

VIRTUAL MEETING VIA ZOOM

Poulsbo Port District – Port Commission

Subject	*REMOTE* Regular Meeting Agenda	Date	August 5, 2021
Recorder	Cassidy Conners	Start Time	7:00 PM
Commission Chair	Thomas Rose	End Time	9:00 PM
Commission Members	Jamie Green, Mark Singer		
Staff Present	Carol Tripp, Port Accountant & Mgr.		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	COMMISSIONER COMMENTS	
3.	PUBLIC COMMENTS (limit of 3 minutes)	
4.	POULSBO BOATERS ASSOCIATION REPORT	
5.	CONSENT AGENDA ITEMS (Next Res: 2021-11) 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: 7.15.21 B. Warrants: 17342 – 17358, P13047 – P13068, 7/26/21 EFT, 7/30/21 EFT, 8/6/21 EFT in the amount of \$136,498.87. C. Resolution: 2021-10 Guest Moorage Tariff	
6.	OLD BUSINESS ITEMS	
	A. Resolution #9 – Declaring Local Emergency & Delegation of Authority - Review	
	B. Boat Ramp/Breakwater Updates – John Piccone, P.E.	
7.	NEW BUSINESS ITEMS	
	A. Commissioner responses to public comments/discussions	
	B. Accounting & Manager’s Report	
8.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
9.	COMMISSIONER COMMENTS	
10.	ADJOURN	

<https://us02web.zoom.us/j/83463739871>

Meeting ID: 834 6373 9871

One tap mobile

+12532158782,,83946997646# US (Tacoma)

The Port of Poulsbo provides a time for citizen input during, ‘Public Comments.’ Please limit yourself to three (3) minutes per person. If you wish to address the Commission, please 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.

VIRTUAL MEETING VIA ZOOM

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Meeting ID: 834 6373 9871

Find your local number: <https://us02web.zoom.us/j/keFbPAvQoz>

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REGULAR MEETING PORT OF POULSBO
AUGUST 5, 2021
7:00 PM

Present: Commissioner Singer, Commissioner Green, Commissioner Rose, Port Accountant Carol Tripp, ~~Melanie Winnett – Harbormaster~~, Pam Benson & Peter Horner – PBA, John Piccone, David Musgrove

Call to Order 07:00pm

Commissioner Comments

Commissioner Rose reflected on the current events at the Port and encouraged everyone to focus on the good. The main goal at the Port is to be proactive and forge ahead.

Commissioner Green didn't have business task force recovery meeting updates because the group hasn't met yet. She said she's heard a rumor floating around that the Sons of Norway was approached by a gentleman named David Knuteson, who may be building a 60' Viking boat replica. The boat will be coast guard certified and he plans to bring it to Poulsbo for educational opportunities. She is keeping an eye out on that exciting chance to have the boat at the Port of Poulsbo. Also, there is a paddle boarding event on liberty bay on August 28th and there will be prizes.

Commissioner Singer attended the All Ports meeting. Many ports are having the same issues the Port of Poulsbo is dealing with regarding permitting. He has heard a lot of praise for the boat ramp from people downtown.

Public Comments

Councilman Musgrove congratulated the board on the completion of the boat ramp and wished everybody the best of luck for permitting on the breakwater project.

Peter said the new boat ramp is stunning in comparison to the old one and commented on how nice it is to use. He congratulated the board for putting together such an improvement.

Poulsbo Boater's Association

There was no report.

Consent Agenda

Motion: Move to approve the regular minutes of July 15, 2021, as written and revised.

Moved by: Commissioner Singer **Seconded by:** Commissioner Rose

Motion passed unanimously.

Motion: Move to approve the warrants.

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

Motion passed unanimously.

REGULAR MEETING PORT OF POULSBO
AUGUST 5, 2021
7:00 PM

Motion: Move to approve Resolution 2021-10 Guest Moorage Tariff
Moved by: Commissioner Rose **Seconded by:** Commissioner Green

Motion passed unanimously.

Old Business Items

Resolution #9 – Declaring Local Emergency & Delegation of Authority – Review

There were none.

