

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

Subject	*HYBRID* Regular Meeting Agenda	Date	09/18/2025
Recorder	Cassidy Conners	Start Time	7:00 PM
Commission Chair	Jay Lawrence	End Time	9:00 PM
Commission Members	Jamie Green, Jeff Pfeil		
Staff Present	James Weaver-Port Manager, Carol Tripp-Port Accountant		

AGENDA			
No.	Topic	Action/Recommendation/Discussion	
1.	CALL TO ORDER		
2.	COMMISSIONER COMMENTS		
3.	PBA REPORT / PUBLIC COMMENTS (limit of 3 minutes)		
4.	CONSENT AGENDA ITEMS (Next Res: 2025-12) 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: September 4, 2025 B. Warrants: 19228 – 19249, P14402 – P14411, EFT's 09/10 – 09/12 – 09/25 in the amount of \$108,646.37		
5.	OLD BUSINESS ITEMS A. Preliminary 2026 Budget – C. Tripp		
6.	NEW BUSINESS ITEMS A. Commissioner Responses to public comments/discussions B. Accounting Report – C. Tripp C. Managers Report – J. Weaver		
7.	PUBLIC COMMENT FOR FUTURE MEETINGS		
8.	COMMISSIONER COMMENTS		
9.	ADJOURN		

Time: Sep 18, 2025 07:00 PM Pacific Time (US and Canada)

<https://us02web.zoom.us/j/87095265755>

Meeting ID: 870 9526 5755

One tap mobile

+12532158782,,87095265755# US (Tacoma)

+12532050468,,87095265755# 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 REGULAR MEETING
SEPTEMBER 4, 2025
7:00 PM

Present: Commissioner Lawrence, Commissioner Green, Commissioner Pfeil, Port Accountant Tripp

Call to Order

The meeting was called to order at 7:00pm by Commissioner Lawrence

Commissioner Comments

Commissioners welcomed James Weaver as the new Port Manager and expressed appreciation to staff and liveaboard for their support during the leadership transition.

Commissioners reflected on challenges of operating without a manager and praised staff performance.

Poulsbo Boater's Association

There was no report.

Public Comments

There was a public comment about the PBA hosting a barbecue. There were roughly 30 attendees, and everyone had a great time. There was music and people got to know each other better. There will be another barbecue on Wednesday, September 10th and the invitation was extended to the board.

There was another public comment sharing their experience with the fuel attendant. The fuel attendant knew them by name, and everything went smoothly, pleasantly, and was overall a good experience.

There was an additional public comment regarding looking back at Commissioner Green's comments over the last seven months. It's been a challenge for the Commissioners, but things have been harmonious. He's read the Port Manager's introductory letter, listened to comments, and is really looking forward to a more harmonious relationship with everybody. He then welcomed the new Port Manager.

Consent Agenda

Motion: Move to approve meeting minutes: August 7, 2025

Moved by: Commissioner Green **Seconded by:** Commissioner Pfeil

Motion passed unanimously.

Motion: Move to approve the warrants as read.

Moved by: Commissioner Green **Seconded by:** Commissioner Pfeil

Motion passed unanimously.

PORT OF POULSBO REGULAR MEETING
SEPTEMBER 4, 2025
7:00 PM

Motion: Move to approve Resolution 2025 -11 – Liberty Park & Breakwater Allocation
Moved by: Commissioner Pfeil **Seconded by:** Commissioner Lawrence

Motion passed unanimously.

Old Business Items

There was none.

New Business Items

Commissioner Responses to Public Comments/Discussions

Commissioners emphasized commitment to community events and maintaining strong communication with tenants and liveaboards.

Accounting Report

There was no report.

