeff Pfeil, Commissioner  | _         |           |   |             |  |  |
|   |           |           |   |             |  |  |
| Jamie Green, Commissioner   | _         |           |   |             |  |  |
| odinie Orcen, Odininissionei  |           |           |   |             |  |  |
|   |           |           |   |             |  |  |
| 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.

|              | DIRECT DEPOSIT ADVICES |
|--------------|------------------------|
| Port Auditor |                        |

### 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.

<u>WHEREAS</u>, 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

**<u>BE IT RESOLVED</u>** 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.

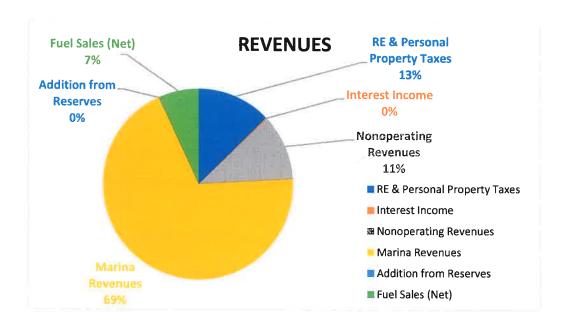
Liberty Park facility revenues are expected to show a minimal decrease of <0.01906%> from the previous year. This is due to expected decreases in winter moorage occupancy.

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 significate 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   |
| TOTAL                        | \$ 2,617,408.93 |

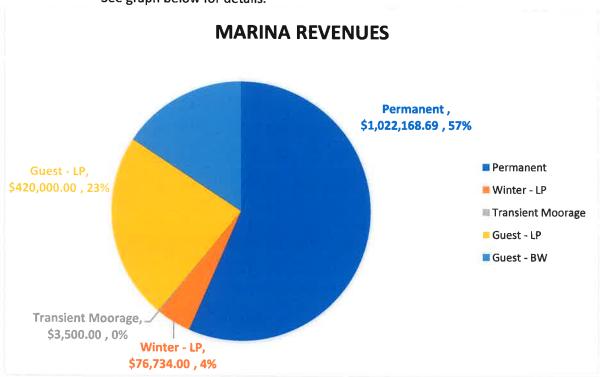
### **NONOPERATING REVENUES**

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

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.

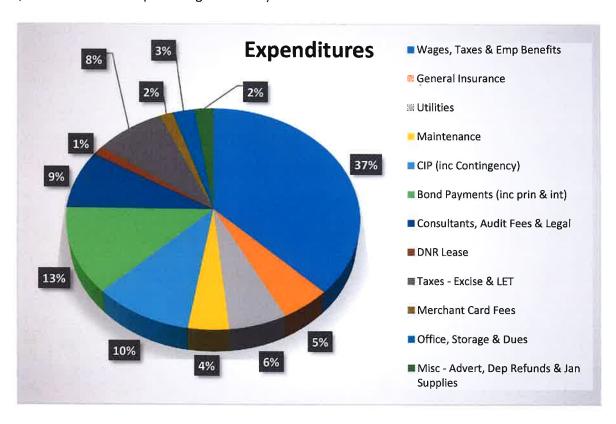


| Sub Category - Marina Revenues |                    |
|--------------------------------|--------------------|
| Permanent                      | \$<br>1,022,168.69 |
| Winter - LP                    | \$<br>76,734.00    |
| Transient Moorage              | \$<br>3,500.00     |
| Guest - LP                     | \$<br>420,000.00   |
| Guest - BW                     | \$<br>284,000.00   |
| TOTAL                          | \$<br>1,806,402.69 |

