

# VIRTUAL MEETING VIA ZOOM

## Poulsbo Port District – Port Commission

Subject	<b>*REMOTE* Regular Meeting Agenda</b>	Date	<b>December 2, 2021</b>
Recorder	<b>Cassidy Conners</b>	Start Time	<b>7:00 PM</b>
Commission Chair	<b>Thomas Rose</b>	End Time	<b>9:00 PM</b>
Commission Members	<b>Jamie Green, Mark Singer</b>		
Staff Present	<b>Carol Tripp, Port Accountant &amp; Mgr.</b>		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	<b>CALL TO ORDER</b>	
2.	<b>COMMISSIONER COMMENTS</b>	
3.	<b>PUBLIC COMMENTS (limit of 3 minutes)</b>	
4.	<b>POULSBO BOATERS ASSOCIATION REPORT</b>	
5.	<b>CONSENT AGENDA ITEMS</b> (Next Res: 2021-15) 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: 11.18.21</b> <b>B. Warrants: 17510 – 17527, P13145 – P13157, EFT 11/25/21, EFT 11/26/21 in the amount of \$119,266.09.</b>	
6.	<b>OLD BUSINESS ITEMS</b> <b>A. Breakwater Updates - John Piccone, P.E.</b>	
7.	<b>NEW BUSINESS ITEMS</b> <b>A. Commissioner responses to public comments/discussions</b> <b>B. Accounting &amp; Manager's Report</b>	
8.	<b>PUBLIC COMMENT &amp; REQUESTS FOR FUTURE AGENDA ITEMS</b>	
9.	<b>COMMISSIONER COMMENTS</b>	
10.	<b>ADJOURN</b>	

<https://us02web.zoom.us/j/85951236400>

Meeting ID: 859 5123 6400

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

**Present:** Commissioner Singer, Commissioner Green, Commissioner Rose, Port Accountant Tripp, Pamela Benson & Peter Horner – PBA, Greg Pena, John Piccone, Port Engineer

**Call to Order 07:00pm**

**Commissioner Comments**

Commissioner Singer said the winter events for the holidays are coming up. He encouraged everyone to check out what's coming to Poulsbo. He also strongly recommended keeping an eye on boats because the winds have been intense.

Commissioner Rose also encouraged everyone to watch each other's boats. He also said to say hello to the staff and to wish them happy holidays.

Commissioner Green attended the business recovery meeting. The next meeting will be January 24<sup>th</sup>. The Chamber will have a new office downtown. Mayor Erickson gave an update on the anticipated population growth. Permits were approved for 1300 family units coming to fruition in the next two to four years. Anticipated population growth is expected to be approximately 2,800 people. Commissioner Green mentioned a few holiday events coming, including the Nordic Yulefest on Saturday at the Sons of Norway and the Poulsbo Yacht Club lighted boat parade.

**Public Comments**

There were none.

**Poulsbo Boater's Association**

There was no report.

**Consent Agenda**

**Motion:** Move to approve the regular minutes of November 18, 2021

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

Motion passed unanimously.

**Motion:** Move to approve the warrants.

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

Motion passed unanimously.

**Motion:** Move to approve the following policies as written: Four Hour Stay, Hot Berthing, Temporary Liveaboard Transfer, and Slip Waitlist

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

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Motion passed unanimously.

**Old Business Items**  
**Breakwater Updates**

Mr. Piccone was in attendance to provide an update. The Port has received approval on the emergency authorization from the Army Corps. All items were approved except the 30' finger piers and the floating restroom. US Fish and Wildlife required a last-minute review because of the emergency authorization. Mr. Piccone submitted it as soon as it was requested, and it was approved November 30<sup>th</sup>. There's a Coast Guard navigation permit that has not yet been acquired, but Mr. Piccone is not worried about it. He has received an email from the Coast Guard saying everything meets their approval, but they're behind on issuing permits. Mr. Piccone does not foresee that holding up the bidding and award process. He will continue coordinating with the Coast Guard throughout the project.

