

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

<b>Subject</b>	<b>* HYBRID* Regular Meeting Agenda</b>	<b>Date</b>	<b>11/06/2025</b>
<b>Recorder</b>	<b>Cassidy Conners</b>	<b>Start Time</b>	<b>7:00 PM</b>
<b>Commission Chair</b>	<b>Jay Lawrence</b>	<b>End Time</b>	<b>9:00 PM</b>
<b>Commission Members</b>	<b>Jamie Green, Jeff Pfeil</b>		
<b>Staff Present</b>	<b>James Weaver-Port Manager, Carol Tripp-Port Accountant</b>		

<b>AGENDA</b>		
<b>No.</b>	<b>Topic</b>	<b>Action/Recommendation/Discussion</b>
1.	CALL TO ORDER	
2.	COMMISSIONER COMMENTS	
3.	PBA REPORT / PUBLIC COMMENTS (limit of 3 minutes)	
4.	<b>CONSENT AGENDA ITEMS</b> (Next Res: 2025-17) 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. <b>A. Approve meeting minutes of: October 16, 2025</b> <b>B. Warrants: 19290 – 19301, P14436 – P14458 and EFT's of 10/24/25, 10/31/25 &amp; 11/07/2025 in the amount of \$107,779.96</b> <b>C. Resolution 2025-16 – Write off uncollectible receipts</b>	
5.	OLD BUSINESS ITEMS	
6.	NEW BUSINESS ITEMS	
	A. Commissioner Responses to public comments/discussions	
	B. Accounting Report – *No Report*	
	C. Managers Report – J. Weaver	
7.	PUBLIC COMMENT FOR FUTURE MEETINGS	
8.	COMMISSIONER COMMENTS	
9.	ADJOURN	

<https://us02web.zoom.us/j/84655021340>

**Meeting ID: 846 5502 1340**

**One tap mobile**

**+12532050468,,84655021340# US**

**+12532158782,,84655021340# 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 step up to the podium and speak clearly. The Commission is committed to maintaining a meeting atmosphere of mutual respect and speakers are encouraged to honor this principle. The Board will address public comments during ‘New Business Items – public comments.’ If you wish to attend the Commission meeting and require physical accommodations in order to do so, please call (360) 779-9905 by 9 a.m. the day of the meeting.

PORT OF POULSBO REGULAR MEETING  
OCTOBER 16, 2025  
7:00 PM

**Present:** Commissioner Lawrence, Commissioner Green, Commissioner Pfeil, Port Manager Weaver, Port Accountant Tripp, Recording Secretary Cassidy Conners

**Call to Order**

The meeting was called to order at 7:00pm by Commissioner Lawrence.

**Commissioner Comments**

Commissioners briefly discussed preparations for the upcoming joint City–Port coordination meeting scheduled for October 22, 2025. They expressed appreciation for ongoing efforts to strengthen relations with the City and reaffirmed the Port’s commitment to transparency and public access compliance. The Commission also noted that the Valkyrie Viking longship remains in Liberty Bay for additional charters before relocating to Anacortes later in October.

**Poulsbo Boater’s Association**

There was no report.

**Public Comments**

A community member inquired about historical ownership and maintenance responsibilities related to the waterfront park and restroom facilities. Commissioners and Port staff clarified the long-standing cooperative relationship between the City of Poulsbo and the Port under the Recreation and Conservation Office (RCO) Agreement No. 73-050. Discussion emphasized the importance of maintaining accessibility, restroom signage, and public recreation use consistent with federal and state grant conditions.

**Consent Agenda**

**Motion:** Move to approve meeting minutes: October 2, 2025

**Moved by:** Commissioner Green **Seconded by:** Commissioner Pfeil

Motion passed unanimously.

**Motion:** Move to approve the warrants 19260–19289, P14426–P14435, EFTs of October 10 and October 27, 2025, in the amount of \$104,021.53.

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

Motion passed unanimously.

**Motion:** Move to approve Resolution 2025-15 – Cancellation of Outstanding Warrants

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

Motion passed unanimously.

### **Old Business Items**

There were no specific old business items requiring Commission action. Commissioners briefly noted that prior direction regarding moorage deposits and policy consistency remains in effect.

### **New Business Items**

#### **Commissioner Responses to Public Comments and Discussions**

Commissioners reiterated that public access, signage, and facility use standards are essential components of the Port's cooperative agreements with the City of Poulsbo. Staff was directed to continue coordination with the City to maintain clear communication regarding jurisdictional boundaries and maintenance duties within the Liberty Bay waterfront area.

#### **Accounting Report – Accountant Tripp**

Accountant Tripp presented the financial report for the month ending September 30, 2025. The Port realized a net gain of \$127,287.49 for September, bringing the year-to-date net gain to \$581,339. Gasoline sales increased by approximately 10.77% compared to the previous year, while diesel sales decreased by 16.76%. Tripp noted that a draft resolution will be prepared for four uncollectible accounts totaling \$1,483.01, representing 0.2% of permanent moorage revenue. There were no bad debt write-offs in 2024.