### 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   |
| TOTAL                           | \$ 2 | ,759,498.09 |

### (See Chart below for percentage of whole)



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

## Port of Poulsbo

### 2026 Budget

## **OPERATING FUNDS**

| General Fund Taxes & LET         332,290.00           Operating Revenue (Attachment A)         1,458,444.33         506,984.00           Interest on Investments         \$ 1,795,725         \$ 507,484           EXPENDITURES           Commissioner Comp & Travel         \$ 1,795,725         \$ 507,484           Green - Travel/Training         \$ 1,796,00         \$ 507,484           Green - Travel/Training         \$ 1,600.00         \$ 1,600.00           Preil - Comp         \$ 1,600.00         \$ 1,600.00           Preil - Travel/Training         \$ 1,600.00         \$ 1,600.00           Preil - Travel/Training         \$ 207,233.55         189,699.57           Recording Secretary Compensation         \$ 41,882.39         \$ 26,728.26           Employee Benefit Programs         1 25,808.32         1 ,000.00           Accounting         \$ 1,500.00         1,000.00           Accounting         \$ 5,600.00         1,000.00           Accounting         \$ 5,600.00         1,000.00           Accounting         \$ 5,600.00         1,000.00           Legal         \$ 5,600.00         1,000.00           Credit Card Fees         \$ 5,600.00         1,000.00           Insurance - General         \$ 140,331.10         14,000.00 <th>General (Port) Liberty Park</th> <th>POP Parking</th> <th>Breakwater</th> <th>2026 Budget</th>   | General (Port) Liberty Park | POP Parking | Breakwater | 2026 Budget                            |
|--|-----------------------------|-------------|------------|--|
| NDITURES   | 506,                        | 30,000.00   | 284,200.00 | 332,290.00<br>2,279,618.93<br>5,500.00 |
| issioner Comp & Travel   | ↔                           | \$ 30,000   | \$ 284,200 | 2,617,408.93                           |
| sissioner Comp & Travel  n - Comp  n - Travel/Training  ence - Comp  - Travel/Training  ence - Travel/Training  ence - Travel/Training  - Travel/Training  ence - Travel/Training  - Travel/Training  ence - Travel/Training  is & Payroll  - Travel/Training  - Travel/Training  ence - Health  ms  traxes  yee Benefit Programs  traxes  yee Benefit Programs  125,808.32  ms  ms  trace - Health  trace - H |                             |             |            |  |
| ## 9,794.00  n - Comp  n - Travel/Training  ence - Comp ence - Travel/Training  - Comp - Travel/Training  - Comp ding Secretary Compensation  s & Payroll - Taxes  yee Benefit Programs  I Taxes  yee Benefit Programs  nce - Health  ms  tring  Expenses  Taylon 000  Expenses  Taylon 000  Expenses  Taylon 000  |                             |             |            |  |
| n - Trave/Training     2,000.00       ence - Comp     9,150.00       ence - Trave/Training     2,000.00       ence - Trave/Training     2,000.00       - Comp     2,000.00       ding Secretary Compensation     5,472.00       es & Payroll     41,882.39       yee Benefit Programs     18,611.36       nce - Health     1,500.00       ms     2,500.00       ming     50,000.00       Expenses     30,000.00       ral Supplies     50,000.00       pe Rent     25,000.00       card Fees     141,351.10       nce - General     14,351.10       sising     3,659.70       city     25,000.00       ge, Sewer & Water     25,000.00       sole     25,000.00       one     15,000.00       de, Characite)     25,000.00       de, Characite)     200.00   | 9,794.00                    |             |            | 28,094.00                              |
| ence - Comp 9,150.00 ence - Travel/Training 2,000.00 - Comp 2,000.00 - Comp 2,000.00 - Travel/Training 2,000.00 ding Secretary Compensation 5,472.00 es & Payroll 241,882.39 yee Benefit Programs 18,611.36 nce - Health 1,500.00 rail Supplies 50,000.00 Expenses 30,000.00 ral Supplies 50,000.00 ral Supplies 50,000.00 card Fees 50,000.00 ral Supplies 50,000.00 card Fees 50,000.00 city 25,000.00 ge, Sewer & Water 25,000.00 ge, Sewer & Water 25,000.00 so one 200.00 & Over  | 2,000.00                    |             |            |  |
| 2,000.00 - Comp - Comp - Travel/Training - Comp - Travel/Training - Secretary Compensation - Secretary Compensati | 9,150.00                    |             |            |  |
| 9,150.00  - Travel/Training ding Secretary Compensation 5,472.00  ss & Payroll 297,253.55  I Taxes  I Secretary Compensation 5,472.00  I Secretary Compensation 5,472.00  I Secretary Compensation 2,500.00  I Secretary Compensation 5,000.00  I | 2,000.00                    |             |            |  |
| 2,000.00 ding Secretary Compensation 5,472.00 ss & Payroll 297,253.55 1 Taxes 41,882.39 Yee Benefit Programs 125,808.32 ms 1,500.00 mting 50,000.00 Expenses 30,000.00 ral Supplies 50,000.00 Card Fees 50,000.00 Card Fees 50,000.00 city 25,000.00 ge, Sewer & Water 25,000.00 ge, Sewer & Water 25,000.00 de, Ober 15,000.00 de, Ober 15,000. | 9,150.00                    |             |            |  |
