

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

Subject	*HYBRID* Regular Meeting Agenda	Date	February 16, 2023
Recorder	Cassidy Conners	Start Time	7:00 PM
Commission Chair	Thomas Rose	End Time	9:00 PM
Commission Members	Jamie Green, Mark Singer		
Staff Present	Eugene Madayag, Port Manager; John Piccone, P.E.; Carol Tripp, Port Accountant		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	COMMISSIONER COMMENTS	
3.	PUBLIC COMMENTS (limit of 3 minutes)	
4.	POULSBO BOATER'S ASSOCIATION REPORT	
5.	CONSENT AGENDA ITEMS (Next Res: 2023-1) 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: 2.3.23 B. Warrants: 18121 – 18147, P13526 – P13521, 2/10/23 EFT, 2/17/23 EFT in the amount of \$88,474.02.	
6.	OLD BUSINESS ITEMS	
	A. Breakwater Updates – John Piccone, P.E.	
	B. Dinghy Insurance and Registration	
7.	NEW BUSINESS ITEMS	
	A. Commissioner Responses to public comments/discussions	
	B. Manager's Report	
8.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
9.	COMMISSIONER COMMENTS	
10.	ADJOURN	

<https://us02web.zoom.us/j/81619150520>

Meeting ID: 816 1915 0520

One tap mobile

+12532158782,,83946997646# US (Tacoma)

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.

REGULAR MEETING PORT OF POULSBO

FEBRUARY 16, 2023

7:00PM

Present: Commissioner Rose, Commissioner Green, Commissioner Singer, Port Manager Madayag, Port Accountant Tripp, John Piccone, Sergeant Eric Pepper

Call to Order 7:00pm

Commissioner Comments

Commissioner Green heard Frosty Fest was a success.

Commissioner Singer walked the dock, and two kayak stands are up for small kayaks. He is hoping to have that up and running by summer.

Commissioner Rose said it was good to sit in on the meeting with Mr. Piccone and the RCA for the upcoming grant process for E & F Docks. By all accounts, it seems that it went well and smoothly. He will be out of town next month and will miss the first meeting and might make the second meeting via Zoom.

Public Comments

Nico was asking for a follow up on the criminal background checks for new hires, and if there is an employee to delegate social media responsibilities.

Someone asked if there was still internet Wi-Fi service on the pier because they're still not getting it where he is at.

Aaron asked what the proposed clientele base for the kayak racks is. He said the racks will be a liability and may need an engineer to design a kayak rack.

There was a comment about adding concerns to the quarterly newsletter to help boaters remain aware of non-boaters walking/wandering on the docks. He attended the boat show, and all the marinas were represented, except the Port of Poulsbo. He said if the goal is to build the marina for PR and try to incorporate people, the Port needs to go to the show.

Poulsbo Boater's Association Report

The association gave their report.

Consent Agenda

Motion: Move to approve minutes from February 3, 2023

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

Motion passed unanimously.

Motion: Move to approve the warrants as read.

Moved by: Commissioner Rose **Seconded by:** Commissioner Green

Motion passed unanimously.

Old Business

Breakwater Updates

Mr. Piccone said all breakwater floats have arrived. The last two angle floats on the south and west breakwater are now in place and fully tied in. The entire length of the breakwater will be connected fully by Tuesday or Wednesday next week. The dredging and demolition are now completed. Pile driving has been concluded and analyzing of the pile driving data hasn't reached final approval yet. In the next several weeks, further progression on the utilities (fire suppression, water, electrical, etc.) will continue. The crew will finish angle floats and cutting tops off piles at the approved elevation over the next week. Next week there will be some electrical work and there should be very little in the way of power outages. There may be a few days where part of the parking along the wharf will be closed to provide room for the wires. He will relay to the Port any power outages or parking closures.

Mr. Piccone still does not have a confirmed date for the timber floats that connect AA Dock to the breakwater and to the 30' and 50' finger piers. Bellingham Marina has said they're experiencing difficulties with manpower to build them. He is staying abreast of the issue and will update the board when he expects to receive them.

Fire suppression testing has been completed and the new system passed the pressure test. He is expecting to wrap things up next week and everything will be completely done and fully operational. The E & F Dock presentation went well, and he is waiting for the final scoring. He should know within a few weeks of any early indication of what will happen with funding. All permits have been submitted to the City and to the Corps. Mr. Piccone is finishing up the preliminary draft RFP for X Dock and the security gates and locking systems. He expects two vendors for sure to respond. He will soon have the draft finalized and will run it past Port Accountant Tripp for review. The floating restroom will ultimately be between AA Dock and the breakwater. He will prepare the same kind of RFP request for that and expect things will happen similarly, just one month behind the gates and locking systems.

Dinghy Insurance and Registration

Port Accountant Tripp sent out some information about this topic and Commissioner Singer wants to make things extremely clear about what the Port is going to do and what must be done.