Breakwater & Boat Ramp Updates

Commissioner Rose had a personal phone call with Katie in Derek Kilmer's office. She apologized for not getting back with him sooner. Their office has been working on the issue. In short, they will be drafting up a letter of complaint expressing their dissatisfaction of the services. They are fully aware this is an ongoing issue and will be meeting separately with the Army Corps before getting back with the Port of Poulsbo with an update. Commissioner Rose is hopeful to have an update soon. He appreciated her contact and said he was invited to reach out to her at any time.

Mr. Piccone briefly updated the regulatory side of things. The shoreline substantial development permit and shoreline conditional use permit have gone through the City and they are now with the Department of Ecology (and appears to be in final steps). There has been very few comments and minor questions as the Department of Ecology reviews everything. He will see their finalized review this month. The shoreline permits are in good shape and should be wrapped up toward the end of August.

The other permits that go through the City are minor building permit items and the flood plane permit. Mr. Piccone said he mentions that only because it's absolutely needed and it's one of the items that intertwines with the Army Corps. The flood plane is dependent on getting the Army Corps permit.

WDFW already has the HPA permit in hand and have had it for some time. We had to submit to them a minor change and now we need to get an updated permit – which typically takes two weeks. The reason for that is our HPA still has a somewhat older design where the sea plane base was planned. Since, there has been a complete elimination of the sea plane. He believes the Army Corps is 100% ready to issue the permit as soon as ESA is done by NMFs. Mr. Piccone encouraged political pressure to get movement (by going directly to NMFs) or going ahead and submitting a request for an emergency authorization to proceed. He thinks it's worth while to follow both angles (political and emergency authorization) and do that in parallel. The emergency authorization request can be put together quickly. Mr. Piccone's suggestion is that we ask to proceed with the entire project. The bulk of the project is safety, property, and life related. There are some components that aren't related to mitigating safety concerns, and

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AUGUST 5, 2021
7:00 PM

those pieces are requirements of the grant and would be an economic hardship if the Port were to lose the grant funding. We will need to explain that to the Army Corps in detail and they will sometimes authorize the emergency pending economic hardship. There is a chance that even if the entire project is requested, the project will come in phases. There will be details to work through with them on which pieces are authorized, and which aren't. If an emergency authorization request is made, it's reasonable to expect to have authorization in September. Mr. Piccone has been speaking with contractors and the general feedback he's hearing is that the material procurement for the breakwater piece itself is still doable this year. He speculated on rough timelines to allow for other construction pieces and fish windows.

Mr. Piccone said if the board wants to do the emergency authorization request, now is the time. If the board approves tonight, he can get the request in next week instead of the following week. The board has already declared a state of emergency, and he has that resolution. If done today, the Port would be agreeing to an emergency ESA proceeding agreeing to do whatever mitigated measures are necessary according to the agencies. Mr. Piccone said the Port would be moving forward assuming everything is ok to do so, but without the confirmation.

Motion: Move to approve John Piccone and Port Accountant Tripp to effectively proceed with emergency permitting process with Army Corps for the Breakwater Project

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

Motion passed unanimously.

Mr. Piccone will work up the emergency authorization request and send it to Port Accountant Tripp.

New Items

Items for Public Discussion

Commissioner Rose said Tammy Allen, Peter and Pam, Aaron Wenholtz, and Nico attended the Liberty Bay Derelict Boat meeting. Tammy has been a longstanding harbormaster in Winslow and has a lot of ~~cooperate~~ corporate knowledge. She shared what's worked for them in her 20 years of experience. She spoke of public information and how to get the neighborhood involved, understand the reaffirmation of boundaries, authority, and who's responsible. The Port needs to continue developing a relationship with the City and improve what's currently being done. Authorities do need help with monitoring and reporting. We need to keep working alongside the relevant authorities, discuss, affirm, and continue identifying problem vessels.

Accounting & Manager's Report

See attached.

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7:00 PM

Commissioner Singer commented on the dinghies that are tied off, but not paying fees. Port Accountant Tripp can put numbers down, assign numbers, and reserve those spots. Some people anchored out there aren't always cognizant, or care, what's written on there. She is aware of the issues and knows some are being left for weeks at a time. There isn't always a way to track them, and dinghy storage will be the next problem item the Port needs to deal with. Another issue is people are parking in ~~staff~~ port parking spots, and Port parking handicap spots are being used by people who don't have a Port parking permit ~~(though legally can be there if they're handicapped)~~. More defined signage will be necessary to help keep those spots open for the boaters. It was also clarified that towing companies receive a list of the Port employees, who are authorized to call in a tow.

