Poulsbo Port District – Port Commission
Poulsbo Marina – 18809 Front Street NE
Multipurpose Building on 'E' Dock

Subject	***HYBRID* Regular Meeting Agenda**	**Date**	**06/18/2026**
Recorder	**Cassidy Conners**	**Start Time**	**7:00 PM**
Commission Chair	**Jay Lawrence**	**End Time**	**9:00 PM**
Commission Members	**Jamie Green, James Dingels**		
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: 2026-13)** 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 REVISED meeting minutes of May 7, 2026** **B. Approve meeting minutes of June 4, 2026** ***C.* Warrants: 19536 – 19547, P14121 – P14128, EFT's dated- 06/10/26, 06/18/26 & 06/25/26 in the total amount of $73,561.94** ***D Resolution 2026-10 – Interfund Transfer from Liberty Park Fund to Port of Poulsbo and City of Poulsbo Joint Fund.*** ***Resolution 2026—11 – Adopt Credit Card Policy*** ***Resolution 2026-12 – Appointment of Agent to receive claims***	
5.	OLD BUSINESS ITEMS	
	A. Derelict/Seaworthy Vessels Update 1. Request for 30 Day Operational Exemption	
	B. Port Finance Manager – Job Description	
	C. Discussion – Port Roles & Responsibilities	
6.	NEW BUSINESS ITEMS	
	A. Commissioner Responses to public comments/discussions	
	B. Marina Rules & Regulations - Parking	
	C. Accounting Report – C. Tripp	
	D. Managers Report – J. Weaver	
7.	PUBLIC COMMENT FOR FUTURE MEETINGS	
8.	COMMISSIONER COMMENTS	
9.	ADJOURN	

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.

Join Zoom Meeting
https://us06web.zoom.us/j/86009063020?pwd=uoXpJWxODYcbgwhbCgZEkYWqC6GgMc.1

Meeting chat link
https://us06web.zoom.us/launch/jc/86009063020

Meeting ID: 860 0906 3020
Passcode: 6Pddts

One tap mobile
+12532050468,,86009063020#,,,,*857662# US
+12532158782,,86009063020#,,,,*857662# US (Tacoma)

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PORT OF POULSBO – REGULAR MEETING
MAY 7, 2026 - REVISED
7:00 PM

Present: Commissioner Lawrence, Commissioner Green, Commissioner Dingels, Port Accountant Carol Tripp, Port Manager James Weaver, Recording Secretary Cassidy Conners

Call to Order 7:00pm

Commissioner Comments
Commissioners discussed the upcoming boating season, increased marina activity, and the return of warmer weather. Updates were provided regarding the Valkyrie Viking Longship operations and upcoming public sailings. Commissioners also discussed anticipated heavy negative tides during the upcoming week, and regional parking challenges observed in comparable waterfront communities.

PBA Report
No report was provided.

Public Comments
There were none.

Consent Agenda
Motion: Move to approve the minutes of April 16, 2026
Moved by: Commissioner Dingels, **Seconded by:** Commissioner Green

Commission discussion occurred regarding the timing of posting approved meeting minutes to the Port website and the current backlog in document uploads. Staff clarified that audio recordings are available immediately while finalized written minutes require signatures and scanning prior to posting.

Motion passed unanimously.

Motion: Move to approve the warrants as stated.
Moved by: Commissioner Dingels, **Seconded by:** Commissioner Green

Motion passed unanimously.

Old Business Items
Derelict and Seaworthy Vessels
The Port Manager reported that three of four identified vessels had completed seaworthiness inspections. Two vessels failed inspection and were provided time to correct deficiencies pursuant to Port procedures. One vessel owner was given 30 days to complete the required inspection or face termination. Additional vessels requiring inspection were identified during recent dock walks.

Commission discussion emphasized continued enforcement consistency, due process, and maintaining seaworthy vessel standards throughout the marina.

Staffing
The Port Manager reviewed the proposed Maintenance Lead / Harbormaster position originally identified in the 2025 budget process. Discussion focused on maintenance accountability, operational flexibility, staffing hierarchy, OSHA safety requirements, maintenance reporting systems, and long-term operational needs. A Port wide maintenance backlog was acknowledged and description of the existing maintenance records, logs, checklists and procedures was expanded upon. Commissioners discussed the need for enhanced maintenance tracking and structured reporting systems to improve accountability and communication.

Staff advised that the position would primarily focus on maintenance and operations support while also providing operational leadership coverage during periods when management is unavailable. Commissioner Dingels directed that the maintenance department utilize a monthly checklist to improve accountability and reporting, establish a 75% productivity goal desired for all positions after accounting for administrative duties, training, and meetings, and that oversight of guest moorage was to occur rarely and be reserved for when the Port Manager was absent. Additionally, the Commissioner added that a maintenance checklist be incorporated with any new maintenance lead position, and that the checklist item was to be brought before the commission for further discussion in September 2026.

Motion: Move to support the inclusion of a Maintenance Lead / Harbormaster position, title change of the Marina Accounts Manager, and the secondary changes identified to Port operations job descriptions to accommodate the new position.
Moved by: Commissioner Lawrence, **Seconded by:** Commissioner Green

Motion passed unanimously.

New Business Items
American Cruise Lines
The Port Manager presented preliminary information regarding a proposed partnership with American Cruise Lines for future use of the breakwater as a port of call beginning in 2027. Staff reviewed the draft agreement structure, anticipated annual moorage fees, proposed vessel sizes, and infrastructure improvements that would be funded by American Cruise Lines.

Discussion included engineering review requirements, permitting responsibilities, economic benefits, and operational considerations. Commissioners expressed interest in the proposal and requested additional review prior to formal consideration. No formal action was taken.

Liberty Bay Festival – Kitsap Transit

Poulsbo Historical Society Executive Director Linda Pawson presented updates regarding the upcoming Liberty Bay Festival scheduled for May 29–31, 2026. The festival will feature maritime heritage programming, historic vessels including the Virginia V steamship, Valkyrie Viking Longship, Air Snipe subchaser, and the Lotus houseboat, along with boat tours, music, and community activities.

