

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

Subject	*HYBRID* Regular Meeting Agenda	Date	Dec 7, 2023
Recorder	Cassidy Conners	Start Time	7:00 PM
Commission Chair	Thomas Rose	End Time	9:00 PM
Commission Members	Jamie Green, Mark Singer		
Staff Present	Eugene Madayag – Port Mgr, Carol Tripp – Port Accountant, John Piccone, Port Engineer		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	COMMISSIONER COMMENTS	
3.	PUBLIC COMMENTS (limit of 3 minutes)	
4.	POULSBO BOATER’S ASSOCIATION REPORT	
5.	<p>CONSENT AGENDA ITEMS (Next Res: 2023-10) 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: November 16, 2023 and November 29, 2023 B. Warrants: 18519 – 18547, P13779 – P13809, 11/24/23 EFT, 11/25/23 EFT, 12/8/23 EFT, 12/10/23 EFT in the amount of \$113,620.45</p>	
7.	<p>OLD BUSINESS ITEMS A. Rules & Regulations – Review/Approval</p>	
8.	<p>NEW BUSINESS ITEMS A. Commissioner Responses to public comments/discussions B. Breakwater update – John Piccone C. Gate Policy for permanent moorage D. Breakwater Policy E. Accounting Report – Carol a. Resolution 2023-08, Liberty Park Allocation YTD 2023 b. Resolution 2023-09, Bad Debt Write off c. Resolution 2023-10, Cancellation of Warrants F. Manager’s Report - Eugene</p>	
9.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
10.	COMMISSIONER COMMENTS	
11.	EXECUTIVE SESSION – TO EVALUATE THE PERFORMANCE OF A PUBLIC EMPLOYEE – RCW 42.30.110(1)(G)	The Commission will now adjourn into an executive session to evaluate the performance of a public employee pursuant to RCW 42.30.110(!)(g).

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.

		<p>The executive session is expected to last 30 minutes. Executive sessions are not open to the public.</p> <p>After the executive session, the Commission will reconvene to the public portion of the commission meeting.</p> <p>It is anticipated that the Commission may not take final action in the public portion of the meeting.</p>
12.	ADJOURN	

<https://us02web.zoom.us/j/89253011491>

Meeting ID: 892 5301 1491

One tap mobile

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Dial by your location

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REGULAR MEETING MINUTES
DECEMBER 7, 2023
7:00 PM

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

Call to Order 7:00pm

Commissioner Comments

Commissioner Green said Yule Fest was a success and encouraged everyone to check on their boats. Things at the Port are exciting now that the breakwater is finished.

Commissioner Rose felt encouraged to see more boats lit up and decorated for Christmas. He had a great hour and a half discussion about the future with the KRA.

Public Comments

There were none.

Poulsbo Boater's Association

There was no report.

Consent Agenda

Motion: Move to approve the meeting minutes of November 16th, November 29th, and the warrants as read.

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

Motion passed.

Old Business Items

Rules & Regulations – Review/Approval

Commissioner Rose said the Rules and Regulations document is still with the attorney. Once it is in the hands of the staff it'll move to the next phase of public input.

New Business Items

Commissioner Responses to Public Comments/Discussions

Commissioner Rose enjoyed meeting with Mack and looks forward to partnering together.

Breakwater Update – John Piccone

Mr. Piccone said the breakwater is now complete, is happy with the finger piers and with how everything turned out. Everything will be closed out in the next six to eight weeks regarding grants, contractors, etc. Regarding E & F Dock, permitting is in order and he is waiting on the Corps permit, which he anticipates being quick and painless. We are also still waiting for final confirmation from the Suquamish Tribe to accept the language provided. The design on the

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gangway is being worked out and he will put that in as an additive alternative bid once there is a bid price. Schedule wise, he anticipates construction beginning September 1st for E & F Dock.

Commissioner Rose said it was an honor to sign the agreement with the Suquamish Tribe. He thanked Mr. Piccone and acknowledged all his work, along with Port Accountant Tripp, Eugene, and the Quigg Brothers Company's diligence and safety.

Gate Policy for Permanent Moorage

Eugene said the gate policy will follow the winter moorage timeframe as far as its automated opening system. While the dates are subject to change and/or fine tuning, as of now the public gate hours for summer are May 1st – September 30th, 9am – 9pm. The public gate hours for winter are October 1st – April 30th, 9am – 4pm. There will be public access to the life vest cabinet and children under the age of eight years old must wear a vest. Public access will be closed on weather advisory days, which will be a day-to-day evaluation. He is working on a monitoring system, along with adequate and informative signage.