Conduct and Behavior Policy

Motion: Move to approve the Conduct and Behavior Policy

Moved by: Commissioner Rose **Seconded by:** Commissioner Green

Motion passed unanimously.

Public Comments/Request for Future Agenda Items

Peter mentioned the same motorcycles are parked in the two motorcycle parking spots for the last two months. He asked if extended parking is allowed for motorcycles. Councilman Musgrove said the City is presently discussing the issue and that's happening from lack of enforcement.

Councilman Musgrove wanted to know where he could look at copies of resolutions on the website (once they're signed). Port Accountant Tripp said topics are discussed at length at meetings and then resolutions are prepared to be signed at the following meetings. Signed resolutions are then posted to the website. Councilman Musgrove recommended having copies of resolutions available to the public prior to signing for transparency. Commissioner Rose reaffirmed the Port's transparency and said amendments can always be made. Councilman Musgrove asked again about the joint Port/City meeting. Port Accountant Tripp said she emailed the City and has not heard back. Councilman Musgrove said he would try to chase down the email and requested he be copied on any correspondence.

Pam has been asked for clarification on the Paddle for Ducks event. Port Accountant Tripp said the event is August 28th and registration is at the Port 10am-noon. There is a liability form for kids ages 16 and under. She will clarify the details.

Commissioner Comments

Commissioner Rose thanked everyone for their participation and devotion.

Commissioner Singer and Commissioner Green had no comments.

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AUGUST 5, 2021
7:00 PM

Executive Sessions

There will be a 15-minute executive session to discuss a personnel matter. No decision will be made.

Entered Executive Session 8:39pm

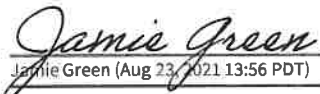
Back to Regular Session 8:54pm

Final Adjournment 8:54pm



Mark Singer (Aug 23, 2021 14:01 PDT)

Mark Singer, Commissioner



Jamie Green (Aug 23, 2021 13:56 PDT)

Jamie Green, Commissioner



Thomas K. Rose (Aug 24, 2021 07:46 PDT)

Thomas Rose, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

Over the past several months there has been a heightened level of discourteous and abusive boaters. Complaints are coming from our tenants and the boating community. We have become accustomed to the parking issues that arise ever summer, however the level of anger that is inflicted on staff members is of concern. There is signage posted on the bathhouse: Closed for cleaning 8:00am – 8:45am & 1:00pm – 2:00pm. Many feel that when the bathrooms are being cleaned that it is too much of an inconvenience to them and become upset, and then there are others that come in while they are being cleaned. The bay is full on boats on anchor, most of whom come in to take advantage of the “4 hour stay” This entitles them to access to the bathhouse and laundry room. This has put an enormous strain on keeping the restrooms clean and stocked with supplies. There have been issues with individuals who create such a mess that staff needs to close the bathrooms an additional time to maintain cleanliness.

Our Guest Moorage Staff consists of four full time employees and one-part seasonal employee. But one four days a week one of the guest moorage employees (either Brian or Bruce depending on the day) are working maintenance. On a typical Monday morning there can be up to 50 unread emails and 40 voice mails, most of which are requesting reservations. Taking reservations can be tedious and very time consuming. To ensure there will be enough space for the beam of a boat 2 reservation signs must be hung. We consistently have guests that arrive a day late or do not arrive at all for their reservations. It is especially difficult with the Saturday reservations in 40' slips. Guests who come into the marina and see all the reservations that do not get occupied often express their frustration on feeling displaced. It has been an issue for a very long time. With the reservation fee only being \$5.00, there is little to compel individuals to keep or cancel their reservation. Additionally, Saturday only reservations cause a great deal of work for the staff and frequently result in a loss of income. (It would be more profitable to allow a first come first serve boater into a slip then have it reserved Friday for a Saturday arrival).

Maintenance completed for the month of August :

- New pumpout boat has been picked up from state and is at kitsap marine for service and inspection.
- C dock grating on gate door has been repaired.
- Due to mistakes made by bidding company and cost changes in materials we are having new bids done for the fuel pumps.
- Redside construction has completed boat launch which has been in use since Tuesday of this week.
- All capital improvement bids have been returned for overview.

