

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

<b>Subject</b>	<b>*HYBRID* Regular Meeting Agenda</b>	<b>Date</b>	<b>10/16/2025</b>
<b>Recorder</b>	Cassidy Conners	<b>Start Time</b>	<b>7:00 PM</b>
<b>Commission Chair</b>	Jay Lawrence	<b>End Time</b>	<b>9:00 PM</b>
<b>Commission Members</b>	<b>Jamie Green, Jeff Pfeil</b>		
<b>Staff Present</b>	<b>James Weaver-Port Manager, Carol Tripp-Port Accountant</b>		

<b>AGENDA</b>			
<b>No.</b>	<b>Topic</b>	<b>Action/Recommendation/Discussion</b>	
1.	<b>CALL TO ORDER</b>		
2.	<b>COMMISSIONER COMMENTS</b>		
3.	<b>PBA REPORT / PUBLIC COMMENTS (limit of 3 minutes)</b>		
4.	<b>CONSENT AGENDA ITEMS</b> (Next Res: 2025-16) 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: October 2, 2025 B. Warrants: 19260-19289, P14426-P14435 EFT's of 10/10/25 and 10/27/25 in the amount of \$104,021.53 C. Resolution 2025-15 – Cancellation of Outstanding Warrants		
5.	<b>OLD BUSINESS ITEMS</b>		
6.	<b>NEW BUSINESS ITEMS</b> A. Commissioner Responses to public comments/discussions B. Accounting Report – C. Tripp C. RCO Letter RE: Grant #73-050– J. Weaver D. Managers Report – J. Weaver		
7.	<b>PUBLIC COMMENT FOR FUTURE MEETINGS</b>		
8.	<b>COMMISSIONER COMMENTS</b>		
9.	<b>ADJOURN</b>		

Time: Oct 16, 2025 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86551258095>

Meeting ID: 865 5125 8095

+12532158782,,86551258095# US (Tacoma)

+12532050468,,86551258095# 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  
OCTOBER 2, 2025  
7:00 PM

**Present:** Commissioner Lawrence, Commissioner Green, Commissioner Pfeil, Port Manager Weaver, Port Accountant Tripp, Recording Secretary Cassidy Conners

**Call to Order**

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

**Commissioner Comments**

Commissioners expressed optimism for the upcoming year, highlighting new marketing and yacht club engagement strategies.

Discussion noted that 2026 marks the Port of Poulsbo's 75th Anniversary, and Commissioners directed staff to explore commemorative opportunities in coordination with City and community partners.

Commissioners thanked staff for their dedication and collaboration, particularly during transition and policy updates.

**Poulsbo Boater's Association**

There was no report.

**Public Comments**

No formal public comments were received at this meeting. Commissioners reaffirmed that public comment opportunities remain available during each regular meeting and through written submissions.

**Consent Agenda**

**Motion:** Move to approve meeting minutes: September 18, 2025

**Moved by:** Commissioner Pfeil **Seconded by:** Commissioner Lawrence

Motion passed unanimously.

**Motion:** Move to approve the warrants as read.

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

Motion passed unanimously.

**Motion:** Move to approve Resolution 2025-12; 2025-13; 2025-14

**Moved by:** Commissioner Lawrence **Seconded by:** Commissioner Pfeil

Motion passed unanimously.

PORT OF POULSBO REGULAR MEETING  
OCTOBER 2, 2025  
7:00 PM

**Old Business Items**

**Recap of Moorage Deposits**

Port Manager Weaver and Accountant Tripp presented findings from a review of historical moorage deposit records, confirming that only six active agreements predated the 1999 policy revisions. Commissioners discussed whether retroactive deposit adjustments were appropriate. The consensus was to maintain deposits as stated in current contracts and require updated deposits only upon execution of new moorage agreements, vessel changes, or slip transfers. Staff will continue auditing tenant files to ensure consistency and compliance.

**Port Financial Policies**

Commissioners reviewed financial policy updates presented by Accountant Tripp.

**Motion:** Move to approve the policy revisions regarding cash handling and payment processing procedures.

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

Motion passed unanimously.

**New Business Items**

**Commissioner Responses to Public Comments and Discussions**

Port Manager Weaver noted that he has reached the 30-day mark in his tenure and expressed appreciation for staff collaboration. He reported progress in addressing administrative issues, policy alignment, and outreach to stakeholders, including the City of Poulsbo, local yacht clubs, and tourism partners.

**Accounting Report – Accountant Tripp**

Accountant Tripp reported that September financials showed stable revenue and expenditures consistent with the adopted 2026 Budget. Year-to-date performance remains within projections, with upcoming seasonal reductions anticipated as winter moorage begins.

