

VIRTUAL MEETING VIA ZOOM

Poulsbo Port District – Port Commission

Subject	*REMOTE* Regular Meeting Agenda	Date	March 18, 2021
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	Carol Tripp, Port Accountant & Mgr. - Melanie Winnett, Harbormaster		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	COMMISSIONER COMMENTS	
3.	PUBLIC COMMENTS (limit of 3 minutes)	
4.	POULSBO BOATERS ASSOCIATION REPORT	
5.	CONSENT AGENDA ITEMS (Next Res: 2021-04) 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: 03/04/2021 B. Warrants: 17130 – 17158, P12957 – P12963, EFT 03/09/21, EFT 3/19/21 in the amount of \$99,689.12.	
6.	OLD BUSINESS ITEMS A. Breakwater & Boat Ramp Updates - John Piccone, P.E. B. Resolution #9 – Declaring Local Emergency & Delegation of Authority - Review C. Marketing	
7.	NEW BUSINESS ITEMS A. Commissioner responses to public comments/discussions B. Accounting & Manager’s Report C. Harbormaster Report	
8.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
9.	COMMISSIONER COMMENTS	
10.	ADJOURN	

Time: Mar 18, 2021 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82027060866>

Meeting ID: 820 2706 0866

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 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: 820 2706 0866

Find your local number: <https://us02web.zoom.us/j/kcT0wLYiOX>

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PORT OF POULSBO
REMOTE REGULAR MEETING MINUTES
MARCH 18, 2021
7:00 PM

Present: Commissioner Singer, Commissioner Green, Commissioner Rose, Port Accountant Carol Tripp, Melanie Winnett – Harbormaster, Pam & Peter– PBA, David Musgrove – Councilman, Mr. John Piccone – Port Engineer

Call to Order 07:00pm

Commissioner Comments

Commissioner Green attended the Poulsbo Chamber of Commerce Business Recovery meeting. The City is helping schedule COVID vaccine appointments and can be contacted at: 360-394-9795. The City would like to increase concerts at the waterfront to two times a week this summer. The Port is also accepting candy donations for the up coming easter egg hunt Saturday, April 3rd. The City is expecting 500 participants.

Commissioner Singer said the staff and management are doing great down at the Port. There are a lot of good things happening and he is hearing good comments from people.

Commissioner Rose celebrated having sea bins installed. Everyone is starting to feel out the twinges of spring and all that it brings. He told the staff they're doing a great job.

Public Comments

Jessica, the head coach of the NK sailing team (Dog Fish Sailing), mentioned she had a meeting with Port Accountant Tripp regarding the comments from the last meeting. She clarified that there are no problems with the Port; the sailing team and the Port have a great relationship and she is looking forward to maintaining that relationship. There have been no problems and the only people to have authority to speak otherwise would be her husband Jason, the heads of Parks and Rec (Dan and Chris), or herself. If you hear anything, please come speak to one of us.

Poulsbo Boater's Association

The association gave their report.

Consent Agenda

Motion: Move to approve the meeting minutes of March 4, 2021 as written.

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

Motion passed unanimously.

Motion: Move to approve the warrants.

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

Motion passed unanimously.

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Old Business Items

Breakwater & Boat Ramp Updates

Mr. John Piccone was in attendance to provide an update. The breakwater is currently working toward a 90% design completion with plans and specifications. He anticipates those to be completed in April. He doesn't want to go past 90% until permits are in hand. If there are minor changes that are requested by agencies, those can be accommodated if not at 100% completion. It won't take long to go from 90% to 100% (looking at a month's time to make it 100% complete). The design is not something driving the schedule. The regulatory issues are really what's driving the schedule on the breakwater.

The City will be issuing the SEPA on March 23rd, and that'll kick off the two-week public comment period. Assuming there are no issues with SEPA then the permit application will move to the hearing examiner, which is scheduled for April 22nd. That will be the last step of the Shoreline Permit with the City before the City forwards the paperwork to Ecology. The hope is to have the Shoreline Permit by late June. That's the way the schedule is looking right now, assuming there are no issues or delays. WDFW cannot be applied for until the SEPA is done (which should be done in about three weeks). He doesn't expect WDFW to have a big influence on the schedule. DNR is another one and not all requests have been submitted. The Army Corps is another one he has no idea what the schedule is in terms of the standard review process. He explained to hold back on the emergency request at this point because there are still permissions pending from other regulators. The Port won't want to pursue emergency requests until the other things are wrapped up with the other regulators. The last issue under the regulatory category is the Suquamish Tribe. All concerns they've had in the past have been addressed. He assumes and hopes that their concerns have been satisfied, but he does not have concurrence from them yet. He's planning to reach out and call them late next week if he still hasn't heard back from them. Mr. Piccone will provide another update at the next meeting.

