

**Poulsbo Port District – Port Commission**  
**18743 Front St NE, Poulsbo, WA 98370**  
**Sea Discovery Center Downstairs Conference Room**

Subject	*HYBRID* Regular Meeting Agenda	Date	Nov 2, 2023
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	Eugene Madayag, Port Manager; John Piccone P.E.		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	COMMISSIONER COMMENTS	
3.	PUBLIC COMMENTS (limit of 3 minutes)	
4.	POULSBO BOATER'S ASSOCIATION REPORT	
5.	<b>CONSENT AGENDA ITEMS</b> (Next Res: 2023-8) 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. Warrants: 18484 – 18493, P13750 – P13765, 10/25/23 EFT, 10/27/23 EFT in the amount of \$94,399.08.</b> <b>B. Resolution: 2023-07 – COP Matching Funds</b>	
6.	<b>OLD BUSINESS ITEMS</b> <b>A. Breakwater Report      John</b>	
7.	<b>NEW BUSINESS ITEMS</b> <b>A. Commissioner Responses to public comments/discussions</b> <b>B. Manager's Report      Eugene</b>	
8.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
9.	COMMISSIONER COMMENTS	
10.	ADJOURN	

<https://us02web.zoom.us/j/86036816904>

Meeting ID: 860 3681 6904

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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 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.

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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 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 MINUTES  
NOVEMBER 2, 2023  
7:00 PM

**Present:** Commissioner Singer, Commissioner Green, Port Manager Madayag, Port Accountant Carol Tripp, John Piccone

**Call to Order 7:00pm**

**Commissioner Comments**

Commissioner Green said it's nice to see the town come alive with holiday activities. Yulefest, Frosty Fest and other festivities have been announced.

Commissioner Singer said Christmas and Thanksgiving are right around the corner. It's been very windy out and he has seen several boats break anchor. He encouraged everyone to come and check on their boats.

**Public Comments**

*(Audio was cutting out frequently; I apologize if I misunderstood or missed something.)*

Craig Muller reflected that the Port Manager must report to the Commission each month and it wouldn't take more than 20 minutes to write up an article to share what is going on in the Marina. If there's something amiss on the docks, someone can notify the Manager so he can notify the crew to look into it. If there's a problem with the lights, for example, an article can be written about that. He also noticed that the City of Puyallup had rec buses occupying liveboard parking spaces.

Aaron Wenholtz concurred with Craig. He believes a newsletter is a great opportunity to reach out to lessees and get them interested in what's going on around them (i.e.: lights, boats not tied up, etc.). The newsletter can be fun but also informative.

*(Audio cut out for about 40 seconds).*

**Poulsbo Boater's Association**

The association gave their report.

*(Audio very broken and distorted.)*

**Consent Agenda**

**Motion:** Move to approve the meeting minutes of October 19, 2023, and the warrants as read.

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

Motion passed.

**Motion:** Move to approve Resolution 2023-07 – COP Matching Funds



PORT OF POULSBO  
REGULAR MEETING MINUTES  
NOVEMBER 2, 2023  
7:00 PM

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

Motion passed.

**Old Business Items**

**Breakwater Report – Mr. John Piccone**

Mr. Piccone said he had a productive meeting on October 4<sup>th</sup> with BMI and Quigg Brothers. The 30' finger piers are expected to arrive no later than December 4<sup>th</sup>. The remainder of the dredging work is now scheduled, and the barge will arrive next week on Tuesday.

*(Audio sporadically cut out, and then there was no audio for nearly seven minutes.)*

The Port and the Suquamish Tribe are on the same page regarding items previously discussed and the Tribe simply wants a sedimentation study done. The agreement is to do a study report prior to requesting any dredging projects in the future. He believes within the next week or two the Tribe and the Corps will have an agreement document that (in the future) will prevent having to go through the same complex, time-consuming process. He thinks the Port should be receiving the permit within the month of November.

The electrical transformers are now fully ordered. There's a water meter bolt next to the gangway that was inspected. He found a very old water piping in there that's leaking downstream of the meter. The leak will likely get worse, and the Port is paying for it. He suggested replacing it and the utility connections as part of the E & F Dock project to avoid failure and the item costing more money as a standalone issue in the future. He's been communicating with Eugene and Port Accountant Tripp and is working on the preliminary design for replacement and change to the utilities going through the area. Mr. Piccone will provide more updates next month. If the Port does decide to replace it, it would reduce problems and settlement in the area that has been seen lately regarding the City's retaining wall. He has also been working with the Port's IT consultant to reconfigure fiberoptics to ensure the internet service continues to be up and running during construction. The scheduled bidding of the project would be set to occur in January. This will give the Port ample time ahead of construction to working out the logistics like moving the office, etc., and provide time to receive permits.