Breakwater Policy

Commissioner Rose wondered about public access. Eugene will discuss more with Port Accountant Tripp about how things will work for guest moorage since those are things that they've not yet handled. There was a question about picnic tables and Mr. Piccone said anything on the breakwater needs to be anchored down. From an engineering perspective, he hates to think of anything being anchored to the floats. Commissioner Green said someone mentioned access to trash bins, and speculated the restrooms being available for that. Eugene said there will be space for a trash bin in the covered area between the restrooms. Commissioner Rose said these things will be a work in progress that may require a workshop meeting because Commissioner conjecture could go on for hours. We can take time in the coming weeks to ruminate and figure out what the budget will support.

Accounting Report

Please see attached.

Resolution 2023-08 Liberty Park Allocation YTD 2023

Motion: Move to allow Port Accountant Tripp the authority to transfer \$574,952.47 from Liberty Park Fund to port of Poulsbo general fund.

Moved by: Commissioner Rose **Seconded by:** Commissioner Singer

Motion passed unanimously.

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Resolution 2023-09 Bad Debt Write Off

Motion: Move to allow Port Accountant Tripp to write off uncollectable receipts in the amount of \$232.50 effective December 7, 2023.

Moved by: Commissioner Rose **Seconded by:** Commissioner Singer

Motion passed unanimously.

Motion: Move to adopt Resolution 2023-10.

Moved by: Commissioner Rose **Seconded by:** Commissioner Green

Motion passed unanimously.

Motion: Move to approve Port Accountant Tripp to pay revised cost of the floating restroom in the amount of \$239,775.

Moved by: Commissioner Rose **Seconded by:** Commissioner Singer

Motion passed unanimously.

Manager's Report

See attached.

Motion: Move to cancel the December 21st meeting.

Moved by: Commissioner Rose **Seconded by:** Commissioner Singer

Motion passed unanimously.

Public Comments & Requests for Future Agenda Items

There were none.

Commissioner Comments

Commissioner Green was appreciative of the handle on social media and expanding its reach.

Commissioner Singer said great job on the breakwater. The accomplishment should be recognized, and everyone should realize how much work went into it.

Commissioner Rose said Merry Christmas.

Executive Session

The Commission will now adjourn into an executive session to evaluate the performance of a public employee pursuant to RCW 42.30.110(1)(g). The Executive Session is expected to last 30 minutes and is not open to the public. After the Executive Session, the Commission will

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REGULAR MEETING MINUTES
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reconvene to the public portion of the Commission meeting. It is anticipated that the Commission may not take final action in the public portion of the meeting.

Entered Executive Session 8:29pm

Exited Executive Session 9:00pm and will need 20 additional minutes

Entered Executive Session 9:00pm

Exited Executive Session 9:21pm

Entered Executive Session 9:21pm and will need 5 additional minutes

Exited Executive Session 9:29pm

Motion: Adjourn 9:30pm

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

Motion passed unanimously.

Thomas Rose, Commissioner & Chairman

Jamie Green
Jamie Green (Jan 10, 2024 13:55 PST)

Jamie Green, Commissioner


Mark Singer (Jan 12, 2024 18:56 PST)

Mark Singer, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

12/7/23

Port Commissioner Meeting

Maintenance: Eugene

- Fuel barge yearly maintenance has been completed absorbent pads replaced, pump filters changes 11/29, paint touch up of caps, and tanks have been checked for water, with zero content.
- Ongoing maintenance within the Bathrooms. Paint touch up, fan maintenance, re-caulking of sinks as well utility closet re-organizing.
- Maintaining a watch on dingys overfilled with rainwater, notification has gone out to boaters as well.

Guest Moorage: Jannese

- The New Year has started with multiple inquiries from Yacht Clubs (7) requesting space & verifying that they have booked space for their rendezvous. The phones have been keeping us on our toes! Currently, we have 21 Yacht Clubs booked for 2024!
- This week at our Frosty Fest Meeting we made good progress on a list of unfinished business. With that being said many remaining items need attention. The group decided that we would meet every week up until the week of the event.

Permanent Moorage: Kaitlyn

- Separate graph

Port overview looking forward: Eugene

- Kitsap Transit is a go for our Frosty Fest event, working on sponsorships for costs of the Carlise II to run for event. Exact schedule to be determined, Approximate operating hours will be between the hours of 10am and 8pm for the main Frosty Fest Day.

Accounting Report – December 7, 2023

Accounting Report –

The Summary of the Port's Financial Statement for the month ending October 31, 2023, was emailed to each Commissioner last week along with copies of the Budget vs Actual Expenditures for the period ending October 31, 2023.