Please see attached.

#### **RCO Letter – Manager Weaver**

Manager Weaver presented the finalized correspondence to the Washington State Recreation and Conservation Office (RCO) confirming the Port's co-sponsorship of Land and Water Conservation Fund Agreement No. 73-050. The letter affirms the Port's continued compliance with federal and state recreation access standards and outlines coordination responsibilities with the City of Poulsbo for Liberty Bay Park and Marina.

**Motion:** Move to approve and authorize the Port Commissioners to sign the RCO co-sponsorship letter dated October 16, 2025.

**Moved by:** Commissioner Pfeil **Seconded by:** Commissioner Green

Motion passed unanimously.

#### **Manager's Report – Manager Weaver**

Manager Weaver reported on several items:

- The Port will participate in the downtown Halloween event on October 31 from 4–6 PM, with staff hosting a themed booth at the Guest Dock Gangway.
- Winter Moorage began October 1 and remains in high demand, with 23 slips filled.
- Guest Moorage includes additional yacht clubs are scheduled to visit in November.

- Coordination continues with the City regarding tree removal and stormwater repairs in the waterfront park area following recent construction damage.
- The upcoming joint Port–City meeting on October 22 will include discussion of derelict vessel enforcement, a draft interlocal agreement with the Police Department, RCO compliance, future lease mechanisms, and parking management.
- The Port will collaborate with the City on long-term planning and economic development topics, including tourism initiatives and 2026 anniversary events.
- Manager Weaver also reported on his participation in the Washington APA Conference, where he presented on working waterfronts and port planning.

Commissioners expressed appreciation for the Port’s outreach and visibility efforts.


#### **Public Comments & Requests for Future Agenda Items**

No additional public comments were received. Commissioners will review the outcomes of the upcoming City–Port joint meeting and prepare for year-end policy updates and 2026 planning discussions.

#### **Commissioner Comments**

Commissioners thanked Port staff for their continued work on coordination efforts, public events, and policy compliance. They also reaffirmed support for continued collaboration with City and community partners.

**Adjourn 7:46pm**



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Jay Lawrence, Commissioner & Chair

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Jamie Green, Commissioner



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Jeff Pfeil, Commissioner

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Cassidy Conners, Recording Secretary

**PORT OF POULSBO**

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

October 24, 2025

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$14,279.75 and from the General Fund, this 24th day of October 2025.

  
Jeff Pfeil, Commissioner

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

  
Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
P14436	Sean Bauman	1,656.65
P14437	James Weaver	4,376.08
P14438	Nicole Wahnoutka	1,353.96
P14439	Nicholas Mandeville	1,120.80
P14440	Yordon Henry	1,169.11
P14441	Kylie Beckey	137.97
P14442	Kelli Hodges	2,034.87
P14443	VOID	-
P14444	Carol Tripp	2,415.01
P14445	VOID	-
	Direct Deposit Transaction Fees	15.30
TOTAL		\$ 14,279.75

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.

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

~~~DIRECT DEPOSIT ADVICES~~~

**PORT OF POULSBO**

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA October 24, 2025

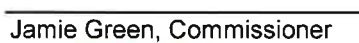
We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington  
do hereby certify that the merchandise or services hereinafter specified have been received and  
that the vouchers listed below are approved for payment in the amount of

\$4,252.44

and from the General Fund, this 24th day of October 2025

  
Jeff Pfeil, Commissioner

ATTEST:

  
Jamie Green, Commissioner

  
Cassidy Conners, Recording Secretary

  
Jay Lawrence, Commissioner

| Voucher #    | Claimant                    | Amount            |
|--------------|-----------------------------|-------------------|
| EFT 10/24/25 | US Treasury/Financial Agent | \$4,252.44        |
|              | <b>TOTAL</b>                | <b>\$4,252.44</b> |

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

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

~~~ EFT ~~~

**PORT OF POULSBO**

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA October 31, 2025


We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington  
do hereby certify that the merchandise or services hereinafter specified have been received and  
that the vouchers listed below are approved for payment in the amount of

\$35,579.28

and from the General Fund, this 31st day of October 2025

  
Jeff Pfeil, Commissioner

ATTEST:

  
Jamie Green, Commissioner

  
Cassidy Conners, Recording Secretary

  
Jay Lawrence, Commissioner

| Voucher #    | Claimant  | Amount             |
|--------------|---|--------------------|
| EFT 10/31/25 | Department of Labor & Industries                  | \$4,959.92         |
| EFT 10/31/25 | Employment Security Department                    | \$1,564.19         |
| EFT 10/31/25 | Employment Security - WA Cares                    | \$604.82           |
| EFT 10/31/25 | Employment Security - Paid Family & Medical Leave | \$686.14           |
| EFT 10/31/25 | Dept of Revenue - LET                             | \$27,764.21        |
|              | <b>TOTAL</b>                                      | <b>\$35,579.28</b> |