In progress:

- Moving of shop in progress now, about half of the major tools have been move back. Moving has been slow going by myself but Bruce is now in maintenance and will pick up.
- Time can be re-allocated to forward progress of kayak float, some framing material has been brought over for completion.
- Seabin maintenance is due and will be started when Bruce has settled into schedule.
- Focus on changing out some receptacles on guest moorage due to heavy electrical loads from bigger boats scorching the receptacles.

Accounting & Manager Report – August 5, 2021

The Summary of Financial Statements for the month ending June 30, 2021, and the Actual vs Budgeted Income Statement for the 2nd quarter ending June 30, 2021, were sent to the Commission on June 23, 2021.

The Port's actual year to date revenues are \$854,227.56 and the budgeted amount was \$827,470.92 which gives a variance of \$26,756.64. The underperforming revenue amounts are interest income, miscellaneous income-park, miscellaneous-general, finance charges and electrical charges.

The Port's actual year to date expenses are \$1,012,660.91 which includes the first billing of \$186,962.25 towards the completion of the boat ramp. We received our first RCO grant reimbursement after July 1st, so it is not reflected on these financial statements. The first grant reimbursement check was for \$138,351.91. So even though there shows a loss of \$158,433.35 for June 30, 2021, there will be reimbursement checks showing in the months of July and I expect another reimbursement check in the month of August.

I had a meeting with NW Municipal Advisors and Bond Council Cynthia Weed yesterday. We are in the process of starting to narrow down bonding and/or loan opportunities to complete the breakwater project.

Other than an employee being bitten by a dog, the boat ramp being completed and a break in the main line of power to the Port, it has been relatively quiet.

Respectfully Submitted

Carol Tripp

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA July 22, 2021

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 \$13,098.75 and from the General Fund, this 22nd day of July 2021.


Mark Singer (Aug 7, 2021 09:25 PDT)
Mark Singer, Commissioner

ATTEST:


Jamie Green (Aug 6, 2021 13:38 PDT)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Thomas K. Rose (Aug 8, 2021 19:19 PDT)
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
17342	Dept of Natural Resources	13,098.75
	TOTAL	\$ 13,098.75

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.


Carol Tripp (Aug 9, 2021 09:18 PDT)
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA

August 6, 2021

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 \$72,859.85 and from the General Fund, this 6th day of August 2021.


Mark Singer (Aug 7, 2021 09:25 PDT)

Mark Singer, Commissioner

ATTEST:


Jamie Green (Aug 6, 2021 13:38 PDT)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Thomas K. Rose (Aug 8, 2021 19:19 PDT)

Thomas Rose, Commissioner

Voucher #	Claimant	Amount
17343	Puget Sound Energy	2,356.01
17344	Bob Johnston	258.11
17345	Andrew Brenner	279.65
17346	Bob Holt	70.00
17347	Bank of America	588.56
17348	Chmelik Sitkin & Davis	1,760.00
17349	City of Poulsbo	3,564.94
17350	Coast to Coast Hardware	54.47
17351	Home Depot	470.13
17352	Kitsap Networking Services	3,350.00
17353	Office Depot Credit Plan	567.24
17354	Olympic Springs Inc	29.14
17355	PetroCard	58,501.39
17356	Propane Northwest	199.45
17357	CenturyLink	150.44
17358	Home Depot Pro	660.32
TOTAL		\$ 72,859.85

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.


Carol Tripp (Aug 9, 2021 09:18 PDT)

Port Auditor


PORT OF POULSBO

PAYMENT VOUCHER

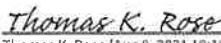
Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA July 23, 2021

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 \$12,781.38 and from the General Fund, this 23rd day of July 21.


Mark Singer (Aug 7, 2021 09:25 PDT)
Mark Singer, Commissioner


Jamie Green (Aug 6, 2021 13:38 PDT)
Jamie Green, Commissioner


Thomas K. Rose (Aug 8, 2021 19:19 PDT)
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P13047	Christopher Henry	1,094.50
P13048	Kelli M. Hodges	1,659.12
P13049	Eugene Madayag	1,513.75
P13050	Nicholas Mandeville	980.34
P13051	Jannese M. Hunt	1,339.60
P13052	Bruce Riley	976.98
P13053	Brian T. Smith	1,030.55
P13054	Carol L. Tripp	2,436.30
P13055	Melanie I. Winnett	1,750.24
TOTAL		\$ 12,781.38

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.