Port Accountant Tripp gave RCWs for reference and a memo as provided from the Port Attorney. RCW 53.08.480, Chapter 53, provides insurance requirements. Things need to be crystal clear about what is required because the statute is clear about what it says. Commissioner Singer is looking for clarification on whether a dinghy comes with a boat. Port Accountant Tripp said if someone owns a dinghy that is attached to a vessel having a WN number with a +1, you're considered to have one vessel. Commissioner Singer then further wondered if someone does or does not have to have individual numbers and insurance for that

vessel. Port Accountant Tripp referenced RCW 88.02.570 and said there are exceptions for vessels required to have registrations for less than 10hp. Commissioner Singer asked what the requirement by law for insurance on a dinghy is that meets the requirements of 7A-C. Port Accountant Tripp said, according to the attorney, it makes no difference a vessel is. The dinghy is required to provide to moorage that it includes pollution control. A boat that has a dinghy is no exception to vessel insurance requirement for any type of watercraft and a vessel is defined as every species of watercraft.

Commissioner Singer asked if a dinghy is required to have \$300,000 in insurance plus any environmental costs, in addition to their boat. After brief discussion, Commissioner Singer said it didn't sound like the board as a full understanding of things to provide an answer or move forward at this point. Port Accountant Tripp will reach out again to the Port Attorney for further clarification. Commissioner Singer would like to know what the requirement on specific insurance is and environmental only on the dinghy – not the vessel. Does insurance from a primary vessel incorporate and/or cover the dinghy?

New Business Items

Commissioner Responses to public comments/discussions

Sergeant Peffer – Overview of Marine Operations

Sergeant Eric Peffer attended the meeting and introduced himself. He was a lead officer for ten years at Bainbridge Island before coming to Poulsbo the beginning of last year as the Marine Program Lead. He initially did assessments of the vessels moored out in the bay. Trends ebb and flow with seasonal folk, but there were about 30 vessels throughout the year who were skirting around the 90-day timeframe. When Sergeant Peffer went out yesterday, they are now down to about 15 vessels. He is happy about the progress while acknowledging there is still work to be done. Vessels have been marked and are being moved out, so things are headed in the right direction.

He explained DNR wants to protect the seafloor so it doesn't get polluted and broken up with anchors. Moving boats every 30 days allows the seafloor to regenerate itself. The maximum time any vessel can be in any one spot in any body of water is 90 days. After the 90 days the vessel must move five nautical miles from its original location. Poulsbo is unique in that it doesn't have a designated harbormaster like other marinas. Port Manager Madayag and himself have been sharing the duties. He goes out every six weeks to document the WN number on every vessel from the tidelands all the way out to Keyport so he can continue to document and track patterns of who is staying and who is going.

Regarding the crimes in court, the majority of those are thefts from other vessels among liveaboards; these crimes don't maintain the frequency that other ports experience. Compared to other marinas, Poulsbo has been pretty secure and hasn't had as many problems. Sergeant Peffer said he is not seeing an increase in crimes, vessel damage, or thefts. When considering an increase by one or two boaters experiencing these things, this is not defined as a big increase in criminal activity.

REGULAR MEETING PORT OF POULSBO
FEBRUARY 16, 2023
7:00PM

At this point in the meeting, Commissioner Rose requested to take the Manager's and Accountant's Report in written form.

Motion: Move to adjourn the meeting at 7:57pm due to disruption.

Moved by: Commissioner Rose **Seconded by:** Commissioner Green

Motion passed unanimously.

Thomas K. Rose
Thomas K. Rose (Mar 18, 2023 15:44 PDT)

Thomas Rose, Commissioner & Chairperson

Jamie Green
Jamie Green (Mar 18, 2023 06:18 PDT)

Jamie Green, Commissioner

Mark Singer
Mark Singer (Mar 18, 2023 09:08 PDT)

Mark Singer, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

2/16/23

Port Commissioner Meeting

Maintenance: Eugene

- Sea bins have been Cleaned and are Functioning good.
- C dock spalling has been fixed. Some blocks may be redone as weather clears.
- Maintenance Team has started initial build of kayak racks 3 sections of racks are complete.
- City of Poulsbo has helped get new Led Lights in Jensen Parking lot.
- Blink Charging has upgraded charging units in Jensen Parking lot.

Guest Moorage: Jannese

- Frosty Fest weekend was pretty successful! Throughout the weekend we were continuously thanked for recreating this event and giving the boaters and the community a reason to come out for the weekend. By in large most merchants are still calculating their sales/numbers. However, one merchant have said sales doubled from the previous year, while another one had the best sales pre-Valentine's Day in their history.
- Considering not having this event over the last 2 years we did have 72 boat night stays about 80% of what was recorded in 2020. We will be working with HDPa and businesses to smooth out some logistics for following year. This will only make this better in the years to come.
- We will be working with HDPa and businesses to smooth out some logistics for following year. This will only make this better in the years to come. A meeting to discuss those logistics for improvements will be held 2/16/23.