For the month of October 2023 there was a net gain of \$102,724.56 and a year-to-date net loss of <\$1,420,963.94>. Again, this large loss is due to the payouts for the breakwater construction and was expected.

As of October 31, 2023, the capital improvements paid out to date total, \$2,552,730.81.

I am expecting the final invoice for the breakwater during the month of December. Our current balance in our general fund investment account as of December 5, 2023, is: \$108,163.11. I have sold our last two investment bonds to cover the final invoice for the breakwater. There was a net loss on the sale of the bonds in the amount of \$ 16,144.

Although guest moorage 'boat nights' are under previous year's figures, the income from moorage is now within budgeted figures for the year. As of November 30, 2023, boat nights are 5,274 compared to 5,294 in 2022. Four-hour stays, in guest moorage are down compared to previous years (1,601 YTD 2023 vs 1,756 in 2022).

The following expense accounts are being monitored:

1. Legal – over budget by \$61,231.92. This is due to multiple agreements being drafted (Tribal, ILA's and various policies). In addition, there were several employment issues that occurred during the year.
2. Office Expense (Liberty Park) – over budget by \$1,997.46. This is due to the MOLO license expense.
3. Maintenance (General) – over budget by \$44,984.86 YTD 10/31/2023
4. Short/Over – this account has had a 382.7% increase over 2022. I have discussed my concerns over this issue with the Port Manager. The 'Employee Cash Handling Procedure' addresses the daily short/overages, but the union has received a complaint from an employee about this policy and they will be meeting with the Port Manager to discuss it. Since guest moorage is very slow, during this time of the year, I am hoping that the shortages will decrease accordingly. I expect this to be reviewed in detail by the State Auditor's office during our 2024 Audit. As a reminder, this policy was adopted September 7, 2023 (see attached policy for reference).

There are 3 resolutions that are 'end of the year' tasks:

1. Resolution 2023-08 – Liberty Park Allocation (01/01/2023 – 10/31/2023) For expenses paid out of the General Fund for expenses directly related to the operation of Liberty Park Marina in the amount of \$574,952.47.
2. Resolution 2023-09 – Authorization to write off uncollectible accounts in the amount of \$232.50.

3. Resolution 2023-10 – Cancellation of outstanding warrants in accordance with RCW 39.56.040. There are 6 outstanding warrants (over a year old) in the amount of \$639.19.

See printouts and graphs for additional information.

Respectfully Submitted,

Carol Tripp
Port Accountant/Auditor/Treasurer

Port of Poulsbo
Income Statement
Compared with Budget

For the Ten Months Ending October 31, 2023

	Year to Date Actual	Year to Date Budget	Year to Date Variance	
Revenues				
Grants Received - DNR	\$ 16,846.75	0.00	16,846.75	
Refundable Deposits	23,485.37	25,000.00	(1,514.63)	
Moorage-Permanent	561,233.67	574,697.50	(13,463.83)	
Moorage-Winter	12,734.89	23,333.30	(10,598.41)	
Moorage-Transient	3,369.17	4,166.70	(797.53)	
Moorage-Guest	312,139.25	287,567.50	24,571.75	
Moorage-Guest BW	0.00	96,512.50	(96,512.50)	Derelict Vessel Destruction - paid for in 2022, rein
Electricity-Perm & Transient	13,306.71	26,250.00	(12,943.29)	tightened up 'D' Dock moorage & 4 slips that have l
Electricity - Winter	8,277.70	16,250.00	(7,972.30)	winter moorage is starting up and this figure should
Utility Charge	23,819.08	21,823.00	1,996.08	
Finance Charge Income	6,849.16	5,416.70	1,432.46	
Statement Fee	149.50	333.30	(183.80)	Breakwater not open yet
Environmental Surcharge	6.47	0.00	6.47	
Environmental Surcharge	18.59	0.00	18.59	
Sales-Gas	163,539.90	112,500.00	51,039.90	
Miscellaneous (other)	9,292.40	8,333.30	959.10	
Reservation Fees-Park	8,845.00	8,333.30	511.70	
Live Aboard Fee	23,024.30	31,250.00	(8,225.70)	
Boat Ramp Fees	308.80	416.70	(107.90)	
Bond Surcharge	96,272.69	99,515.20	(3,242.51)	
Bond Surcharge	2,843.37	0.00	2,843.37	
Misc Rental - Park	5,618.01	7,083.30	(1,465.29)	
Parking Lot Fees	13,951.43	6,666.70	7,284.73	
Grants Received - RCO	1,133,746.38	0.00	1,133,746.38	
Interest	13,468.21	8,333.30	5,134.91	
Interest	956.39	625.00	331.39	
Interest - Bonds	336.36	0.00	336.36	
Real Estate Taxes	307,085.30	270,833.30	36,252.00	
Leasehold Tax Collected	77,976.98	79,166.70	(1,189.72)	relates to perm moorage shortage
Total Revenues	2,839,501.83	1,714,407.30	1,125,094.53	
Expenses				