The floating restroom grant was awarded, plus some additional funds. The floating restroom is permitted along the breakwater, and he is working with the Suquamish Tribe before finishing with the Corps permit. He needs to provide them with the final Corps permit and Notice to Proceed to be paid back by the grant. The engineering and bidding are completed. He has reached out to three different vendors. All do slightly different designs and he received a clear price on the restroom with the best value and option for the Port. Port Accountant Tripp and Mr. Piccone reviewed the design from Topper Industries. The Port doesn't have a Notice to

PORT OF POULSBO  
REGULAR MEETING MINUTES  
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7:00 PM

Proceed yet from the CVA because the Port doesn't have the Corps permit. The CVA indicated awarding the contract to Topper prior to the Notice to Proceed is not their standard, but they're happy to work with the Port on a contingent basis. At this point the Port will maintain the schedule and continue to stay in contact with everyone with open, transparent communication. He will also email a summary of this information to the board.

**New Business Items**

**Commissioner Responses to Public Comments/Discussions**

Commissioner Green inquired who is currently writing the newsletter.

Commissioner Singer said the board will look into the newsletter because there were some great ideas from the lessees, and some ideas to incorporate. Speaking to the PBA report, he thinks a meet and greet is a great idea. Before he was on the board, a lot of people were not happy with the Port, and he used to be one of them. He did something about it just as Mr. Lawrence had done. He encouraged everyone to get involved and to become part of the solution. The Commissioners are not preventing the PBA interacting with new lessees or the boaters; that statement in the report he disagrees with. He said to get out there and meet people. Stand on the docks, invite them in, help them tie up their boats. The PBA is not an official Port of Poulsbo Organization.

*(The audio was choppy enough that I did not hear in the PBA report what "decision" was allegedly made by the board that was upsetting to the PBA, nor did I catch the discussion that followed Commissioner Singer's response to the PBA report in this section of the meeting.)*

**Manager's Report**

See attached.

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

*(Audio cut out for several minutes.)*

**Commissioner Comments**

Commissioner Green said to be safe and to protect your boats.

Commissioner Singer thanked everyone for participating.

**Adjourn 8:07pm**

*Thomas K. Rose*  
Thomas K. Rose (Nov 20, 2023 17:57 PST)

Thomas Rose, Commissioner & Chairman

PORT OF POULSBO  
REGULAR MEETING MINUTES  
NOVEMBER 2, 2023  
7:00 PM

Jamie Green  
Jamie Green (Nov 20, 2023 11:07 PST)

Jamie Green, Commissioner

Mark Singer  
Mark Singer (Nov 20, 2023 17:50 PST)

Mark Singer, Commissioner

\_\_\_\_\_  
Cassidy Conners, Recording Secretary (Not in Attendance)

11/2/23

## Port Commissioner Meeting

### Maintenance: Eugene

- Moving storage unit into upper office is currently on going.
- Freeze valves have been added to the ends of all permanent moorage and all pedestal lights have been checked as well as overhead lighting. Currently waiting on LED lights for pedestals on D dock.

### Guest Moorage: Jannese

- Guest moorage does not yacht clubs this upcoming weekend.
- Currently I have been working on the final Newsletter for the year.
- Finalized the CPR training for our staff this week on November 2<sup>nd</sup>.

### Permanent Moorage: Kaitlyn

- Occupancy is 95% in permanent moorage.
- Winter moorage is still at about 50% with several boats to come in at later time.

### Port overview looking forward: Eugene

- Lusty Lady as well as a second boat are awaiting quote on Global Diving and Salvage as well as a conformation date for hazmat check of vessel.



PORT OF POULSBO

PAYMENT VOUCHER


18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA November 3, 2023

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 \$31,520.40 and from the General Fund, this 3rd day of November 2023.

  
Mark Singer (Nov 5, 2023 13:08 PST)  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Nov 5, 2023 11:57 PST)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas Rose, Commissioner

Voucher #	Claimant	Amount
18484	Edward Jones	2,486.11
18485	Bank of America	4,255.82
18486	VOID	
18487	CSD Attorneys at Law	7,532.00
18488	Coast to Coast Hardware	62.88
18489	VOID	
18490	Office Depot Credit Plan	891.04
18491	Peninsula Fire	11.48
18492	PetroCard	16,237.61
18493	Home Depot Pro	43.46
TOTAL		<b>\$ 31,520.40</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 (Nov 6, 2023 10:18 PST)  
Port Auditor



PORT OF POULSBO


PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

October 27, 2023

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 \$15,269.53 and from the General Fund, this 27th day of October 2023.