| ding Secretary Compensation 5,472.00  ss & Payroll 297,253.55 1 Taxes 41,882.39 1 Faxes 41,882.39 1 Follows 50.00  mis 5,472.00  41,882.39 1 Follows 71,500.00  mis 7,500.00  mis 7,500.00  mis 8,000.00  Expenses 7,000.00  Expenses 7,000.00  For Fees 7,000.00  Card Fees 5,000.00  Card Fees 7,000.00  Card Fe | 2,000.00                    |             |            |  |
| se & Payroll 41,882.39  I Taxes 41,882.39  yee Benefit Programs 18,611.36  nce - Health 1500.00  ming 50,000.00  Expenses 30,000.00  ral Supplies 500.00  Je Rent 500.00  ral Supplies 500.00  ral Supplies 500.00  card Fees 500.00  ral Supplies 500.00  ger Sewer & Water 55,000.00  ger, Sewer & Water 500.00  der Chanceite) 700.00  der Chanceite   | 5,472.00                    |             |            | 5,472.00                               |
| 1 Taxes       41,882.39         yee Benefit Programs       18,611.36         nce - Health       125,808.32         ms       1,500.00         mting       2,500.00         Expenses       30,000.00         ral Supplies       50,000.00         pe Rent       20,000.00         card Fees       141,351.10         nce - General       141,351.10         sising       3,659.70         city       34,000.00         ge, Sewer & Water       25,000.00         ge, Sewer & Water       25,000.00         ge, Sewer & Water       25,000.00         Robert       200.00   |                             |             | 129,755.49 | 616,708.61                             |
| yee Benefit Programs 18,611.36 nce - Health 125,808.32 ms 1,500.00 nting 2,500.00 Expenses 30,000.00 ral Supplies 500.00 ral Supplies 500.00 ral Supplies 500.00 card Fees 500.00 card Fees 741,351.10 rising 3,659.70 city 34,000.00 ge, Sewer & Water 25,000.00 ge, Sewer & Water 25,000.00 de, Obereits) 200.00   |                             |             | 18,282.27  | 86,892.92                              |
| nce - Health 125,808.32 ms 1,500.00 mting 2,500.00 mting 2,500.00 Expenses 30,000.00 ral Supplies 500.00 card Fees 20,000.00 nce - General 141,351.10 ising 3,659.70 city 34,000.00 ge, Sewer & Water 25,000.00 ge, Sewer & Water 25,000.00 de, Chanceite) 200.00  |                             |             |            | 18,611.36                              |
| ms 1,500.00  Inting 2,500.00  Expenses 2,500.00  Tal Supplies 30,000.00  Tal Supplies 500.00  Card Fees 2,000.00  Ince - General 141,351.10  Issing 3,659.70  City 34,000.00  Get, Sewer & Water 25,000.00  Se Over 15,000.00  As Over 200.00  |                             |             | 54,917.16  | 261,013.11                             |
| tring 2,500.00 Expenses 30,000.00 Expenses 30,000.00 Tal Supplies 500.00 Tal Supplies  |                             |             |            | 2,500.00                               |
| Expenses 50,000.00 1 and Supplies 30,000.00 1 and Supplies 500.00 2 and Supplies 500.00 3 and Supplies 500.00  | 2,500.00                    |             |            | 2,500.00                               |
| Expenses 30,000.00 1 ral Supplies 500.00 for Rent 20,000.00 Card Fees 20,000.00 1 Ince - General 141,351.10 Issing 3,659.70 City 34,000.00 2 Ge, Sewer & Water 25,000.00 So Over 200.00  | 0,000.00                    |             |            | 50,000.00                              |
| ral Supplies 500.00 le Rent 20,000.00 Card Fees 25,000.00 Ince - General 141,351.10 Issing 3,659.70 City 34,000.00 ge, Sewer & Water 25,000.00 Solver 15,000.00 & Over 200.00  | _                           |             | 5,500.00   | 47,500.00                              |
| le Rent Card Fees Card Fees Card Fees Card Fees 141,351.10 ising ising 3,659.70 city 34,000.00 ge, Sewer & Water 15,000.00 & Over 200.00   |                             |             | 3,500.00   | 9,500.00                               |
| Card Fees 25,000.00 nce - General 141,351.10 ising 10,000.00 ising 3,659.70 city 34,000.00 ge, Sewer & Water 25,000.00 none 15,000.00  | 00.000,0                    |             |            | 20,000.00                              |
| rising 141,351.10 ising 10,000.00 ising 3,659.70 city 34,000.00 ge, Sewer & Water 25,000.00 one 15,000.00 & Over 200.00  |                             |             | 5,000.00   | 42,000.00                              |
| ising 10,000.00 3,659.70 3,659.70 city 34,000.00 ge, Sewer & Water 25,000.00 none 15,000.00 & Over 200.00  | 1,351.10                    |             |            | 141,351.10                             |
| 3,659.70 city 34,000.00 ge, Sewer & Water 25,000.00 none 15,000.00 & Over 200.00   |                             |             | 5,000.00   | 29,000.00                              |
| city 34,000.00 ge, Sewer & Water 25,000.00 none 15,000.00 & Over 200.00  | 3,659.70                    |             |            | 3,659.70                               |
| 25,000.00<br>15,000.00<br>200.00   |                             | 3,000.00    | 20,000.00  | 82,000.00                              |
|  |                             | 200.00      | 10,000.00  | 65,500.00                              |
| OC 20  | 5,000.00                    |             |            | 15,000.00                              |
|  | 200.00                      |             |            | 200.00                                 |
|  | 20,000.00                   |             |            | 20,000.00                              |

