

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

Subject	*HYBRID* Regular Meeting Agenda	Date	1/16/2025
Recorder	Cassidy Conners	Start Time	7:00 PM
Commission Chair	Jay Lawrence	End Time	9:00 PM
Commission Members	Jamie Green		
Staff Present	Daryll Trask – Harbormaster, Carol Tripp – Port Accountant		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	EXECUTIVE SESSION – To evaluate the performance of a public employee – RCW 42.30.110(1)(G)	<p>The Commission will now adjourn into an executive session to review the performance of a public employee pursuant to RCW 42.30.110(1)(G).</p> <p>The executive session is expected to last 60 minutes. Executive sessions are not open to the public.</p> <p>After the executive session the Commission will reconvene to the public portion of the commission meeting.</p>
3.	COMMISSIONER COMMENTS	
4.	PBA REPORT / PUBLIC COMMENTS (limit of 3 minutes)	
5.	CONSENT AGENDA ITEMS (Next Res: 2025-01) 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: 12/5/24 B. Warrants: 18969 – 19009, P14183 – P14217, 12/06/24 EFT, 12/14/24 EFT, 12/26/24 EFT, 1/3/25 EFT, 1/13/25 EFT, 1/17/25 EFT in the amount of \$247,487.61.	
6.	OLD BUSINESS ITEMS	
	A. Reservation Policy	
7.	NEW BUSINESS ITEMS	
	A. Commissioner Responses to public comments/discussions	
	B. Olympic Outdoor Center	
	C. Accounting Report - Carol	

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.

	<p>D. Manager Report-Daryll</p> <ol style="list-style-type: none"> 1. Approve 2025 Meeting Schedule 2. Approve the following policies: <ol style="list-style-type: none"> a. Boat Survey Policy b. Slip Wait List Policy c. Use of Social Media d. Employee Cash Handling Policy e. Employee Performance Review Policy f. Delegation of Authority g. Appeal Policy h. Procurement and Public Works Policy i. Reserve Policy j. Free 4 Hr Stay k. Hot Berthing l. Guest Moorage Cancellation and Refund Policy m. Live-Aboard Application Review Policy n. Public Records Request Policy o. Temporary Live-Aboard Transfer Policy p. Delinquency Policy Addendum q. Conduct and Behavior Policy r. Small Watercraft Storage Policy 	
8.	PUBLIC COMMENT FOR FUTURE MEETINGS	
9.	COMMISSIONER COMMENTS	
10.	ADJOURN	

<https://us02web.zoom.us/j/83461044315>

Meeting ID: 834 6104 4315

One tap mobile

+12532158782,,89253011491# US (Tacoma)

+12532050468,,89253011491# US

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