Please see attached.

**Manager's Report – Manager Weaver**

Manager Weaver reported three yacht club rendezvous scheduled for October, extending guest moorage activity into the fall season. Seasonal staff member Kylie Beckey concluded her summer term with excellent performance; Commissioners expressed appreciation for her service. Winter Moorage began October 1, with 23 confirmed vessels occupying F Dock; additional reservations are in progress. Manager Weaver presented a draft letter to the Recreation and Conservation Office (RCO) affirming the Port's role as co-sponsor of Agreement 73-050 with the City of Poulsbo. The letter will confirm continued compliance with RCO guidelines while preserving designated port parking, restroom access, and in-kind maintenance contributions.

PORT OF POULSBO REGULAR MEETING  
OCTOBER 2, 2025  
7:00 PM

Commissioners discussed restroom signage and agreed to install updated public notice language consistent with RCO standards. Manager Weaver also briefed the commission on coordination with the historic vessel Virginia V for potential participation in 2026 waterfront events. The Port's new breakwater performed well during recent storms, and cleaning rotations are being maintained during seasonal seagull migration. Future calendar adjustments were discussed: the November 6, 2025 meeting will begin at 6:00 PM to accommodate scheduling conflicts. The second December meeting is tentatively canceled unless urgent business arises.

**Public Comments & Requests for Future Agenda Items**

No additional comments were received. Commissioners will consider agenda refinements for upcoming sessions, including review of the 2026 operational priorities.

**Adjourn 9:00pm**

  
Jay Lawrence, Commissioner & Chair

  
Jamie Green, Commissioner

  
Jeff Pfeil, Commissioner

  
Cassidy Conners, Recording Secretary

## **PORT OF POULSBO**

## PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA October 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 \$14,647.20  
and from the General Fund, this 10th day of October 2025.

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**Jeff Pfeil, Commissioner**

**ATTEST:**

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Jamie Green, Commissioner

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**Cassidy Conners, Recording Secretary**

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Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
EFT 10/10/25	WA Teamsters Welfare Trust	\$14,647.20
	TOTAL	\$14,647.20

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.

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## Port Auditor

~~~ EFT ~~~

## **PORT OF POULSBO**

## PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA      October 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 \$15,037.34  
and from the General Fund, this 10th day of October 2025.

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**Jeff Pfeil, Commissioner**

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Jamie Green, Commissioner

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Jay Lawrence, Commissioner

| Voucher # | Claimant                        | Amount              |
|-----------|---------------------------------|---------------------|
| P14426    | Sean Bauman                     | 1,658.28            |
| P14427    | James Weaver                    | 4,376.08            |
| P14428    | Nicole Wohnoutka                | 1,358.65            |
| P14429    | Nicholas Mandeville             | 1,123.30            |
| P14430    | Yordon Henry                    | 1,166.67            |
| P14431    | Kylie Beckey                    | 900.90              |
| P14432    | Kelli Hodges                    | 2,023.15            |
| P14433    | VOID                            | -                   |
| P14434    | Carol Tripp                     | 2,415.01            |
| P14435    | VOID                            | -                   |
|           | Direct Deposit Transaction Fees | 15.30               |
|           | <b>TOTAL</b>                    | <b>\$ 15,037.34</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.

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## Port Auditor

## ~~~DIRECT DEPOSIT ADVICES~~~

## **PORT OF POULSBO**

## PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA October 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 \$4,380.08

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Jeff Pfeil, Commissioner

ATTEST:

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Jamie Green, Commissioner

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**Cassidy Conners, Recording Secretary**

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Jay Lawrence, Commissioner

| Voucher #    | Claimant                    | Amount            |
|--------------|-----------------------------|-------------------|
| EFT 10/10/25 | US Treasury/Financial Agent | \$4,380.08        |
|              | TOTAL                       | <b>\$4,380.08</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 October 17, 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 \_\_\_\_\_ and from the General Fund, this 17th day of October 2025.

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**Jeff Pfeil, Commissioner**

**ATTEST:**

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Jamie Green, Commissioner

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Cassidy Conners, Recording Secretary

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Jay Lawrence, Commissioner

| Voucher # | Claimant                        | Amount              |
|-----------|---------------------------------|---------------------|
| 19260     | Brad Middleton                  | 400.00              |
| 19261     | Gary Moore                      | 119.25              |
| 19262     | City of Poulsbo                 | 3,971.52            |
| 19263     | Mark Wilkerson                  | 213.80              |
| 19264     | Shawn Vetterick                 | 34.52               |
| 19265     | John Veatch                     | 474.16              |
| 19266     | Wendy Sears                     | 319.08              |
| 19267     | Michael Naab                    | 236.55              |
| 19268     | Ken Kretzman                    | 331.00              |
| 19269     | Susan Hudson                    | 10.00               |
| 19270     | Dale GoForth                    | 148.00              |
| 19271     | Erin Girard                     | 30.00               |
| 19272     | Matt Fitch                      | 331.00              |
| 19273     | Jon Fischbein                   | 212.05              |
| 19274     | Sean Cox                        | 331.00              |
| 19275     | Glenn & Heather Cole            | 347.70              |
| 19276     | Dennis Carlson                  | 296.00              |
| 19277     | Dan Bracher                     | 123.94              |
| 19278     | Dan Bracher                     | 158.94              |
| 19279     | Bank of America                 | 997.89              |
| 19280     | Home Depot                      | 28.41               |
| 19281     | Kitsap Networking Services      | 1,970.00            |
| 19282     | ODP Business Solutions LLC      | 171.87              |
| 19283     | Olympic Springs Inc             | 21.75               |
| 19284     | Peninsula Fire Inc              | 1,010.97            |
| 19285     | PetroCard                       | 39,283.95           |
| 19286     | Premier Communications          | 218.60              |
| 19287     | PUD #1 of Kitsap County         | 682.00              |
| 19288     | Soundwest Engineering Assoc Inc | 7,267.25            |
| 19289     | Verizon Wireless                | 118.49              |
|           | <b>TOTAL</b>                    | <b>\$ 59,859.69</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.

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## Port Auditor

## **PORT OF POULSBO**

## PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA October 27, 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 \$10,097.22 and from the General Fund, this 27th day of October 2025.

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**Jeff Pfeil, Commissioner**

**ATTEST:**

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Jamie Green, Commissioner

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Cassidy Conners, Recording Secretary

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Jay Lawrence, Commissioner

| Voucher #    | Claimant                 | Amount                          |
|--------------|--------------------------|---------------------------------|
| EFT 10/27/25 | WA State Dept of Revenue | \$10,097.22                     |
|              |                          | <b>TOTAL</b> <b>\$10,097.22</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.

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## Port Auditor