| 2,500.00         | 15,000.00 111,500.00 | 4,000.00 55,000.00 | 15,000.00                  | 2,500.00 127,470.12    | 38,388.06                             | 2,500.00      | 98,500.00      | 135,000.00  | 0.00             | 25,000.00   | 112,644.00              | 273,454.92 2,271,004.98 |
|------------------|----------------------|--------------------|----------------------------|------------------------|---------------------------------------|---------------|----------------|-------------|------------------|-------------|-------------------------|-------------------------|
|                  | 1,500.00 15,0        | 3,000.00 4,0       |                            | 2,5                    |                                       |               |                |             |                  |             |                         | 8,000.00 273,4          |
|                  | 15,000.00            | 8,000.00           |                            | 45,000.00              | 19,076.76                             |               | 8,500.00       |             |                  |             |                         | 491,792.22              |
| 2,500.00         | 80,000.00            | 40,000.00          | 15,000.00                  | 79,970.12              | 19,311.30                             | 2,500.00      | 90,000.00      | 135,000.00  | ŧ                | 25,000.00   | 112,644.00              | 1,503,757.84            |
| Bad Debt Expense | Maintenance          | Outside Services   | Training (includes travel) | Consultants/Audit Fees | Lease - DNR (includes matching funds) | Miscellaneous | Taxes - Excise | Taxes - LET | Election Expense | Contingency | Bond Payment - Interest | EXPENDITURES            |

## CAPITAL IMPROVEMENTS & PURCHASES

Projects may be modified, delayed or deferred depending on the availability and amount of funds.

