

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

Subject	*HYBRID* Regular Meeting Agenda	Date	March 21, 2024
Recorder	Cassidy Conners	Start Time	7:00 PM
Commission Chair	Mark Singer	End Time	9:00 PM
Commission Members	Jamie Green, Jay Lawrence		
Staff Present	Eugene Madayag – Port Mgr;		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	MOTION – I move to add consideration of offer of employment agreement to be considered next on the agenda. VOTE of Commission
2.	OFFER OF EMPLOYMENT AGREEMENT - Added	MOTION – I move that the offer of an employment agreement for Port Manager, signed by the Port Commissioners on December 26, 2023 and not yet signed by Eugene Madayag is hereby revoked and his at-will employment is terminated, and alternatively, if by operation of law said document is currently binding, the Commission hereby terminates the employment of Mr. Madayag for business reasons and not for cause which is pursuant to Section 6.1 of said document. (NO DISCUSSION) Vote of Commission – Sign letter and give letter and separation agreements to Eugene at this time. (Recess if needed)
2.	COMMISSIONER COMMENTS	
3.	PUBLIC COMMENTS (limit of 3 minutes)	
4.	POULSBO BOATER'S ASSOCIATION REPORT	
5.	CONSENT AGENDA ITEMS (Next Res: 2024-03) 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: 3.7.24 and 3.18.24	

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.

	B. Warrants: 18656 – 18674, P13895 – P13906, 3/15/24 EFT, 3/25/24 EFT in the amount of \$61,628.27.	
6.	OLD BUSINESS ITEMS	
	A. Rules and Regs review date	
	B. Parks and Rec discussion	
8.	NEW BUSINESS ITEMS	
	A. Commissioner Responses to public comments/discussions	
	B. Manager's Report - Eugene	
9.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
10.	COMMISSIONER COMMENTS	
11.	ADJOURN	

<https://us02web.zoom.us/j/83324532779>

Meeting ID: 833 2453 2779

One tap mobile

+12532158782,,89253011491# US (Tacoma)

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
MARCH 21, 2024
7:00 PM

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

Call to Order 7:00pm

Motion: Move to add consideration of the offer of employment agreement to be considered next on the agenda.

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

Motion passed unanimously.

Motion: Move that the offer of an employment agreement for Port Manager, signed by the Port Commissioners on December 26, 223 and not yet signed by Eugene Madayag, is hereby revoked and his at-will employment is terminated. Alternatively, if by operation of law, said document is currently binding, the Commission hereby terminates the employment of Mr. Madayag for business reasons and not for cause which is pursuant to Section 6.1 of said document.

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

Motion passed unanimously.

Commissioner Comments

Commissioner Green wanted to congratulate the Kitsap Rowing Association for placing 3rd at their first regatta. She will be attending the next scheduled meeting in April virtually.

Commissioner Lawrence thanked everyone in attendance. He said it's good to see people coming to support the local Port and participate in making it better.

Commissioner Singer thanked everyone coming and participating in the meetings.

Public Comments

There were none.

Poulsbo Boater's Association

The association gave their report.

Consent Agenda

Motion: Move to approve the meeting minutes of 3/7/2024, 3/18/2024

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

Motion passed unanimously.

Motion: Move to approve the warrants as read.

Moved by: Commissioner Singer **Seconded by:** Commissioner Lawrence

Motion passed unanimously.

Old Business Items

Rules and Regulations Review Date

Commissioner Singer said the review date for the Rules and Regulations will be every three years.

Parks and Recreation

Commissioner Singer said Parks and Rec are reestablishing their sailing teams at the Port of Poulsbo. They are reorganizing the floats and boats. They do have moorage at the Port and the moorage is based on supporting the program for the City and the youth of Kitsap County. They have done maintenance and took out the old Styrofoam floats. The City and Parks and Rec want the Port to allow a section in the middle of the current float.

Commissioner Singer wanted to put the topic on the agenda so discussion could begin. No additional space would be given to them outside of what is currently allowed. He would like to propose a space that would not hinder the current rowing team from their activities. He wants to know how it can save space, become a better program, and get everyone where they want to be. There's been no discussion with the rowing team because this is the first time the topic has been mentioned.

New Business Items

Commissioner Responses to Public Comments/Discussions

Commissioner Lawrence appreciates the PBA. Safety is number one and boats can be a problem if they're not cared for properly.

Commissioner Singer said Port Accountant Tripp will be standing in as the Port Manager until the position is filled.

Accountant's Report

Please see attached.

Manager's Report

Please see attached.

Public Comments & Requests for Future Agenda Items

There was a question about when the breakwater will be opened.

Nico wanted to mention a few people in the shop over the last month that have mentioned they were offered slips in permanent moorage, but felt discouraged because it was derelict row, and depressing over there. Should we take the slip or not, doesn't seem like somewhere I want to be. She wanted to encourage the Port to enforce their own policies to attract quality tenants and help eliminate those who aren't using or caring for their boats. This will create a positive and lively atmosphere.

Commissioner Comments

There were none.