~~~ EFT ~~~

Accounting Report – October 16, 2025

**Accounting Report –**

The Summary of Financial Statements for the month ending September 30, 2025 is attached to this report.

For the month of September, there was a net gain of \$127,287.49. There were no payouts for capital improvements made during the month. Our year-to-date net gain is \$581,339.82.

Our gas sales for the month of September have increased and we now are 10.774% over the previous year. Unfortunately, diesel sales are still lagging behind the previous year and are down by 16.755%. (see attached) I expect diesel sales to increase during the last quarter of this year as larger vessels typically come into the Port to ‘top off’ before the end of the year.

As of September 30, 2025 guest moorage boat nights are down by 1.28% from the previous year. Four-hour stays have increased by 32.7% over the previous year and reservations have increased 80.99%. (see attached)

Respectfully Submitted,

Carol Tripp, Port Accountant

Attachments:

1. Summary of Financial Statements – 09/30/2025
2. Fuel Sold by Volume
3. Boat Nights Breakdown

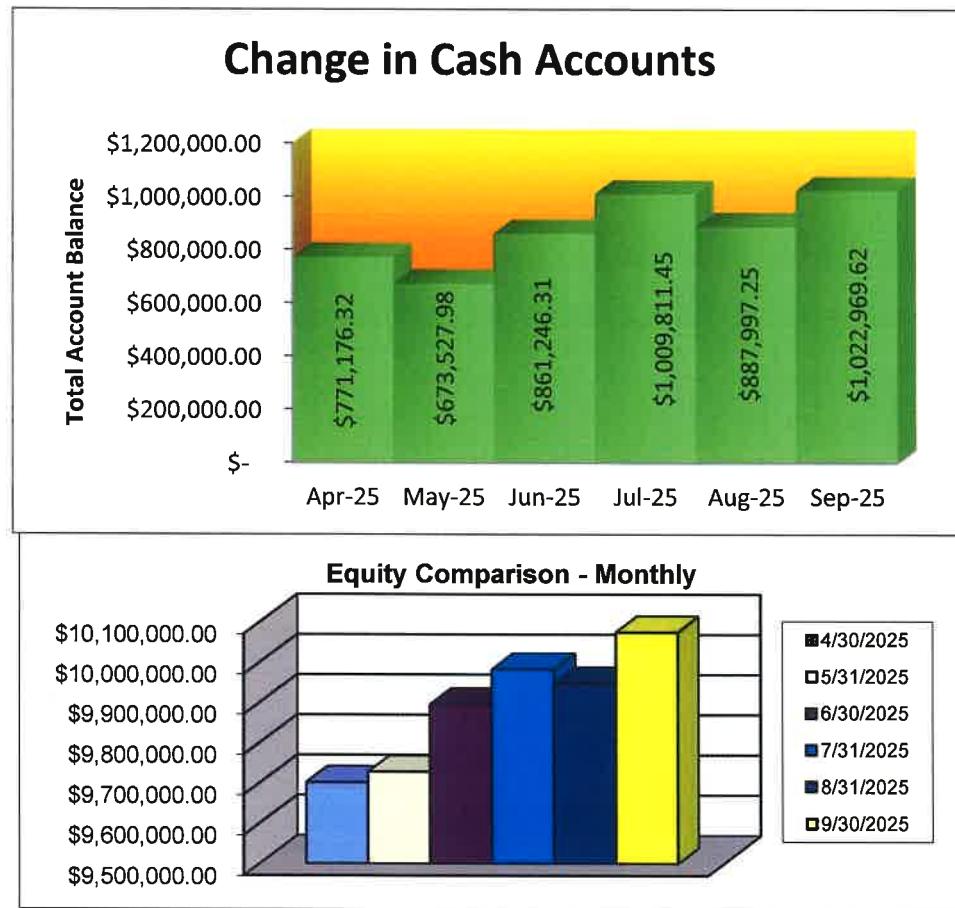
**Port of Poulsbo**  
**Summary of Financial Statements**  
**For the Nine Months Ending September 30, 2025**

**ASSETS, LIABILITIES, EQUITY**

|                          |                                |
|--------------------------|--------------------------------|
| Cost of Capital Assets   | \$ 13,709,742.78               |
| Current Assets           | 1,053,775.63                   |
| <b>TOTAL ASSETS</b>      | <b><u>\$ 14,763,518.41</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>\$ 10,075,239.09</u></b> |

|                                                       | September                     | Year To Date             |
|-------------------------------------------------------|-------------------------------|--------------------------|
| <b>INCOME &amp; EXPENSES</b>                          |                               |                          |
| Gross Profit                                          | 213,506.25                    | 1,734,190.42             |
| Operating Expenses                                    | 86,218.76                     | 1,152,850.60             |
| <b>NET GAIN/LOSS</b>                                  | <b><u>\$ 127,287.49</u></b>   | <b><u>581,339.82</u></b> |
| <b>CAPITAL IMPROVEMENTS</b>                           | \$ -                          | 55,524.40                |
|                                                       |                               |                          |