Motion: Move that the Port Commission hereby authorize the Port Manager to enter into and execute a Charter Use Agreement with Kitsap Transit for the provision of the Carlisle II Ferry during the 2026 Liberty Bay Festival.
Moved by: Commissioner Lawrence, **Seconded by:** Commissioner Green

Motion passed unanimously.

Accounting Report
Port Accountant Carol Tripp presented the March 31, 2026 financial report. The Port reported a net gain of $69,798.42 for March and a year-to-date net gain of $107,990.69. Staff reviewed fuel sales, reservation trends, and boat night statistics.

Motion: Move to approve the Promotional Hosting Policy submitted by Port Accountant Carol Tripp.
Moved by: Commissioner Lawrence, **Seconded by:** Commissioner Green

Motion passed unanimously.

Manager's Report
The Port Manager reported that the new marina Wi-Fi system is now fully operational throughout most of the marina and breakwater areas following several months of installation and testing. Additional updates included permanent moorage occupancy reaching approximately 98%, seasonal staffing updates, participation in regional port meetings, and preparations for upcoming yacht club rendezvous and summer events.

Commissioner Responses to Public Comments and Discussions
Commissioners expressed appreciation to staff, the Poulsbo Historical Society, and community partners for their work preparing for the busy boating and festival season.

Executive Session
The Commission will now adjourn into an executive session to review the performance of a public employee pursuant to RCW 42.30.110(1)(G). The executive session is expected to last ten minutes. Executive sessions are not open to the public. After the executive session the Commission will reconvene to the public portion of the Commission meeting. It's anticipated that the Commission may take final action in the public portion of the meeting.

Entered Executive Session 8:43pm
Exited Executive Session 8:53pm

Adjournment 8:57pm

Jay Lawrence, Commissioner & Chair

Jamie Green, Commissioner

James Dingels, Commissioner Position

Cassidy Conners, Recording Secretary

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA June 25, 2026

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 $8,970.64 and from the General Fund, this 25th day of June 2026.

James Dingles, Commissioner

ATTEST:

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
EFT 06/25/26	WA State Dept of Revenue	$8,970.64
	TOTAL	**$8,970.64**

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 June 18, 2026

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 $4,216.92 and from the General Fund, this 18th day of June 2026.

James Dingels, Commissioner

ATTEST:

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
EFT 06/18/26	US Treasury/Financial Agent	$4,216.92
	TOTAL	**$4,216.92**

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.

Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA June 18, 2026

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 $14,422.87 and from the General Fund, this 18th day of June 2026.

James Dingels, Commissioner

Jamie Green, Commissioner

Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
P14121	Sean Bauman	1,731.40
P14122	James Weaver	4,292.35
P14123	Nicole Wohnoutka	1,383.43
P14124	Nicholas Mandeville	1,212.60
P14125	Yordon Henry	1,212.02
P14126	Kelli Hodges	2,150.81
P14127	VOID	-
P14128	Carol Tripp	2,426.66
	Direct Deposit Transaction Fees	13.60
	TOTAL	**$ 14,422.87**

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 June 9, 2026

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 $32,547.91 and from the General Fund, this 9th day of June 2026.

James Dingels, Commissioner

ATTEST:

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
19536	Bill Archer	$ 336.94
19537	Richard Southard & Nancy Martin	375.02
19538	Ecco Wireless USA Inc	2,278.06
19539	Kitsap Networking Services	2,412.80
19540	PetroCard	12,707.61
19541	Soundwest Engineering Assoc Inc	8,150.63
19542	Express Services Inc	905.18
19543	Puget Sound Energy	2,184.37
19544	Bank of America	2,125.93
19545	VOID	
19546	Excel Business Systems	934.65
19547	Ferguson Waterworks #3156	136.72
	TOTAL	**$ 32,547.91**

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 June 10, 2026

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 $13,403.60 and from the General Fund, this 10th day of June 2026.

James Dingels, Commissioner

ATTEST:

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
EFT 06/10/26	WA Teamsters Welfare Trust	$13,403.60
	TOTAL	**$13,403.60**

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 ~~~

18809 FRONT STREET NE #1
POULSBO, WA 98370
WWW.PORTOFPOULSBO.COM
INFO@PORTOFPOULSBO.COM
PHONE: 360-779-9905

COMMISSIONERS
JASON "JAY" LAWRENCE
JAMIE GREEN
JIM DINGELS

PORT MANAGER
JAMES WEAVER

April 2, 2026

Re: STRIPE Account Authorization for the Port of Poulsbo (Poulsbo Marina)

To Whom It May Concern:

The Port of Poulsbo is the owner and operator of the Poulsbo Marina. The Port of Poulsbo is a municipal corporation and special purpose district organized under the laws of the State of Washington, specifically governed by Title 53 RCW (Revised Code of Washington).

On behalf of the Port of Poulsbo, please accept this letter as formal documentation in support of updating account information associated with our Stripe account.

Stripe Account Information

- **Account Name:** Poulsbo Marina
- **Account ID:** acct_19bCbNHzQtTFGMeh

Business Information

- **Business Name(s):** Port of Poulsbo (Poulsbo Marina)
- **Business Address:** 18809 Front Street NE, Poulsbo, WA 98370
- **Website URL(s):** www.portofpoulsbo.com
- **Business Tax ID(s):** 91-0743769
- **WA Business UBI:** 600-310-683

Authorized Representative Statement

I, Jay Lawrence, Port Commissioner, hereby authorize James Weaver, Port Manager, to manage and administer the Stripe account for Poulsbo Marina, operating under the Port of Poulsbo.

Account Representative Contact

- **Business Email Address:** James.Weaver@portofpouslbo.com

This letter is issued on official Port of Poulsbo letterhead and reflects the authorized structure and management of the Poulsbo Marina Stripe account.