|   | 253,253.11                    |
|---|-------------------------------|
| 5,361.46<br>2,500.00  | 7,861.46                      |
|   | Ø                             |
| 10,722.91<br>2,500.00   | 13,222.91                     |
| 32,168.74<br>40,000.00<br>35,000.00<br>125,000.00   | 232,168.74                    |
| WiFi & Camera's - Annual cost<br>RBAW Yearly Commitment<br>Minor Capital Improvements-<br>Whaler Material<br>X, AA & B Waterline Updates<br>Fuel Dock Maint | Total Allocated Costs for CIP |

281,316.38

8,000.00

505,015.13

1,735,926.58

TOTAL EXPENDITURES

2,883.62

22,000.00

2,468.87

59,798.35 **BUDGET FOR CALENDAR YEAR 2025** 

2,617,408.93

**Reserve Funds** 

Revenues

Expenditures

To Reserves

2,530,258.09

To Reserves 87,150.84 \* (\*must have 1.25x bond payment - \$86,970.25 - Bond Covenant)

## Attachment A

# Breakdown of Projected Operating Revenues for the year 2026

| 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          | 20.00         |              |            |
| 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      |               |              |            |
| Parking Lot Fees        |                 |               | \$ 30,000.00 |            |
| Boat Ramp Fees          | 200.00          |               |              |            |
| Technology Fee          | 15,066.24       |               |              |            |
| TOTAL                   | \$ 1,458,434.93 | \$ 506,984.00 | \$ 30,000.00 | 284,200.00 |
| 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

