

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

<b>Subject</b>	<b>Regular Meeting Agenda</b>	<b>Date</b>	<b>January 16, 2020</b>
<b>Recorder</b>	<b>Cassidy Conners</b>	<b>Start Time</b>	<b>7:00 PM</b>
<b>Commission Chair</b>	<b>Mark DeSalvo</b>	<b>End Time</b>	<b>9:00 PM</b>
<b>Commission Members</b>	<b>Mark Singer</b>		
<b>Staff Present</b>	<b>Carol Tripp, Port Accountant &amp; Mgr. - Melanie Winnett, Harbormaster</b>		

<b>AGENDA</b>		
<b>No.</b>	<b>Topic</b>	<b>Action/Recommendation/Discussion</b>
1.	<b>CALL TO ORDER</b>	
2.	<b>PUBLIC COMMENTS</b> (limit 3 minutes)	
3.	<b>COMMISSIONER COMMENTS</b>	
4.	<b>CONSENT AGENDA ITEMS</b> (Next Res: 2020-01) 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. <b>A. Approve meeting minutes of: January 2, 2020</b> <b>B. Warrants: 16559-16576, P12679-P12687, EFT 01/10/20 in the amount of \$77,454.14.</b>	
5.	<b>OLD BUSINESS ITEMS</b>	
	<b>A. Breakwater &amp; Boat Ramp Updates</b>	
6.	<b>NEW BUSINESS ITEMS</b>	
	<b>A. Items for public comments/discussions</b>	
	<b>B. Mobile Pump Out Services</b>	
	<b>C. Poulsbo Boater's Association Report</b>	
	<b>D. Accounting &amp; Manager's Report</b>	
	<b>E. Harbormaster Report</b>	
7.	<b>PUBLIC COMMENT &amp; REQUESTS FOR FUTURE AGENDA ITEMS</b>	
8.	<b>COMMISSIONER COMMENTS</b>	
9.	<b>EXECUTIVE SESSION</b>	
10.	<b>ADJOURNMENT</b>	

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 MINUTES  
JANUARY 16, 2020  
7:00 PM

**Present:** ~~Commissioner Saunders~~, Commissioner DeSalvo, Commissioner Singer, Port Accountant Carol Tripp, Melanie Winnett - Harbormaster



**Call to Order 7:00pm**

**Public Comments**

*Rolling*

The president of Kitsap Towing introduced himself to the new commissioner. He explained they're located at the east end of B Dock and have been there since 2013. He wanted to let the Port know there will be an event added to the calendar: The KISS event on Sunday, July 26<sup>th</sup>. There will be seven clubs from all around. He also wanted to remind the board that the club deals with low tide issues on the end of B Dock and he's hoping the club will remain considered during the breakwater projects.



**Commissioner Comments**

Commissioner Singer, stated in reference to the last meeting, that he knows who he works for and appreciates anyone coming and talking to him at any time they feel necessary.

Commissioner DeSalvo said both Commissioners are here to serve and are glad to be here. He recognized Port staff for preparing and handling the snow and windstorms.

**Consent Agenda**

An error on the January 2<sup>nd</sup> minutes was corrected: Commissioner DeSalvo was involved with the motion, not Commissioner Singer.

**Motion:** Move to approve meeting minutes of January 2<sup>nd</sup> 2020

**Moved by:** Commissioner DeSalvo **Seconded by:** Commissioner Singer

Motion passed unanimously.

**Motion:** Move to approve the warrants

**Moved by:** Commissioner Singer **Seconded by:** Commissioner DeSalvo

Motion passed unanimously.

**Guest Presentation: Lindsey Kravitz**

Lindsey thanked the board for being added to the agenda. Lindsey explained she's been working for almost a year on trying to bring a splash pad to Poulsbo. She explained what a splash pad is, how it works, and the safety involved to maintain the quality of the water. She is currently waiting on a vote from the City. She wanted to update the Port on her progress and appreciates feedback and would be honored to earn the board's support. She read aloud her letter, which described potential locations of the splash pad. Commissioner DeSalvo stated

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unless the splash pad is located downtown, it wouldn't make sense for the Port to be part of the project. He told her to keep working on it and that she's doing a great job.

**Old Business Items**

**Breakwater & Boat Ramp Updates**

Updates will be included in manager's report.

