

# VIRTUAL MEETING VIA ZOOM

## Poulsbo Port District – Port Commission

Subject	<b>*REMOTE* Regular Meeting Agenda</b>	Date	<b>July 15, 2021</b>
Recorder	<b>Cassidy Conners</b>	Start Time	<b>7:00 PM</b>
Commission Chair	<b>Thomas Rose</b>	End Time	<b>9:00 PM</b>
Commission Members	<b>Jamie Green, Mark Singer</b>		
Staff Present	<b>Carol Tripp, Port Accountant &amp; Mgr.</b>		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	<b>CALL TO ORDER</b>	
2.	<b>COMMISSIONER COMMENTS</b>	
3.	<b>PUBLIC COMMENTS (limit of 3 minutes)</b>	
4.	<b>POULSBO BOATERS ASSOCIATION REPORT</b>	
5.	<b>CONSENT AGENDA ITEMS</b> (Next Res: 2021-10) 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. <b>A. Approve meeting minutes of: 7.1.21</b> <b>B. Warrants: 17324 – 17341, P13038 – P13046, 7/09/21 EFT, 7/10/21 EFT, 7/30/21 EFT in the amount of \$370,060.47.</b>	
6.	<b>OLD BUSINESS ITEMS</b>	
	<b>A. Resolution #9 – Declaring Local Emergency &amp; Delegation of Authority - Review</b>	
	<b>B. Boat Ramp/Breakwater Updates</b>	
7.	<b>NEW BUSINESS ITEMS</b>	
	<b>A. Commissioner responses to public comments/discussions</b>	
	<b>B. Accounting &amp; Manager’s Report</b>	
	<b>C. Review and approve policies</b>	
8.	<b>PUBLIC COMMENT &amp; REQUESTS FOR FUTURE AGENDA ITEMS</b>	
9.	<b>COMMISSIONER COMMENTS</b>	
10.	<b>ADJOURN</b>	

<https://us02web.zoom.us/j/88198970082>

Meeting ID: 881 9897 0082

One tap mobile

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**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 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.**

## VIRTUAL MEETING VIA ZOOM

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**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 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  
JULY 15, 2021, 2021  
7:00 PM

**Present:** Commissioner Singer, Commissioner Green, Commissioner Rose, Port Accountant Carol Tripp, ~~Melanie Winnett – Harbormaster~~, Pam Benson & Peter Horner – PBA

**Call to Order 07:00pm**

**Commissioner Comments**

Commissioner ~~Rose~~ Singer said parking will get better and the boat ramp project will be wrapping up, so please be patient. He requested the public not mess with the front office so much. He strongly urged safety regarding children, wearing life jackets, and not to swim at all in the Port of Poulsbo waters. Commissioner Rose also requested people don't disturb the seals. The seals keep their babies on the docks, so just walk away and leave them alone. Please be courteous to others and allow people to have their own space.

Commissioner Green said the business recovery task force meetings are the second Monday of every month. She said people have mentioned the boat ramp crane and feel like it's a destination and not a deterrent for tourists. A boutique hotel will be opening soon in downtown Poulsbo. The Poulsbo Historical Society had a successful auction. Peninsula Credit Union is hosting their first Corn Hole tournament Saturday 3-6pm and everyone is welcome. The event is sponsored by local businesses. Thursday the 22<sup>nd</sup> at 6pm will be the next tournament. The Chamber will have their first in-person meeting at Raab Park August 18<sup>th</sup> 1-3pm. Christmas activities were discussed at the business recovery meeting. They're very interested in learning whether the Port would be going through with any previously discussed ideas. The City has received the \$1.3m grant through American Rescue Plan. Some of the money has already been slated for hiring staff. The mayor will be bringing up the general parking issue (from all the downtown projects) at the next HDPA meeting.

Commissioner ~~Singer~~ Rose thanked Commissioner Green for her summaries and to please keep the board updated with the goings on of downtown. He has noticed the attitudes in the atmosphere post COVID and with the heat. There have been a couple of situations down at the Port and commended the staff for handling their share of people who were out of line. If someone is parking where they shouldn't be, please just call and have their vehicle towed. He would be interested in guest surveys to get some feedback to the board. He reminded Port Accountant Tripp if she needs back up to let the Commissioners know. Commissioner Singer wished to add "Guest Dock Moorage Rates" to the agenda.