Draft Preliminary 2026 Budget

Port Accountant Tripp presented the draft budget:

- Revenues: Operating revenues are projected to rise by \$20,000; parking revenues are conservatively budgeted at \$30,000 despite higher collections this year. Real estate taxes remain unchanged for the first time in years.
- Expenses: Health insurance costs up \$51,000; salary and payroll tax increases noted. Minor increases in uniforms and office costs. Consultant/audit fees expected to drop by \$127,000.
- Capital Projects: \$125,000 allocated toward fuel dock inspection/haul-out (last major work in 2016 cost ~\$350,000). Full refit will span multiple years. The X-Dock project (est. \$1.1 million with ~40% grant funding) is tentatively planned for 2027 but may be delayed due to dredging, fire line repairs, and other dock needs.
- Bond Covenant Compliance: Budget projects a slim profit margin (~\$500 above the required \$86,970).
- Rate Adjustments: Discussion emphasized small, consistent annual increases ($\leq 5\%$) to avoid disruptive double-digit hikes. Commissioners noted past practices of skipping rate adjustments caused larger jumps later.

Discussion: Commissioners agreed to pursue grants more aggressively to offset future capital costs, continue cautious expense management, and maintain predictability for tenants. Final adoption scheduled after further review.

Marina Report

Please see attached.

PORT OF POULSBO REGULAR MEETING

SEPTEMBER 4, 2025

7:00 PM

Public Comments & Requests for Future Agenda Items

Community members suggested improved SOPs for parking enforcement, including use of low-cost digital cameras to document placard violations.

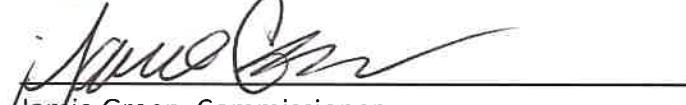
Commissioner Comments

Commissioners discussed potential Port participation in downtown events (e.g., Poulsbo Spooktacular) and the need for stronger coordination with City Parks and Recreation.

Adjourn 7:56pm



Jay Lawrence, Commissioner & Chairman



Jamie Green, Commissioner



Jeff Pfeil, 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 September 10, 2025

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 \$10,985.40
and from the General Fund, this 10th day of September 2025.

Jeff Pfeil, Commissioner

ATTEST:

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
EFT 09/10/25	WA Teamsters Welfare Trust	\$10,985.40
TOTAL		\$10,985.40

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.