**New Business Items**

**Items for Public Comments/Discussion**

There were none

**Pump Out Mobile Service**

The mobile pump out service was funded through a Parks and Rec grant. The service was 75% grant funded and 25% funded by donations. The Port tacked on fees for moorage, which totaled \$5,000 - \$6,000. Terry lost their grant through Parks and Rec so the pump out service is going away. Commissioner DeSalvo discussed the fact that the bay being determined as a clean bay is due to the pump out service, and it's also resulted in the reestablished commercial fishing and harvesting of shellfish. He wanted to discuss what the Port should do to try to keep the pump out service alive in the bay. He spoke with Cathy at Liberty Bay Marina and she said she's willing to commit a free spot to a boat and maintain it. If the Port of Poulsbo participates, that leaves two expenses: the boat and someone to man the boat. There was conversation among the board about collecting more information (cost, long term maintenance, feasibility, and a general plan) to figure out if this is doable.

**Poulsbo Boaters Association**

The association gave their report.

**Accounting & Manager's Report**

See attached.

**Harbormaster's Report**

See attached.

**Public Comment & Request for Future Agenda Items**

Nico has something to present about Symbiotic Relationships

**Commissioner Comments**

Commissioner Singer said he isn't allowed to talk to Commissioner DeSalvo outside of the meetings about Port business and wanted to say he's glad to be working with him. He wants everyone to know and see that the Commissioners are working together and for the people. He feels that people in the past may not have seen that.

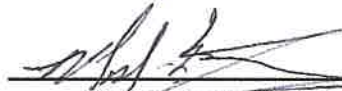
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**Final Adjournment 7:52pm**



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Mark DeSalvo, Chairman & Commissioner



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Mark Singer, Commissioner

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Cassidy Conners, Recording Secretary (Not in Attendance)



PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA

January 17, 2020

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 \$52,804.90 and from the General Fund, this 17th day of January 2020.

  
Mark DeSalvo, Commissioner

ATTEST:

  
Mark Singer, Commissioner

  
Cassidy Conners, Recording Secretary

  
Vacant

Voucher #	Claimant	Amount
16559	City of Poulsbo	5,085.82
16560	Kim Moger	165.41
16561	AT & T	18.41
16562	Bainbridge Disposal Inc	413.28
16563	Bank of America	245.00
16564	Blue Sky Printing	32.69
16565	Cass/Cade Distributing Inc	69.16
16566	CHS Inc/Cenex	90.08
16567	Ferguson Enterprises Inc	268.14
16568	Home Depot	52.55
16569	Kitsap Networking Services	1,470.00
16570	New Pig Corporation	1,812.77
16571	Olympic Springs Inc	28.19
16572	PUD #1 of Kitsap County	345.00
16573	Soundwest Engineering Assoc Inc	39,666.71
16574	CenturyLink	64.79
16575	Tacoma Screw Products Inc	155.90
16576	Washington Public Ports Association	2,821.00
<b>TOTAL</b>		<b>\$ 52,804.90</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.

  
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA

January 10, 2020

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 \$10,473.30 and from the General Fund, this 10th day of January 2020.

  
Mark DeSalvo, Commissioner

ATTEST:

  
Mark Singer, Commissioner

Cassidy Conners, Recording Secretary

Vacant

Voucher #	Claimant	Amount
P12679	Jonathan Saunders	339.84
P12680	Richard Stice	1,374.04
P12681	Grant Hlebechuk	1,179.67
P12682	Eugene Madayag	1,159.40
P12683	Jannese Hunt	1,253.02
P12684	Carol Tripp	2,249.26
P12685	Melanie Winnett	1,762.44
P12686	Miriam Stevens	1,143.71
P12687	Devin Winnett	11.92
<b>TOTAL</b>		<b>\$ 10,473.30</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.

  
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

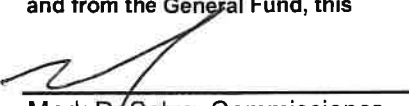
PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA January 10, 2020

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 \$14,175.94 and from the General Fund, this 10th day of January 2020.

  
Mark DeSalvo, Commissioner

ATTEST:

  
Mark Singer, Commissioner

  
Cassidy Conners, Recording Secretary

  
Vacant

| Voucher #     | Claimant                           | Amount             |
|---------------|------------------------------------|--------------------|
| EFT 1/10/2020 | US Treasury/Financial Agent        | \$3,076.74         |
| EFT 1/10/2020 | Washington Teamsters Welfare Trust | \$11,099.20        |
| TOTAL         |                                    | <b>\$14,175.94</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.

  
Port Auditor

~~~ EFT ~~~

1/16/20 Harbormaster Report

Last of the floats came in, there were 3.

We have installed the no mooring signs.

Spill kits came in and had to wait on the installing of them due to snow. We will be back on it tomorrow.

Called all the tenants on the end ties asking if they would like the Port to supply them with the orange round mooring buoys. Waiting for some to get back to me.

Salt n shoveling since Monday

Power panel

keeping up with deteriorating skiff