

VIRTUAL MEETING VIA ZOOM

Poulsbo Port District – Port Commission

Subject	*REMOTE* Regular Meeting Agenda	Date	September 2, 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: 8.19.21 B. Warrants: 17379 – 17400, P13079 – P13091, EFT 8/25/21, EFT 9/3/21 in the amount of \$325,949.30.	
6.	OLD BUSINESS ITEMS	
	A. Breakwater Updates	
	B. Permanent Moorage Rate Increase	
7.	NEW BUSINESS ITEMS	
	A. Commissioner responses to public comments/discussions	
	B. Accounting & Manager's Report	
	C. 2022 Draft Budget	
8.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
9.	COMMISSIONER COMMENTS	
10.	ADJOURN	

<https://us02web.zoom.us/j/84249966343>

Meeting ID: 842 4996 6343

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The Port of Poulsbo provides a time for citizen input during, 'Public Comments.' Please limit yourself to three (3) minutes per person. If you wish to address the Commission, please 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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Find your local number: <https://us02web.zoom.us/j/keFbPAvQoz>

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REGULAR MEETING PORT OF POULSBO
SEPTEMBER 2, 2021
7:00 PM

Present: Commissioner Singer, Commissioner Green, Port Accountant Carol Tripp, Pam & Peter
– PBA, City Councilman David Musgrove

Call to Order 07:00pm

Commissioner Comments

Commissioner Green said summer is coming to a close and she hopes everyone continues to be safe. Commissioner Singer mentioned there are still a lot of boats out. He encouraged everyone to stay careful and move at safe speeds when navigating the Port.

Public Comments

Councilman Musgrove congratulated the board on events over the weekend and wished to pass along his appreciation to those who were involved. A couple also watching suggested events be held on the sea plane dock for better visibility for those not on the docks.

Poulsbo Boater's Association

There was no report.

Consent Agenda

Motion: Move to approve the regular minutes of August 19, 2021.

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

Motion passed unanimously.

Motion: Move to approve the warrants.

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

Motion passed unanimously.

Old Business Items

Breakwater & Boat Ramp Updates

Port Accountant Tripp will address updates in the Manager's report.

New Items

Items for Public Discussion

Commissioner Green thanked Councilman Musgrove for his comments regarding the events downtown over the weekend. Commissioner Singer also thanked Musgrove and will consider the suggestion made.

Accounting & Manager's Report

See attached.

REGULAR MEETING PORT OF POULSBO
SEPTEMBER 2, 2021
7:00 PM

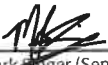
Public Comments/Request for Future Agenda Items

Pam commented that the sea bins on D dock were not functioning correctly. Commissioner Singer checked on the sea bins today and everything is now working appropriately.

Commissioner Comments

Commissioner Green thanked everything everyone does, and for all the hard work. The summer was successful, and she looks forward to what transpires over the next couple of months.

Final Adjournment 7:19pm



Mark Singer (Sep 17, 2021 15:49 PDT)

Mark Singer, Commissioner



Jamie Geen (Sep 17, 2021 12:00 PDT)

Jamie Green, Commissioner



Thomas K. Rose (Sep 17, 2021 16:03 PDT)

Thomas Rose, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

Accounting & Manager Report – September 2, 2021

- Maintenance Report – Eugene Madayag
 - Maintenance completed for the month of August:
 - Basic ongoing maintenance of docks and restrooms.
 - Pumpout boat service has been completed. Replacement hoses and pump equipment ordered.
 - Hazardous waste from shop has been taken to waste disposal.
 - In progress:
 - Moving of shop in progress now, about half of the major tools have been moved back. Moving has been slow going by myself but Bruce is now in maintenance, and it will pick up.
 - Time can be re-allocated to forward progress the 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.
 - Pump out boat is scheduled to go to Agate Marine in Bainbridge on Sept 3rd for bottom paint.
 - Paul with NW Mobile Pump Out has offered to go over pump and holding tanks when boat work has been completed at Agate Marine.
 - Preparation for Ecology to check fuel barge is in progress.
- Guest Moorage Report – Jannese Hunt

Our first annual Paddle to Poulsbo event went very well. We had over 40 padding participants. The Bremerton Sail and Power Squadron & the US Coast Guard were present. Both gave a safety briefing and discussed drowning prevention. Our tenant Dave McBride generously organized the 2 safety boats that were in the water to provide emergency response. The Sons of Norway Vikings were a huge hit with the paddlers. Their participation really made the event a hit with all the participants. The Vikings also graciously granted everyone's requests to take pictures with them! After the event I met with the Vikings. We discussed several different ideas of how we could improve the event as well as ideas of how to increase the participation for next year. This includes changing the route to increase shore side visibility.

The Classic Yachts & Car Show next weekend may be even more well attended than previous thought. Since the Wooden Boat Festival was cancelled in Port Townsend, a few of their classic boats are coming to our event. It's very exciting to see the event grow, despite the pandemic.

