

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

Subject	*HYBRID* Regular Meeting Agenda	Date	Sept 7, 2023
Recorder	Cassidy Conners	Start Time	7:00 PM
Commission Chair	Thomas Rose (absent)	End Time	9:00 PM
Commission Members	Jamie Green, Mark Singer		
Staff Present	Eugene Madayag, Port Manager; Carol Tripp, Port Accountant		

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.	CONSENT AGENDA ITEMS (Next Res: 2023-4) 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: 8.3.23 & 8.17.23 B. Warrants: 18381 – 18425, P13686 – P13711, 8/10/23 EFT, 8/18/23 EFT, 8/25/23 EFT, 9/1/23 EFT, 9/10/23 EFT in the amount of \$360,973.29.	
6.	OLD BUSINESS ITEMS	
7.	NEW BUSINESS ITEMS	
	A. Commissioner Responses to public comments/discussions	
	B. Budget Report - Carol	
	C. Cash Handling Policy - Carol	
	D. Manager’s Report – Eugene Madayag	
8.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
9.	COMMISSIONER COMMENTS	
11.	ADJOURN	

<https://us02web.zoom.us/j/88267891739>

Meeting ID: 882 6789 1739

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

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

Call to Order 7:00pm

Commissioner Comments

Commissioner Green said to prepare for winter because it'll be here soon, but to still go enjoy the remainder of the summer.

Commissioner Singer has seen a lot of people down at the docks. He encouraged everyone to go out on their boats while the weather allows.

Public Comments

Loren, end of bay, said he received an email a while back that said Port meetings will only take public comments one meeting a month and wondered about the details surrounding that decision. He also heard people talking around the marina that the Port is between \$1m-\$1.5m in the red and wondered how that came about and what the true figures are.

Poulsbo Boater's Association

There was no report.

Consent Agenda

Motion: Move to approve the meeting minutes from August 3, 2023, and August 17, 2023

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

Motion passed.

Motion: Move to approve warrants as written.

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

Motion passed.

New Business Items

Commissioner Responses to Public Comments/Discussions

Commissioner Singer explained that the second meeting of the month is a trial period of working meetings, which are different than the regular style of meetings and didn't contain a public comment section. The working meetings are to allow the board time to discuss topics not otherwise allowed outside of a formal meeting. The board is trying this out for six months and will reevaluate at the end of that time frame. The second meeting in September will be a regular style meeting because of the budget in the works.

PORT OF POULSBORO
REGULAR MEETING MINUTES
SEPTEMBER 7, 2023
7:00 PM

Commissioner Green said the board can create a hybrid working meeting to include public comments.

Commissioner Singer said the board would run that past Commissioner Rose at the next meeting.

Budget Report

Port Accountant Tripp explained that when it comes to accounting, figures are calculated via a cash basis, not accrual. When something is purchased, it immediately is listed as an expense. The board had expected and been forewarned about the large net loss because of the monies paid out for the breakwater replacement. Next year it will depend on whether the board decides to do E & F Dock (pending permitting). There will not be a loss showing next year if the permitting goes through. Some months will show a gain, and then a big loss because of paying contractors, etc. The negative balance is directly attributed to the construction of the new breakwater. This was not unexpected, and the board was very aware of it.

See attached for the budget report.

Motion: Move to approve the Employee Cash & Handling Procedure update.

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

Motion passed.

Manager's Report

See attached.

Public Comments & Requests for Future Agenda Items

Loren, end of the bay, said he has been at the Port for six years. His moorage has nearly doubled between 15-20% a year, which he thinks has been sufficient.

Craig, C dock, said the Port can't enforce a policy until it's negotiated by the union. He also suggested that if a large boat is in two slips because of the beam of the boat, maybe that boater should be paying for both slips over the mid-point. Lastly, he said his moorage has gone from \$4.00 to \$9.00.

Commissioner Comments

Commissioner Green said to stay safe, hydrated, and enjoy what's left of summer.

Commissioner Singer likes the idea of having a hot rod car show and thinks that would be great for the City as well. He looks forward to the final budget of 2024.

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

Adjourn 7:52pm

Thomas Rose, Commissioner & Chairman

Jamie Green

Jamie Green (Sep 27, 2023 17:55 PDT)

Jamie Green, Commissioner

MS

Mark Singer (Oct 7, 2023 17:58 PDT)

Mark Singer, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA August 18, 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 \$148,161.88 and from the General Fund, this 18th day of August 2023.