Please proceed processing with this update. Upon completion of the upload through the secure Stripe portal, we will confirm via email and coordinate any additional steps required.

If there are any questions or further documentation needed, please do not hesitate to contact our office.

Sincerely,

Jason "Jay" Lawrence
President, Board of Commissioners
Port of Poulsbo

PORT OF POULSBO

KITSAP COUNTY, WASHINGTON

RESOLUTION NO. 2026-10

DATED: JUNE 18, 2026

A RESOLUTION of the Board of Commissioners, Port of Poulsbo, in Washington State, to allocate funds from the Liberty Park Fund to the Port/City Waterfront Improvement Fund in the amount of $19,076.75.

WHEREAS, the Port of Poulsbo wishes to allocate funds from the Liberty Park Fund to the Port/City Waterfront Improvement fund in the amount of $19,076.75 for the year of 2025; now, therefore

BE IT RESOLVED by the Board of Commissioners, Port of Poulsbo, Kitsap County, Washington, to allocate funds from the Liberty Park Fund to the Port/City Waterfront Improvement Fund in the amount of $19,076.75.

ADOPTED by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 18th day of June 2026 and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

Jamie Green, Commissioner

Jay Lawrence, Commissioner

James Dingels, Commissioner

PORT OF POULSBO
Kitsap County, Washington
RESOLUTION 2026-11
DATED: JUNE 18, 2026

WHEREAS, the Board of Commissioners deems it beneficial for the Port to have written and adopted financial policies; and

WHEREAS, the Port of Poulsbo is committed to establishing control and procedures for the utilization of credit card purchases; and

WHEREAS, the attached Policy provides a framework of procedures to ensure that proper protocols are followed, and that applicable oversight is in place for the use of credit cards; and

WHEREAS, the procedures outline what credit card usages are allowed and the accounting procedures to be followed in accordance with RCW 42.24.115.

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

> The attached Credit Card Policy is hereby adopted. The Port Accountant or his/her designee shall adopt such procedures as may be necessary or desirable to implement the provisions of this resolution.

ADOPTED, by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 18th day of June 2026 and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

PORT OF POULSBO
Kitsap County, Washington

James Dingels, Commissioner

Jamie Green, Commissioner

Jay Lawrence, Commissioner

ATTEST:

Cassidy Conners, Recording Secretary

Policy Name	Credit Card Policy
Effective Date	06/18/2026
Resolution Number	2026-10

Revision History

Description	Effective Date	Summary of Changes
Initial Adoption	06/18/2026	Initial Adoption

Purpose

During the normal transaction of Port business, it may become necessary to use a Port issued credit card for Port authorized purchases. The Port Commission hereby establishes the following policy regarding the issuance and use of Port credit cards.

Issuance of and limits on Port Credit Cards

The Port Manager, at his/her option, may have a Port issued credit card with a credit limit not to exceed $3,000.

The Port Manager shall determine which other Port employees should be issued Port credit cards. However, in no event shall said Port employee issued credit cards have a credit limit that exceeds $2,000 without prior Port Commission approval.

General Policies

All Port issued credit cards shall have yearly expiration dates to the extent possible.

The Port Auditor/Treasurer is the only Port employee authorized to order and/or renew a Port issued credit card.

All Port issued credit cards shall have the person's name and organization printed on them.

All Port issued credit cards must allow the Port Auditor/Treasurer to have 24/7 online access to the account.

The Port Auditor/Treasurer shall have the authority to temporarily increase (not to exceed 30 days) an employee credit card limit if there is a legitimate business reason. However, in no event shall the limit exceed 100% of the said employee's established credit limit.

Use of Credit Cards

Credit cards in the name of the Port may be issued to employees for the purpose of covering expenses incidental to authorized travel on official business of the Port District. Credit cards may also be used to procure ordinary and recurring needs of the Port. Such charges shall be incurred and accounted for within the provisions of RCW 42.24.115.

No employee shall use the Port-issued credit card for non-Port business or personal use. Any employee with a demonstrated history of charge card defaults may be barred from using any Port credit cards by the Commission, Port Auditor/Treasurer or Port Manager, as appropriate.

If credit cards are used, receipts must be obtained for each credit card transaction, the purpose of the charge and the name of the individual(s) involved must be clearly written on the receipt. Meal receipts should be detailed and be accompanied by a travel reimbursement form or a promotional hosting form. The Auditor/Treasurer will verify all credit card expenditures against the monthly transaction summary and notify the credit card holder of any missing receipts.

It is the responsibility of the cardholder to immediately report a lost or stolen Port credit card.

Statement reconciliations not received by the due date, or without complete detail will result in credit card limits being set to ZERO until reconciliation is received. For continual offenders, credit cards may be cancelled at the discretion of the Auditor/Treasurer.

A. It is required that all credit card receipts, packing lists, and all back-up authorizing documents be delivered to the Port Manager within 72 hours after purchase. Keep in mind that when involved in any aspect of purchasing, you are acting as an agent of the Port of Poulsbo. Therefore, you are responsible to act in the best interests of the Port. Your actions must not show, or appear to show, personal favoritism to a vendor at the expense of the Port.

B. Credit cards issued in the name of the Port shall not bind the Port to payment of sums resulting from the improper use of such credit cards by employees. If, for any reason, disallowed charges are not repaid by the employee before the credit card billing is due and payable, the Port shall have a prior lien against and a right to withhold any and all funds payable or to become payable to the employee up to an amount of the disallowed charges and interest at the same rate as charged by the company which issued the credit card. Any employee who has been issued a credit card by the Port shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand of the Auditor/Treasurer. The Port shall have unlimited authority to revoke any credit card issued under RCW 42.24.115, and upon such revocation order being delivered to the credit card company, shall not be liable for any further costs. The Port Manager or Auditor/Treasurer will disallow the use of the assigned Port credit card for violation or misuse of the credit card in accordance with this policy. The following will be considered an unauthorized purchase or use of any Port credit card: money orders, travelers checks, gift cards, cash advances, personal purchases, alcoholic beverages, purchases of capital equipment and any purchases that are not in accordance with the Port's Promotional Hosting Policy.