This past week I contacted Anita Albala with the (HDPa) and asked her if she would be willing to collaborate on creating a schedule of events. The intention is to be inclusive of the Sons of Norway, HDPa, Chamber as well as any individual merchants. She suggested that we discuss this at the next HDPa Meeting on 9/16. The intention is to include all events & holiday celebrations from October – February. We will create a bulletin to email through constant contact to our

tenants as well as to boaters in guest moorage. This schedule will also be distributed through social media.

Recently my coworker and I have been discussing organizing a craft building activity. The idea is to build a "Troll House" these little houses could be built at the local breweries and any other business that would like to participate. The event could last a weekend or longer. When the house building activity ends, the little houses could be displayed in different business to be used in a scavenger hunt. We would collect the building materials for the houses in the woods and on the beach. The intention would be for the houses to be very rustic.



- Permanent Moorage Report – Melanie Winnett

Updates to website and social media sites have been made. Spoke with Poulsbo Postmaster again regarding continued issues with mail service. Completed several boathouse inspections and liveboard inspections.

I walked all docks and documented who had current tabs. I am pleased to see so many more vessels with current registration and tabs this year than in the past. I have sent out letters to licensees with expired tabs (24) and will be giving them a set date to have it completed.

There are 32 people on the winter moorage waiting list. All person's have been informed of our new requirements to be accepted into winter moorage. All applicants must provide the following:

1. Current picture of the vessel
2. Copy of the current registration and current title (if documented vessel, documentation is required)
3. Copy of existing/current insurance
4. Where the vessel is currently moored

5. Copy of last marine survey, if available

I set up the 2nd Marina Hazmat Day for Thursday September 16th and sent out a mass email with additional information to include what we will be accepting.

Accounting & Manager Report September 2, 2021-

Most of the last two weeks has been spent on completing the 2022 draft budget and collecting data for the bond/loan process.

The Breakwater Emergency Permit continues to move through the Army Corps process. At last contact, the Seattle District had completed a review of our permit and will be initiating coordination with their Northwest Division Office in Portland.

Respectfully Submitted,

Carol Tripp

HM Report 8/20/21 & 8/27/21

8/16/21 - Updated website with link to DNR to report derelict & abandoned vessels. Also our social media sites.

8/16/21 - Phil Reaber passed away LA end of C dock

8/18//21 Tagged all dingies on the office east side of building for overstaying time on the dock. Gave them 48 hours.

8/18/21 had a yellow dingy that was leaking hydraulic fluid put it up at Jensen parking lot on our trailer. owner contacted us Mr. Mike Wall and explained why we moved it and where it was moved to.

8/19/21 – placed order for a new signs at the dinghy dock already have numbers 1-6 plates.

8/19/21 – dropped off copies of mailing information with the Post Master and explained what has been going on with the PO returning our mail, snarky notes, online forwarding not having the correct addresses, forwarding happening even with the correct address.

8/19/21 – called in to our IT for our security cameras at bathhouse & wifi was down for whole marina.

8/20/21 moved all dinghies to F17/19, moved sailboat from last week here as well

8/20/21 – uploaded waitlists to website

8/20/21 completed 4 BH inspections and 2 LA inspections scheduled LA 3/4 complete BH only a 1/4 complete.

8/20/21 filled 5 slips out of 7 form cancellation July

8/21/21 received 1 notice to vacate/cancellation it was also a LA status for end of August.

8/24/21 - I conducted LA inspection 1 BH inspection

8/24/21 - I hosed 2 crossing docks and B dock

8/24/21 - Licensee brought to my attention a large plastic item that looks to be a shed or fencing was dumped in our dumpster off of D dock and it got lodged inside and taking up space for trash. Told Gene and he was taking care it after next trash pick up.

8/25/21 - I conducted 2 LA inspections and BH inspection

8/25/21 – there was some question in regards to having smoke alarms in BHs and Gene n I recall having heard this being talked about with past upper mgmt. staff, but couldn't find it in writing anywhere except on a past inspection sheet or two. I have implemented to have one smoke alarm in BH's. I will add this to the inspection sheet for BH's only ... we will have to update the Rules & Regulations under BH's section 7 and inform BH owners during this years inspections and when the R&R have been updated.

8/26/21 – Walked all docks and documented who had current or expired tabs. I am please to see so many more vessels with current registration & tabs this year than in the past. So I thank you for keeping in compliance. 😊 I have sent out letters in regards to this list of 24 licensee's and will be giving them a set date to have completed.

8/26/21 Overseen Bruce's first boat inspection (gene was helping guest moorage with a large vessel that was coming in)

8/26/21 – as of now we have 32 people on winter moorage waitlist .. they have all been told of our new policy before being “accepted” into winter moorage. Current picture, copy of current reg., copy of current ins., where the vessel has been mooring.

8/26/21 – Sent letter to a person in town that dumped illegally in our dumpster sent letter informing them what they did was “theft of services” and asked for an amount to be paid before making a report with local PD.

8/27/21 - set up with HHW (household hazardous waste) for Thursday Sept 16th to hold the 2nd Marina Hazmat day I sent out mass email with details of date, time, and what we will be accepting.