Port of Poulsbo
Income Statement
Compared with Budget

For the Ten Months Ending October 31, 2023

	Year to Date Actual	Year to Date Budget	Year to Date Variance	
Interest Exp (Bonds)	72,344.94	0.00	72,344.94	
Commissioner/Secy Comp	11,346.00	24,720.00	(13,374.00)	
Salaries & Wages	299,219.05	321,666.70	(22,447.65)	
Salaries & Wages	101,092.34	107,083.30	(5,990.96)	
Taxes-Payroll-Federal	54,733.91	54,750.00	(16.09)	
Employee Benefit Programs	6,868.96	10,833.30	(3,964.34)	
Insurance-Health	123,156.72	163,330.80	(40,174.08)	
Uniforms-Park	266.71	833.30	(566.59)	
Accounting	1,840.00	833.30	1,006.70	
Legal	86,231.92	25,000.00	61,231.92	Litigation
Office Expense	25,804.97	25,833.30	(28.33)	moved \$5k from contingency for new server
Office Expense - Park	6,164.16	4,166.70	1,997.46	MOLO license
Janitorial Supplies	0.00	416.70	(416.70)	
Janitorial Supplies-Park	3,196.01	4,583.30	(1,387.29)	
Storage Rent	8,028.00	8,333.30	(305.30)	
General & Admin (Direct)	25,153.07	13,333.30	11,819.77	Fuel Sales increased
General & Admin (Direct)	8,614.19	6,666.70	1,947.49	ok, timing issue
Insurance-General	72,559.00	62,500.00	10,059.00	
Advertising	504.36	4,166.70	(3,662.34)	
Advertising-Park	7,032.79	12,500.00	(5,467.21)	
Dues	3,206.00	2,666.70	539.30	
Electricity & Propane	19,127.45	28,333.30	(9,205.85)	
Electricity & Propane	22,285.38	25,000.00	(2,714.62)	
Electricity & Propane	918.46	833.30	85.16	
Garbage, Sewer, Water	16,296.78	18,750.00	(2,453.22)	
Garbage, Sewer, Water-Park	19,918.48	17,083.30	2,835.18	
Garbage, Sewer, Water-Armory	0.00	833.30	(833.30)	
Telephone/Communication	8,230.65	7,500.00	730.65	
Short & Over Cash	666.45	166.70	499.75	
Refunds (Deposits)	20,841.55	25,000.00	(4,158.45)	
Bad Debt Expense	0.00	2,083.30	(2,083.30)	
Maintenance-Port	103,318.16	58,333.30	44,984.86	
Maintenance-Park	5,957.63	8,333.30	(2,375.67)	
Maintenance-Armory	0.00	1,666.70	(1,666.70)	

Port of Poulsbo
Income Statement
Compared with Budget

For the Ten Months Ending October 31, 2023

	Year to Date Actual	Year to Date Budget	Year to Date Variance
Maintenance-BW	8,361.19	0.00	8,361.19
Outside Services	27,132.88	33,333.30	(6,200.42)
Outside Services-Park	152.60	4,166.70	(4,014.10)
Training	924.91	6,875.00	(5,950.09)
Training-BW	0.00	3,750.00	(3,750.00)
Consultants/Audit Fees	341,514.00	237,500.00	104,014.00
Consultants/Audit Fees-Park	0.00	4,166.70	(4,166.70)
Lease DNR	17,823.10	15,833.30	1,989.80
Lease DNR	0.00	15,000.00	(15,000.00)
Misc-Other	10.00	2,083.30	(2,073.30)
Taxes-Leasehold	89,374.56	79,166.70	10,207.86
Taxes-Excise	83,208.60	32,500.00	50,708.60
Taxes-Excise PARK	4,993.86	5,000.00	(6.14)
Election Expense	0.00	4,666.70	(4,666.70)
Suspense	(684.83)	0.00	(684.83)
Total Expenses	1,707,734.96	1,492,175.60	215,559.36
Net Income	\$ 1,131,766.87	\$ 222,231.70	909,535.17

