

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

Subject	Regular Meeting Agenda	Date	March 5, 2020
Recorder	Cassidy Conners	Start Time	6:30 PM
Commission Chair	Mark DeSalvo	End Time	9:00 PM
Commission Members	Mark Singer		
Staff Present	Carol Tripp, Port Accountant & Mgr. - Melanie Winnett, Harbormaster		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	BREAKWATER REPLACEMENT PRESENTATION AND PUBLIC COMMENT – John Piccone, P.E.	
3.	PUBLIC COMMENTS (limit 3 minutes)	
4.	COMMISSIONER COMMENTS	
5.	CONSENT AGENDA ITEMS (Next Res: 2020-05) 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: February 20, 2020 B. Warrants: 16603 – 16634, P12715 – P12725, EFT 2/25/2020, EFT 03/06/2020, EFT 3/10/2020 in the amount of \$160,021.07. C. Resolution 2020-01: Authorizing Public Sale of 32' Sailboat "Mystery" Resolution 2020-02: City of Poulsbo Matching Funds – Joint Fund Contribution Resolution 2020-03: Transfer Capital Improvement Fees to Capital Imp Fund Resolution 2020-04: Contingency Fund Transfer	
6.	OLD BUSINESS ITEMS	
	A. Breakwater & Boat Ramp Updates	
	B. Commissioner Appointment	
	C. Mobile Pump Out Update	
7.	NEW BUSINESS ITEMS	
	A. Items for public comments/discussions	
	B. E & F Dock Access during July 3rd – public request item	
	C. Poulsbo Boater's Association Report	
	D. Accounting & Manager's Report	
	E. Harbormaster Report	
8.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
9.	COMMISSIONER COMMENTS	
10.	EXECUTIVE SESSION	
11.	ADJOURNMENT	

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
MARCH 5, 2020
7:00 PM

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

Call to Order 7:00pm

Special Session: Public Outreach w/ Mr. Piccone

Commissioner DeSalvo began the meeting by stating the current project has been discussed over the last six years at the public meetings. There has been a lot of planning and development. This is currently where the Port has settled on the project. The purpose of this special session is to inform the public of what's going on and how the project will look. There will be a lot of environmental benefit, as well as a lot of public accessibility.

Mr. Piccone said this project has involved a long planning process. The breakwater project has since transitioned into the design and permitting process. He wanted to reach out to the public and describe what's being planned in the process. This will be the first of multiple public meetings and the purpose of this one is a high-level overview of the project.

The existing breakwater needs replaced very soon. Transient Moorage, the Sea Plane dock, and Public Access components were always part of the focus of the project. There are currently 808 creosote pilings in the existing breakwater. A number of those piles have failed. Some of the piles are now so deteriorated and are hollow inside. Some of the piles have flat out failed and can no longer be held up. The new proposed breakwater has four primary components: floating breakwater; new transient moorage; proposed sea plane base; new connection to AA dock and how public access is incorporated.

First, the floating breakwater. We have floating docks that were donated from Elliott Bay Marina. These floating docks still have half of their usable life remaining and the timber and steel components will be replaced. The concrete floating docks are 12' wide and 4' thick. The project will add a wave fence that will run 8' vertically for further wave attenuation with an open area beneath it. Steel piles and the breakwater will slide up and down following the tide to allow water to pass through. This design style offers many environmental benefits and removing the creosote will have a major positive impact. The sediment, sea life, and tidal waves will move freely beneath the float. This does mean waves will transmit more wave energy.

Second, Transient Moorage has remained proposed all throughout the project. Transient Moorage will have utility hookups for all slips. There will be 50' slips, and 21 double slips. Inside the South, there will be 30' slips, and 24 double slips. The side tide moorage is designed to hold up to 75' vessels. There will also be a new public restroom and a small vessel pump-out. The full utility hookups will be beneficial and needed at the Port.

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Third, the Sea Plane base is connected at the North end. This is intended to replace the existing Sea Plane base. Moving it further out will help mitigate noise associated with the sea planes, as well as traffic between boats and planes.

Fourth, Public Access is something the Port is committed to in this project. There will also be public access policies and rules. The security gate will remain in place, and four new security gates will secure separation between public access and permanent moorage.