8/27/21 – met w Carol n Kelli to discuss folks out on the hook coming into guest moorage and staying over Ports limit allowed and also the ones that are needing to ask for proof of insurance. One of these vessels has expired tags and is not in the name that we have on record on guest moorage ticket. ALSO made a safety plan for the current mandate with masking in the office, fuel dock, bathrooms with guest moorage and licensee customers.

Maintenance completed for the month of August :

- Basic ongoing maintenance of docks and restrooms.
- Pump out boat service completed. As well as hose and pump equipment ordered.
- Hazardous waste from shop has been taken to waste disposal.

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.
- Pump out boat is scheduled to go to Agate Marine in Bainbridge on Friday for bottom paint.
- Paul with NW mobile pump out will go over pump and holding tanks when boat is completed at Agate marine.
- Preparation for ecology to check fuel barge is in progress.

9-2-2021

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA September 3, 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 \$293,925.54 and from the General Fund, this 3rd day of September 2021.


Mark Singer (Sep 3, 2021 15:01 PDT)
Mark Singer, Commissioner

ATTEST:

Cassidy Conners, Recording Secretary


Jamie Green (Sep 3, 2021 12:39 PDT)
Jamie Green, Commissioner


Thomas K. Rose (Sep 7, 2021 15:58 PDT)
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
17379	Ben Oaksmith	243.99
17380	Dispute Resolution Center of Kitsap Cty	800.00
17381	Sam Swanson	195.62
17382	A-1 Roofing	3,545.00
17383	Bank of America	5,389.44
17384	Consolidated Electrical Dist	201.20
17385	CHS Inc/Cenex	175.73
17386	Chmelik Sitkin & Davis PS	1,778.00
17387	Coast to Coast Hardware	116.79
17388	Fisheries Supply	222.50
17389	HD Fowler Co	228.77
17390	Home Depot	145.98
17391	New Pig Corporation	365.95
17392	Office Depot Credit Plan	50.85
17393	Peninsula Fire Inc	51.78
17394	PetroCard	53,292.75
17395	Premier Communications	163.50
17396	Propane Northwest	230.42
17397	Redside Construction LLC	162,382.75
17398	Seattle Injector Co	268.04
17399	Soundwest Engineering Assoc Inc	63,964.33
17400	Home Depot Pro	112.15
TOTAL		\$ 293,925.54

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 (Sep 3, 2021 10:43 PDT)
Port Auditor


PORT OF POULSBO

PAYMENT VOUCHER

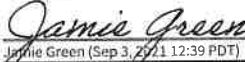
Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA September 3, 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 \$14,377.84 and from the General Fund, this 3rd day of September 21.


Mark Singer (Sep 3, 2021 15:01 PDT)

Mark Singer, Commissioner


Jamie Green (Sep 3, 2021 12:39 PDT)

Jamie Green, Commissioner


Thomas K. Rose (Sep 7, 2021 15:58 PDT)

Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P13079	Christopher Henry	963.28
P13080	Kelli M. Hodges	1,658.49
P13081	Eugene Madayag	1,513.75
P13082	Nicholas Mandeville	925.69
P13083	Jannese M. Hunt	1,336.96
P13084	Bruce Riley	1,053.97
P13085	Brian T. Smith	1,097.00
P13086	Carol L. Tripp	2,437.03
P13087	Melanie I. Winnett	1,740.45
P13088	Jamie R. Green	445.13
P13089	Thomas K. Rose	550.41
P13090	Mark E. Singer	445.13
P13091	Cassidy P. Conners	210.55
TOTAL		\$ 14,377.84

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 (Sep 3, 2021 10:43 PDT)
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA August 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 \$13,333.29 and from the General Fund, this 30th day of August 2021.

  
Mark Singer (Sep 3, 2021 15:01 PDT)  
Mark Singer, Commissioner

ATTEST:

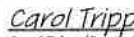
  
Jamie Green (Sep 3, 2021 12:39 PDT)  
Jamie Green, Commissioner

Cassidy Connors, Recording Secretary

  
Thomas K. Rose (Sep 7, 2021 15:58 PDT)  
Thomas Rose, Commissioner

| Voucher #     | Claimant                       | Amount             |
|---------------|--------------------------------|--------------------|
| EFT 8/25/2021 | WA State Department of Revenue | \$12,161.36        |
| EFT 8/25/2021 | WA State Department of Revenue | \$1,171.93         |
| TOTAL         |                                | <b>\$13,333.29</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 (Sep 3, 2021 10:43 PDT)  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA September 3, 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 \$4,312.63 and from the General Fund, this 3rd day of September 2021.

Mark Singer
Mark Singer (Sep 3, 2021 15:01 PDT)
Mark Singer, Commissioner

ATTEST:

Jamie Green
Jamie Green (Sep 3, 2021 12:39 PDT)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas K. Rose
Thomas K. Rose (Sep 7, 2021 15:58 PDT)
Thomas Rose, Commissioner

| Voucher # | Claimant | Amount |
|-------------|-----------------------------|-------------------|
| 09/3/21 EFT | US Treasury/Financial Agent | \$4,108.17 |
| 09/3/21 EFT | DSHS | \$204.46 |
| TOTAL | | \$4,312.63 |

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 (Sep 3, 2021 10:43 PDT)
Port Auditor

~~~ EFT ~~~