All other permits are in-hand except for two. The first is the building permit from the City of Poulsbo. It was submitted on October 1<sup>st</sup>. It was ready to submit before that, but the City wouldn't issue anything until the Army Corps permit was in-hand. He was not able to get any feedback on that until December 1<sup>st</sup>. The feedback process takes six weeks, and he was expecting it a few weeks ago. Mr. Piccone followed up on it today and the City of Poulsbo said they're asking for another permit within the building permit. He was taken aback by this because he had coordinated with them so extensively. It sounds like it's more of a formality because of the fire system that was submitted. He will have that turned in by Monday. The City says once they have that and a couple other minor things, they would issue the building permit within a week. They aren't making any guarantees with the schedule at this point. They'll do their best but didn't really commit. The other permit that's needed, even though it's a breakwater out on the bay, is the floodplain permit. The City is ready to issue it but couldn't hand it off until the Port has the building permit. If the City is doing everything he's been made aware of, all permits should be in-hand by December 13<sup>th</sup>. Mr. Piccone will continue to communicate with Port Accountant Tripp about all updates.

Project bidding is getting close. Once all permits are in-hand, there are a few minor things to insert and then dates can be finalized for advertising bid openings. Mr. Piccone is targeting December 17<sup>th</sup> for the advertisement date. Realistically the advertisement date could be somewhere within December 17-January 7 (to accommodate for the week of Christmas). He's projecting opening bids from January 21-February 11. This will allow contractors time to review the mandatory site inspection. As previously mentioned, no in-water work is allowed from February 21, 2022-August 1, 2022. There is a lot of work to be done out of the water, especially when it comes to procuring water items. Pile driving water work must commence by August 1, 2022, and he will make it known to contractors that everything must be done within the next work window. He has specified 350 calendar workdays. Mr. Piccone won't know the anticipated completion date until the contractor is awarded and their schedule is known.

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The existing fire suppression system is 20 years old and not in the best conditions. The Port will want to replace that sometime soon and the hydraulic design has been completed so we will know what the engineering system will look like. It will be compatible even if it isn't on the breakwater project. Early next week Mr. Piccone would like to have a separate meeting to talk about the schedule procurement and addressing the rest of the marina fire system. The board agreed to have a special meeting for executive session on Monday, December 6<sup>th</sup> at 10am. No decisions will be made.

Mr. Piccone then discussed the 30' breakwater finger piers. They need to be separate since it's not approved for emergency authorization. He'll continue working on permitting for approval. The finger piers are still included in the plans and specifications and will be included as an additive bid award to the contractor provided the permits are in-hand prior to 90 days before substantial completion. This will give contractors time to build and install. This will require City authorization as well. The floating restroom could be supported by a CVA grant. The Port could handle the installation and will not be included as an additive bid. The Port could order the prefabricated unit for delivery. It would be a significant waist of funds for a contractor to assemble and attach to the breakwater. The security gates won't be included in the breakwater package. Mr. Piccone briefly touched on dredging and how it will not be included in the breakwater project. The slips along the outside of the breakwater are designed for 75' vessels, or two 35' vessels. There will be both 50- & 30-amp hookups. There will be a limit on the 50-amp hookups because it would cost \$250,000 to update the current system to add more.

**New Items**

**Items for Public Discussion**

There were none.

**Commissioner Responses to public comments/discussions**

Commissioner Rose received an update from the sponsor of the Viking ship. Things are moving along, and he wanted to let Commissioner Green know (to pass along) that the board isn't ignoring them. He wants to wait for the holidays to pass before sitting down with them to discuss options. The board wants to work proactively and plans to visit the topic more in January.

Commissioner Singer touched on the sailing club. He wants to look at a way to figure out how to help them and work together as a community to put something together.

Port Accountant Tripp expressed her gratitude for an email picture from a liveaboard of a boathouse that had their ties come lose due to the severe winds. She said it was nice to have the extra set of eyes and appreciates Morgan for helping. Port Accountant Tripp then said she noticed there are two vehicles parked every day in the large Anderson Way parking lot. The vehicles belong to two boats anchored in the bay. They're not people who are moored or

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tenants and they're not in guest moorage. Not being proactive with vessels in the bay does have an impact on downtown parking issue.

**Accounting & Manager's Report**

See attached.

**Public Comments/Request for Future Agenda Items**


Peter asked Port Accountant Tripp if she could characterize the theme of complaints. He has heard people are worried about whether or not their boats being allowed to stay in the marina.

**Commissioner Comments**

Commissioner Green encouraged everyone to go enjoy themselves at the Nordic market.

Commissioner Singer encouraged everyone to go downtown and support businesses, and to be safe and have fun.