Mark Singer (Sep 15, 2023 15:14 PDT)
Mark Singer, Commissioner

ATTEST:



Jamie Green (Sep 8, 2023 13:41 PDT)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas Rose, Commissioner

Voucher #	Claimant	Amount
18381	Cy Butler	193.00
18382	Maria Naples	233.92
18383	CMI Limited Co	3,223.75
18384	Bank of America	34.30
18385	City of Poulsbo	3,675.55
18386	Coast to Coast Hardware	50.35
18387	HD Fowler Co	112.37
18388	Home Depot	550.65
18389	Mascott Equipment	11,906.08
18390	New Pig Corporation	177.87
18391	Office Depot Credit Plan	253.70
18392	Olympic Springs	26.71
18393	On Time Sports	499.00
18394	Peninsula Fire Inc	28.42
18395	PetroCard	85,764.42
18396	PSE	2,020.15
18397	PUD #1 of Kitsap County	682.00
18398	SME Solutions	635.26
18399	Soundwest Engineering	33,942.00
18400	CenturyLink	77.46
18401	Home Depot Pro	306.27
18402	T&C Diving	3,335.45
18403	Dynamic Collectors	433.20
TOTAL		\$ 148,161.88

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 8, 2023 11:41 PDT)
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER


18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA September 8, 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 \$131,822.97 and from the General Fund, this 8th day of September 2023.


Mark Singer (Sep 15, 2023 15:14 PDT)
Mark Singer, Commissioner

ATTEST:


Jamie Green (Sep 8, 2023 13:41 PDT)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas Rose, Commissioner

Voucher #	Claimant	Amount
18404	Edward Jones	2,309.08
18405	Jack Madson	232.50
18406	Maria Naples	35.00
18407	Leland Iverson	400.60
18408	Mike Rzonca	398.87
18409	Vickii Norcutt	35.00
18410	Randy Eichholtz	157.64
18411	Clint Bennett	424.98
18412	Bank of America	761.62
18413	CSD Attorneys at Law	4,160.00
18414	City of Poulsbo	3,834.55
18415	Coast to Coast Hardware	61.13
18416	Excel Business Systems Inc	480.80
18417	Home Depot	170.53
18418	King's Mobile Lock	450.87
18419	Kitsap Networking Services	1,960.00
18420	Office Depot Credit Plan	301.47
18421	PetroCard	100,833.94
18422	Premier Communications	152.60
18423	Sea Technology Ltd	13,980.00
18424	Home Depot Pro	151.79
18425	WWU	530.00
TOTAL		\$ 131,822.97

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 8, 2023 11:41 PDT)
Port Auditor


PORT OF POULSBO


PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA August 18, 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 \$12,742.92 and from the General Fund, this 18th day of August 2023.



Mark Singer (Sep 15, 2023 15:14 PDT)
Mark Singer, Commissioner


Jamie Green (Sep 8, 2023 13:41 PDT)
Jamie Green, Commissioner

Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P13686	Sean P. Bauman	1,483.44
P13687	Kaitlyn Cook	1,590.91
P13688	Yordon I. Henry	884.96
P13689	Kelli M. Hodges	1,845.05
P13690	VOID	
P13691	Eugene F. Madayag	1,952.26
P13692	VOID	
P13693	Nicholas C. Mandeville	1,243.62
P13694	Jannese M. Hunt	1,336.68
P13695	VOID	
P13696	Carol L. Tripp	2,406.00
TOTAL		\$ 12,742.92

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 8, 2023 11:41 PDT)
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~



PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA September 1, 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 \$14,486.08 and from the General Fund, this 1st day of September 2023.

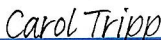
  
Mark Singer (Sep 15, 2023 15:14 PDT)  
Mark Singer, Commissioner

  
Jamie Green (Sep 8, 2023 13:41 PDT)  
Jamie Green, Commissioner

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

| Voucher # | Claimant               | Amount              |
|-----------|------------------------|---------------------|
| P13697    | Sean P. Bauman         | 1,482.41            |
| P13698    | Kaitlyn Cook           | 1,563.51            |
| P13699    | Yordon I. Henry        | 1,104.01            |
| P13700    | Kelli M. Hodges        | 1,844.81            |
| P13701    | VOID                   |                     |
| P13702    | Eugene F. Madayag      | 1,952.26            |
| P13703    | VOID                   |                     |
| P13704    | Nicholas C. Mandeville | 1,245.48            |
| P13705    | Jannese M. Hunt        | 1,341.19            |
| P13706    | VOID                   |                     |
| P13707    | Carol L. Tripp         | 2,406.47            |
| P13708    | Jamie R. Green         | 445.13              |
| P13709    | Thomas K. Rose         | 445.13              |
| P13710    | Mark E. Singer         | 445.13              |
| P13711    | Cassidy P. Conners     | 210.55              |
| TOTAL     |                        | <b>\$ 14,486.08</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 8, 2023 11:41 PDT)  
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA August 10, 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 \$13,768.00 and from the General Fund, this 10th day of August 2023.

Mark Singer
Mark Singer (Sep 15, 2023 15:14 PDT)
Mark Singer, Commissioner

ATTEST:

Jamie Green
Jamie Green (Sep 8, 2023 13:41 PDT)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas Rose, Commissioner

| Voucher # | Claimant | Amount |
|-------------|------------------------------------|--------------------|
| EFT 8/10/23 | Washington Teamsters Welfare Trust | \$13,768.00 |
| | TOTAL | \$13,768.00 |

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 8, 2023 11:41 PDT)
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO


PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370


Kitsap County, WA

August 18, 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 \$3,940.60 and from the General Fund, this 18th day of August 2023.