  
Mark Singer (Nov 5, 2023 13:08 PST)  
Mark Singer, Commissioner

Jamie Green  
Jamie Green (Nov 5, 2023 11:57 PST)  
Jamie Green, Commissioner

Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P13750	Sean P. Bauman	1,484.72
P13751	Kaitlyn Cook	1,564.50
P13752	Yordon I. Henry	886.91
P13753	Kelli M. Hodges	1,845.01
P13754	VOID	
P13755	Eugene F. Madayag	1,950.69
P13756	VOID	
P13757	Nicholas C. Mandeville	1,243.56
P13758	Jannese M. Hunt	1,322.33
P13759	VOID	
P13760	Carol L. Tripp	2,405.35
P13761	Jamie R. Green	445.13
P13762	Thomas K. Rose	339.84
P13763	Mark E. Singer	445.13
P13764	Cassidy P. Connors	210.55
P13765	Brian T. Smith	1,125.81
TOTAL		<b>\$ 15,269.53</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 (Nov 6, 2023 10:18 PST)  
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

October 25, 2023

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

\$14,547.21

and from the General Fund, this 25th day of October 2023.



Mark Singer (Nov 5, 2023 13:08 PST)

Mark Singer, Commissioner

ATTEST:



Jamie Green (Nov 5, 2023 11:57 PST)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas Rose, Commissioner

| Voucher #    | Claimant                       | Amount             |
|--------------|--------------------------------|--------------------|
| EFT 10/25/23 | WA State Department of Revenue | \$13,840.07        |
| EFT 10/25/23 | WA State Department of Revenue | \$707.14           |
| <b>TOTAL</b> |                                | <b>\$14,547.21</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 (Nov 5, 2023 10:18 PST)

Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

October 25, 2023

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

\$28,463.68

and from the General Fund, this 25th day of October 2023.

  
Mark Singer (Nov 5, 2023 13:08 PST)

Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Nov 5, 2023 11:57 PST)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas Rose, Commissioner

| Voucher #    | Claimant                       | Amount      |
|--------------|--------------------------------|-------------|
| EFT 10/25/23 | Employment Security Department | \$1,298.22  |
| EFT 10/25/23 | Dept of Labor & Industries     | \$4,618.03  |
| EFT 10/25/23 | Paid Family Leave              | \$712.90    |
| EFT 10/25/23 | WA State Department of Revenue | \$21,124.22 |
| EFT 10/25/23 | WA Cares Fund                  | \$710.31    |
| TOTAL        |                                | \$28,463.68 |

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 (Nov 6, 2023 10:18 PST)

Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

October 27, 2023

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

\$4,598.26

and from the General Fund, this 27th day of October 2023.



Mark Singer (Nov 5, 2023 13:08 PST)

Mark Singer, Commissioner

ATTEST:



Jamie Green (Nov 5, 2023 11:57 PST)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas Rose, Commissioner

| Voucher #    | Claimant                    | Amount     |
|--------------|-----------------------------|------------|
| EFT 10/27/23 | US Treasury/Financial Agent | \$4,164.16 |
| EFT 10/27/23 | US Treasury/Financial Agent | \$434.10   |
| TOTAL        |                             | \$4,598.26 |

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 (Nov 6, 2023 10:18 PST)

Port Auditor

~~~ EFT ~~~



**PORT OF POULSBO**  
**KITSAP COUNTY, WASHINGTON**  
**RESOLUTION NO. 2023-07**  
**DATED: NOVEMBER 2, 2023**

**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 \$12,939.66.

**WHEREAS**, the Port of Poulsbo wishes to allocate funds from the Liberty Park Fund to the Port/City Waterfront Improvement fund in the amount of \$12,939.66 for the year of 2023; now, therefore

**BE IT RESOLVED** 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 \$12,939.66.

**ADOPTED** by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 2<sup>nd</sup> day of November 2023 and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.



\_\_\_\_\_  
Jamie Green (Nov 5, 2023 11:56 PST)

Jamie Green, Commissioner

\_\_\_\_\_  
Thomas Rose, Commissioner



\_\_\_\_\_  
Mark Singer (Nov 5, 2023 13:09 PST)

Mark Singer, Commissioner