| **Kayak Monthly Space Rental** 10' or less \$25.00 (inc LET) 10'-14' \$30.0 | \$4.50 Per foot | \$4.00 Per foot      | E & F **for vessels over 16' wide** | \$2.25 Per foot | \$2.00 Per Foot      | E & F **for vessels 1 |                       | Electricity Charge         |                  | Total Per Sq Ft            | Bond Payment Surcharge         | Leasehold Tax    | Per Sq Ft Util Charge  | Per Sq Ft Moorage          | ***Boat House            |                               | Total Per Foot             | Bond Payment Surcharge | Electrical Charge              | Leasehold Tax         | Per Foot - Moorage           | ***Transient, Winter, & \$ | Electricity Charge               | Total Per Foot | Bond Payment Surcharge | Leasehold Tax | Per foot - Utility Charge | Per Foot - Moorage |             | ***Permanent Moorage*** |
|---|-----------------|----------------------|-------------------------------------|-----------------|----------------------|-----------------------|-----------------------|----------------------------|------------------|----------------------------|--------------------------------|------------------|------------------------|----------------------------|--------------------------|-------------------------------|----------------------------|------------------------|--------------------------------|-----------------------|------------------------------|----------------------------|----------------------------------|----------------|------------------------|---------------|---------------------------|--------------------|-------------|-------------------------|
| <b>Space Rental**</b><br>「) 10'-14' \$30.00 (inc LET)                       | May 1 - Sept 30 | October 1 - April 30 | over 16' wide:                      | May 1 - Sept 30 | October 1 - April 30 | 16' wide or less**    | **                    | \$0.1050 per kwh +         |                  | \$                         | ₩                              | \$               | \$                     | \$                         | Moorage***               |                               | ₩                          | ↔                      | ↔                              | ₩                     | \$                           | Summer Moorage***          | \$0.1050 per kwh                 | ₩              | ₩.                     | G             | G                         | €                  | 25' & Under |                         |
| 00 (inc LE  | )t 30           | April 30             | *                                   | )t 30           | April 30             | 8**                   | ***Guest Moorage***   | r kwh + \$                 | 0                | 0.8500                     | 0.0800                         | 0.0796           | 0.0700                 | 0.6204                     |                          | 13                            | 11.16                      | 1.12                   | 3.75                           | 0.72                  | 5.57                         | age***                     | er kwh                           | 10.20          | 1.12                   | 1.00          | 0.26                      | 7.82               |             |                         |
| _   | €9              | €9                   | Г                                   | <u>چ</u>        | €                    | ſ                     | ooraç                 | 10.50                      | ဂ္ဂ              | _                          | _                              | ٦.               | ଦ୍ର                    | ଦ୍ର                        | <b>=</b>                 | <u>오</u>                      | P,                         | ₹                      | €                              | <sub>گ</sub> و        | P                            |                            | <b>₩</b>                         | ₩              | ↔                      | ↔             | es                        | €9                 | 26' - 27'   | 12                      |
| Portable Isolation Transformer<br>Rental (per visit)                        | 2.00            | 1.75                 |                                     | \$ 15.00        | \$10.00              | **4 Hour Stay**       | e***                  | \$10.50 per mo             | Convenience Fee  | Non Port Tenant-per 15 min | Current Port Tenant-per 15 min | Tow Charge       | Grid - Non Port Tenant | Grid - Current Port Tenant | Illegal Garbage Dump Fee | Charge for unreturned Keycard | Parking Permit Replacement | Keycard Deposit        | Waiting List Fee               | Reservation Fee       | Paper Statement Fee          |                            | 10.50                            | 10.35          | 1.12                   | 1.02          | 0.26                      | 7.95               | 71          |                         |
| Isolati   | Per foot        | Per foot             | Bre                                 | 40' Slip        | 30' slip             | ur Sta                |                       | ō                          | ence F           | ort Ter                    | Port                           | ırge             | n Por                  | ırrent                     | arbage                   | or unr                        | Permit                     | Depos                  | List Fe                        | tion Fe               | ateme                        |                            | per m                            | ₩,             | ₩                      | ↔             | ↔                         | ↔                  | 28' -       |                         |
| on Tra<br>/isit)  | ot              | ot                   | akwa                                | þ               | ਰ                    | 3y**                  |                       |                            | ee               | ant-pe                     | Tenan                          |                  | t Tena                 | Port T                     | Dum                      | eturne                        | : Repla                    | Siŧ                    | ď                              | ф                     | nt Fee                       |                            | onth (                           | 10.60          | 1.12                   | 1.05          | 0.26                      | 8.17               | 33          |                         |
| ansfori   | May '           | Octob                | ter Mo                              | 2nd C           | 1st 0                | G                     |                       |                            |                  | er 15 r                    | it-per                         |                  | Ħ                      | enant                      | p Fee                    | d Key                         | aceme                      |                        |                                |                       | W                            | 0                          | ectri                            | ₩              | €                      | ₩             | ↔                         | ↔                  | 34' -       | 6179                    |
| ner   | May 1 - Sept 30 | October 1 - April 30 | Breakwater Moorage                  | 2nd Offense     | 1st Offense          | Guest Late            |                       |                            |                  | ni.                        | 15 min                         |                  |                        |                            |                          | card                          | Ř                          |                        |                                |                       |                              |                            | \$10.50 per month electrical use | 10.80          | 1.12                   | 1.07          | 0.26                      | 8.35               | 39'         |                         |