Port Auditor

~~~ EFT ~~~

**PORT OF POULSBO**

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PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

September 12, 2025

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 \$13,217.55

and from the General Fund, this 12th day of September 2025.

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

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

\_\_\_\_\_  
Jay Lawrence, Commissioner

| Voucher # | Claimant                        | Amount              |
|-----------|---------------------------------|---------------------|
| P14402    | Sean Bauman                     | 1,660.46            |
| P14403    | James Weaver                    | 1,864.61            |
| P14404    | Nicole Wohlnoutka               | 1,513.88            |
| P14405    | Nicholas Mandeville             | 1,331.60            |
| P14406    | Yordon Henry                    | 1,340.23            |
| P14407    | Kylie Becky                     | 1,052.49            |
| P14408    | Kelli Hodges                    | 2,023.97            |
| P14409    | VOID                            | -                   |
| P14410    | Carol Tripp                     | 2,415.01            |
| P14411    | VOID                            | -                   |
|           | Direct Deposit Transaction Fees | 15.30               |
|           | <b>TOTAL</b>                    | <b>\$ 13,217.55</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.

\_\_\_\_\_  
Port Auditor

**~~~DIRECT DEPOSIT ADVICES~~~**

**PORT OF POULSBO**

---

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

September 12, 2025

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 \$3,660.17  
and from the General Fund, this 12th day of September 2025.

Jeff Pfeil, Commissioner

ATTEST:

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence, Commissioner

| Voucher #    | Claimant                    | Amount            |
|--------------|-----------------------------|-------------------|
| EFT 09/12/25 | US Treasury/Financial Agent | \$3,660.17        |
| <b>TOTAL</b> |                             | <b>\$3,660.17</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.

Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

September 19, 2025

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 \$69,860.53
and from the General Fund, this 19th day of September 2025.

Jeff Pfeil, Commissioner

ATTEST:

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence, Commissioner

| Voucher # | Claimant | Amount |
|-----------|----------------------------------|--------------|
| 19228 | Bank of America | 868.46 |
| 19229 | Coast to Coast Hardware | 23.32 |
| 19230 | Ferguson Enterprises Inc | 17.06 |
| 19231 | HD Supply | 259.93 |
| 19232 | Home Depot | 147.39 |
| 19233 | Kitsap Networking Services | 1,310.00 |
| 19234 | ODP Business Solutions LLC | 223.69 |
| 19235 | PCC of Harbormasters & Port Mgrs | 365.00 |
| 19236 | PetroCard | 57,186.91 |
| 19237 | Propane Northwest | 603.38 |
| 19238 | PUD #1 of Kitsap County | 682.00 |
| 19239 | City of Poulsbo | 4,007.29 |
| 19240 | Sean Powell | 117.60 |
| 19241 | Alan Szymanski | 229.74 |
| 19242 | Terry Conrad | 348.54 |
| 19243 | William Archer | 419.34 |
| 19244 | Shannon Glass | 232.49 |
| 19245 | Mary Veit | 712.10 |
| 19246 | Bank of America | 99.47 |
| 19247 | Excel Business Systems Inc | 363.91 |
| 19248 | Home Depot | 51.56 |
| 19249 | Western Washington University | 1,591.35 |
| | TOTAL | \$ 69,860.53 |

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.

Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA September 25, 2025

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 \$10,922.72
and from the General Fund, this 25th day of September 2025.

Jeff Pfeil, Commissioner

ATTEST:

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence, Commissioner

| Voucher # | Claimant | Amount |
|--------------|--------------------------|-------------|
| EFT 09/25/25 | WA State Dept of Revenue | \$10,922.72 |
| TOTAL | | \$10,922.72 |

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.

Port Auditor

~~~ EFT ~~~

**PORT OF POULSBO**  
**Kitsap County, Washington**  
**RESOLUTION 2025-11**  
**Date: September 4, 2025**

**WHEREAS**, the Port's Auditor has reported that the expenses directly attributable for the operation of Liberty Park Marina and the Breakwater for the period July 1, 2024, through December 31 2024, are as follows:

|                           | <b>Liberty Park</b>  | <b>Breakwater</b>    | <b>Total</b>         |
|---------------------------|----------------------|----------------------|----------------------|
| Bond Interest – BW        |                      | \$ 66,933.24         |                      |
| Commissioner/Secty Comp   | \$ 2,223.75          | 2,223.75             |                      |
| Salaries & Wages          | 58,462.96            | 54,834.37            |                      |
| Payroll Taxes - Federal   | 4,642.53             | 4,364.95             |                      |
| Payroll Taxes - State     | 4,090.97             | 2,392.62             |                      |
| Employee Benefit Programs | 863.56               | 863.56               |                      |
| Health Insurance          | 18,070.75            | 11,018.75            |                      |
| Accounting                | 300.00               | 300.00               |                      |
| Legal                     | 15,528.00            |                      |                      |
| Office                    | 414.60               | 479.40               |                      |
| Janitorial Supplies       | 1,507.63             | 380.39               |                      |
| Storage/Office Rent       | 4,776.25             | 4,776.25             |                      |
| Merchant Card Fees        | 6,925.79             | 2,696.53             |                      |
| Insurance - General       | 31,791.00            | 15,895.50            |                      |
| Advertising               | 1,047.00             |                      |                      |
| Electrical & Propane      | 6,298.57             | 450.90               |                      |
| Garbage, Sewer & Water    | 12,988.09            | 1,473.06             |                      |
| Telephone/Communication   | 1,389.59             | 1,389.59             |                      |
| Maintenance               | 9,050.90             | 7,370.06             |                      |
| Outside Services          | 5,074.45             | 973.75               |                      |
| Consultants/Audit Fees    | 64,736.20            | 7,473.00             |                      |
| Lease - DNR               |                      | 2,872.07             |                      |
| Taxes - Excise            | 3,028.10             |                      |                      |
| E/F Dock Project - Net    | 326,404.37           |                      |                      |
| <b>Totals</b>             | <b>\$ 579,615.06</b> | <b>\$ 189,161.74</b> | <b>\$ 768,776.80</b> |

**WHEREAS**, funds are not currently available in full, the Port Treasurer is directed to transfer funds immediately when they become available.