C. Nothing in this policy shall require an employee to have a Port issued credit card. Employees may use personal credit cards for the payment of travel expenses. Expenses charged on such cards will be considered as having been paid by the employee, and eligible for reimbursement. Duplicate copies of credit card receipts will normally be considered as valid evidence of payment of any reimbursable cost.

Any exceptions to this policy must be approved in writing in advance by the Port Manager or Auditor/Treasurer.

Employees will sign a Credit Card User Agreement (Attachment A) before they are eligible to receive and use the card.

Credit cards are to be returned to the Port immediately upon ending employment with the Port.

Misuse of a Port credit card may result in disciplinary action, termination, and/or legal action which may include civil and criminal charges.

Failure to provide detailed documentation as required by this policy may result in the user being responsible for the charge.

Approved by Port Commission on June 18, 2026

Reference:

RCW 42.24.115

(1) Any municipal corporation or political subdivision may provide for the issuance of charge cards to officers and employees for the purpose of covering expenses incident to authorized travel.

(2) If a charge card is issued for the purpose of covering expenses relating to authorized travel, upon billing or no later than thirty days after the billing date, the officer or employee using a charge card issued under this section shall submit a fully itemized travel expense voucher. Any charges against the charge card not properly identified on the travel expense voucher or not allowed following the audit required under RCW 42.24.080 shall be paid by the official or employee by check, United States currency, or salary deduction.

(3) If, for any reason, disallowed charges are not repaid before the charge card billing is due and payable, the municipal corporation or political subdivision shall have a prior lien against and a right to withhold any and all funds payable or to become payable to the official or employee up to an amount of the disallowed charges and interest at the same rate as charged by the company which issued the charge card. Any official or employee who has been issued a charge card by a municipal corporation or political subdivision shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand of the auditing officer. The municipal corporation or political subdivision shall have unlimited authority to revoke use of any charge card issued under this section, and, upon such revocation order being delivered to the charge card company, shall not be liable for any costs.

[1995 c 30 s 3; 1984 c 203 s 5.]

Attachment A

CREDIT CARD USER AGREEMENT

I, _____, as an employee of the Port of Poulsbo accept personal responsibility for the safeguard and proper use of the Port credit card #_____which has been assigned to me in the performance of my job, in accordance with the terms outlined below.

Credit cards may be used for travel-related business expenses (within and outside the port district), and conference/class registrations incurred by the assigned individual only and with prior approval from the Port Manager or Auditor/Treasurer.

Credit cards may be used for purchasing Port services or supplies within my authorized spending authority, not to exceed the $_____credit card limit or current available account balance.

I have read and understand the credit card policy and procedures as set forth and adopted by the Port Commission on June 18, 2026 – Port of Poulsbo Credit Card Policy.

I understand the Port Manager or Auditor/Treasurer will disallow my use of a Port credit card for violation or misuse of the credit card policy and procedures and that such violation or misuse may subject me to discipline, including termination, under the Port's Personnel Policy.

I understand that each time I use, or authorize the use thereof, that I am adhering to the following statement:

> "I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenditures incurred by me and that no payment has been received by me on account thereof."
>
> I understand that I will be held personally liable for inappropriate charges I incur to the Port credit card, and an amount equal to the payment for any such inappropriate charges is hereby authorized to be withheld from my paycheck.
>
> I understand that I must promptly furnish a receipt to the Auditor/Treasurer showing proof of the purchases made on the credit card. Failing to do this could result in the amount of the receipt being withheld from my paycheck.

The undersigned individual has read, understands, and agrees to be bound by the above statements.

_____

Employee Date

PORT OF POULSBO
KITSAP COUNTY, WASHINGTON
RESOLUTION NO. 2026-12

APPOINTMENT OF AGENT TO RECEIVE CLAIMS FOR DAMAGES
(RCW 4.96.020)

WHEREAS, pursuant to the provisions of RCW 4.96.020 the governing body of each local governmental entity shall appoint an agent to receive any claim for damages made under Chapter 4.96 RCW; and

WHEREAS, the Port had appointed Carol Tripp as the Agent for the Port on May 17, 2018 via Resolution 2018-09; and

WHEREAS, Tripp is retiring and a replacement Agent is needed; and

WHEREAS, the identity of the agent and the address where he or she may be reached during the normal business hours of the local governmental entity are public records and shall be recorded with the auditor of the county in which the entity is located; and

WHEREAS, all claims for damages against a local governmental entity, or against any local governmental entity's officers, employees, or volunteers, acting in such capacity, shall be presented to the agent within the applicable period of limitations within which an action must be commenced; and

WHEREAS, the failure of a local governmental entity to comply with the requirements of this section precludes that local governmental entity from raising a defense under Chapter 4.96 RCW.

NOW THEREFORE, BE IT RESOLVED, that the Board of the Port of Poulsbo appoints the below listed agent to receive any claims for damages made under Chapter 4.96 RCW.

Appointment of Agent to Receive Claims for Damages
Agent Appointed: James Weaver
Office Address: 18809 Front Street N.E., Poulsbo WA 98370
Business Hours: Monday – Friday 8 AM – 4:30 PM

BE IT FURTHER RESOLVED, by the Board of Commissioners of the Port of Poulsbo that this document be recorded with the Kitsap County Auditor.