Port overview looking forward: Eugene

- Poulsbo Strong Alliance meeting was great for ideas for tourism. Will be discussing next event for the city/port to fill the July 3rd void.
- (Refloating of boathouses to get rid of Styrofoam) Kevin Romine with Promine Designs.

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370


Kitsap County, WA

February 17, 2023

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

\$60,281.98

and from the General Fund, this 17th day of February 2023.


Mark Singer (Feb 17, 2023 15:46 PST)

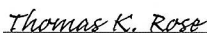
Mark Singer, Commissioner

ATTEST:


Jamie Green (Feb 17, 2023 10:08 PST)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Thomas K. Rose (Feb 17, 2023 16:20 PST)

Thomas Rose, Commissioner

Voucher #	Claimant	Amount
18121	Lucy Kunkler	373.26
18122	Michael Burgess	405.27
18123	Larry Douglas	203.60
18124	Benjamin Oaksmith	226.19
18125	Susan Hudson	25.00
18126	Sean Rock	25.00
18127	AAA Fire Protection Inc	5,379.19
18128	Bank of America	3,430.98
18129	Void	
18130	Bird Electric Corp	1,072.89
18131	BMC	70.40
18132	CHS / Cenex	133.84
18133	City of Poulsbo	4,259.77
18134	Coast to Coast Hardware	45.83
18135	Fisheries Supply	47.00
18136	Home Depot	195.52
18137	Kitsap Networking Services	1,070.00
18138	Office Depot Credit Plan	395.45
18139	DTG Recycle	14.00
18140	Olympic Springs Inc	19.55
18141	PetroCard	6,428.78
18142	Propane Northwest	536.19
18143	PUD #1 of Kitsap County	682.00
18144	Reliable Background Screening	95.60
18145	Soundwest Engineering	34,823.75
18146	CenturyLink	77.75
18147	Tacoma Screw Products	245.17
TOTAL		\$ 60,281.98

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 (Feb 22, 2023 08:08 PST)

Port Auditor

PORT OF POULSBO


PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

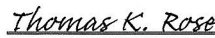
Kitsap County, WA February 17, 2023

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 February 2023.

\$13,602.51


Mark Singer (Feb 17, 2023 15:46 PST)
Mark Singer, Commissioner


Jamie Green (Feb 17, 2023 10:08 PST)
Jamie Green, Commissioner


Thomas K. Rose (Feb 17, 2023 16:20 PST)
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P13526	Sean P. Bauman	1,503.98
P13527	Kaitlyn Cook	1,073.24
P13528	Chris C. Henry	905.87
P13529	VOID	
P13530	Kelli M. Hodges	2,168.74
P13531	Eugene F. Madayag	1,965.93
P13532	Nicholas C. Mandeville	1,252.51
P13519	Jannese M. Hunt	1,370.44
P13520	Carol L. Tripp	2,424.09
P13521	Ann M. Whaley	937.71
TOTAL		\$ 13,602.51

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 (Feb 22, 2023 08:08 PST)
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~



PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

February 10, 2023

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 \$10,326.00 and from the General Fund, this 10th day of February 2023.



Mark Singer (Feb 17, 2023 15:46 PST)

Mark Singer, Commissioner

ATTEST:



Jamie Green (Feb 17, 2023 10:08 PST)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary



Thomas K. Rose (Feb 17, 2023 16:20 PST)

Thomas Rose, Commissioner

| Voucher #   | Claimant                           | Amount      |
|-------------|------------------------------------|-------------|
| EFT 2/10/23 | Washington Teamsters Welfare Trust | \$10,326.00 |
|             | TOTAL                              | \$10,326.00 |

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 (Feb 22, 2023 08:08 PST)

Port Auditor

~~~ EFT ~~~

PORT OF POULSBO


PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

February 17, 2023

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 \$4,263.53 and from the General Fund, this 17th day of February 2023.


Mark Singer (Feb 17, 2023 15:46 PST)

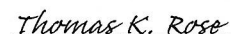
Mark Singer, Commissioner

ATTEST:


Jamie Green (Feb 17, 2023 10:08 PST)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Thomas K. Rose (Feb 17, 2023 16:20 PST)

Thomas Rose, Commissioner

| Voucher # | Claimant | Amount |
|-------------|-----------------------------|------------|
| EFT 2/17/23 | US Treasury/Financial Agent | \$4,059.07 |
| EFT 2/17/23 | DSHS | \$204.46 |
| TOTAL | | \$4,263.53 |

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 (Feb 22, 2023 08:08 PST)

Port Auditor

~~~ EFT ~~~