Carol Tripp (Aug 9, 2021 09:18 PDT)
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO


PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA

August 6, 2021

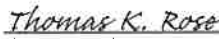
We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$14,374.88 and from the General Fund, this 6th day of August 21.

  
Mark Singer (Aug 7, 2021 09:25 PDT)

Mark Singer, Commissioner

  
Jamie Green (Aug 6, 2021 13:38 PDT)

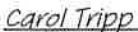
Jamie Green, Commissioner

  
Thomas K. Rose (Aug 8, 2021 19:19 PDT)

Thomas Rose, Commissioner

| Voucher # | Claimant            | Amount              |
|-----------|---------------------|---------------------|
| P13056    | Christopher Henry   | 931.42              |
| P13057    | Kelli M. Hodges     | 1,658.65            |
| P13058    | Eugene Madayag      | 1,514.47            |
| P13059    | Nicholas Mandeville | 1,043.29            |
| P13060    | Jannese M. Hunt     | 1,344.17            |
| P13061    | Bruce Riley         | 798.03              |
| P13062    | Brian T. Smith      | 1,037.15            |
| P13063    | Carol L. Tripp      | 2,436.62            |
| P13064    | Melanie I. Winnett  | 1,749.31            |
| P13065    | Jamie R. Green      | 655.68              |
| P13066    | Thomas K. Rose      | 445.13              |
| P13067    | Mark E. Singer      | 550.41              |
| P13068    | Cassidy P. Conners  | 210.55              |
| TOTAL     |                     | <b>\$ 14,374.88</b> |

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.

  
Carol Tripp (Aug 5, 2021 09:18 PDT)

Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA July 23, 2021

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$4,042.99 and from the General Fund, this 23rd day of July 2021.

Mark Singer
Mark Singer (Aug 7, 2021 09:25 PDT)
Mark Singer, Commissioner

ATTEST:

Jamie Green
Jamie Green (Aug 6, 2021 13:38 PDT)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas K. Rose
Thomas K. Rose (Aug 8, 2021 19:19 PDT)
Thomas Rose, Commissioner

| Voucher # | Claimant | Amount |
|--------------|-----------------------------|-------------------|
| 07/23/21 EFT | US Treasury/Financial Agent | \$3,838.53 |
| 07/23/21 EFT | DSHS | \$204.46 |
| TOTAL | | \$4,042.99 |

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.

Carol Tripp
Carol Tripp (Aug 9, 2021 09:18 PDT)
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA July 26, 2021

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 \$9,689.47 and from the General Fund, this 26th day of July 2021.

MS  
Mark Singer (Aug 7, 2021 09:25 PDT)

Mark Singer, Commissioner

ATTEST:

Jamie Green  
Jamie Green (Aug 6, 2021 13:38 PDT)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas K. Rose  
Thomas K. Rose (Aug 8, 2021 19:19 PDT)

Thomas Rose, Commissioner

| Voucher #     | Claimant                       | Amount            |
|---------------|--------------------------------|-------------------|
| EFT 7/26/2021 | WA State Department of Revenue | \$8,789.70        |
| EFT 7/26/2021 | WA State Department of Revenue | \$899.77          |
| TOTAL         |                                | <b>\$9,689.47</b> |

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.

Carol Tripp  
Carol Tripp (Aug 5, 2021 09:18 PDT)

