

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

Subject	*HYBRID* Regular Meeting Agenda	Date	3/20/2025
Recorder	Cassidy Conners	Start Time	7:00 PM
Commission Chair	Jay Lawrence	End Time	9:00 PM
Commission Members	Jamie Green; Jeff Pfeil		
Staff Present	Carol Tripp – Port Accountant		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	COMMISSIONER COMMENTS	
3.	PBA REPORT / PUBLIC COMMENTS (limit of 3 minutes)	
4.	CONSENT AGENDA ITEMS (Next Res: 2025-06) 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: 3.6.25 Special Meeting, 3.6.25, 3.10.25 B. Warrants: 19048 – 19068, P14256 – P14266, 3/10/25 EFT, 3/14/25 EFT, 3/25/25 EFT in the amount of \$117,962.62.	
5.	OLD BUSINESS ITEMS	
	A. Reservation Policy	
6.	NEW BUSINESS ITEMS	
	A. Commissioner Responses to public comments/discussions	
	B. Accounting Report – Carol	
	C. Liberty Towing Contract	
7.	PUBLIC COMMENT FOR FUTURE MEETINGS	
8.	COMMISSIONER COMMENTS	
9.	ADJOURN	

<https://us02web.zoom.us/j/84413350584>

Meeting ID: 844 1335 0584

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 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
MARCH 20, 2025
7:00 PM

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

Call to Order 7:00pm

Presentation Marine Program to be added to the agenda as Item 6D.

Commissioner Comments

Commissioner Pfeil said it has been busy around the marina and a lot of miscellaneous things are being taken care of.

Commissioner Lawrence thanked everyone in attendance. He said Spring is coming and a lot of boats are coming in and filling the marina.

Poulsbo Boater's Association

There was no report.

Public Comments

John Coontz with the Olympic Outdoor Center hasn't heard anything since submitting his letter requesting the Port examine his lease. He asked the Port to meet with him. Commissioner Lawrence said the item will be added to the next agenda.

Nico Jensen said she heard at the last meeting the Port may be giving up the offices above the Marine Science Center. Boaters are saying it is a dealbreaker for the Tollycraft Club not to have the floating multipurpose room available to them. It would be a great alternative space that would also be a five-minute walk from the marina. She also gave kudos to whoever is running the social media content on Facebook.

Consent Agenda

Motion: Move to approve the 3/6/25, special meeting 3/26/25, 3/10/25

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

Motion passed.

Motion: Move to approve the warrants as read.

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

Motion passed.

Old Business Items

Reservation Policy

Commissioner Lawrence said there was a guest moorage hiccup regarding wording. That is getting corrected. There will be a slight version readjustment and it'll be brought back for review at the first meeting in April.

New Business Items

Commissioner Responses to Public Comments/Discussions

There were none.

Accountant Report

Please see attached.

Liberty Towing Contract

Port Accountant Tripp said the Jensen Way parking lot is bringing in more money. The paid parking plan will eventually continue with the City and the Port will need to monitor the lot more frequently for appropriate use and payment. A ticketing option is available with the contract. There is a memo from the Port Attorney regarding the legal authority the Port has. She will find the memo and send it to the board. The live-aboard parking situation cannot be altered unless there is a change to the number of live-aboard spots. There are also charging stations for electric vehicles.

Introduce Dave with the Poulsbo Police Department

Dave said there are problems in the bay that will be taken care of in the next few months. There will be some culture shock as things begin to be sorted out and he's aware of the real problem out there. He is here to help and to let him know if there's anything needed.

Commissioner Lawrence asked what are the anchorage rules for transient moorage. Dave said the state law is no boat can anchor in one spot for more than 30 days within a 365 period because it's public land. The boat will have to move within a five-mile range within that timeline. He stated 30 days is hard to enforce, and they won't be enforcing the 30-day rule because they'd have to contact every boat everyday for 30 days. Instead, they'll be abiding by the 60 or 90-day rule. At that point fines will start adding up. The Shoreline Master Program says only transient moorage is allowed to anchor and they're not legally allowed to anchor more than 60 days within a 365-day period. Those boats will be monitored for the 60 or 90-day rule. They want to clean up the bay and know there's a lot of work to do.

Commissioner Lawrence pointed out the running joke about towing derelict boats to Liberty Bay to get rid of them. Port Accountant Tripp stated the Port of Poulsbo needs to be notified before any vessel is brought by the City or any entity. Vessels have been towed to the Port multiple times in the past, which has negatively impacted the Port financially. The Port is no longer able to accept that kind of thing now. The Port will need to know ahead of time, and it will be a serious issue if any vessel is brought to the marina without explicit permission. Notification is critical and really impacts what kind of monies can be reimbursed.

Dave doesn't plan on bringing any vessels into the port and apologizes for what's been done in the past. He will keep everyone updated via meetings on progress and the status in the water.

PORT OF POULSBO REGULAR MEETING
MARCH 20, 2025
7:00 PM

Commissioner Lawrence wants everyone to work together. While the Port is part of the City, and the City brings a lot of tourism, the Port doesn't occupy all the parking spots.

Port Accountant Tripp wanted to clarify jurisdiction. She knows the Port has jurisdiction 200' outside of the breakwater and the City has jurisdiction halfway through Liberty Bay. She wanted to know if the City is planning to work with the Kitsap County Sheriff's Office when it comes to outside of City jurisdiction. Dave said that is the plan.