This account has a \$200k carry over from 2022

Fuel Sales increased

Employee garnishment

	Actual	Budgeted	YTD Variance
Capital Expenditures - 2023			
Electrical Feeder Repair 'F' Dock		103,500.00	(103,500.00)
E & F Dock, Fuel Barge move out 40'		862,500.00	(862,500.00)
Floating Restroom @ BW		180,000.00	(180,000.00)
Emergency Dredging 'C' Dock		103,500.00	(103,500.00)
Emergency Dredging 'B' Dock		103,500.00	(103,500.00)
Security Camera's, Gates & Pay Kiosk		240,000.00	(180,875.86)
Contingency	59,124.14	20,000.00	(17,516.53)
BW Construction Payments	2,483.47		2,491,123.20
	2,491,123.20		

Move to 2024

See Capital Improvement Plan - REMOVE

See Capital Improvement Plan - REMOVE

moved \$5k to Office for server

Fuel Pump E

Port of Poulsbo
Income Statement
Compared with Budget
For the Ten Months Ending October 31, 2023

	Year to Date Actual	Year to Date Budget	Year to Date Variance
Net Income/Loss After Capital Projects	(2,552,730.81)		

Additional Budgeted Amts not included in Financial Statements above

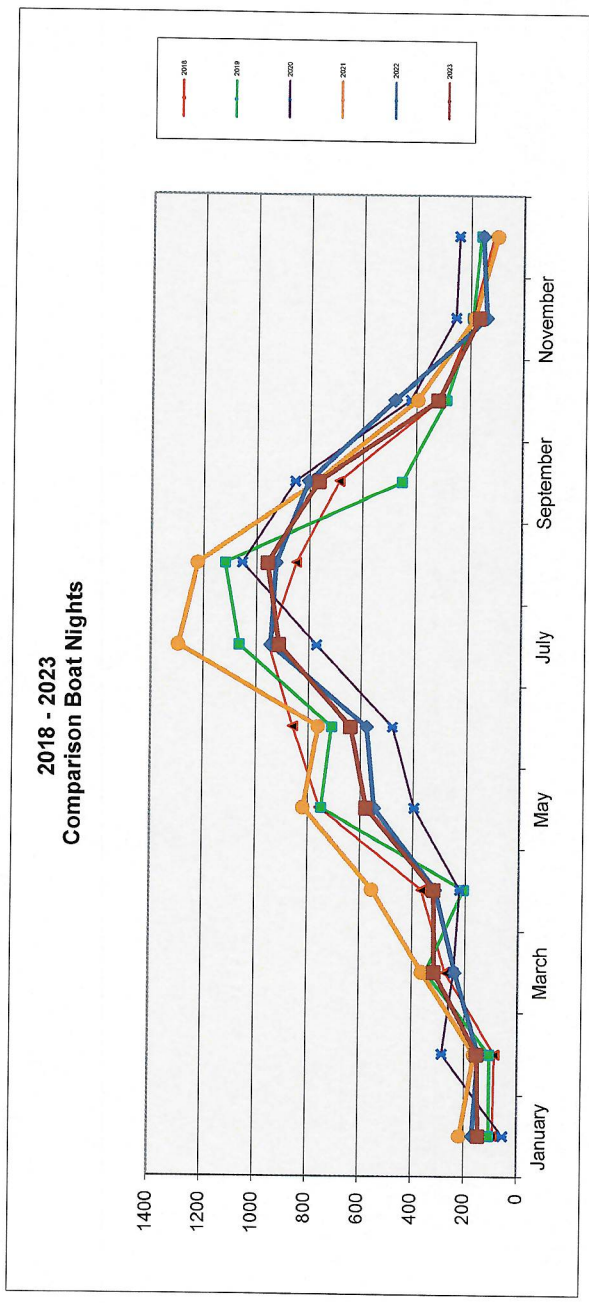
Bond Payment - Prin

File Note:

Moved \$5k to Office Expense to cover the new server purchase - Contingency was \$25k