Port Auditor

~~~ EFT ~~~


PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA July 30, 2021

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 \$20,736.53 and from the General Fund, this 30th day of July 2021.

Mark Singer
Mark Singer (Aug 7, 2021 09:25 PDT)
Mark Singer, Commissioner

ATTEST:

Jamie Green
Jamie Green (Aug 6, 2021 13:38 PDT)
Jamie Green, Commissioner

Cassidy Connors, Recording Secretary

Thomas K. Rose
Thomas K. Rose (Aug 8, 2021 19:19 PDT)
Thomas Rose, Commissioner

| Voucher # | Claimant | Amount |
|---------------|--------------------------------|--------------------|
| EFT 7/30/2021 | WA State Department of Revenue | \$20,736.53 |
| | TOTAL | \$20,736.53 |

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.

Carol Tripp
Carol Tripp (Aug 5, 2021 09:18 PDT)
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA July 30, 2021

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$5,395.36 and from the General Fund, this 30th day of July 2021.

Mark Singer  
Mark Singer (Aug 7, 2021 09:25 PDT)

Mark Singer, Commissioner

ATTEST:

Jamie Green  
Jamie Green (Aug 6, 2021 13:38 PDT)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas K. Rose  
Thomas K. Rose (Aug 8, 2021 19:19 PDT)

Thomas Rose, Commissioner

| Voucher #   | Claimant                       | Amount            |
|-------------|--------------------------------|-------------------|
| EFT 7/30/21 | Employment Security Department | \$792.75          |
| EFT 7/30/21 | Dept of Labor & Industries     | \$4,331.24        |
| EFT 7/30/21 | Paid Family Leave              | \$271.37          |
| TOTAL       |                                | <b>\$5,395.36</b> |

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.

Carol Tripp  
Carol Tripp (Aug 9, 2021 09:18 PDT)

Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA August 6, 2021

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$4,256.19 and from the General Fund, this 6th day of August 2021.

Mark Singer
Mark Singer (Aug 7, 2021 09:25 PDT)
Mark Singer, Commissioner

ATTEST:

Jamie Green
Jamie Green (Aug 6, 2021 13:38 PDT)
Jamie Green, Commissioner

Cassidy Connors, Recording Secretary

Thomas K. Rose
Thomas K. Rose (Aug 8, 2021 19:19 PDT)
Thomas Rose, Commissioner

| Voucher # | Claimant | Amount |
|--------------|-----------------------------|-------------------|
| 08/06/21 EFT | US Treasury/Financial Agent | \$4,051.73 |
| 08/06/21 EFT | DSHS | \$204.46 |
| TOTAL | | \$4,256.19 |

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.

Carol Tripp
Carol Tripp (Aug 9, 2021 09:18 PDT)
Port Auditor

~~~ EFT ~~~

**PORT OF POULSBO  
KITSAP COUNTY, WASHINGTON  
RESOLUTION NO. 2021-10  
DATED: AUGUST 5, 2021**

**A RESOLUTION** of the Board of Commissioners, Port of Poulsbo, adopting a new guest moorage tariff.

**WHEREAS**, the guest moorage tariff for the Port of Poulsbo as indicated in exhibit "A" are approved; and

**WHEREAS**, all rates listed in exhibit "A" will take effect August 6, 2021.

**THEREFORE, BE IT RESOLVED** by the Board of Commissioners are adopting a new tariff as indicated in exhibit "A".


**ADOPTED** by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 5<sup>th</sup> day of August 2021, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

  
\_\_\_\_\_  
Mark Singer (Aug 7, 2021 09:22 PDT)

Mark Singer, Commissioner

  
\_\_\_\_\_  
Jamie Green (Aug 6, 2021 13:39 PDT)

Jamie Green, Commissioner

  
\_\_\_\_\_  
Thomas K. Rose (Aug 8, 2021 19:17 PDT)

Thomas Rose, Commissioner

ATTEST:

\_\_\_\_\_  
Cassidy Connors, Recording Secretary

Port of Poulsbo  
2021 Rates

| ***Permanent Moorage*** |                       |
|-------------------------|-----------------------|
| \$5.83                  | Per foot              |
| \$0.18                  | Per foot - Util Chrg  |
| \$0.75                  | Leasehold Tax         |
| \$0.43                  | Cap Imp Surchrg       |
| <b>\$7.19</b>           | <b>Total-Per foot</b> |

| <b>Electricity Charge</b>                | .095 per kwh                         |
|------------------------------------------|--------------------------------------|
| \$0.75                                   | per month charge 'Environmental Fee' |
| ***Transient, Winter & Summer Moorage*** |                                      |

|               |                       |         |                      |
|---------------|-----------------------|---------|----------------------|
| \$5.00        | Per foot              | \$25.00 | per month for Dinghy |
| \$0.64        | Leasehold Tax         |         | Storage              |
| \$3.25        | Electrical Charge     |         |                      |
| \$0.50        | Cap Imp Surchrg       |         |                      |
| <b>\$9.39</b> | <b>Total-Per foot</b> |         |                      |