**Final Adjournment 8:21pm**

  
\_\_\_\_\_  
Mark Singer (Dec 21, 2021 14:02 CST)

Mark Singer, Commissioner

  
\_\_\_\_\_  
Jamie Green (Dec 21, 2021 09:39 PST)

Jamie Green, Commissioner

  
\_\_\_\_\_  
THOMAS K. ROSE (Dec 27, 2021 12:18 PST)

Thomas Rose, Commissioner

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

**PORT OF POULSBO**

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA

December 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 \$95,356.00 and from the General Fund, this 3rd day of December 2021.

  
Mark Singer (Dec 16, 2021 23:26 CST)  
Mark Singer, Commissioner

ATTEST:

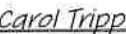
  
Jamie Green (Dec 16, 2021 19:40 PST)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Thomas K. Rose (Dec 21, 2021 08:44 PST)  
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
17510	Richard Przybylek	184.50
17511	Karen Peterson	42.05
17512	David Carbaugh	505.20
17513	On Time Sports	475.00
17514	Alex Deblois & Kitson Metrick	145.25
17515	Alex Deblois	178.80
17516	Bank of America	146.06
17517	Blue Sky Printing	4,795.31
17518	CHS Inc / Cenex	107.78
17519	Chmelik Sitkin & Davis	4,999.40
17520	Fastenal Company	167.23
17521	Home Depot	634.39
17522	VOID	
17523	Office Depot Credit Plan	138.40
17524	PetroCard	20,111.41
17525	Soundwest Engineering Assoc Inc	61,756.80
17526	Topper Industries	710.81
17527	Tuna Graphics	257.61
<b>TOTAL</b>		<b>\$ 95,356.00</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 (Dec 6, 2021 08:28 PST)  
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

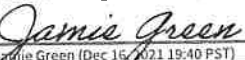
Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA November 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 \$14,682.45 and from the General Fund, this 26th day of November 2021.

  
Mark Singer (Dec 16, 2021 23:26 CST)

Mark Singer, Commissioner

  
Jamie Green (Dec 15, 2021 19:40 PST)

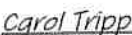
Jamie Green, Commissioner

  
Thomas K. Rose (Dec 21, 2021 08:44 PST)

Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P13145	Christopher C. Henry	1,101.86
P13146	Kelli M. Hodges	1,659.73
P13147	Nicholas Mandeville	1,034.97
P13148	Jannese M. Hunt	1,272.84
P13149	Bruce Riley	1,170.44
P13150	Brian T. Smith	1,152.60
P13151	Carol L. Tripp	2,436.22
P13152	Melanie I. Winnett	1,751.07
P13153	Eugene F. Madayag	1,556.78
P13154	Jamie R. Green	445.13
P13155	Thomas K. Rose	445.13
P13156	Mark E. Singer	445.13
P13157	Cassidy P. Conners	210.55
TOTAL		<b>\$ 14,682.45</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 (Dec 6, 2021 08:28 PST)  
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~



PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA November 25, 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 \$4,771.41 and from the General Fund, this 25th day of November 2021.

M.S.R.  
Mark Singer (Dec 16, 2021 23:26 CST)  
Mark Singer, Commissioner

ATTEST:

Jamie Green  
Jamie Green (Dec 16, 2021 19:40 PST)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas K. Rose  
Thomas K. Rose (Dec 21, 2021 08:44 PST)  
Thomas Rose, Commissioner

| Voucher #      | Claimant                       | Amount            |
|----------------|--------------------------------|-------------------|
| EFT 11/25/2021 | WA State Department of Revenue | \$4,354.07        |
| EFT 11/25/2022 | WA State Department of Revenue | \$417.34          |
|                | <b>TOTAL</b>                   | <b>\$4,771.41</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 (Dec 6, 2021 08:28 PST)  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA November 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 \$4,456.23 and from the General Fund, this 26th day of November 2021.

Mark Singer  
Mark Singer (Dec 16, 2021 23:26 CST)  
Mark Singer, Commissioner

ATTEST:

Jamie Green  
Jamie Green (Dec 16, 2021 19:40 PST)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas K. Rose  
Thomas K. Rose (Dec 21, 2021 08:44 PST)  
Thomas Rose, Commissioner

| Voucher #    | Claimant                    | Amount            |
|--------------|-----------------------------|-------------------|
| 11/26/21 EFT | US Treasury/Financial Agent | \$4,251.77        |
| 11/26/21 EFT | DSHS                        | \$204.46          |
| TOTAL        |                             | <b>\$4,456.23</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 (Dec 6, 2021 08:28 PST)  
Port Auditor

\*\*\* EFT \*\*\*