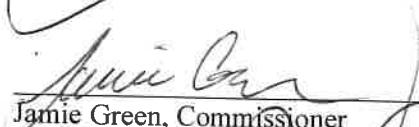
**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington as follows:

1. The allocation of expenses associated with the operation of the Liberty Park Marina and Breakwater, for the period of July 1, 2024 to December 31, 2024, as identified above, are hereby approved.
2. The Port Treasurer is hereby authorized and directed to transfer the amount of \$768,776.80 from the Liberty Park Fund to the Port of Poulsbo General Fund.

**ADOPTED**, by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 4<sup>th</sup> day  
of September 2025, and duly authenticated in open session by the signatures of the Commissioners voting in favor  
hereof.

PORT OF POULSBO  
Kitsap County, Washington

  
\_\_\_\_\_  
Jay Lawrence, Commissioner

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

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

Accounting Report – September 18, 2025

**Accounting Report –**

The Summary of Financial Statements for the month ending August 31, 2025 is attached to this report.

For the month of August, there was a net loss of <\$34,127.46>. This was due to our annual insurance payment to Enduris in the amount of \$128,501.00. There were no payouts for capital improvements made during the month. Our year-to-date net gain is \$454,052.33.

Our gas sales for the month of August increased and we now are 1.361% over the previous year. Unfortunately, diesel sales are still lagging behind the previous year and are down by 25.451%. (see attached)

Guest moorage boat nights are down by 5.25% from the previous year. Four hour stays have increased by 26.32% over the previous year and reservations have increased 65.67%. (see attached)

Respectfully Submitted,

Carol Tripp, Port Accountant

Attachments:

1. Summary of Financial Statements – 08/31/2025
2. Fuel Sold by Volume
3. Boat Nights Breakdown

**Port of Poulsbo**  
**Summary of Financial Statements**  
**For the Eight Months Ending August 31, 2025**

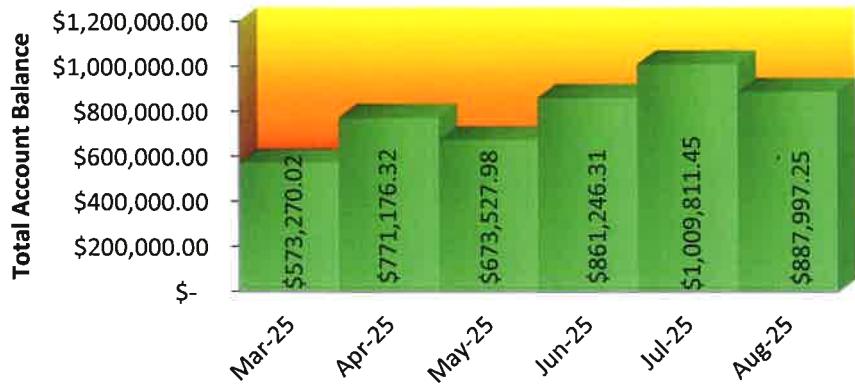
**ASSETS, LIABILITIES, EQUITY**

|                          |                                |
|--------------------------|--------------------------------|
| Cost of Capital Assets   | \$ 13,709,742.78               |
| Current Assets           | 926,488.14                     |
| <b>TOTAL ASSETS</b>      | <b><u>\$ 14,636,230.92</u></b> |
|                          |                                |
| Current Liabilities      | \$ -                           |
| Long-Term Liabilities    | 4,688,279.32                   |
| <b>TOTAL LIABILITIES</b> | <b><u>\$ 4,688,279.32</u></b>  |
|                          |                                |
| <b>TOTAL EQUITY</b>      | <b><u>\$ 9,947,951.60</u></b>  |