Port of Poulsbo
Breakdown of Boat Nights

	January	February	March	April	May	June	July	August	September	October	November	December	Totals
2007	142	202	388	454	994	958	1285	1437	950	335	282	151	7578
2008	70	268	336	385	834	866	1010	1315	727	317	256	160	6544
2009	123	248	254	374	974	717	1150	1054	836	303	131	147	6311
2010	82	225	283	322	881	687	1181	1041	698	298	170	133	6001
2011	102	130	163	245	746	752	1000	939	812	210	112	166	5377
2012	86	180	229	292	727	656	1064	1005	865	220	140	126	5590
2013	65	212	255	213	702	822	1018	1279	442	330	147	138	5623
2014	62	296	163	271	838	626	1217	1066	632	281	170	137	5759
2015	84	244	370	325	783	874	1074	820	740	311	97	78	5800
2016	144	114	235	415	721	797	1043	893	762	243	215	110	5692
2017	100	180	231	471	773	949	983	873	850	275	153	189	6027
2018	91	86	275	367	757	860	952	851	689	314	191	113	5546
2019	105	105	349	209	751	713	1065	1120	453	289	192	160	5511
2020	53	285	242	223	398	481	772	1055	856	423	255	243	5286
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		5274



PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA December 8, 2023

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$46,112.86 and from the General Fund, this 8th day of December 2023.

Mark Singer
Mark Singer (Dec 9, 2023 07:01 PST)
Mark Singer, Commissioner

ATTEST:

Jamie Green
Jamie Green (Dec 8, 2023 15:39 PST)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas K. Rose
Thomas K. Rose (Dec 9, 2023 10:42 PST)
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
18520	Paul Moseley	552.39
18521	Edward Jones	2,737.32
18522	Kelli Hodges	72.11
18523	Alex Cole	361.45
18524	Alex Cole	401.80
18525	Michael OR Vicky Frank	399.19
18526	Thomas D'Addario	322.00
18527	Susan Hudson	0.80
18528	Susan Hudson	60.00
18529	Daron Jagodzinske	149.60
18530	Louis Haggerty	480.48
18531	Adam Stone	520.52
18532	Adam Stone	590.52
18533	Bank of America	601.86
18534	Blue Sky Printing	47.25
18535	CHS Inc/Cenex	122.39
18536	CSD Attorneys at Law	6,348.00
18537	City of Poulsbo	3,121.56
18538	Cleanenergy Detail Cleaning Inc	165.00
18539	Coast to Coast Hardware	46.40
18540	Fisheries Supply	129.94
18541	Kitsap Networking Services	1,825.00
18542	North Coast Electric Company	359.84
18543	Office Depot Credit Plan	299.93
18544	Peninsula Fire	98.37
18545	PetroCard	25,181.14
18546	Reliable Background Screening	58.00
18547	WWU	1,060.00
TOTAL		\$ 46,112.86

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.

Carol Tripp
Carol Tripp (Dec 11, 2023 08:56 PST)
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA November 24, 2023

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$15,056.81 and from the General Fund, this 24th day of November 2023.

Mark Singer
Mark Singer (Dec 9, 2023 07:01 PST)
Mark Singer, Commissioner

Jamie Green
Jamie Green (Dec 8, 2023 15:39 PST)
Jamie Green, Commissioner

Thomas K. Rose
Thomas K. Rose (Dec 9, 2023 10:42 PST)
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P13779	Sean P. Bauman	1,474.20
P13780	Kaitlyn Cook	1,563.02
P13781	Yordon I. Henry	1,021.06
P13782	Kelli M. Hodges	1,844.94
P13783	VOID	
P13784	Garrett L. Inman	1,065.93
P13785	Eugene F. Madayag	1,956.16
P13786	VOID	
P13787	Nicholas C. Mandeville	1,255.31
P13788	Jannese M. Hunt	1,344.05
P13789	VOID	
P13790	Brian T. Smith	1,126.79
P13791	Carol L. Tripp	2,405.35
TOTAL		\$ 15,056.81

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.

Carol Tripp
Carol Tripp (Dec 11, 2023 08:56 PST)
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

December 8, 2023

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$16,556.45 and from the General Fund, this 8th day of December 2023.

*Mark Singer*  
Mark Singer (Dec 9, 2023 07:01 PST)  
Mark Singer, Commissioner

*Jamie Green*  
Jamie Green (Dec 8, 2023 15:39 PST)  
Jamie Green, Commissioner

*Thomas K. Rose*  
Thomas K. Rose (Dec 9, 2023 10:42 PST)  
Thomas Rose, Commissioner

| Voucher # | Claimant               | Amount              |
|-----------|------------------------|---------------------|
| P13792    | Sean P. Bauman         | 1,486.52            |
| P13793    | Kaitlyn Cook           | 1,566.09            |
| P13794    | Yordon I. Henry        | 995.40              |
| P13795    | Kelli M. Hodges        | 1,849.39            |
| P13796    | VOID                   |                     |
| P13797    | Garrett L. Inman       | 1,097.62            |
| P13798    | Eugene F. Madayag      | 1,963.57            |
| P13799    | VOID                   |                     |
| P13800    | Nicholas C. Mandeville | 1,124.47            |
| P13801    | Jannese M. Hunt        | 1,349.95            |
| P13802    | VOID                   |                     |
| P13803    | Brian T. Smith         | 424.80              |
| P13804    | Carol L. Tripp         | 2,407.88            |
| P13805    | Jamie R. Green         | 550.41              |
| P13806    | Thomas K. Rose         | 445.13              |
| P13807    | Mark E. Singer         | 445.13              |
| P13808    | Cassidy P. Connors     | 210.55              |
| P13809    | Brian T. Smith         | 639.54              |
| TOTAL     |                        | <b>\$ 16,556.45</b> |

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.