**Public Comments**

There were none.

**Poulsbo Boater's Association**

There was no report.

**Consent Agenda**

**Motion:** Move to approve the regular minutes of July 1, 2021.

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

Motion passed unanimously.

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

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

Motion passed unanimously.

### **Old Business Items**

#### **Resolution #9 – Declaring Local Emergency & Delegation of Authority – Review**

There were none.

### **Breakwater & Boat Ramp Updates**

Commissioner Rose said the boat ramp is coming along nicely and the contractor has freed up a couple more parking spots. Things are moving along as they should, and the Port is hoping for an early completion date. Port Accountant Tripp said there isn't much to report on the breakwater, and the Port remains in a holding pattern. She is currently waiting for a response from the congressional representatives and it's time to ramp up outreach a notch. She spoke with Commissioner Rose today and sent an email to Derek Kilmer's office. Commissioner Rose said the Port needs to use the next three weeks to garner points of contact and hear what Mr. Piccone has to say at the first meeting in August to see what's going on from his end. A decision will need to be made at the next meeting if no initial contact is made by then. The board needs to see if appointments can be made, get practical input, engineering input, and decide what strategy is needed. While a phased approach to the breakwater is an option, it's also risky. If transient moorage isn't added, the Port will lose the federal \$1.44m grant.

### **New Items**

#### **Items for Public Discussion**

Commissioner Rose said Commissioner Green set up a discussion for the anchorage and derelict boat issue on the 28<sup>th</sup> at 5pm in the multi-purpose barge at the Port. He welcomes perspectives and opinions to get a feel of where everyone stands. He wants to put together how the Port will move forward with a solution. He had some positive conversation with the lieutenant at the police station and they would be amenable for folks to assist with monitoring the anchoring in Liberty Bay. There wouldn't be any enforcement, but the monitoring would help assist the police with their own monitoring. This will also help develop a basic strategy for how to deal with things as the weather starts to turn later in the year. There are three small boats that have already started to drift down. We want to encourage anchorage. We want to encourage maritime use. We want to encourage it all responsibly.

### **Accounting & Manager's Report**

See attached.

**Motion:** Move to approve the Personnel Policy Manual and the Conduct and Behavior Policy  
**Moved by:** Commissioner Rose **Seconded by:** Commissioner Green

Commissioner Singer requested a small change to the Conduct and Behavior Policy and it will be presented at the next meeting.

Motion passed unanimously.

**Review Updating or Changes in Rates for Guest Moorage**

This resolution will be adopted at the next meeting. There are outlines of what rates need to be to get the bond to fund the breakwater. The March 4<sup>th</sup>, 2021, minutes explain the board's discussion of the rate structure for the debt service. The proposal was then read from the minutes of March 4<sup>th</sup>, 2021. Port Accountant Tripp said if the resolution is approved August 5<sup>th</sup>, the new rates will take affect August 6<sup>th</sup>. She will make sure a resolution is ready at the next meeting.

**Public Comments/Request for Future Agenda Items**

There were none.


**Commissioner Comments**

Commissioner Green encouraged everyone to be safe out there.

Commissioner Singer had no comment other than to be safe, parents watch their children, have a great summer with no problems.

Commissioner Rose thanked everyone for everything they're doing.


**Final Adjournment 8:09pm**

  
Mark Singer (Aug 7, 2021 09:24 PDT)

Mark Singer, Commissioner

  
Jamie Green (Aug 6, 2021 13:39 PDT)

Jamie Green, Commissioner

  
Thomas K. Rose (Aug 8, 2021 19:18 PDT)

Thomas Rose, Commissioner

## Accounting & Manager Report – July 15, 2021

- Maintenance Report -- Eugene Madayag
  - Maintenance completed for the month of July to date:
    - Continue to move items into the Port's boathouse. Approximately half of the major tools have been moved back into the shop.
    - With the exception of a few minor details, everything is in order to pick up the new Pumpout vessel. An appointment has been made to have a new trailer brake installed on the Port truck.
    - Working on the 2022 capital improvements list and waiting for the return of 3 estimates.
  - Maintenance in Progress:
    - Continue to work on the Kayak float as time allows.
    - Working with new welder to get 'C' Dock gate fixed.
    - Worked on lock on 'C' gate, was unable to repair it. Called Kings Mobile Lock to repair it. They came in to service the unit.

