

**Poulsbo Port District – Port Commission
Poulsbo City Hall Council Chambers
200 NE Moe Street, Poulsbo**

Subject	Regular Meeting Agenda	Date	January 3, 2019
Recorder	Cassidy Conners	Start Time	7:00 PM
Commission Chair	Mark DeSalvo	End Time	9:00 PM
Commission Members	Steve Swann, Jonothan Saunders		
Staff Present	Carol Tripp, Port Accountant - Jared Hofer, Maintenance Manager		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	ELECTION OF CHAIRMAN	
3.	PUBLIC COMMENTS (limit 3 minutes)	
3.	COMMISSIONER COMMENTS	
4.	CONSENT AGENDA ITEMS (Next Res: 2019-01) 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: December 13, 2019 B. Warrants: 15871-15980, P12358-P12370, EFT 12/26/18 & 12/28/18 in the amount of \$87,215.88.	12/28/18
5.	OLD BUSINESS ITEMS	
	A. Silting in/Storm Water Runoff Liberty Bay	
	B. Electrical – Permanent Side	
	C. Policies/Procedures for DC Issues Found on Vessels	
	D. Tenant Recognition/Award	
	E. Potential uses of Breakwater	
6.	NEW BUSINESS ITEMS	
	A. Items for public comments/discussions	
	B. Confirmation of the Regular Meeting Schedule for 2019	
	C. Poulsbo Boater’s Association Report	
	D. Business & Accounting Manager’s Report	
	E. Maintenance Manager’s Report	
7.	PUBLIC REQUEST FOR FUTURE AGENDA ITEMS	
8.	COMMISSIONER COMMENTS	
9.	EXECUTIVE SESSION	
10.	REQUEST FOR FUTURE AGENDA ITEMS	
11.	ADJOURNMENT	

The Board may add and discuss other items not listed on the agenda

PORT OF POULSBO
REGULAR MEETING MINUTES
JANUARY 3, 2019
7:00 PM

Present: Commissioner DeSalvo, Commissioner Saunders, Commissioner Swann, Port Accountant Carol Tripp, Maintenance Manager Jared Hofer

Call to Order 7:00pm

Election of Chairman

Motion: Move to elect Commissioner Saunders as Chairman for 2019.

Action: Approved

Moved by: Commissioner Swann, **Seconded by:** Commissioner DeSalvo

Public Comments

There were none.

Commissioner Comments

Commissioner Swann went to Kingston and saw the lights. He thinks the Port should consider more boat-lightings to attract folks to come down to the Marina.

Commissioner DeSalvo commented on the stormy weather and encouraged all boaters to make sure everything is tightened down.

Consent Agenda

Motion: Move to approve the consent agenda.

Action: Approved

Moved by: Commissioner Swann, **Seconded by:** Commissioner DeSalvo

Motion passed unanimously.

Susan's Presentation

Susan discussed the proposal she had prepared and believes the board is off on good footing for the next couple of quarters. She mentioned the variety of grant timelines and some marketing strategies. She recommended an incremental base plan where she bills out her time in 25-hour segments.

Old Business Items

Silting in/Storm Water Runoff Liberty Bay

There were no updates at this time.

Electrical – Permanent Side

Last week Manager Hofer talked to an engineer about the equipment from Marine. He's

PORT OF POULSBO
REGULAR MEETING MINUTES
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going to reach out to M^D Marine and verify that the Port is good through the transformer electrical testing. A lot of boats are still tripping the DC breaker, and there is still data being collected. He's troubleshooting without having to shut down power to the entire Marina.

Policies/Procedures for DC Issues Found on Vessels

Manager Hofer read through a draft policy on "How to Work with Slip Holders." He's worried about the liability to the Marina. The three maintenance workers aren't certified marine electricians. If they give the "OK" on a boat and isn't actually "OK," the Port takes on that liability. He believes the Marina inspections should be conducted by a certified marine electrician. He'd like the topic to be put on the next agenda for possible regulation, or to hire a certified electrician.

Commissioner Swann asked if Manager Hofer would recommend boaters seek to work independently with electricians. Manager Hofer does see that route as the best possible way to see their boats certified electrically safe.

Tenant Recognition Award

Commissioner Saunders read the draft and thinks it's all great. Port Accountant Tripp will draw up a final draft based on discussion as agreed during the meeting.

New Business Items

Items for Public Comments/Discussion

There were none.

Confirmation of the Regular Meeting Schedule for 2019

The meeting of July 4th needs to be rescheduled or cancelled. A decision about the July 4th meeting will be made at a later date.

Motion: Move to approve the regular meeting schedule of 2019

Action: Approved

Moved by: Commissioner Swann, **Seconded by:** Commissioner Saunders

Poulsbo Boaters Association

There was no report.

Maintenance Manager Report

See Report.

Accountant Report

See Report.

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Public Request for Future Agenda Items

There were none.

Commissioner Comments

Commissioner Swann asked the date of Winter Rendezvous (February 8th).

Request for Executive Session

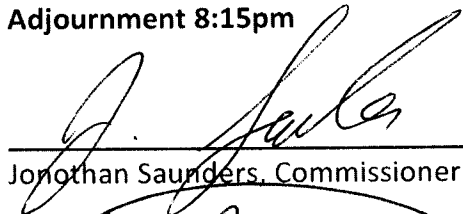
There was a request for a 10 to 15-minute executive session to discuss a personnel contract. No decision will be made.

Recess to Executive Session: Recessed to Executive Session at 8:00 p.m.

Executive Session – RCW 42.30.110(1)(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

Reconvene to Regular Meeting at 8:15 p.m.