PASSED AND ADOPTED by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof, held this 18th day of June 2026, by motion, seconded and passed, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

Jason Lawrence, President and Commissioner

Jamie Green, Commissioner

James Dingels, Commissioner

18809 FRONT STREET NE #1
POULSBO, WA 98370
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INFO@PORTOFPOULSBO.COM
PHONE: 360-779-9905

COMMISSIONERS
JASON LAWRENCE
JAMIE GREEN
JAMES DINGELS

PORT MANAGER
JAMES WEAVER

June 10, 2026

Mr. Jake Ferderer
26093 Tytler Rd NE
Poulsbo, WA 98370
Email: jakef@noreduction.com

Re: 30 Day Notice of Moorage License Termination for Slip B-End North

Hello,

Please know that the Port of Poulsbo is providing notification that your moorage with the Port of Poulsbo will be cancelled within 30 days (July 10, 2026), due to failure to meet the **Poulsbo Marina Rules and Regulations, Section 7.10 Operational requirements.**

A letter was sent on April 13, 2026, providing notice of required inspection and that failure to conduct an inspection within 30 days would result in the moorage license agreement termination and request to vacate the marina. An inspection was conducted by the Port.

- **The vessel has been determined that it does not meet the Poulsbo Marina Rules and Regulations, Section 7.10 Operational and Seaworthy requirements.**

- **An exterior inspection was conducted by the Port and determination that the vessel does not meet the minimum requirements of Marina Rules and Regulations Section 7.10 based upon General condition, Environmental risk, & Operability.**

- **The result of this determination has resulted in the notice of moorage license agreement termination and request for the vessel to vacate the marina within 30 days, consistent with the requirements as authorized by RCW 79.100.**

- **The Vessel is requested to be removed from the Poulsbo Marina by July 10, 2026.**

Please feel free to contact me directly if you have any questions or to arrange for the vacation of slip B-End-North.

Thank you again.

Sincerely,

James Weaver
Port Manager
Port of Poulsbo
James.weaver@portofpoulsbo.com

Attachment: Excerpt of the Poulsbo marina Rues and Regulations, Section 7.10

7.10 OPERATIONAL

1. To establish and maintain moorage at the Poulsbo Marina, **a vessel must be operable and maintained in a seaworthy condition.**

2. Vessels which do not meet Coast Guard vessel safety standards or could be hazardous to Port property or to other vessels, shall not be granted moorage.

3. Recognizing that the condition of a vessel may change, after having established moorage at the Poulsbo Marina, all vessels are subject to inspection by the Port Management. The hazards posed by abandoned, neglected or derelict vessels are unacceptable and are the primary reason that an inspection may be ordered. The results of the inspection will determine the continuance of a Licensee's Moorage License Agreement. If an inspection is needed, the Port will attempt to coordinate a date/time to conduct the inspection with the Licensee; however, Port staff are authorized to conduct an inspection consistent with the requirements in Section 4 of these Regulations and/or as authorized by RCW 79.100. An underway demonstration may also be requested.

4. A vessel determined by the Port Management to be in need of an inspection will have the totality of the following criteria evaluated:

   a. General condition.
   b. Environmental risk.
   c. Operability.
   d. Degree of owner involvement.

5. If an inspection is done by the Port, any necessary repairs/work, including but not limited to in or out-of-water surveys, will be the responsibility of the vessel's owner and/or the Licensee.

6. In the event a vessel becomes inoperable, the vessel's owner may apply in writing for a *Temporary Operational Waiver*. Such exemption may be revoked at any time, without notice, at the discretion of Port Management.

7. A *Temporary Operational Waiver* will only be granted if all of the remaining evaluation criteria in 8.10.4 have been met to the satisfaction of the Port Management.

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COMMISSIONERS
JAMIE GREEN
JASON LAWRENCE
JAMES DINGELS

PORT MANAGER
JAMES WEAVER

MEMORANDUM

Date: June 18, 2026
Description: Port of Poulsbo – Finance/Accounting Manager Position

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After 27 years of dedicated and steadfast service to the Port of Poulsbo, the Port Accountant has announced her retirement in 2026. This planned retirement necessitates the initiation of a recruitment process to secure a Finance/Accounting Manager who can be onboarded and trained during the third & fourth quarter of 2026, ensuring a smooth transition and continuity of the Port's financial operations.

- The Port Accountant job description has been modified to include current tasks and responsibilites.
- The intent is to provide a minum of two – three months overlap for the Port Accountant to train the new employee and to initate the 2027 budget process while both are emplyed by the Port.
- The anticipated hiring timeframe and Commission Meetings are as follows:

June 18 meeting	Approve job description
June 19-July 16	Advertise, Collect Resumes, and evaluate submissions
July 2 Meeting	Identify Top Cadidates (execuitve session?)
July 16 meeting	Conduct Interviews with Port Commission for top candiates
July 17-August 6	Select Preferred Candidate, negotiate contract
August 6 meeting	Hiring, Approve Contract, and Onboarding New Port Accountant

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MOTION: I move to approve the Finance/Accounting Manager job description and title as modified and initiate the advertisement and interview process for securing an individual to hire in 2026.

PORT OF POULSBO

FINANCE/ACCOUNTING MANAGER JOB DESCRIPTION

1. Report directly to the Port Commissioners and serves as the Port Treasurer and Auditor.

2. Exempt, at will position/available in-office full time during normal office hours (40 hours/week)

3. Responsible for the financial and accounting management of Port funds and operations to ensure maximum investment returns and the most effective and efficient operations

4. Serve as the technical resource for all Port accounting and financial issues.

~~5.~~ Maintain accounting methods in accordance with standards established by the State Auditor. Serve as the primary contact for all State Auditor's Office interactions. Coordinate and assist in all audits. Take primary responsibility for communication and resolution of all audit issues. ~~Conduct semi-annual audits of the Port. Respond to and ensure resolution of all audit issues.~~

6. Maintain financial records for all port employees including taxes, wages, insurance, retirement plans, health and other related records.