| Balances of Assets Accts<br><i>September 30, 2025</i> |                               |                          |
| General Fund                                          | \$ 94,073.68                  |                          |
| General Investment Fund                               | 618,444.93                    |                          |
| Liberty Park Fund                                     | 25,452.41                     |                          |
| Park Investment Fund                                  | 10,535.60                     |                          |
| Remaining Fund Balances<br>and other current assets   | 305,269.01                    |                          |
|                                                       | <u><u>\$ 1,053,775.63</u></u> |                          |

**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.**

## Fuel Sold by Volume

|                  | 2025             | 2024              | 2023             |
|------------------|------------------|-------------------|------------------|
|                  | Gas              | Diesel            | Gas              |
| <b>January</b>   | -                | -                 | 910.79           |
| <b>February</b>  | 424.22           | 2,606.89          | 9,129.14         |
| <b>March</b>     | 1,263.80         | 7,312.67          | 10,216.08        |
| <b>April</b>     | 2,033.11         | 11,512.80         | 2,039.25         |
| <b>May</b>       | 2,822.64         | 15,301.37         | 14,837.59        |
| <b>June</b>      | 6,579.02         | 24,161.57         | 15,942.77        |
| <b>July</b>      | 13,059.50        | 23,583.95         | 1,744.90         |
| <b>August</b>    | 11,460.39        | 20,669.14         | 2,849.23         |
| <b>September</b> | 8,279.71         | 19,184.50         | 18,763.52        |
| <b>October</b>   | -                | -                 | 19,925.20        |
| <b>November</b>  | -                | -                 | 29,505.89        |
| <b>December</b>  | -                | -                 | 22,725.28        |
| <b>Totals</b>    | <b>45,922.39</b> | <b>124,332.89</b> | <b>41,455.89</b> |

| As of 09/30/25 | 2024       | 2025       | % Inc/Dec         |
|----------------|------------|------------|-------------------|
| Gas            | 41,455.89  | 45,922.39  | 10.774%           |
| Diesel         | 149,357.25 | 124,332.89 | -16.755%          |
|                |            |            | <b>158,248.46</b> |
|                |            |            | <b>155,531.72</b> |

