

# VIRTUAL MEETING VIA ZOOM

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

<b>Subject</b>	<b>*REMOTE* Regular Meeting Agenda</b>	<b>Date</b>	<b>May 7, 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, Jamie Green</b>		
<b>Staff Present</b>	<b>Carol Tripp, Port Accountant &amp; Mgr. - Melanie Winnett, Harbormaster</b>		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	<b>CALL TO ORDER</b>	
2.	<b>COMMISSIONER COMMENTS</b>	
3.	<b>CONSENT AGENDA ITEMS</b> (Next Res: 2020-10) 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: 4/16/20</b> <b>B. Warrants: 16687 – 16706, P12754 – P12763, EFT 5/01/2020 in the amount of \$75,346.34.</b> <b>C. Resolution:</b>	
4.	<b>Port Phased-in Reopening Plan</b>	
5.	Accounting & Manager’s Report	
6.	Harbormaster Report	
7.	<b>PUBLIC COMMENT &amp; REQUESTS FOR FUTURE AGENDA ITEMS</b>	
8.	<b>EXECUTIVE SESSION</b>	
	<b>ADJOURN</b>	

## ZOOM MEETING INSTRUCTIONS

<https://us02web.zoom.us/j/86492720199>

Meeting ID: 864 9272 0199

### One tap mobile

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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.

# VIRTUAL MEETING VIA ZOOM

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Meeting ID: 864 9272 0199

Find your local number: <https://us02web.zoom.us/j/kewDLbb9RS>

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PORT OF POULSBO  
\*REMOTE\* REGULAR MEETING MINUTES  
MAY 7, 2020  
7:00 PM

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

**Call to Order 7:00pm**

**Public Comments**

There were none emailed in.

**Commissioner Comments**

Commissioner Green is excited with the projects going on and looking into the future with the next projects. Commissioner Singer said we are coming into the summer and he has been on his boat recently. He is looking forward to bringing more people in to the Port. Commissioner Singer wants everyone to know the Port staff are the face of the Port and they are doing a great job. Commissioner DeSalvo wants to send a big thank you to Port staff. He wants the public to know they are practicing Port policies and following the Commission's direction. Please have patience with Port staff as they navigate the guidance they are given. We are not a business; we are a government entity. We are part of the infrastructure of the state. The Port staff are doing a great job keeping this part of the infrastructure operational.

**Consent Agenda**

**Motion:** Move to approve the minutes of April 16th

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

Motion passed unanimously.

**Motion:** Move to approve the warrants

**Moved by:** Commissioner DeSalvo **Seconded by:** Commissioner Green

Motion passed unanimously.

**Port Phase-In Plan**

Port Accountant Tripp discussed a Phase-In Plan. This plan will run similarly to the four phases as stated by Governor Inslee. We are currently in Phase One and maintaining the social distancing and thoroughly sanitizing all surfaces. Starting May 15<sup>th</sup>, the Port fuel dock hours will change to 9am-3pm. We are waiting to hear from Governor Inslee, but Phase Two will maintain social distancing on the docks. Port Accountant Tripp sent a link detailing the phases. During phase two, the only thing the Port would change is no longer accepting cash. They realize the inconvenience, but cash is a hygienic issue and an easy way for COVID-19 to spread. Phase three includes sneeze guards, and the Port currently has one installed at the window, once the Port is open to the public. Port Accountant Tripp does not see Phase Three being implemented

PORT OF POULSBO  
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until the middle-end of June, depending on what Governor Inslee says. Under the Fourth Phase we would start taking reservations again and evaluating things prior to reopening. The Port is currently prepared for the end of Phase Two. Port Accountant Tripp will draft something up, but it will all be dependent on what Governor Inslee has to say. If he decides to take this at a slower approach, the Port will be moving alongside the Governor's plan. Commissioner DeSalvo asked about using gloves to handle money and Port Accountant Tripp said the Port has been running very short on supplies.

**Accounting & Manager's Report**

See attached.

**Harbormaster's Report**

See attached.

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

There were none.

**Commissioner Comments**

Commissioner Singer saw a starfish on one of the poles the other day. It was swimming between the docks. The marina is cleaner, and the Port is doing a good job and making sure our people are not putting things in the water. He is looking forward to the new breakwater because that will increase the water flow and help make the marina cleaner.

Commissioner Green is excited to have a cleaner marina. She is also looking forward to observing the seals that come through the marina. Thank you to the Port staff for all their hard work.