Public Comments & Requests for Future Agenda Items

Craig Muller, C-11, wanted clarification over written directions for permanent moorage parking. He's heard conflicting information. Port Accountant Tripp said the hours are 8am-4pm. The Port closes at 4:30pm and permanent moorage cannot park in those spaces.

Nico requested Employee Parking for the Port to be added to the next agenda. The Long Ship opens in the morning and four employees with four cars are required to move their cars for visiting tourists and shopping locals. Now that there are a lot of able-bodied people working at the Port, she thinks it would be fair to require them to park in the Jensen lot and walk to work.

Commissioner Comments

Commissioner Pfeil wanted to address something received from the permanent moorage coordinator today regarding an exception for late fees. After brief discussion without revealing names or exact details, the board agreed not to waive any fees because the Port cannot gift public funds.

Commissioner Lawrence read aloud a statement about slips and waitlists. He thanked everyone for showing up. There have been some long meetings recently and there's still a lot of work ahead. The Port Manager job description will soon be available. He's hoping there are some good candidates in the works. As everybody knows, government doesn't operate quickly.

Adjourn 7:49pm



Jay Lawrence, Commissioner & Chairman



Jamie Green, Commissioner



Jeff Pfeil, Commissioner

PORT OF POULSBO REGULAR MEETING
MARCH 20, 2025
7:00 PM

Cassidy Conners, Recording Secretary (Not in Attendance)

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

March 7, 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 \$17,553.45 and from the General Fund, this 7th day of March 2025.

Jeff Pfeil
Jeff Pfeil, Commissioner

ATTEST:

Jamie Green
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence
Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
19048	Edward Jones	1,017.65
19049	Bank of America	1,989.92
19050	VOID	
19051	Fisheries Supply	235.53
19052	HD Supply	314.41
19053	Kitsap Networking Services	1,850.00
19054	ODP Business Solutions, LLC	353.61
19055	PetroCard	8,119.20
19056	Soundwest Engineering Assoc Inc	2,511.25
19057	State Auditor's Office	834.60
19058	Tacoma Screw Products Inc	287.27
19059	Verizon Wireless	40.01
TOTAL		\$ 17,553.45

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 Trapp
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA March 20, 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 \$70,713.07 and from the General Fund, this 20th day of March 2025.

Jeff Pfeil
Jeff Pfeil, Commissioner

ATTEST:

Cassidy Conners, Recording Secretary

Jamie Green
Jamie Green, Commissioner

Jay Lawrence
Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
19060	Bank of America	160.29
19061	Excel Business Systems Inc	346.30
19062	Petrocard	9,909.80
19063	Puget Sound Energy	4,099.95
19064	PUD #1 of Kitsap County	682.00
19065	City of Poulsbo	4,405.75
19066	Bank of America	597.58
19067	Quigg Bros Inc	48,966.40
19068	Western Washington University	1,545.00
TOTAL		\$ 70,713.07

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
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA March 14, 2025

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$13,303.62 and from the General Fund, this 14th day of March 2025.

Jeff Pfeil
JEFF PFEIL 21-03-2025 10:30 AM
Jeff Pfeil, Commissioner

Jamie Green
JAMIE GREEN 21-03-2025 10:30 AM
Jamie Green, Commissioner

Jay Lawrence
JAY LAWRENCE 21-03-2025 10:30 AM
Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
P14256	Jeffrey Pfeil	481.15
P14257	Sean Bauman	1,677.81
P14258	GL Darwin Berumen Tabanico	1,358.43
P14259	Nicole Wohnoutka	1,312.12
P14260	Nicholas Mandeville	1,423.15
P14261	Yordon Henry	1,145.52
P14262	Hannah Harness	1,448.74
P14263	Kelli Hodges	2,024.42
P14264	VOID	
P14265	Carol Tripp	2,413.58
P14266	VOID	
	Direct Deposit Transaction Fees	18.70
	TOTAL	\$ 13,303.62

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 21-03-2025 10:30 AM
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~



PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA March 10, 2025

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$10,985.40 and from the General Fund, this 10th day of March 2025.

Jeff Pfeil  
Jeff Pfeil, Commissioner

ATTEST:

Jamie Green  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence  
Jay Lawrence, Commissioner

| Voucher #    | Claimant                   | Amount             |
|--------------|----------------------------|--------------------|
| EFT 03/10/25 | WA Teamsters Welfare Trust | \$10,985.40        |
|              | TOTAL                      | <b>\$10,985.40</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  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA March 14, 2025

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$3,645.47 and from the General Fund, this 14th day of March 2025.

Jeff Pfeil
Jeff Pfeil, Commissioner

ATTEST:

Jamie Green
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence
Jay Lawrence, Commissioner

| Voucher # | Claimant | Amount |
|--------------|-----------------------------|------------|
| EFT 03/14/25 | US Treasury/Financial Agent | \$3,645.47 |
| | TOTAL | \$3,645.47 |

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
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA March 25, 2025

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$1,761.61 and from the General Fund, this 25th day of March 2025.

Jeff Pfeil  
Jeff Pfeil, Commissioner

ATTEST:

Jamie Green  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence  
Jay Lawrence, Commissioner

| Voucher #   | Claimant                 | Amount            |
|-------------|--------------------------|-------------------|
| EFT 3/25/25 | WA State Dept of Revenue | \$1,761.61        |
|             | TOTAL                    | <b>\$1,761.61</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  
Port Auditor

~~~ EFT ~~~