Based on the current project schedule, he is targeting advertisement for bids in July 2021, and awarding the construction contract August 2021. There are a lot of unknowns in the regulatory realm, so that schedule is the best-case scenario. If the project can be awarded in August, that'll leave time to get the in-water work done by February 2022. He reminded the board that the in-water work window is allowed by WDFW August through February the following year, on any given year. This means the Port really does need to award a contract in August.

The schedule for the boat ramp is moving along quickly. We began advertising bids March 8th and we are seeing a lot of interest. Contractors have asked for the project manual to prepare a bid. He's receiving good questions and is optimistic about the attention on the project. Bids open March 26th, and if all goes as expected, the project will be awarded by April 2nd. During the Port meeting on April 1st, Mr. Piccone will provide a summary of bids received and then he and Port and Accountant Tripp will plan to ask for board approval to a recommended contractor. The overall construction timeline depends on what contractor is selected. It should

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be complete by August of this year. It will take a lot of time for the materials to be built offsite. It's looking like early May to early June to start seeing construction onsite.

The CVA grant has been submitted. The grant request included a pump out vessel, floating restroom, and pump station as second priority. We should be hearing grant results sometime in April. If we do get funding for both it'll fit well with the breakwater schedule. Regarding public outreach, there is a public information flyer on the Port website. He will be updating the flyer as things progress. As soon as a contractor is selected and he knows more about what things will look like onsite, an informational flyer will be created so people know what to expect, what is happening out there, and how it'll look in the end. Communication with landowners has begun some time ago and will continue through the construction process.

Resolution #9 – Declaring Local Emergency & Delegation of Authority – Review

Nothing to report.

Marketing & Development

There were no updates.

New Items

Items for Public Discussion

There were none.

Accounting & Manager's Report

See attached.

Harbormaster's Report

See attached.

Public Comments/Request for Future Agenda Items

Councilman Musgrove had a sidenote about the Sea Discovery Center. The 3rd floor of the Sea Discovery Center is now available for lease and if the board can think of anyone who could use the space to reach out because the income would help keep the organization's noses above water.

Pam asked about the option to reserve parking spaces for licensees at the Jensen parking lot. Often there's no room left up there with any space left and licensees will need reserved parking spots while the boat ramp construction takes place.

Nico Jensen wanted to say ~~Janeace's~~ Jannese's attendance at the HDPAs meetings has been appreciated and helped everyone feel connected. It helps bridge the gap between the Port and the City.

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Councilman Musgrove encouraged making the parking issue an agenda item. The restaurant spill out on Front Street takes up 23 parking spaces. Those will be taken up by restaurants until the end of this year. Between the spill out and the summertime boat ramp being closed, there will be considerations necessary regarding parking. The parking lot on 3rd will become prime parking real estate. It would be healthy to take more than a few minutes to look into all the issues and the options the Port might have. He would like to participate and take a collaborative approach.

Commissioner Comments

Commissioner Singer said there was good discussion during tonight's meeting. The City is growing and that'll put a bigger problem on everything. It's good to start thinking about that and address the parking issues and getting people to town. He thanked everybody for their input and participation.

Commissioner Green mentioned there is significant growth coming to Poulsbo so discussion over parking is a good idea. She encouraged again to donate bagged candy to the Port office for the Easter egg hunt.


Commissioner Rose said he would get together with Port Accountant Tripp separately to discuss the localized recommendations, ideas, and concerns of derelict boats as they apply to Liberty Bay. He is also inviting the harbormaster from Bainbridge Island as she offered her expertise.

Motion: Move to adjourn

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

Final Adjournment 8:13pm

Mark Singer, Commissioner



Jamie Green, Commissioner



Thomas Rose, Commissioner



PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

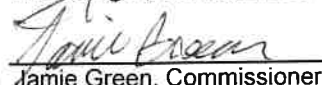
Kitsap County, WA

March 19, 2021


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 \$72,103.30 and from the General Fund, this 19th day of March 2021.