- Guest Moorage Report – Jannese Hunt

Our boat nights this year are back on track, and several months the numbers have superseded boat nights of the pre pandemic year of 2019. It is an exciting time and I am eager to see what the numbers will reflect at the end of the summer.

The boating community and yacht clubs continue to enjoy the use of the large activity barge on F Dock. This allows for 2 larger groups to have space to socialize. There will be another wedding party this month! The small activity barge on E Dock is also well used. The ability to move this smaller barge into a slip further out on the dock gives the boaters the opportunity to create a more private and intimate gathering space. This past weekend Duwamish Yacht Club was delighted to stage and decorate the barge with tropical decorations.

Our staff members are working diligently on photographing and tracking the boats on anchor out in the bay. We are working with the Poulsbo Police Department to enforce the RCW's which restrict this activity that is often abused.

Parking issues continue to be a problem, especially with individuals who are not authorized to use these parking spaces. Two vehicles were towed just this past week, one of which was parked in the handicapped space with no handicap placard. There is a misconception with parking enforcement. The towing company is often so busy that their response time can often exceed 2 hours.

At my last meeting with Marianna Smyth on July 1st we discussed the Paddle to Poulsbo Event. We also discussed the Christmas / Holiday Bazaar. She intends to put this topic on the agenda for the upcoming HDPA Meeting on July 13th.

- Permanent Moorage Report – Melanie Winnett

- We lost a valued member of our boating community. Mr. Cy Dassel passed recently and will be missed by our staff. We was a very pleasant gentleman and always had a nice, 'Hello' for everyone.
- Have been having several parking issues of late. Please be sure that you have your parking permit hanging in your vehicle and that it is clearly visible. Please park in designated areas only. We have had to tow 2 vehicles in the last week.
- Received 2 cancellation notices.
- Electrical invoicing was done earlier this month.

### **Accounting and Manager Report**

Earlier this month, I received notification that former Port Commissioner Glenn Gilbert had passed away. I was fortunate enough to work for Commission Gilbert for several years and found him to be an upstanding citizen and an outstanding Port Commissioner.

The Boat Ramp continues to progress and is on schedule to be completed during the month of August. I am expecting our first grant reimbursement within the next week or two.

We had a couple of issues during the 3<sup>rd</sup> of July this year. A Poulsbo resident brought his vessel into guest moorage and shot off fireworks. This person was warned several times not to do this (by Port Staff and the Poulsbo Police Dept). After the last warning given by the Poulsbo Police Officer at 11:00pm on July 3, 2021; he started shooting off the fireworks at 11:15pm. This individual was unable to follow Port rules and regulations and has been trespassed from Port property, for a period of 5 years.

Parking continues to be a problem. We are actively towing vehicles without permits who are parking incorrectly. There are only a few more weeks left of the Boat Ramp project, please follow the guidelines that were set out before the project started and this will be easier on everyone. The office is being inundated with people complaining about their fellow boaters, complaining about our senior liveaboards not moving their vehicles regularly or liveaboards parking in any spot available at any time and ignoring the 'flex parking' rules. One other option we have is to mandate rigid parking enforcement which would be difficult on everyone. There are only a few more weeks left of the Boat Ramp project, please be respectful of your neighbors and we all can weather this project with minimal issues.

The payroll tax returns for the 2<sup>nd</sup> quarter have been completed and filed as well as the Leasehold Excise Tax Return for the same time period. I am currently working on the excise tax return and will have it completed shortly. The month of June books have been reconciled but I have not completed my Summary of them as of today's date.

I expect to have the new PMA signed and sent back to Olympia by early next week.

Respectfully Submitted

Carol Tripp

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA

July 16, 2021

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 \$321,651.12 and from the General Fund, this 16th day of July 2021.

