

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.

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**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.

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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

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Cassidy Conners, Recording Secretary