Commissioner DeSalvo please email in comments, questions, or specifically for the Commissioners, things read into the record. This is still a public meeting, your government, and your Port. We are doing what we can even though it is all virtual. Breakwater updates are coming. Thank you for your participating and joining in on the meeting.

**Final Adjournment 7:45pm**



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Mark DeSalvo, Chairman & Commissioner

PORT OF POULSBO  
\*REMOTE\* REGULAR MEETING MINUTES  
MAY 7, 2020  
7:00 PM



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Mark Singer, Commissioner

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Jamie Green, 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

May 8, 2020

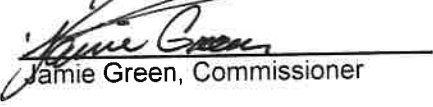
We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$62,399.95 and from the General Fund, this 8th day of May 2020

  
Mark DeSalvo, Commissioner

ATTEST:

  
Mark Singer, Commissioner

  
Cassidy Conners, Recording Secretary

  
Jamie Green, Commissioner

Voucher #	Claimant	Amount
16687	Puget Sound Energy	14,044.87
16688	James Detiveaux	57.44
16689	Bryce Ferguson	180.94
16690	Mike McKinney	34.25
16691	Bainbridge Disposal Inc	350.22
16692	Bank of America	534.34
16693	CHS Inc/Cenex	62.11
16694	Chmelik Sitkin & Davis PS	2,282.50
16695	City of Poulsbo	2,671.01
16696	Home Depot	772.65
16697	Keco Pump and Equipment	1,174.87
16698	Kitsap Networking Services	3,040.00
16699	Norbut Law Firm PLLC	150.00
16700	Office Depot Credit Plan	92.92
16701	Masco Petroleum	10,729.23
16702	PUD #1 of Kitsap County	345.00
16703	Soundwest Engineering Assoc Inc	23,522.75
16704	Sunbelt Rentals	7.62
16705	Kitsap Sun	818.21
16706	Zandra Walton, BBF	1,529.02
<b>TOTAL</b>		<b>\$ 62,399.95</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

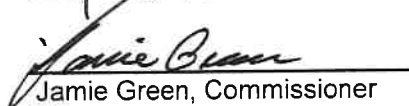
Kitsap County, WA

May 1, 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 \$10,218.25 and from the General Fund, this 1st day of May 2020.

  
Mark DeSalvo, Commissioner

  
Mark Singer, Commissioner

  
Jamie Green, Commissioner

Voucher #	Claimant	Amount
P12754	Jamie Green	339.84
P12755	Mark DeSalvo	339.84
P12756	Mark Singer	339.84
P12757	Cassidy Conners	105.28
P12758	Richard Stice	1,721.97
P12759	Eugene Madayag	1,350.98
P12760	Carol Tripp	2,226.35
P12761	Melanie Winnett	1,920.46
P12762	Kelli Hodges	1,435.01
P12763	Miriam Stevens	438.68
TOTAL		\$ 10,218.25

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 May 1, 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 \$2,728.14 and from the General Fund, this 1st day of May 2020.

  
Mark DeSalvo, Commissioner

ATTEST:

  
Mark Singer, Commissioner

  
Cassidy Conners, Recording Secretary

  
Jamie Green, Commissioner

| Voucher #     | Claimant                    | Amount            |
|---------------|-----------------------------|-------------------|
| EFT 5/01/2020 | US Treasury/Financial Agent | \$2,728.14        |
|               | TOTAL                       | <b>\$2,728.14</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 ~~~



**PHASE 1 –**

SAH STILL IN EFFECT  
NO GATHERINGS  
ONLY ESSENTIAL TRAVEL

**PHASE 2 –**

SAH STILL IN EFFECT  
Up to 5 people gathering  
Limited non essential travel  
Restaurants at 50% cap

**PHASE 3 –**

SAHSH STILL SUGGESTED  
Up to 50 people gathering  
Restaurants at 75% cap

**PHASE 4 –**

Resume public  
interactions w physical  
distancing  
Gatherings over 50

**PORT PLAN –**

- Keep SD of Berths every other
- Bathroom schedule changed to 3 times opening, 1-2, 3 pm
- Fuel dock hours extended to 9-3 on May 15th

**PORT PLAN –**

- Keep SD of berths Every Other
- Accept Cash

**PORT PLAN –**

- Open Front Window w/ sneeze guard
- Fuel Dock Face Mask/shield Req.
- Bathrooms open for Day USE ONLY
- 1 open sign in every berth

**PORT PLAN –**

- Take reservations
- Open office fully
- Yacht Clubs keep their reservations
- Evaluate furloughed employees based on traffic