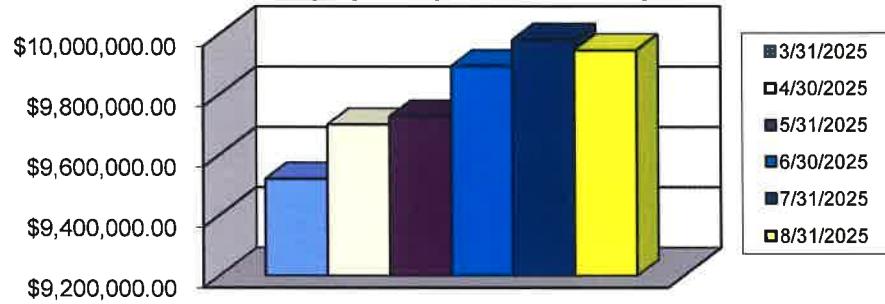
|                                                     | <b>August</b>                | <b>Year To Date</b>      |
|-----------------------------------------------------|------------------------------|--------------------------|
| <b>INCOME &amp; EXPENSES</b>                        |                              |                          |
| Gross Profit                                        | 221,759.37                   | 1,520,684.17             |
| Operating Expenses                                  | 255,886.83                   | 1,066,631.84             |
| <b>NET GAIN/LOSS</b>                                | <b><u>\$ (34,127.46)</u></b> | <b><u>454,052.33</u></b> |
| <b>CAPITAL IMPROVEMENTS</b>                         | \$ -                         | 55,524.40                |
|                                                     |                              |                          |
| Balances of Assets Accts<br>August 31, 2025         |                              |                          |
| General Fund                                        | \$ 62,133.93                 |                          |
| General Investment Fund                             | 453,033.20                   |                          |
| Liberty Park Fund                                   | 30,186.51                    |                          |
| Park Investment Fund                                | 80,520.75                    |                          |
| Remaining Fund Balances<br>and other current assets | 300,613.75                   |                          |
|                                                     | <u>\$ 926,488.14</u>         |                          |

**CAPITAL ASSETS ARE BASED ON HISTORICAL COSTS AND DO NOT REPRESENT THE CURRENT FAIR MARKET VALUE OR REPLACEMENT COST.**

## Change in Cash Accounts



## Equity Comparison - Monthly



CAPITAL ASSETS ARE BASED ON HISTORICAL COSTS AND DO NOT REPRESENT THE CURRENT FAIR MARKET VALUE OR REPLACEMENT COST.