  
Mark Singer (Sep 15, 2023 15:14 PDT)  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Sep 8, 2023 13:41 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas Rose, Commissioner

| Voucher #   | Claimant                    | Amount            |
|-------------|-----------------------------|-------------------|
| EFT 8/18/23 | US Treasury/Financial Agent | \$3,940.60        |
|             | TOTAL                       | <b>\$3,940.60</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 8, 2023 11:41 PDT)  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO


PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

August 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 \$18,021.03 and from the General Fund, this 25th day of August 2023.


Mark Singer (Sep 15, 2023 15:14 PDT)
Mark Singer, Commissioner

ATTEST:



Jamie Green (Sep 8, 2023 13:41 PDT)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas Rose, Commissioner

| Voucher # | Claimant | Amount |
|-------------|--------------------------------|--------------------|
| EFT 8/25/23 | WA State Department of Revenue | \$17,124.58 |
| EFT 8/25/23 | WA State Department of Revenue | \$896.45 |
| TOTAL | | \$18,021.03 |

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 8, 2023 11:41 PDT)
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

September 1, 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 \$4,261.81 and from the General Fund, this 1st day of September 2023.

*Mark Singer*  
Mark Singer (Sep 15, 2023 15:14 PDT)  
Mark Singer, Commissioner

ATTEST:

*Jamie Green*  
Jamie Green (Sep 8, 2023 13:41 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas Rose, Commissioner

| Voucher #  | Claimant                    | Amount     |
|------------|-----------------------------|------------|
| EFT 9/1/23 | US Treasury/Financial Agent | \$4,261.81 |
|            | TOTAL                       | \$4,261.81 |

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 8, 2023 11:41 PDT)  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO


PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370


Kitsap County, WA

September 10, 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 \$13,768.00 and from the General Fund, this 10th day of September 2023.


Mark Singer (Sep 15, 2023 15:14 PDT)
Mark Singer, Commissioner

ATTEST:



Jamie Green (Sep 8, 2023 13:41 PDT)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas Rose, Commissioner

| Voucher # | Claimant | Amount |
|-------------|------------------------------------|--------------------|
| EFT 9/10/23 | Washington Teamsters Welfare Trust | \$13,768.00 |
| | TOTAL | \$13,768.00 |

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 8, 2023 11:41 PDT)
Port Auditor

~~~ EFT ~~~

## Port Commissioner Meeting

### Maintenance: Eugene

- C dock gate lock had some issues, but maintenance exchanged lock with spare.
- Repairs of exterior of office: Spots of dry rot have been repaired. Only the front window area remains.
- Axis security systems has contacted me and is finishing quote on a basic but upgradeable camera system should get quote within the week. Recommended by KNS.
- Maintenance and I will be visiting the Port of Kingston to talk about and share maintenance ideas and solutions.

### Guest Moorage: Jannese

- This past Friday, I had a very productive conversation with one of the organizers of the Chris Craft Rendezvous. We have been having conversations about moving their annual Rendezvous to our marina. Their club has been holding its annual rendezvous in Port Orchard for 35 years. There are a few members who are reluctant to change the location. My approach has been to offer suggestions as to how we can duplicate their traditions as well as incorporate new activities. If they do change their venue to Poulsbo there will be 40-plus classic boats in attendance. This event will be July 11<sup>th</sup> – 14<sup>th</sup>, 2024. I feel that this event could be an opportunity to be more than a boating event, like a classic car show would be a natural choice. We have collaborated successfully on this in the past on a smaller scale.
- We currently have 16 Yacht Club Rendezvous scheduled for 2024. Now that the busiest part of the boating season is behind us, I can concentrate on entering these clubs into our software.
- There is a great deal of interest from the boating community in the breakwater moorage. I have some innovative ideas that I would like to submit to the commission if there is interest in my ideas.
- As the Summer Boating Season ends it now gives us time to focus on the Fall and Winter Events!
- We are scheduling a software training session with the Port of Bremerton. It will be very interesting to see how they use the new Molo software.

### Permanent Moorage: Kaitlyn

- Occupancy for permanent moorage is 96%. We have had many boats sold in the last few months. Along with many boats moving to new slips here in the marina. Again, do not have as many boats that can fill specific spots due to the length and beam being too large. Kayak slips for the horizontal have filled. We are starting the process of taking away the vertical kayak slips and adding more horizontal storage as that is what the customers would like.
- Social media update. I had a meeting with Kingston and Bremerton's heads of social media. I was a great meeting to discuss and understand the goals for each marina's cross promotion. Along with that we have collectively come up with an idea to try and bring more boaters into guest moorage by having a "Boat Passport". This would be for boaters to stay at each marina, and we are looking at possibly the Puget sound as a whole and involving WBPA. How it would work is when they stay the night, they will receive a Stamp on the passport. Once they have visited all the marinas, they will receive a prize. We have not decided what the prize would be, but this is the idea we must promote for boating and get boaters to visit the marina.

### Port overview looking forward: Eugene