7. Generate and distribute reports as required including:
    a. Federal, state and other required payroll
    b. Excise and sales tax
    c. State leasehold tax
    d. Aged A/R and collections reports to the Port Manager and Commissioners
    e. Prepare Annual ~~State~~ Report, for the State Auditor and any required CPA reports
    f. Fixed asset report and maintain fixed assets subsidiary ledger
    g. Grant agreement record-keeping as required

8. Some of the more significant financial and accounting duties include:
    a. Prepare, administer and control accounting records
    b. Manage A/R collections and receivables, including delinquencies
    c. Prepare and summarize all warrants
    d. Calculate payroll and prepare warrants

e. Reconcile and monthly report to Commissioners accounts payable, accounts receivable, bank statements, credit card receipts and payments, vendor statements, fuel statistics/sales and other information as requested
f. Present to Commissioners and Port Manager the monthly Balance Sheet, Income Statement and Cash Flow Statement
g. Attend Port Commissioner meetings
h. Prepare annual budget
    i. Submit final budget to Kitsap County Assessor
    ii. Submit regular and admin refund levy certifications
i. Prepare capital expenditure and other multi-year pro formas and other reports
j. Draft resolutions and policies/procedures and submit to Port Commissioners
k. Annually review resolutions and policies/procedures and submit relevant updates for Port Commissioner approval
l. Oversee accounting, payroll, the financial aspects of marina management software and other related systems
m. Cover financial responsibilities of other staff when absent
n. Prepare legal ads
o. Upload soundcloud audio files
p. Submit minor grant applications as appropriate
q. Annually review financial policies and procedures and present appropriate updates to the Commissioners for approval
r. Perform other duties as specified by port regulations and/or by Port Commissioners

9. Serve as Port financial and accounting matters liaison with Kitsap County Treasurer's Office, Port Commissioners, any outside CPAs, investment and other bankers, bond trustees, health insurance brokers and others having financial/accounting dealings with the Port.

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COMMISSIONERS
JAMIE GREEN
JASON LAWRENCE
JAMES DINGELS

PORT MANAGER
JAMES WEAVER

MEMORANDUM

Date: June 18, 2026
Description: Discussion: Port Parking Rules/Regulations Update

The Port of Poulsbo provides tenant parking, public parking and paid parking spaces in downtown Poulsbo on the waterfront and located in the Port parking lot located at 19133 Jensen Way.

Additional needs for parking enforcement rules related to camping, abandoned vehicles, parking time limits, and paid parking enforcment all require additional modifications to the Port rules and reglations Section 9.10 Parking.

Adoption of modifications of the Port of Poulsbo Rules and Regulations related to Parking is proposed for the July 2, 2026 meeting.



Discussion Only: No Action Proposed

Rules & Regulations modification will be presented at the July 2, 2026 meeting.

9.10 PARKING (Proposed Revisions)

1. **Parking is limited**. All Licensees are allowed one (1) parking placard only which is required to park on Port property. Licensees will restrict their use of Port parking to times of vessel use. Unacceptable uses of Port parking include, but are not limited to: vehicle storage, and parking for downtown merchants or their employees. If you are conducting maintenance on your vessel you shall not use the parking lot for storage of construction materials, construction tools or perform work including sanding, cutting, fabricating, welding, chipping or grinding in the parking lot. Port staff will issue warnings for each occurrence.

2. **The parking placard must be displayed**. It is designed to fit behind the rear-view mirror and is easily transferred between vehicles. Those vehicles parked in authorized "Port Parking Only" areas without a parking permit displayed may be towed at owner's expense without prior notice. All placards shall be returned to the Port upon termination of the moorage agreement, or within seven (7) days to avoid being charged.

3. **The maximum stay in "short term parking" is forty-eight (48) hours**. For longer stays, you will be issued a pass from the Port Office and must park in the Jensen Way parking lot. "Flex Parking" for live aboard moorage parking spaces can be used during the hours of 8am to 4pm daily for all live aboard moorage parking spots and should be limited to these hours.

a. A special permit may be obtained from the Port Office for those unable to walk the distance from the Jensen Way parking lot to the marina. These permits are limited to forty-eight (48) hours only.

4. Please plan for alternative parking arrangements for visitors/guests.

5. If planning an extended boating trip, please see the Port Management regarding parking considerations and or recommendations. Extended live aboard moorage parking ends on the 1st of April of each year.

6. Parking in "Port Parking Only" areas is limited to forty-eight (48) continuous (no vehicle movement) hours.

7. In the event a Licensee violates the parking regulation three (3) times within three (3) months, the Licensee's Moorage Agreement is subject to termination.

8. Overnight camping in vehicles, tents, restrooms, compounds, recreational vehicles, and campers is not permitted. The storage of recreational vehicles, trailers, and campers on Port land for long term parking are also not permitted.

9. All vehicles parking in the Port area must be in operating condition. Disabled vehicles left in the Port area will be towed or impounded.

10. Boat trailers must be parked in the designated boat trailer parking area.

11. Parking for Disabled Persons: (a.) As authorized pursuant to RCW 46.61.582, a person who has received a current and valid special disabled person's card, decal or license plate from the Washington State Department of Licensing under RCW46.19.050 shall be allowed to park a vehicle being used to transport such person in parking meter spaces free of charge and in nonmetered spaces for unlimited periods of time in parking zones or areas which are otherwise restricted as to the length of time parking is permitted except as otherwise provided in subsection (b) of this section. This section shall have no application to those zones or areas in which the stopping, parking or standing of all vehicles is prohibited or which are reserved for special types of vehicles. Such person shall not be permitted the foregoing privilege unless the person obtains and displays a distinguishing card, decal, or license plate issued pursuant to RCW 46.19.050.

(b) No person shall stop, stand or park a vehicle in a parking space reserved for disabled persons provided without charge without obtaining and displaying a special license plate, card, or decal issued pursuant to RCW 46.19.050, provided, pursuant to RCW 46.19.050, a time limitation of four (4) hours is imposed on the use of such parking spaces when so signed and a time restriction of four (4) hours is imposed on the use of parking spaces by vehicles displaying the special parking placards when such time restriction is clearly posted.

12. The Port Manager will have the authority to allow temporary parking or short- term parking if under extraordinary circumstances.

13. Any vehicle parked without a valid permit, or parked in a designated paid ParkMobile space without payment, is subject to citation and may be towed and impounded at the owner's expense.