## Fuel Sold by Volume

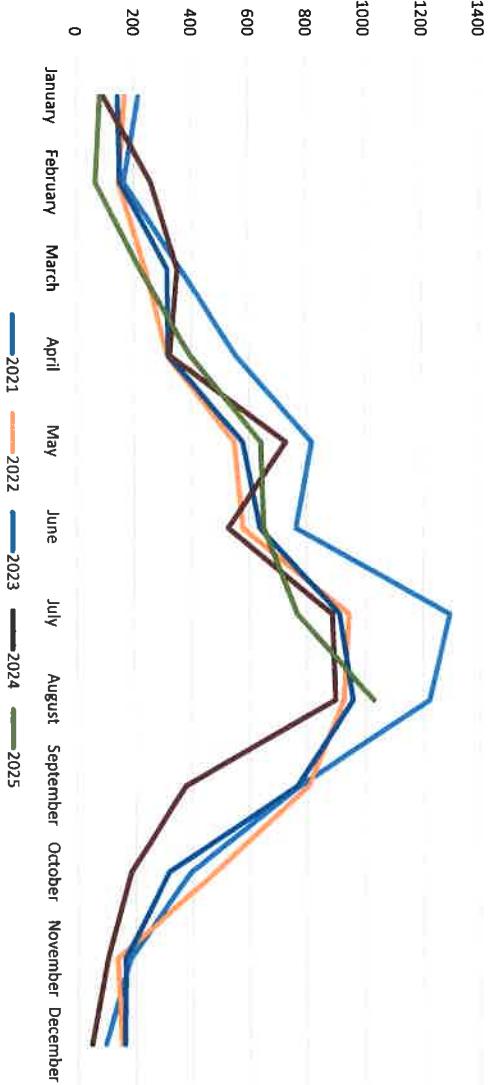
|                | 2025             |                   | 2024             |                   | 2023             |                   |
|----------------|------------------|-------------------|------------------|-------------------|------------------|-------------------|
|                | Gas              | Diesel            | Gas              | Diesel            | Gas              | Diesel            |
| January        | -                | -                 | 910.79           | 9,129.14          | 595.80           | 4,680.19          |
| February       | 424.22           | 2,606.89          | 1,724.86         | 10,216.08         | 542.01           | 4,673.75          |
| March          | 1,263.80         | 7,312.67          | 2,039.25         | 14,837.59         | 1,550.61         | 7,230.49          |
| April          | 2,033.11         | 11,512.80         | 1,744.90         | 15,942.77         | 1,402.15         | 4,678.67          |
| May            | 2,822.64         | 15,301.37         | 2,849.23         | 18,763.52         | 4,941.53         | 16,826.84         |
| June           | 6,579.02         | 24,161.57         | 6,124.23         | 19,925.20         | 5,508.36         | 23,556.51         |
| July           | 13,059.50        | 23,583.95         | 12,505.57        | 29,505.89         | 11,926.87        | 37,688.00         |
| August         | 11,460.39        | 20,669.14         | 9,238.24         | 22,725.28         | 14,349.24        | 23,725.04         |
| September      | -                | -                 | 4,318.82         | 8,311.78          | 9,128.16         | 17,254.62         |
| October        | -                | -                 | -                | -                 | 3,707.32         | 9,647.60          |
| November       | -                | -                 | -                | -                 | 1,367.96         | 5,037.84          |
| December       | -                | -                 | -                | -                 | 511.71           | 3,248.91          |
| <b>Totals</b>  | <b>37,642.68</b> | <b>105,148.39</b> | <b>41,455.89</b> | <b>149,357.25</b> | <b>55,531.72</b> | <b>158,248.46</b> |
| As of 08/31/25 | 2024             | 2025              | % Inc/Dec        |                   |                  |                   |
| Gas            | 37,137.07        | 37,642.68         | 1.361%           |                   |                  |                   |
| Diesel         | 141,045.47       | 105,148.39        | -25.451%         |                   |                  |                   |

Port of Poulsbo  
Breakdown of Boat Nights

Includes both BW and EIF Docks (starting May 2024)

|      | January | February | March | April | May | June | July | August | September | October | November | December | Totals |
|------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|--------|
| 2021 | 215     | 164      | 363   | 555   | 818 | 763  | 1295 | 1223   | 773       | 396     | 183      | 97       | 6845   |
| 2022 | 169     | 147      | 238   | 315   | 549 | 579  | 946  | 927    | 805       | 481     | 138      | 153      | 5447   |
| 2023 | 145     | 152      | 317   | 320   | 579 | 639  | 913  | 959    | 766       | 318     | 166      | 162      | 5436   |
| 2024 | 95      | 259      | 353   | 325   | 729 | 527  | 887  | 898    | 378       | 186     | 104      | 49       | 4790   |
| 2025 | 84      | 67       | 220   | 397   | 642 | 652  | 767  | 1030   |           |         |          |          | 3859   |

1= EIF Docks closed due to construction





18809 FRONT STREET NE #1  
POULSBO, WA 98370  
[WWW.PORTOFPOLULSBO.COM](http://WWW.PORTOFPOLULSBO.COM)  
INFO@PORTOFPOLULSBO.COM  
PHONE: 360-779-9905