*Carol Tripp*  
Carol Tripp (Dec 11, 2023 08:56 PST)  
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA November 24, 2023

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$4,589.70 and from the General Fund, this 24th day of November 2023.

MS
Mark Singer (Dec 9, 2023 07:01 PST)

Mark Singer, Commissioner

ATTEST:

Jamie Green
Jamie Green (Dec 8, 2023 15:39 PST)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas K. Rose
Thomas K. Rose (Dec 9, 2023 10:42 PST)

Thomas Rose, Commissioner

| Voucher # | Claimant | Amount |
|--------------|-----------------------------|-------------------|
| EFT 11/24/23 | US Treasury/Financial Agent | \$4,589.70 |
| TOTAL | | \$4,589.70 |

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.

Carol Tripp
Carol Tripp (Dec 11, 2023 08:56 PST)

Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

November 25, 2023

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of

\$7,672.54

and from the General Fund, this 25th day of November 2023.

*Mark Singer*  
Mark Singer (Dec 9, 2023 07:01 PST)  
Mark Singer, Commissioner

ATTEST:

*Jamie Green*  
Jamie Green (Dec 8, 2023 15:39 PST)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

*Thomas K. Rose*  
Thomas K. Rose (Dec 9, 2023 10:42 PST)  
Thomas Rose, Commissioner

| Voucher #    | Claimant                       | Amount            |
|--------------|--------------------------------|-------------------|
| EFT 11/25/23 | WA State Department of Revenue | \$7,227.46        |
| EFT 11/25/23 | WA State Department of Revenue | \$445.08          |
| TOTAL        |                                | <b>\$7,672.54</b> |

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.

*Carol Tripp*  
Carol Tripp (Dec 11, 2023 08:56 PST)  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

December 8, 2023

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of

\$4,701.09

and from the General Fund, this 8th day of December 2023.

Mark Singer
Mark Singer (Dec 9, 2023 07:01 PST)
Mark Singer, Commissioner

ATTEST:

Jamie Green
Jamie Green (Dec 8, 2023 15:39 PST)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas K. Rose
Thomas K. Rose (Dec 9, 2023 10:42 PST)
Thomas Rose, Commissioner

| Voucher # | Claimant | Amount |
|-------------|-----------------------------|-------------------|
| EFT 12/8/23 | US Treasury/Financial Agent | \$4,530.80 |
| EFT 12/8/23 | US Treasury/Financial Agent | \$170.29 |
| TOTAL | | \$4,701.09 |

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.

Carol Tripp
Carol Tripp (Dec 11, 2023 08:56 PST)
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

December 10, 2023

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$18,931.00 and from the General Fund, this 10th day of December 2023.

Mark Singer  
Mark Singer (Dec 9, 2023 07:01 PST)  
Mark Singer, Commissioner

ATTEST:

Jamie Green  
Jamie Green (Dec 8, 2023 15:39 PST)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas K. Rose  
Thomas K. Rose (Dec 9, 2023 10:42 PST)  
Thomas Rose, Commissioner

| Voucher #    | Claimant                           | Amount             |
|--------------|------------------------------------|--------------------|
| EFT 12/10/23 | Washington Teamsters Welfare Trust | \$18,931.00        |
|              | TOTAL                              | <b>\$18,931.00</b> |

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.