Regarding the project schedule, Mr. Piccone explained a sense of where the Port is. The preliminary planning is done over a long period of time. The Port is currently midstream in development and preparing all the permit submittals and environmental documentation that will go with the permit submittals. The permit review period is always unknown in any project. Several agencies will look at the paperwork for regulatory review. Schedules and timelines are unpredictable and lengthy on a federal level. On a local level, it is not unpredictable, and we know what the permit review timeline is. We don't know how long the City and the Port working on various requirements will take to meet those requirements. The hope is to be ready for public bidding late this year. The goal is optimistic, but it is the intention. The Port is committed to moving this project forward given the current condition of the breakwater.

Commissioner DeSalvo explained the purpose behind a floating breakwater. The floating breakwater is healthier for the environment. A solid wall does block more waves than a floating wall. With the current solid wall, there are mounds of dirt building up. This wall blocks a lot of sediment and the floating wall allows the build up to go back where it should be. The hope is that the free flow of the tides will keep the bay cleaner and healthier.

A FLUPSY is also one of the things the Port is designing. A FLUPSY is a shellfish hatchery and there is also one in Brownsville. The Port has been working with the tribe during this process. Millions of little shellfish act as filters and clean everything up along the way. The use of a FLUPSY in the bay will create a nice filter-based fishery. Commissioner DeSalvo also explained the floating docks were donated to the Port, which is a blessing because otherwise the Port may not have been able to afford the project. Commissioner DeSalvo explained the benefit to the community is huge and the cost is pretty much neutral at this point. The breakwater is coming down and a new one is needed.

Commissioner DeSalvo also explained the Port has been putting money away and saving exclusively for this specific project. Every time rates are raised a percentage is set aside in an account for the project. The Port is applying for grants, and some grants require matching funds. The donated docks count toward the matched funds, so money won't be taken from anywhere or anyone.

The board moved into their regular scheduled meeting.

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Public Comments

(Inaudible as to what association or her name) she wished to thank the Port, on behalf of the association, for taking their concerns into consideration.

Commissioner Comments

Commissioner Singer appreciates how far along the Port is into the project. He stated the importance of public support since this project is benefitting the public and the City.

Commissioner DeSalvo said the Port is also benefitting property values, as well as the public. He thanked everyone for showing up. He recognized Jim Omera, who recently passed.

Consent Agenda

Motion: Move to approve meeting minutes of February 20, 2020, with typos corrected

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

Motion passed unanimously.

Motion: Move to approve the warrants

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

Motion passed unanimously.

Motion: Move to approve Resolution 2020-01 Authorization of public sale of 32' sailboat

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

Motion passed unanimously.

Motion: Move to approve Resolution for City of Poulsbo Matching Funds Joint Fund Contribution

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

Motion passed unanimously.

Motion: Move to approve Resolution for Transfer Capital Improvement fees and Capital Improvement funds

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

Motion passed unanimously.



BREAKWATER REPLACEMENT PROJECT

Project Description. The existing marina breakwater at the Port of Poulsbo is severely deteriorated and in need of replacement. The Port is moving forward with a project that will remove the old creosote timber breakwater wall and replace it with a floating breakwater. In addition to protecting the marina, the new floating breakwater is anticipated to provide environmental benefit to Liberty Bay as well as public access enhancements at the Port of Poulsbo.



Existing timber pile wall breakwater is severely deteriorated and in need of replacement.



Example of a concrete pontoon floating breakwater.

Project Status. The project is currently in the design development and permitting phase and the Port is also in the process of pursuing additional grant funding for the project. Given the importance of providing protection for marina users, and the public and environmental benefit of this project, the Port is committed to pursuing a schedule that will make the facility available to the public in 2021.

Public Involvement. The first of multiple public open house meetings is planned for 6:30 P.M. on March 5th, 2020 at Poulsbo's City Hall, 1st floor Council Chambers, 200 Moe St., Poulsbo, WA. Please visit the Port of Poulsbo website www.portofpoulsbo.com for ongoing project updates through the final construction of the new breakwater.

Project Highlights.

- The new breakwater is envisioned by the Port as a public access project that provides pedestrian access from Anderson Parkway as well as public transient moorage.
- As a steward of public funds the port pursued, and was awarded, \$1,000,000 in grant funding from the Washington State Recreation and Conservation Office for the project.
- The project will remove over 800 creosote treated timber piles and three sunken vessels from Liberty Bay in addition to several other aquatic environmental benefits.