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

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

~~~ EFT ~~~

**PORT OF POULSBO**

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

October 31, 2025

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of  
and from the General Fund, this

**\$32,132.47**

31st day of

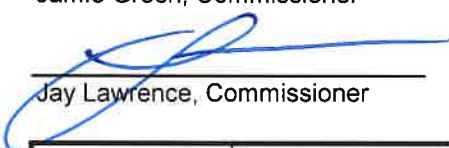
October 2025

  
Jeff Pfeil, Commissioner

ATTEST:

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Jay Lawrence, Commissioner

| Voucher # | Claimant                           | Amount              |
|-----------|------------------------------------|---------------------|
| 19290     | Puget Sound Energy                 | 2,288.95            |
| 19291     | Edward Jones                       | 1,817.47            |
| 19292     | Bank of America                    | 1,140.86            |
| 19293     | CSD Attorneys at Law               | 1,908.00            |
| 19294     | Coast to Coast Hardware            | 52.74               |
| 19295     | Home Depot                         | 16.33               |
| 19296     | Kitsap County Dept of Public Works | 29.53               |
| 19297     | ODP Business Solutions LLC         | 13.42               |
| 19298     | PetroCard                          | 23,115.75           |
| 19299     | Kitsap Sun                         | 39.56               |
| 19300     | Verizon Wireless                   | 118.51              |
| 19301     | Western Washington University      | 1,591.35            |
| TOTAL     |                                    | <b>\$ 32,132.47</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.

Port Auditor



**PORT OF POULSBO**

PAYMENT VOUCHER


18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

November 7, 2025

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$16,847.58 and from the General Fund, this 7th day of November 2025.

  
Jeff Pfeil, Commissioner

  
Jamie Green, Commissioner

  
Jay Lawrence, Commissioner

| Voucher # | Claimant                        | Amount       |
|-----------|---------------------------------|--------------|
| P14446    | Jamie Green                     | 778.51       |
| P14447    | Jason Lawrence                  | 778.51       |
| P14448    | Jeffrey Pfeil                   | 778.51       |
| P14449    | Cassidy Conners                 | 297.37       |
| P14450    | Sean Bauman                     | 1,660.39     |
| P14451    | James Weaver                    | 4,376.08     |
| P14452    | Nicole Wohnoutka                | 1,383.81     |
| P14453    | Nicholas Mandeville             | 1,145.26     |
| P14454    | Yordon Henry                    | 1,188.34     |
| P14455    | Kelli Hodges                    | 2,023.25     |
| P14456    | VOID                            | -            |
| P14457    | Carol Tripp                     | 2,417.15     |
| P14458    | VOID                            | -            |
|           | Direct Deposit Transaction Fees | 20.40        |
| TOTAL     |                                 | \$ 16,847.58 |

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

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

~~~DIRECT DEPOSIT ADVICES~~~

**PORT OF POULSBO**

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA      November 7, 2025

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington  
do hereby certify that the merchandise or services hereinafter specified have been received and  
that the vouchers listed below are approved for payment in the amount of \$4,688.44  
and from the General Fund, this 7th day of November 2025.

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

ATTEST:

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

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

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

| Voucher #    | Claimant                    | Amount            |
|--------------|-----------------------------|-------------------|
| EFT 11/07/25 | US Treasury/Financial Agent | \$4,688.44        |
|              | TOTAL                       | <b>\$4,688.44</b> |

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

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

~~~ EFT ~~~

**PORT OF POULSBO**  
**KITSAP COUNTY, WASHINGTON**  
**RESOLUTION NO. 2025-16**  
**DATED: NOVEMBER 6, 2025**

**A RESOLUTION** of the Board of Commissioners, Port of Poulsbo, authorizing the Port Accountant to write off uncollectible receipts in the amount of \$1,483.01, effective November 6, 2025.

**WHEREAS** the Port of Poulsbo has determined that the following accounts are uncollectible:

|                 |                   |
|-----------------|-------------------|
| Michael Burgess | \$411.30          |
| Morgan Eckroth  | 711.40            |
| Ed Fernandez    | 216.41            |
| Dan Peters      | 143.90            |
| <u>TOTAL</u>    | <u>\$1,483.01</u> |

**THEREFORE,** be it resolved, by the Board of Commissioners, Port of Poulsbo, that the Port Accountant is hereby authorized to write off \$1,483.01 in uncollectible receipts effective November 6, 2025.

**ADOPTED** by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 6<sup>th</sup> day of November 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