  
Mark Singer (Jul 17, 2021 09:41 CDT)  
Mark Singer, Commissioner

ATTEST:


  
Jamie Green (Jul 17, 2021 07:07 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Thomas K. Rose (Jul 17, 2021 07:58 PDT)  
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
17324	Patrick OR Rachel Banks	223.56
17325	Edward Jones	2,215.62
17326	Kelli Hodges	80.64
17327	Bank of America	503.89
17328	City of Poulsbo	3,315.68
17329	Coast to Coast Hardware	14.80
17330	Fisheries Supply	243.88
17331	Home Depot	53.74
17332	Ken's NW Automotive	158.40
17333	King's Mobile Lock	179.85
17334	Olympic Springs Inc	28.18
17335	Peninsula Fire Inc	33.79
17336	PetroCard	26,733.84
17337	PUD #1 of Kitsap County	345.00
17338	Redside Construction	251,926.25
17339	Safe Security	504.00
17340	Soundwest Engineering Assoc Inc	34,240.00
17341	Vernon Publications LLC	850.00
<b>TOTAL</b>		<b>\$ 321,651.12</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 (Jul 16, 2021 09:01 PDT)  
Port Auditor



PORT OF POULSBO

PAYMENT VOUCHER


Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA

July 9, 2021

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 \$12,477.51 and from the General Fund, this 9th day of July 21.

  
Mark Singer (Jul 17, 2021 09:41 CDT)  
Mark Singer, Commissioner

  
Jamie Green (Jul 17, 2021 07:07 PDT)  
Jamie Green, Commissioner

  
Thomas K. Rose (Jul 17, 2021 07:58 PDT)  
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P13038	Christopher Henry	931.48
P13039	Kelli M. Hodges	1,659.18
P13040	Eugene Madayag	1,512.37
P13041	Nicholas Mandeville	925.69
P13042	Jannese M. Hunt	1,336.96
P13043	Bruce Riley	811.46
P13044	Brian T. Smith	1,117.27
P13045	Carol L. Tripp	2,437.31
P13046	Melanie I. Winnett	1,745.79
TOTAL		\$ 12,477.51

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 (Jul 16, 2021 09:01 PDT)  
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370


Kitsap County, WA

July 9, 2021

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$3,942.11 and from the General Fund, this 9th day of July 2021.

  
Mark Singer (Jul 17, 2021 09:41 CDT)  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Jul 17, 2021 07:07 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Thomas K. Rose (Jul 17, 2021 07:58 PDT)  
Thomas Rose, Commissioner

| Voucher #    | Claimant                    | Amount     |
|--------------|-----------------------------|------------|
| 07/09/21 EFT | US Treasury/Financial Agent | \$3,737.65 |
| 07/09/21 EFT | DSHS                        | \$204.46   |
|              | TOTAL                       | \$3,942.11 |

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 (Jul 16, 2021 09:01 PDT)  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER


Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA July 10, 2021

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 \$11,253.20 and from the General Fund, this 10th day of July 2021.

  
Mark Singer (Jul 17, 2021 09:41 CDT)  
Mark Singer, Commissioner

ATTEST:


  
Jamie Green (Jul 17, 2021 07:07 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Thomas K. Rose (Jul 17, 2021 07:58 PDT)  
Thomas Rose, Commissioner

| Voucher #    | Claimant                   | Amount             |
|--------------|----------------------------|--------------------|
| EFT 07/10/21 | WA Teamsters Welfare Trust | \$11,253.20        |
|              | TOTAL                      | <b>\$11,253.20</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 (Jul 16, 2021 09:01 PDT)  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA July 30, 2021

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 \$20,736.53 and from the General Fund, this 30th day of July 2021.

*Mark Singer*  
Mark Singer (Jul 17, 2021 09:41 CDT)  
Mark Singer, Commissioner

ATTEST:

*Jamie Green*  
Jamie Green (Jul 17, 2021 07:07 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

*Thomas K. Rose*  
Thomas K. Rose (Jul 17, 2021 07:58 PDT)  
Thomas Rose, Commissioner

| Voucher #     | Claimant                       | Amount             |
|---------------|--------------------------------|--------------------|
| EFT 7/30/2021 | WA State Department of Revenue | \$20,736.53        |
|               | TOTAL                          | <b>\$20,736.53</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 (Jul 16, 2021 09:01 PDT)  
Port Auditor

~~~ EFT ~~~