Carol Tripp  
Carol Tripp (Dec 11, 2023 08:56 PST)  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO
Kitsap County, Washington
RESOLUTION 2023-08
December 7, 2023

WHEREAS, the Port's Auditor has reported that the expenses directly attributable for the operation of Liberty Park Marina for the period January 1, 2023, through October 31, 2023, are as follows:

| | |
|---------------------------|-----------------------------------|
| Commissioner/Secty Comp | \$5,673.00 |
| Salaries & Wages | 101,092.34 |
| Taxes-Payroll-Federal | 8,167.55 |
| Taxes-Payroll-State | 6,609.88 |
| Employee Benefit Programs | 1,717.24 |
| Insurance-Health | 30,789.18 |
| Accounting | 460.00 |
| Uniforms | 266.71 |
| Legal | 64,673.94 |
| Office Expense - Park | 15,657.42 |
| Janitorial Supplies | 3,196.01 |
| Storage Rent | 4,014.00 |
| Dues | 1,603.00 |
| Insurance-General | 20,679.32 |
| Advertising-Park | 7,032.79 |
| Electricity & Propane | 22,285.38 |
| Garbage, Sewer, Water | 19,918.48 |
| Telephone/Communication | 4,115.33 |
| Maintenance-Park | 5,957.63 |
| Outside Services-Park | 12,881.35 |
| Training | 462.46 |
| Consultants/Audit Fees | 232,705.60 |
| Taxes-Excise PARK | 4,993.86 |
| Total Expenses | <u><u>\$574,952.47</u></u> |

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 for the period January 1, 2023 through October 31, 2023, as identified above, are hereby approved.
2. The Port Treasurer is hereby authorized and directed to transfer the amount of \$574,952.47 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 7th day of December 2023, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

PORT OF POULSBO
Kitsap County, Washington

Thomas K. Rose

Thomas K. Rose (Dec 9, 2023 10:40 PST)

Thomas Rose, Commissioner

Mark Singer

Mark Singer (Dec 9, 2023 07:05 PST)

Mark Singer, Commissioner

Jamie Green

Jamie Green (Dec 8, 2023 15:38 PST)

Jamie Green, Commissioner

PORT OF POULSBO
KITSAP COUNTY, WASHINGTON
RESOLUTION NO. 2023-09
DATED: DECEMBER 7, 2023

A RESOLUTION of the Board of Commissioners, Port of Poulsbo, authorizing the Port Accountant to write off uncollectible receipts in the amount of \$232.50, effective December 7, 2023.

WHEREAS the Port of Poulsbo has determined that the following accounts are uncollectible:

| | |
|------------|----------|
| Ryan Myers | 232.50 |
| TOTAL | \$232.50 |

THEREFORE, be it resolved, by the Board of Commissioners, Port of Poulsbo, that the Port Accountant is hereby authorized to write off \$232.50 in uncollectible receipts effective December 7, 2023.

ADOPTED by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 7th day of December 2023, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.



Jamie Green (Dec 8, 2023 15:38 PST)

Jamie Green, Commissioner



Thomas K. Rose (Dec 9, 2023 10:41 PST)

Thomas Rose, Commissioner



Mark Singer (Dec 9, 2023 07:03 PST)

Mark Singer, Commissioner

PORT OF POULSBO
KITSAP COUNTY, WASHINGTON
RESOLUTION NO. 2023-10
DATED: DECEMBER 7, 2023

THIS RESOLUTION AUTHORIZES THE CANCELLATION OF OUTSTANDING WARRANTS IN ACCORDANCE WITH RCW 39.56.040.

WHEREAS, RCW 39.56.040 provides that registered or interest-bearing warrants of any municipal corporation not presented within one year of their issue, shall be cancelled by passage of a resolution of the governing body of the municipal corporation, and upon notice of the passage of such resolution the auditor of the municipal corporation and the treasurer of the municipal corporation shall transfer all records of such warrants so as to leave the funds as if such warrants had never been drawn; and

WHEREAS, outstanding warrants:

| Warrant No. | Payable to | Issued Date | Amount |
|--------------------|-------------------|--------------------|---------------|
| 17587 | Kevin Barney | 01/21/2022 | 323.60 |
| 17697 | Kevin Coulter | 04/08/2022 | 17.92 |
| 17748 | John Luka | 05/20/2022 | 5.20 |
| 17774 | Jim Nyholm | 06/03/2022 | 11.70 |
| 17958 | Sean Tully | 10/21/2022 | 250.37 |
| 17996 | Lyle Turnbull | 11/18/2022 | 30.40 |
| | | | <hr/> |
| | | | \$639.19 |

meet the above criteria;


THEREFORE, be it resolved, by the Board of Commissioners, Port of Poulsbo that the following Warrants be cancelled by the Port's Treasurer and that such sum be returned to the General Fund, effective December 7, 2022:

ADOPTED by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 7th day of December 2023 and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.



Jamie Green (Dec 8, 2023 15:38 PST)

Jamie Green, Commissioner



Thomas K. Rose (Dec 9, 2023 10:41 PST)

Thomas Rose, Commissioner



Mark Singer (Dec 9, 2023 07:02 PST)

Mark Singer, Commissioner