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Motion: Move to approve the Resolution for Contingency Fund Transfer
Moved by: Commissioner DeSalvo **Seconded by:** Commissioner Singer

Motion passed unanimously.

Old Business Items

Breakwater & Boat Ramp Updates

This topic was already addressed at the special session prior to the regularly scheduled meeting.

Commissioner Appointment

Since Commissioner Saunders' resignation in the beginning of the year, the board has been searching to appoint a new Commissioner and is required to do so prior to the first meeting in April. The board has held an Executive Session to discuss the applicants. Commissioner Singer discussed the process, which involved evaluating someone based on the requirements: an interested resident of the Port of Poulsbo. Commissioner DeSalvo recognized what a big responsibility it is to cast a vote for everyone within the Port district. The Port of Poulsbo is representative of the government, and they wanted to add someone who could bring something special that the current board isn't or cannot do. The board agreed to offer the position to Jaime Green, who holds three degrees. One in Public Policy, another in Tourism, and a master's degree in Sociology. Jaime is also a Navy veteran, so she recognizes how to serve. She will be the very first female commissioner at the Port of Poulsbo, and they are happy to have her, should she accept the position.

Jaime thanked the board and is honored to be selected to serve within the community. She is thankful for the opportunity and accepted the position as the third Port Commissioner. She will be present on the board at the next meeting.

Mobile Pump Out Update

The Port is having a utility boat built, and the people building the boat have built pump out boats in the past. Commissioner DeSalvo is wondering about commissioning a pump out boat and partnering with Liberty Bay. He doesn't know if this is possible, but a pump out boat wouldn't be that much more expensive, and a motor would need to be purchased. He said Cathy is willing to give a slip for free to serve the area. He doesn't know if she'd want to hire someone or if the Port would hire someone to work the boat. Commissioner DeSalvo wants to continue offering a pump out service to the area to maintain and continue to improve the cleanliness and health of Liberty Bay. Dumping will happen if it's not available and free. There is a fee currently added on to moorage for free access to a pump out service, and the fee would remain (maybe even increase a little bit to help pay for the boat and operations). The current

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fees are 75 cents and he speculated increasing the fee to \$1.50 or \$2.00. The money would be set aside for the right purpose and right way to make this happen. No decisions were made.

New Business Items

Items for Public Comments/Discussion

There were none.

E & F Dock Access during July 3rd – public request item

The board is seeking to look at capacity on the docks during busy events. There is the concern of safety, and the board wants to ensure there is a safe capacity and how they can legally monitor it. Port Accountant Tripp said there has never been a written policy, but she can draft something up. She also said that the Port has security services that they do hire during the busy days. The board agreed it would be a good engineering question when it comes to capacity. Mr. Piccone explained figuring out capacity would be easy to determine.

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

There was a comment thanking the Commissioners for speaking directly into their microphones.

Commissioner Comments

Commissioner Singer knows there are many other people out in the community. Usually the meetings don't have much participation unless there's a topic that gets people worked up. He encouraged the public to come to the meetings, discuss the ideas, and get involved on the projects for the usability and appearance of the Port. It'll be better for the boaters and the City.

Commissioner DeSalvo thanked everyone for showing up.

Final Adjournment 8:41pm



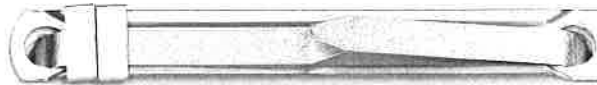
PORT OF POULSBO
REGULAR MEETING MINUTES
MARCH 5, 2020
7:00 PM

Mark DeSalvo, Chairman & Commissioner



Mark Singer, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)



PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA March 6, 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 \$129,549.40 and from the General Fund, this 6th day of March 2020.

Mark DeSalvo, Commissioner

ATTEST:

Mark Singer, Commissioner

Cassidy Conners, Recording Secretary

Vacant

Voucher #	Claimant	Amount
16603	Paul Swanson	311.30
16604	David Steele	441.33
16605	Mark Hayes	356.82
16606	Melanie Winnett	86.25
16607	Edward Jones	1,318.28
16608	Puget Sound Energy	1,945.63
16609	AT & T	18.41
16610	Bainbridge Disposal Inc	392.26
16611	Bank of America	3,496.32
16612	VOID	
16613	Cardiac Science Corp	433.82
16614	Cass/Cade Distributing Inc	211.02
16615	CHS Inc/Cenex	68.03
16616	Chmelik Sitkin & Davis PS	547.12
16617	City of Poulsbo	6,471.50
16618	Coast to Coast Hardware	165.69
16619	DH Environmental Inc	1,075.00
16620	Ferguson Enterprises Inc	268.14
16621	Fisheries Supply	49.83
16622	Kitsap Networking Services	1,295.00
16623	Masco Petroleum	6,185.99
16624	NAPA/Westbay Auto Parts	22.87
16625	Office Depot Credit Plan	397.38
16626	Olympic Springs Inc	52.00
16627	Professional Software Inc	1,800.00
16628	Propane Northwest	380.95
16629	PUD #1 of Kitsap County	345.00
16630	Silverdale Plumbing & Heating	183.94
16631	Sound Reprographics	156.09
16632	Soundwest Engineering Assoc Inc	100,517.74
16633	CenturyLink	64.79
16634	Tacoma Screw Products Inc	490.90
TOTAL		\$ 129,549.40

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

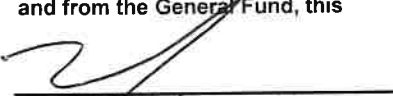
PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA

March 6, 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 \$12,829.72 and from the General Fund, this 6th day of March 2020.

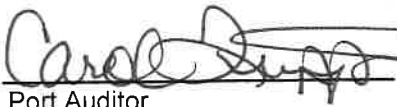

Mark DeSalvo, Commissioner


Mark Singer, Commissioner


Vacant

Voucher #	Claimant	Amount
P12715	Mark DeSalvo	550.41
P12716	Mark Singer	445.13
P12717	Cassidy Conners	210.55
P12718	Richard Stice	1,369.94
P12719	Grant Hlebechuk	1,179.95
P12720	Eugene Madayag	1,157.76
P12721	Jannese Hunt	1,315.52
P12722	Carol Tripp	2,226.20
P12723	Melanie Winnett	1,735.77
P12724	Kelli Hodges	1,435.56
P12725	Miriam Stevens	1,202.93
TOTAL		\$ 12,829.72

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 February 25, 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 \$1,462.59 and from the General Fund, this 25th day of February 2020.

  
Mark DeSalvo, Commissioner

ATTEST:

  
Mark Singer, Commissioner

  
Cassidy Conners, Recording Secretary

  
Vacant

| Voucher #     | Claimant                         | Amount            |
|---------------|----------------------------------|-------------------|
| EFT 2/25/2020 | Washington State Dept of Revenue | \$1,462.59        |
|               | TOTAL                            | <b>\$1,462.59</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 ~~~

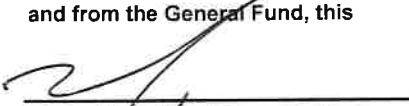
PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA March 6, 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 \$3,494.56 and from the General Fund, this 6th day of March 2020.


Mark DeSalvo, Commissioner

ATTEST:

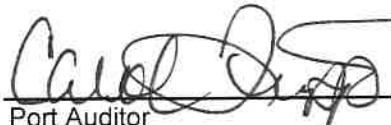

Mark Singer, Commissioner


Cassidy Connors, Recording Secretary


Vacant

| Voucher # | Claimant | Amount |
|----------------|-----------------------------|-------------------|
| EFT 03/06/2020 | US Treasury/Financial Agent | \$3,494.56 |
| | TOTAL | \$3,494.56 |

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

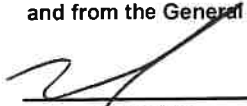
PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA

March 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 \$12,684.80 and from the General Fund, this 10th day of March 2020.

  
Mark DeSalvo, Commissioner

ATTEST:

  
Mark Singer, Commissioner

Cassidy Conners, Recording Secretary

Vacant

| Voucher #     | Claimant                   | Amount             |
|---------------|----------------------------|--------------------|
| EFT 3/10/2020 | WA Teamsters Welfare Trust | \$12,684.80        |
|               | TOTAL                      | <b>\$12,684.80</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 ~~~

**PORT OF POULSBO
KITSAP COUNTY, WASHINGTON
RESOLUTION NO. 2020-01**

**A RESOLUTION OF THE COMMISSION OF THE PORT OF POULSBO
AUTHORIZING PUBLIC SALE OF THE VESSEL 'MYSTERY'**

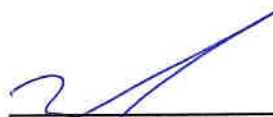
DATED: MARCH 5, 2020

WHEREAS, the Port of Poulsbo has secured the vessel identified as 'Mystery' 1976 32' Downeaster Sailboat, pursuant to RCW 53.08.320 and the Port of Poulsbo's rules and regulations for the vessel owner's failure to pay charges owed.