Adjourn 7:42pm


Mark Singer (Apr 5, 2024 17:51 PDT)

Mark Singer, Commissioner & Chairman


Jamie Green (Apr 5, 2024 16:04 CDT)

Jamie Green, Commissioner


Jay Lawrence (Apr 6, 2024 07:31 PDT)

Jay Lawrence, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

Port Commissioner Meeting 3-21-24

Maintenance: Eugene

- Mathews Electrical completed more work on C dock to help alleviate heavy draw on one section of dock. Maintenance will be helping by building supports for junction boxes. Everything should hopefully be corrected but I will need to monitor situation through the colder months when draw is heavier.
- All the old styrofoam floats have been taken by public works. With port and public works working together everything was hauled out with minimal mess.
- Maintenance will be reworking some spalling concrete spots at the entrance area of C-dock please be careful in that area.

Guest Moorage: Jannese

- The organizers of the Nordhavn Rendezvous are interested in discussing the content of a news release, and or the content of what an emcee would or would not include in their presentation. It was suggested that this could be an opportunity for their rendezvous to be hailed as the opening ceremony. I did mention that this would be unlikely as the blessing ceremony by the tribe would need to come first.
- Would there be a commissioner who would be interested in having this discussion?

Permanent Moorage: Kaitlyn

Port overview looking forward: Eugene

- I have been looking into different PR opportunities for the Port, I did a podcast with the Boat Geeks and talked about the great things that draw people and boaters to the City of Poulsbo and that the opportunity to come from other areas by boat to the Port is a great way to visit Kitsap County. I have also talked to a couple of local downtown businesses that are also local NK alumni like myself that might want to do another podcast to talk about Kitsap County.

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

March 22, 2024

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 \$38,040.54 and from the General Fund, this 22nd day of March 2024.



Mark Singer (Apr 2, 2024 15:02 PDT)

Mark Singer, Commissioner

ATTEST:



Jamie Green (Apr 2, 2024 13:41 CDT)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary



Jay Lawrence (Apr 2, 2024 14:12 PDT)

Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
18656	Taylor Landrud	342.28
18657	Karina Simmons Luna	797.50
18658	Bruce or Kristi Sturdevant	232.20
18659	Scott Theulen	65.00
18660	Daily Journal of Commerce	1,392.30
18661	Bank of America	351.35
18662	Coast to Coast Hardware	65.35
18663	Excel Business Systems Inc	498.63
18664	Ferguson Enterprises	114.39
18665	Home Depot	245.01
18666	Mathews Electric	13,447.81
18667	Napa/Westbay Auto Parts	15.60
18668	Office Depot Credit Plan	46.87
18669	Olympic Springs Inc	56.06
18670	PetroCard	11,668.93
18671	PSE	7,283.49
18672	PUD #1 of Kitsap County	682.00
18673	Home Depot Pro	205.77
18674	WWU	530.00
TOTAL		\$ 38,040.54

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 (Apr 2, 2024 16:47 PDT)

Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

March 15, 2024

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 \$14,098.43 and from the General Fund, this 15th day of March 2024.



Mark Singer (Apr 2, 2024 15:02 PDT)

Mark Singer, Commissioner



Jamie Green (Apr 3, 2024 13:41 CDT)

Jamie Green, Commissioner

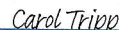


Jay Lawrence (Apr 2, 2024 14:12 PDT)

Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
P13895	Sean P. Bauman	1,600.91
P13896	Kaitlyn Cook	1,635.32
P13897	Yordon I. Henry	908.70
P13898	Kelli M. Hodges	2,009.30
P13899	VOID	
P13900	Garrett L. Inman	804.50
P13901	Eugene F. Madayag	1,963.66
P13902	VOID	
P13903	Nicholas C. Mandeville	1,313.89
P13904	Jannese M. Hunt	1,447.30
P13905	VOID	
P13906	Carol L. Tripp	2,414.85
TOTAL		\$ 14,098.43

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Carol Tripp (Apr 2, 2024 16:47 PDT)

Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~



PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

March 15, 2024

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

\$4,197.90

and from the General Fund, this

15th day of

March 2024

  
Mark Singer (Apr 2, 2024 15:02 PDT)

Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Apr 3, 2024 13:41 CDT)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Jay Lawrence (Apr 2, 2024 14:12 PDT)

Jay Lawrence, Commissioner

| Voucher #   | Claimant                    | Amount     |
|-------------|-----------------------------|------------|
| EFT 3/15/24 | US Treasury/Financial Agent | \$4,197.90 |
| TOTAL       |                             | \$4,197.90 |

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 (Apr 2, 2024 16:47 PDT)

Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

March 25, 2024

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

\$5,291.40

and from the General Fund, this

25th day of

March 2024



Mark Singer (Apr 2, 2024 15:02 PDT)

Mark Singer, Commissioner

ATTEST:



Jamie Green (Apr 3, 2024 13:41 CDT)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary



Jay Lawrence (Apr 2, 2024 14:32 PDT)

Jay Lawrence, Commissioner

| Voucher # | Claimant | Amount |
|-------------|--------------------------------|------------|
| EFT 2/25/24 | WA State Department of Revenue | \$4,898.97 |
| EFT 2/25/24 | WA State Department of Revenue | \$392.43 |
| TOTAL | | \$5,291.40 |

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 (Apr 2, 2024 15:47 PDT)

Port Auditor

~~~ EFT ~~~