14. Any vehicle or tenant parking without a permit or in violation of signs or published Port Regulations is subject to citation and may be towed away and impounded.

Accounting Report – June 18, 2026

Accounting Report –

The Summary of Financial Statements for the month ending May 31, 2026 is attached to this report and was emailed to all Commissioners and Manager Weaver on June 9, 2026.

For the month of May, there was a net gain of $57,494.69. Real Estate and Personal property taxes received during the month of May were in the amount of $19,419.86. There were no payouts for capital improvements made during the month. Our year-to-date net gain is $303,068.21. (see attached)

As of May 31, 2026, guest moorage boat nights increased by 6.10% over the previous year. Four-hour stays increased by 7.33% and reservations decreased by <36.39%>. (see attached)

Our gas sales for the month of May have increased substantially. Compared to the previous year our gas sales have increased by 112.5%. Diesel sales have decreased by <26.919%> for the month of May. (see attached)

A reminder that I will not be attending the July 2, 2026 Commission meeting. In addition, my availability will be very limited during the week of June 21, 2026 as I will be preparing for the end of the quarter, State and Federal Returns. I will be returning from vacation on July 13th.

Respectfully Submitted,

Carol Tripp, Port Accountant

Attachments:

1. Summary of Financial Statements – May 31, 2026
2. Boat Night Comparison by Year/Month
3. Fuel Sold by Volume Comparison – May 2026

Port of Poulsbo
Summary of Financial Statements
For the Five Months Ending May 31, 2026

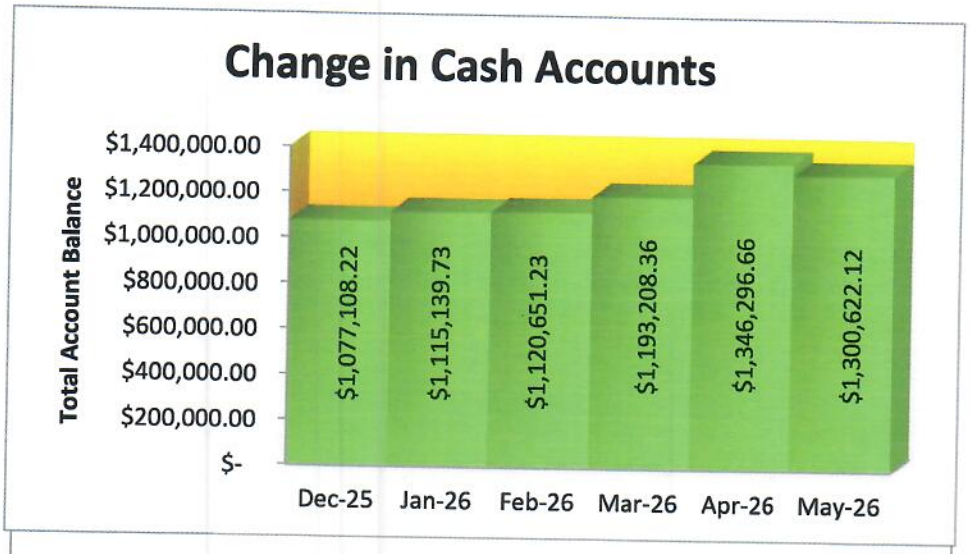
ASSETS, LIABILITIES, EQUITY

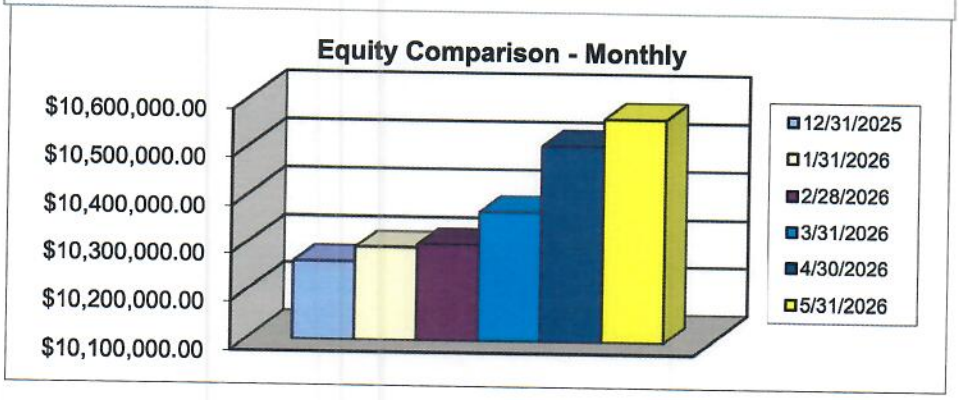
Cost of Capital Assets	$ 13,709,742.78
Current Assets	1,310,573.49
TOTAL ASSETS	$ 15,020,316.27
Current Liabilities	$ -
Long-Term Liabilities	4,455,929.32
TOTAL LIABILITIES	$ 4,455,929.32
TOTAL EQUITY	$ 10,564,386.95

	May	Year To Date
INCOME & EXPENSES		
Gross Profit	200,638.67	901,253.00
Operating Expenses	143,143.98	598,184.79
NET GAIN/LOSS	$ 57,494.69	303,068.21
CAPITAL IMPROVEMENTS	$ -	-

Balances of Assets Accts *May 31, 2026*	
General Fund	$ 124,445.89
General Investment Fund	461,906.63
Liberty Park Fund	61,160.79
Park Investment Fund	10,563.69
Remaining Fund Balances and other current assets	652,496.49
	$ 1,310,573.49