WHEREAS, ninety (90) days have elapsed since notifying or attempting to notify the vessel's owner that the vessel has been secured, and pursuant to RCW 53.08.320, the vessel is conclusively presumed to have been abandoned by the owner.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners, Port of Poulsbo that the vessel 'Mystery' 1976 Downeaster Sailboat shall be sold at public sale by authorized Port personnel to the highest and best bidder for cash per RCW 53.08.320. A minimum bid in the amount of \$1,123.10 is established for the auction to discourage the future reabandonment of the vessel. If the vessel does not sell at the opening bid price, the Port Manager is authorized to lower the opening bid price to sell the vessel.

ADOPTED by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof, held on this 5th day of March, 2020, by motion, seconded and unanimously passed, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.



Mark DeSalvo, Chairman, Commissioner



Mark Singer, Commissioner

Vacant, Commissioner

PORT OF POULSBO
KITSAP COUNTY, WASHINGTON
RESOLUTION NO. 2020-02
DATED: MARCH 5, 2020

A RESOLUTION of the Board of Commissioners, Port of Poulsbo, in Washington State, to allocate funds from the Liberty Park Fund to the Port/City Waterfront Improvement Fund in the amount of \$20,888.66.

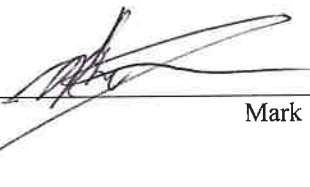
WHEREAS, the Port of Poulsbo wishes to allocate funds from the Liberty Park Fund to the Port/City Waterfront Improvement fund in the amount of \$9,405.15 for the year of 2018 and \$11,483.51 for the year of 2019; now, therefore

BE IT RESOLVED by the Board of Commissioners, Port of Poulsbo, Kitsap County, Washington, to allocate funds from the Liberty Park Fund to the Port/City Waterfront Improvement Fund in the amount of \$20,888.66.

ADOPTED by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 5th day of March 2020 and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.



Mark DeSalvo, Commissioner



Mark Singer, Commissioner

Vacant

PORT OF POULSBO
Kitsap County, Washington
RESOLUTION 2020-03
DATED: MARCH 5, 2020

WHEREAS, the Board of Commissioners implemented a new fee August 3, 2017 to help fund major Capital Improvements within the Port of Poulsbo; and

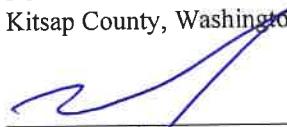
WHEREAS, the Port Accountant reported that there were \$45,078.22 in Capital Improvement Fees collected for the year ending December 31, 2019; and

WHEREAS, the Port Accountant has reported that of those fees collected; \$43,924.40 are from the Port's General Fund and \$1,153.82 are from the Liberty Park Fund.

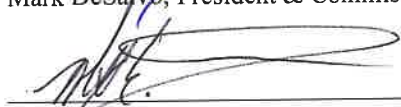
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington that the Port Accountant complete an Interfund Transfer in the amount of \$43,924.40 from the General Fund and \$1,153.82 from the Liberty Park Fund into the Capital Improvement Fund.

ADOPTED, by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 5th day of March 2020, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

PORT OF POULSBO
Kitsap County, Washington



Mark DeSalvo, President & Commissioner



Mark Singer, Commissioner

Vacant

PORT OF POULSBO
Kitsap County, Washington
RESOLUTION 2020-04
DATED: MARCH 5, 2020

WHEREAS, the Board of Commissioners recognizes that the Port of Poulsbo has adopted a reserve policy; and

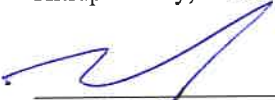
WHEREAS, the Port Accountant has reported that the annual revenue for the year ending December 31, 2019 totals \$1,596,741.38; and

WHEREAS, the reserve policy states that the initial minimum contribution into the Contingency Reserve Fund is to be 2% of the annual revenue.


NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington that the Port Accountant complete an Interfund Transfer in the Amount of \$31,934.83 from the General Fund into the Contingency Reserve Fund.

ADOPTED, by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 5th day of March 2020, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

PORT OF POULSBO
Kitsap County, Washington



Mark DeSalvo, Commissioner



Mark Singer, Commissioner

VACANT

ATTEST:

Cassidy Conners, Recording Secretary

CERTIFICATE OF APPOINTMENT

STATE OF WASHINGTON)
) ss.
COUNTY OF KITSAP)

The undersigned officers of Port of Poulsbo do hereby appoint Jamie R. Green of 19355 Gadwall Lane NE, Poulsbo, WA 98370 to the office of Port of Poulsbo Commissioner Position 3 Port District No. 12. The term for this position will expire upon certification of the November 2, 2021 General Election.

Signed this 5th day of March, 2020

[Handwritten Signature]

(Signature)

[Handwritten Signature]

(Signature)

MARK DESALVO
Mark DeSalvo, President & Commissioner

[Handwritten Signature]

Mark Singer, Commissioner

OATH OF OFFICE

STATE OF WASHINGTON)
) ss.
COUNTY OF KITSAP)

I, Jamie R. Green, do solemnly swear or affirm that I am a citizen of the United States and State of Washington; that I am legally qualified to assume the office of Port of Poulsbo Commissioner Position 3; that I will support the Constitution and laws of the United States and the State of Washington; and that I will faithfully and impartially discharge the duties of this office to the best of my ability.

[Handwritten Signature]

(Signature)

Jamie R. Green
Jamie R. Green

Subscribed and sworn before me this 5th day of March, 2020

[Handwritten Signature]

(Signature)

CAROL L. TRIPP, Notary Public
(Printed Name, Title of Swearing Officer)



Accounting & Mgr Report – March 5, 2020

1. The Port received a request from the US Power Squadron on February 8, 2020; for the Power Squadron vessels to be charged on a vessel length rather than by 'boat length or slip length, whichever is greater.' Since this is a deviation from Port policy, this requires Board authorization to do. The USPS rendezvous is June 11-14, 2020.
2. Since Terry and Son's is no longer providing Pumpout services to Port licensee's; I will close February and March's book, forward any payments to Terry & Son's. Does the Board wish me to remove the \$0.75 monthly environmental surcharge from permanent and guest moorage fees?
3. Resolution 2015-01 was drafted to recover the monies paid out of reserves to add 13 additional Liveaboards to the marina. As of December 31, 2019, the balance remaining to be repaid was \$55.82. This amount was obviously paid in the month of January.
4. Accounting Reports-
 - a. Year to Date (4th Qtr 2019) Income Statement Actual vs Budgeted – notes are provided for informational purposes.
 - b. Summary Reports for the following months have been provided:
 - i. September 2019
 - ii. October 2019
 - iii. November 2019
 - iv. December 2019
 - v. January 2020
 - c. I will be starting on the Port's Annual Report shortly and provide a copy to the Board when completed.

Respectfully Submitted,
Carol Tripp

03/05/20

We were sent pictures of our skiff from Lee Shore boats. Last week they were on the final weldout then d rubber and paint.

Per boards request from last meeting, Walked docks Tuesday and have a list of about 3 dozen boats that need tending to.

Hired new divers they came out and cleaned the Fuel dock & C dock landing. Fuel dock bottom paint is in good condition and all anodes have approximately 70% remaining. C Dock landing anodes have approximately 75% remaining sections of cable shackled (kellems grip) to dock have corroded apart below water line. (G Cord)

As the Board knows we have a authorized contractor log; in which any contractor that is wanting to offer their services on our docks have to fill out a right of entry agreement, provide a copy of their business license and proof of insurance (1 mil) before being able to do work for the licensees on our docks. An unauthorized electrician who does not meet the requirements through L & I standards and should not be conducting business on our docks has been seen 3 times in the last few weeks working with licensees at their slips. The Port has been in litigation due to circumstances of the work that was performed by this electrician in the past few years. The port did settle out of court.

Maintenance has cleaned out our flammable lockers and is awaiting a date for disposal.

Been in contact with PPD in regards to the transient boats on the hook (in the bay) we are working together to clear out the ones that have surpassed WAC 332.30.106(62)(b)(i)

I have Personnel action Forms to be signed so I can do the annual reviews.

Handwritten signature of Melanie Wierst in cursive.