COMMISSIONERS  
JEFF PFEIL  
JAMIE GREEN  
JASON LAWRENCE  
PORT MANAGER  
JAMES WEAVER

September 18, 2025

## MEMORANDUM

### Re: BOATHOUSE SLIP B-25 FOR SALE

A boathouse located at Slip B-25 is being offered for sale and prior to offering on the open market the owner presents the Port of Poulsbo with the first rights of refusal. The Boathouse has the following information from the owner:

Price: \$ 110,000.00

Slip #: B-25

Size: 45' long by 23' wide (approx. 1012 Square Feet)

**Additional Information from Owner:** Bought in 2028, remodeled with new roof, new floats, upgraded electrical and roll up garage door. Selling boat to buy RV.

Owner is looking for the ability to list on the open market.

If desired by Port Commission to investigate further, staff will request additional information from the owner. If not the owner will offer boathouse on the open market.



18809 FRONT STREET NE #1  
POULSBO, WA 98370  
[WWW.PORTOFPOLSB.COM](http://WWW.PORTOFPOLSB.COM)  
INFO@PORTOFPOLSB.COM  
PHONE: 360-779-9905

**COMMISSIONERS**  
JEFF PFEIL  
JAMIE GREEN  
JASON LAWRENCE  
**PORT MANAGER**  
JAMES WEAVER

September 18, 2025

## MEMORANDUM

### **Re: M/V Lotus Request for Reduced Moorage**

The M/V Lotus is a 92' wood historic Edwardian Cruising houseboat that offers historic Tea experience, historic vessel tours, and community education. The vessel is owned by the M/V Lotus Foundation, a 501 C3 nonprofit organization.

- The owners of the vessel have requested a promotional moorage rate for September 2025 in the promotion of community education and historic tours on the vessel as an attraction.
- The vessel is intending to secure winter moorage with the Port of Poulsbo through the winter, which begins on October 1, 2025.
- More information on the vessel is available at: [www.mvlotus.org](http://www.mvlotus.org)

The current daily guest moorage rate is \$2 per foot per day, or \$184 daily.

The winter moorage rate for the vessel would be \$ 1,032.47 per month.

The vessel owners request was for any relief possible during September, and if the September moorage rate could be identified under the promotional rate category was desired equivalent to match the monthly winter moorage rate.

The owners presented a verbal request and Staff have conveyed this request to the best of the ability to the commissioners.





## Promotional Hosting Policy

POR T OF POULSBO

Draft March 20, 2013

Executive Approval, April 18 2013

Commission Adoption, April 18, 2013

Revised, June 17, 2021

Review Date, June 17, 2026

1. To sell to individuals or organizations the use, continued use, or increased use of Port on the best available terms properties, facilities, services and information useful to the Port in achieving an improvement of the Port's existing operations, facilities, and services;
2. To persuade individuals or organizations to donate, supply or sell to the Port on the best available terms properties, facilities, services and information useful to the Port in achieving an improvement of the Port's existing operations, facilities, and services;
3. To persuade individuals or organizations to purchase, lease, or contract from or with the Port on terms most favorable to the Port in order that the Port may enter into transactions for the development, improvement, or use of its properties and facilities in a manner most suitable to serve the best interests of the Port of Poulsbo; and
4. To persuade individuals or organizations to assist the Port in promoting the encouraged use of its services and facilities, by improving the scope and efficiency of Port operations so as to contribute to the direct growth of the Port's business; or by promoting goodwill regarding the Port that may reasonably lead to future business opportunities for the Port.

**Non-Allowable Expenditures:**

Expenditures are disallowed as follows:

1. For political purpose; or
2. For purposes not reasonably related to acquiring additional business for the Port, or otherwise increasing and improving the scope and efficiency of Port operations; or promoting the goodwill of the Port, or
3. For the promotion of transactions prohibited under Chapter 42.23 RCW.