

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.

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 POULSBORO 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