## Port of Poulsbo

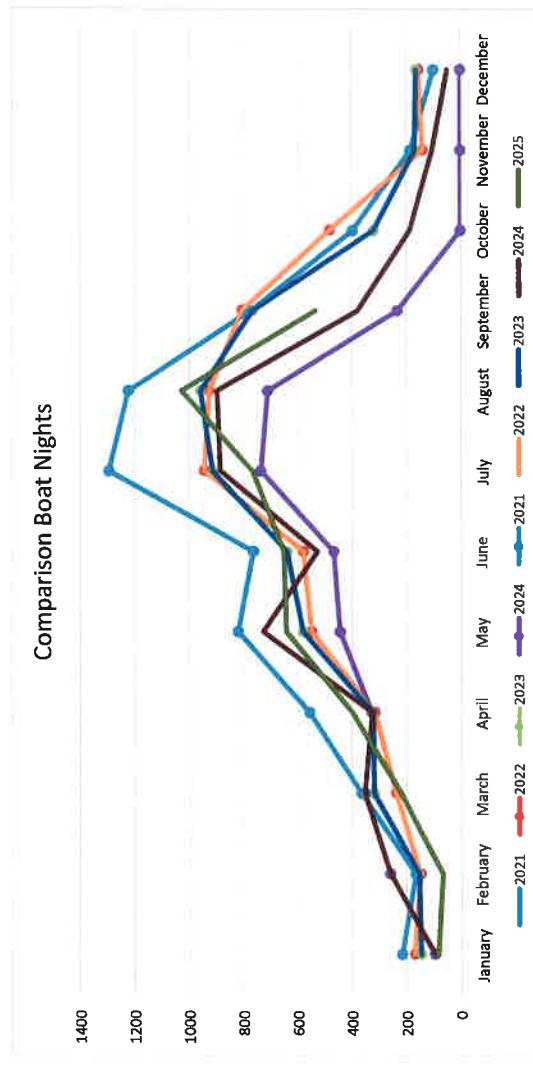
### Breakdown of Boat Nights

| Includes both BW and EF 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   | 443 | 466  | 736  | 711    | 232       | 0       | 0        | 0        | 3620   |
| 2025                                              | 84      | 67       | 220   | 397   | 642 | 652  | 767  | 1030   | 535       | 378     | 186      | 104      | 4790   |
|                                                   |         |          |       |       |     |      |      |        |           |         |          |          | 4394   |

1= EF Docks closed due to construction

|              | 2024 | 2025 | % Inc/Dec |
|--------------|------|------|-----------|
| Boat Nights  | 4451 | 4394 | -1.28%    |
| 4 Hr Stay    | 997  | 1323 | 32.70%    |
| Reservations | 705  | 1276 | 80.99%    |

### Comparison Boat Nights





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

COMMISSIONERS  
JEFF PFEIL  
JAMIE GREEN  
JASON LAWRENCE  
PORT MANAGER  
JAMES WEAVER

October 16, 2025

Christopher Popek  
Compliance Specialist/Inspector  
Washington State Recreation and Conservation Office  
1111 Washington St. SE  
Olympia, WA 98501

**Re: Agreement 73-050 – Co-Sponsorship and Acknowledgement of Obligations**

Dear Mr. Popek,

On behalf of the Port of Poulsbo Board of Commissioners, we write to formally acknowledge and affirm the Port's agreement to be added as a co-sponsor for the federal component of Land and Water Conservation Fund (LWCF) Agreement No. 73-050 (Liberty Bay Park Complex / Muriel Iverson Williams Waterfront Park and Marina).

The Port of Poulsbo agrees to the terms, rules, regulations, and obligations contained in the original 1973 project agreement and the 1974 LWCF amendment, including:

- Maintaining the project area and all associated facilities for outdoor public recreation in perpetuity, consistent with RCW 43.99 and applicable federal LWCF requirements.
- Ensuring the funded sites and facilities remain open, safe, attractive, and accessible to the public at reasonable times and without restriction based on race, creed, color, sex, religion, national origin, or residence.
- Operating and maintaining the marina, and related amenities in accordance with the standards of the original agreements, including restroom facilities, parking areas, waterfront park grounds, and guest moorage areas.
- Prohibiting conversion of LWCF-funded lands and facilities pursuant to the agreement.
- Complying with ongoing reporting, inspection, and certification requirements as outlined in RCO's long-term obligations guidance.