

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

<b>Subject</b>	<b>*HYBRID* Special Meeting Agenda</b>	<b>Date</b>	<b>3/6/2025</b>
<b>Recorder</b>	<b>Cassidy Conners</b>	<b>Start Time</b>	<b>6:00 PM</b>
<b>Commission Chair</b>	<b>Jay Lawrence</b>	<b>End Time</b>	<b>7:00 PM</b>
<b>Commission Members</b>	<b>Jamie Green</b>		
<b>Staff Present</b>	<b>Carol Tripp – Port Accountant</b>		

<b>AGENDA</b>		
<b>No.</b>	<b>Topic</b>	<b>Action/Recommendation/Discussion</b>
1.	CALL TO ORDER	
2.	NEW BUSINESS ITEMS	
	A. Port Manager Job Description	
3.	ADJOURN	

<https://us02web.zoom.us/j/89467752212>

Meeting ID: 894 6775 2212

**One tap mobile**

**+12532158782,,89253011491# US (Tacoma)**

**+12532050468,,89253011491# US**

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 SPECIAL MEETING  
MARCH 6, 2025  
6:00 PM

**Present:** Commissioner Lawrence, Commissioner Green, Commissioner Pfeil, Port Accountant Carol Tripp, Mr. Moore from Prothman

**Call to Order 6:00pm**

**New Business Item**

**Port Manager Job Description**

Commissioner Lawrence said there were multiple reports to go through. Commissioner Pfeil said there are several other job descriptions, including on Friday Harbor that he has found. The most comprehensive was from Friday Harbor, and it most aligned with what the Port of Poulsbo is trying to achieve. Adjustments have been made to make it more customized for the Port's description.

Port Accountant Tripp said there is unfortunately no access to any prior job descriptions. The originals were never saved. The board combed through the description, one line at a time, making corrections to grammatical errors, general wordsmithing, and any other necessary adjustments to hone the vision for the future harbormaster.

Port Accountant Tripp asked Mr. Moore when he needed the job description in order to meet the timeline for the first week in June. Mr. Moore said he can't post the position until the job description is approved by the Commission, sent to him, and given the chance to edit the profile and generate the promotional documents. He will need about five days to update the profile. The recommended timeframe for the posted position is five weeks in order for the advertisements put forward to take effect. After that he will need two weeks to do preliminary interviews, the following week to do a work session with the Commission, and up to two weeks for final interviews.

Port Accountant Tripp recommended including grant preparation in construction projects, and "maximum financial return" in the job description. She asked when the Commission would like to schedule their next special meeting to finalize the job description. They agreed to have the meeting next Monday. She requested all revisions be sent to her so she can modify the description in preparation for Monday's final review. She understands the board would like to hire someone at a higher salary, but the bills are too high for that, and the Port cannot afford it. A good harbormaster will bring in more income, which will allow for pay raises.

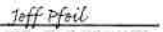
The board will decide on a salary range at the next special meeting on Monday.

**Adjourn 7:00pm**

PORT OF POULSBO SPECIAL MEETING  
MARCH 6, 2025  
6:00 PM

  
\_\_\_\_\_  
Jay Lawrence, Commissioner & Chairman

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

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

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