| ***Boat House Moorage*** |                        |      |    |        |
|--------------------------|------------------------|------|----|--------|
| \$ 0.4300                | Per Sq Ft              | 722  | \$ | 412.29 |
| \$ 0.0400                | Per Sq Ft - Util Chrg  | 1012 | \$ | 577.59 |
| \$ 0.0600                | Leasehold Tax          | 1188 | \$ | 677.91 |
| \$ 0.0400                | Cap Imp Surchrg        |      |    |        |
| <b>\$ 0.57</b>           | <b>Total-Per Sq Ft</b> |      |    |        |

| \$ 0.7500                 | per month charge 'Environmental Fee' | .095 | per kwh |
|---------------------------|--------------------------------------|------|---------|
| <b>Electricity Charge</b> |                                      |      |         |
| ***Guest Moorage***       |                                      |      |         |

|                                         |          |                      |  |
|-----------------------------------------|----------|----------------------|--|
| <b>**for vessels 14' wide or less**</b> |          |                      |  |
| \$ 1.25                                 | Per foot | October 1 - April 30 |  |
| \$ 1.50                                 | Per foot | May 1 - Sept 30      |  |

|                                         |          |                      |  |
|-----------------------------------------|----------|----------------------|--|
| <b>**for vessels 14' wide or more**</b> |          |                      |  |
| \$ 2.50                                 | Per foot | October 1 - April 30 |  |
| \$ 3.00                                 | Per foot | May 1 - Sept 30      |  |

|          |                                          |             |                                     |
|----------|------------------------------------------|-------------|-------------------------------------|
| \$ 0.75  | per visit charge for 'Environmental Fee' |             |                                     |
| \$ 5.00  | Day                                      | BBQ Grill   |                                     |
| \$ 5.00  | 4-hour                                   | in 30' slip | <b>can only be used 1 time in a</b> |
| \$ 10.00 | 4-hour                                   | in 40' slip | <b>24 hour period</b>               |

| ***Other Charges*** |                                  |       |
|---------------------|----------------------------------|-------|
|                     | Paper Statement Fee              | 5.00  |
|                     | Reservation Fee                  | 5.00  |
|                     | Waiting List Fee                 | 25.00 |
|                     | Keycard Deposit                  | 35.00 |
|                     | Parking Permit Replacement Chrg  | 30.00 |
|                     | Charge for not returning Keycard | 35.00 |
|                     | Daily Grid Rate                  |       |

|  |                                                    |        |
|--|----------------------------------------------------|--------|
|  | Current Port Tenant                                | 25.00  |
|  | Non Port Tenant                                    | 50.00  |
|  | Tow Charge                                         |        |
|  | Current Port Tenant                                | 25.00  |
|  | Non Port Tenant                                    | 50.00  |
|  | Late Fee (or 10% of Balance, whichever is greater) | 20.00  |
|  | Processing Fee                                     | 100.00 |
|  | Second Processing Fee                              | 200.00 |
|  | Liveaboard Fee                                     | 85.00  |

|  |                                |        |                  |
|--|--------------------------------|--------|------------------|
|  | Maintenance Fee **             | 50.00  | per man hour     |
|  | one hour minimum               |        | + materials cost |
|  | After hours Maintenance Fee ** | 75.00  | per man hour     |
|  | one hour minimum               |        | + materials cost |
|  | NSF Check Charge               | 50.00  |                  |
|  | Pet Clean-up                   | 50.00  |                  |
|  | Illegal Garbage Dump Fee       | 524.00 |                  |
|  | Guest Moorage Late Fee         | 50.00  |                  |
|  | Guest Moorage Late Fee         |        |                  |
|  | Second offense                 | 150.00 |                  |

|  |                                       |       |              |
|--|---------------------------------------|-------|--------------|
|  | Convenience Fee                       | 2.4   | % of Moorage |
|  | Portable Isolation Transformer Rental | 10.00 |              |
|  | (for guest moorage - per visit)       |       |              |

| Port Parking Lot Fees |                       |
|-----------------------|-----------------------|
| Vehicle Only-         | Boat w/Trailer or RV  |
| Up to 3 Hrs           | Up to 3 Hrs \$7.50    |
| 3 - 24 Hrs            | Weekly Chrg \$45.00   |
| Per Month             | Monthly Chrg \$175.00 |

**\*\*Maintenance Fee is for dewatering or securing boats because of lack of response, carelessness, neglect etc. of licensee and/or visitor. Maintenance Fee is an hourly fee charged for repairs to Port facilities due to damage caused by vessels coming into or out of the Port.**