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





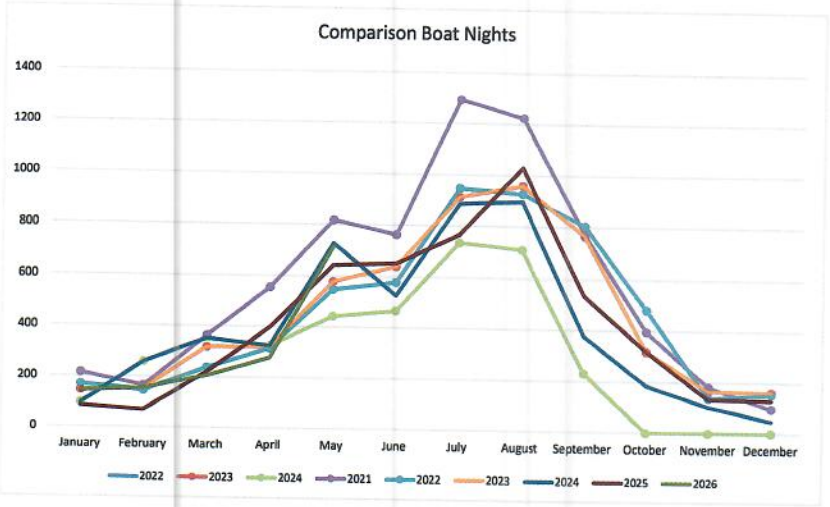
CAPITAL ASSETS ARE BASED ON HISTORICAL COSTS AND DO NOT REPRESENT THE CURRENT FAIR MARKET VALUE OR REPLACEMENT COST.

Port of Poulsbo
Breakdown of Boat Nights Includes both BW and E/F 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	443	466	736	711	232	0	0	0	3620	
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	*1*
2025	84	67	220	397	642	652	767	1030	535	321	134	130	4979	*1*
2026	145	153	206	277	715								1496	

1= E/F Docks closed due to construction

	2025	2026	% Inc/Dec	
Boat Nigh	1410	1496	6.10%	As of 05/31/2026
4 Hr Stay	300	322	7.33%	See note 1
Reservations	687	437	-36.39%	See note 1



Fuel Sold by Volume

	2026		2025		2024	
	Gas	Diesel	Gas	Diesel	Gas	Diesel
January	1471.62	2554.68	-	-	910.79	9,129.14
February	1248.77	3109.55	424.22	2,606.89	1,724.86	10,216.08
March	2095.82	4731.48	1,263.80	7,312.67	2,039.25	14,837.59
April	3335.83	3843.58	2,033.11	11,512.80	1,744.90	15,942.77
May	5753.46	12606.14	2,822.64	15,301.37	2,849.23	18,763.52
June			6,579.02	24,161.57	6,124.23	19,925.20
July			13,059.50	23,583.95	12,505.57	29,505.89
August			11,460.39	20,669.14	9,238.24	22,725.28
September			8,279.71	19,184.50	4,318.82	8,311.78
October			2,313.97	10,874.70	-	-
November			1,157.44	7,097.68	-	-
December			1,294.94	4,389.44	-	-
Totals	**13905.5**	**26845.43**	**50,688.74**	**146,694.71**	**41,455.89**	**149,357.25**

As of 05/31/2026

	2025	2026	% Inc/Dec
Gas	6,543.77	13,905.50	112.500%
Diesel	36,733.73	26,845.43	-26.919%

2023		2022		2021		20
Gas	Diesel	Gas	Diesel	Gas	Diesel	Gas
595.80	4,680.19	1,445.81	6,690.15	1,566.97	11,129.98	551.77
542.01	4,673.75	1,191.66	8,476.15	1,356.44	3,822.52	869.58
1,550.61	7,230.49	1,304.51	5,491.93	1,518.03	7,482.38	1,228.03
1,402.15	4,678.67	1,700.77	5,307.96	2,888.99	8,036.25	1,512.36
4,941.53	16,826.84	3,374.02	9,918.10	3,748.90	10,335.82	5,112.65
5,508.36	23,556.51	4,401.01	12,011.92	9,879.77	19,639.31	5,107.72
11,926.87	37,688.00	10,044.01	22,031.95	12,122.35	27,524.92	10,498.49
14,349.24	23,725.04	12,832.18	33,089.81	13,808.30	33,133.21	11,967.38
9,128.16	17,254.62	6,064.85	22,448.69	6,315.82	19,693.06	6,438.55
3,707.32	9,647.60	3,589.56	16,455.69	2,748.85	10,262.65	3,233.57
1,367.96	5,037.84	1,098.83	3,828.35	1,319.21	8,892.82	1,805.79
511.71	3,248.91	10.36	135.74	761.40	6,555.09	1,153.84
55,531.72	**158,248.46**	**47,057.57**	**145,886.44**	**58,035.03**	**166,508.01**	**49,479.73**

20	2019		2018		2017	
Diesel	Gas	Diesel	Gas	Diesel	Gas	Diesel
3,799.74	1,164.02	4,751.24	586.42	3,382.46	599.96	2,561.94
6,674.18	570.55	4,284.58	685.63	4,491.95	384.86	1,671.40
8,088.78	1,856.22	6,538.92	1,272.39	7,125.07	278.73	2,552.95
11,497.24	1,459.90	7,659.17	454.45	5,835.18	479.64	4,909.66
19,035.19	2,663.28	10,911.27	5,406.38	11,285.39	4,013.17	10,926.59
13,870.27	4,208.45	12,297.09	4,202.69	13,379.07	3,264.67	8,797.50
22,321.35	12,249.04	25,478.31	11,653.33	23,826.08	10,841.24	19,250.53
25,011.60	7,919.81	19,938.42	8,927.63	26,332.32	8,654.43	18,055.82
16,585.08	4,055.55	16,668.33	3,871.58	15,986.27	6,237.43	10,698.08
18,147.44	1,398.24	8,391.55	2,017.36	12,341.78	2,007.88	13,775.49
8,743.82	714.80	5,355.38	832.00	4,016.95	564.91	2,231.68
3,808.49	1,313.95	7,957.10	612.69	3,257.28	333.08	3,995.51
157,583.18	**39,573.81**	**130,231.36**	**40,522.55**	**131,259.80**	**37,660.00**	**99,427.15**