Adjournment 8:15pm


Jonathan Saunders, Commissioner & Chairman


Stephen Swann, Commissioner


Mark DeSalvo, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)




PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA December 28, 2018

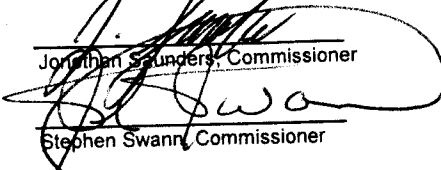
We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$69,139.89 and from the General Fund, this 28th day of December 2018.


Mark DeSalvo, Commissioner

ATTEST:

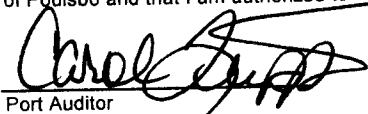

Jonathan Saunders, Commissioner

Cassidy Conners, Recording Secretary


Stephen Swann, Commissioner

Voucher #	Claimant	Amount
15871	Alexander Gow Fire Equipment	902.82
15872	AT & T	24.38
15873	Bainbridge Disposal Inc	467.16
15874	Bank of America	12,655.37
15875	Cass/Cade Distributing Inc	179.68
15876	Mott MacDonald Group Inc	7,984.05
15877	Coast to Coast Hardware	87.72
15878	eCivis Inc	3,000.00
15879	Home Depot	1,027.54
15880	VOID	
15881	Kingston Lumber Supply Inc	6,411.45
15882	Marine Floats	14,674.50
15883	MD Marine Electric LTD	2,308.22
15884	Office Depot Credit Plan	1,001.45
15885	Olympic Springs	60.46
15886	Puget Sound Energy	5,513.60
15887	CenturyLink	60.85
15888	Kitsap Sun	341.64
15889	Uline	860.29
15890-15894	VOID	
	GAP IN CHECK SEQUENCE (see blanket voucher 11-2-18)	
15966	Kevin Delorey	158.05
15967	Mike Copeland	366.84
15968	Edward Jones	938.51
15969	Jonathan Saunders	89.25
15970	Teamsters Local Union 589	636.00
15971	Guardian	343.41
15972	BusterBoy Marine Canvas	1,658.83
15973	SME Solutions LLC	537.06
15974	Excel Business Systems Inc	7.15
15975	Blue Sky Printing	32.69
15976	Melanie Winnett	84.14
15977	Chmelik Sitkin & Davis	137.50
15978	Regence Blueshield	4,421.75
15979	Susan O'Meara	2,125.00
15980	Vision Service Plan	42.53
TOTAL		\$ 69,139.89

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.


Port Auditor

PORT OF POULSBO

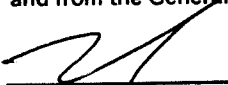
PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA

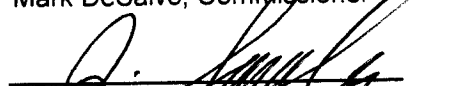
December 28, 2018

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 \$12,770.69 and from the General Fund, this 28th day of December 2018.



Mark DeSalvo, Commissioner

ATTEST:



Jonathan Saunders, Commissioner

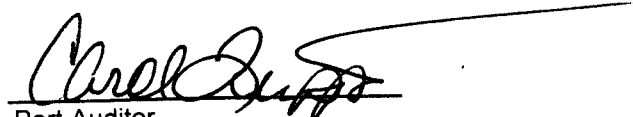
Cassidy Conners, Recording Secretary



Stephen Swann, Commissioner

Voucher #	Claimant	Amount
P12358	Stephen Swann	445.13
P12359	Mark DeSalvo	445.13
P12360	Jonathan Saunders	421.12
P12361	Cassidy Conners	210.55
P12362	Jared Hofer	1,654.54
P12363	Grant Hlebechuk	1,235.91
P12364	Eugene Madayag	1,141.74
P12365	Jannese Hunt	1,326.46
P12366	Carol Tripp	1,966.33
P12367	Melanie Winnett	1,453.51
P12368	John Thies	463.87
P12369	Jeffrey Lonkert	653.52
P12370	Jason Jaeger	1,352.88
TOTAL		\$ 12,770.69

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.



Port Auditor

---DIRECT DEPOSIT ADVICES---

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

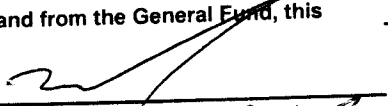
Kitsap County, WA

December 26, 2018

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

\$1,683.53

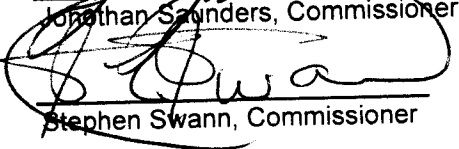
and from the General Fund, this 26th day of December 2018


Mark DeSalvo, Commissioner

ATTEST:


Jonathan Saunders, Commissioner

Cassidy Conners, Recording Secretary


Stephen Swann, Commissioner

Voucher #	Claimant	Amount
EFT 12/26/18	Washington Department of Revenue (Excise)	\$1,683.53
	TOTAL	\$1,683.53

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.


Port Auditor

~ EFT ~

PORT OF POULSBO

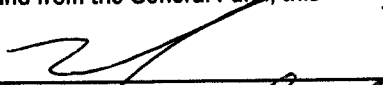
PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA

December 28, 2014

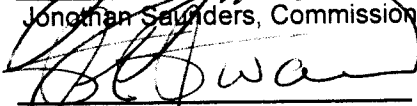
We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$3,621.77 and from the General Fund, this 28th day of December 2018.


Mark DeSalvo, Commissioner

ATTEST:


Jonathan Saunders, Commissioner


Cassidy Conners, Recording Secretary


Stephen Swann, Commissioner

Voucher #	Claimant	Amount
EFT 12/28/18	US Treasury/Financial Agent	\$3,621.77
TOTAL		\$3,621.77

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.


Port Auditor

--- EFT ---