| ↔ .   | 30              | April 3              |                                     | \$ 15           | <del>()</del>        | te Fees               |                       | moorage                    | 2.4              | <b>⇔</b>                   | <del>⇔</del>                   |                  | <del>()</del>          | ↔                          | \$ 5                     | <del>69</del>                 | \$ 1                       | €9                     | ↔                              | ↔                     | ↔                            | ***                        | ·                                | <del>€9</del>  | ↔                      | ↔             | ↔                         | ↔                  | 40' -       |                         |
| 10.00   |                 | ŏ                    |                                     | 150.00          | 50.00                | es                    |                       | age.                       | 2.4 % of         | 50.00                      | 25.00                          |                  | 50.00                  | 25.00                      | 524.00                   | 35.00                         | 100.00                     | 35.00                  | 25.00                          | 5.00                  | 5.00                         | ***Other                   | plus \$0.                        | 10.99          | 1.12                   | 1.09          | 0.26                      | 8.52               | - 44'       | 1111                    |
| <   | _               | Ιœ                   |                                     | ω               | _                    | <br>  <b> </b>        |                       | l –                        |                  |                            | 2                              |                  | 7                      | 70                         | 7                        | _                             | ſΩ                         | 70                     | ш                              |                       | _                            | Char                       | 1050                             | ↔              | ₩                      | ↔             | ↔                         | ↔                  | 45' -       | 111                     |
| Weekly Charge   | Up to 3 Hours   | Boat w/ Trailer      |                                     | 3 - 24 Hours    | Up to 3 Hours        | Vehicle Only -        |                       | Technology Fee - per month | one hour minimum | After hours                | Maintenance Fee **             | one hour minimum | Maintenance Fee **     | Pet Clean-up               | NSF Check Charge         | Liveaboard Fee                | Second Processing Fee      | Processing Fee         | Extended late fee (25th of Mo) | whichever is greater) | Late Fee (or 10% of Balance, | Charges***                 | 050 per kwh (billed quarterly)   | 11.17          | 1.12                   | 1.11          | 0.26                      | 8.68               | 51'         |                         |
| harg  | ours            | raile                |                                     | urs             | lours                | nly -                 | Por                   | gy Fe                      | r mir            | SINC                       | nce F                          | ır mi            | nce l                  | dn-L                       | ck C                     | rd Fe                         | roce                       | ng Fe                  | late                           | ver is                | or 1                         |                            | h (b <u>i</u>                    | 49             | 69                     | 49            | 49                        | 49                 | 52' -       | 13                      |
| <u> </u>  |                 |                      |                                     |                 |                      |                       | Port Parking Lot Fees | ee - pe                    | nimum            |                            | Fee **                         | nimum            | Fee **                 |                            | harge                    | ď                             | ssing                      | ď                      | fee (2                         | great                 | 10% of                       |                            | lled qu                          | 11.39          | 1.12                   | 1.14          | 0.26                      | 8.87               | - 55'       |                         |
|   |                 |                      |                                     |                 |                      |                       | ing L                 | y mo                       |                  |                            |                                | _                |                        |                            |                          | (Inc                          | Fee                        |                        | 5th o                          | er)                   | Bala                         |                            | <b>Jarte</b>                     | €9             | ↔                      | ↔             | ↔                         | ↔                  | 56'         | P                       |
|   |                 |                      |                                     |                 |                      |                       | ot F                  | ]<br>]                     |                  | + #                        | 0.00                           | + 17             | 5.00 K                 |                            |                          | (Inc LET)                     |                            |                        | f Mo)                          |                       | nce,                         |                            | ₹                                | 11.58          | 1.12                   | 1.16          | 0.26                      | 9.04               | and Over    | SI<br>S                 |
| ↔   | ↔               |                      |                                     | ↔               | G                    |                       | es                    | ₩                          |                  | nateri                     | per n                          | າateri           | er m                   | ₩                          | \$                       | \$                            | <del>(A</del>              | <del>(A</del> )        | ↔                              |                       | ↔                            |                            |                                  | <sup>∞</sup>   | 12                     | တ             | တ                         | 4                  | )ver        |                         |
| 50.00   | 8.00            |                      |                                     | 7.00            | 3.00                 |                       |                       | 5.75                       |                  | + materials cost           | \$150.00 per man hour          | + materials cost | \$75.00 per man hour   | 50.00                      | 50.00                    | 180.00                        | \$ 200.00                  | \$ 100.00              | 50.00                          |                       | 20.00                        |                            |                                  |                |                        |               |                           |                    |             |                         |

### PORT OF POULSBO Kitsap County, Washington RESOLUTION 2025-11

Date: September 4, 2025

<u>WHEREAS</u>, 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:

|                           | Liberty Park  | Breakwater    | Total         |
|---------------------------|---------------|---------------|---------------|
| 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    |               |               |
| Totals                    | \$ 579,615.06 | \$ 189,161.74 | \$ 768,776.80 |

<u>WHEREAS</u>, 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

ay Lawrence, Commissioner

Jamie Green, Commissioner

Jeff Pfeit, Commissioner