Mark Singer, Commissioner

ATTEST:


Jamie Green, Commissioner


Cassidy Conners, Recording Secretary


Thomas Rose, Commissioner

Voucher #	Claimant	Amount
17130	Puget Sound Energy	6,634.08
17131	Edward Jones	3,968.54
17132	Jeff Stanton	4.25
17133	Jeff Stanton	422.55
17134	Pete Shelton	338.04
17135	Britt & Jason Livdahl	189.00
17136	Arne Lee	403.77
17137	Steven Agnew	516.45
17138	Bainbridge Disposal Inc	29.72
17139	Bank of America	441.72
17140	CHS Inc/Cenex	64.55
17141	City of Poulsbo	2,511.94
17142	Coast to Coast Hardware	13.07
17143	DH Environmental Inc	950.00
17144	Excel Business Systems Inc	335.77
17145	Home Depot	225.70
17146	Napa/Westbay Auto Parts	4.35
17147	Office Depot Credit Plan	119.72
17148	Olympic Organics	22.00
17149	Olympic Springs	39.99
17150	PetroCard	19,486.40
17151	Propane Northwest	183.36
17152	PUD #1 of Kitsap County	345.00
17153	Soundwest Engineering Assoc Inc	34,327.61
17154	CenturyLink	68.90
17155	Home Depot Pro	153.05
17156	Tacoma Screw Products Inc	179.27
17157	Kitsap Sun	23.40
17158	Trumbull Recreation Supply	101.10
	TOTAL	\$ 72,103.30

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

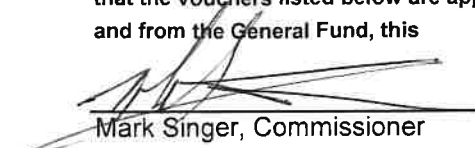
PAYMENT VOUCHER

Post Office Box 732
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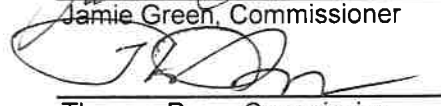
Kitsap County, WA

March 19, 2021

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 \$9,895.15 and from the General Fund, this 19th day of March 21.

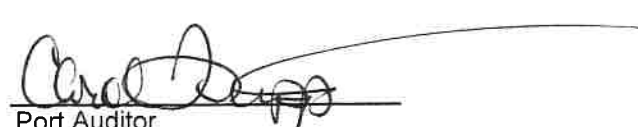

Mark Singer, Commissioner


Jamie Green, Commissioner


Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P12957	Brian Smith	1,028.57
P12958	Eugene Madayag	1,218.39
P12959	Jannese Hunt	1,339.54
P12960	Carol Tripp	2,227.28
P12961	Melanie Winnett	1,738.44
P12962	Kelli Hodges	1,403.25
P12963	Christopher Henry	939.68
	TOTAL	\$ 9,895.15

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

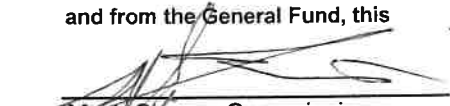
Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA

March 9, 2021

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 \_\_\_\_\_ 9th day of \_\_\_\_\_ March 2021.

\$14,468.40

  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green, Commissioner

\_\_\_\_\_  
Cassidy Conners, Recording Secretary

\_\_\_\_\_  
Thomas Rose, Commissioner

| Voucher #    | Claimant                   | Amount             |
|--------------|----------------------------|--------------------|
| EFT 03/09/21 | WA Teamsters Welfare Trust | \$14,468.40        |
|              | TOTAL                      | <b>\$14,468.40</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 19, 2021

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 \$3,222.27 and from the General Fund, this 19th day of March 2021.


Mark Singer, Commissioner

ATTEST:



Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas Rose, Commissioner

| Voucher # | Claimant | Amount |
|-------------|-----------------------------|-------------------|
| EFT 3/19/21 | US Treasury/Financial Agent | \$2,994.87 |
| EFT 3/19/21 | DSHS | \$227.40 |
| | TOTAL | \$3,222.27 |

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 ~~~

# City of Poulsbo

*Dan Schoonmaker, Director*

**Parks and Recreation**

200 NE Moe Street, Poulsbo, Washington 98370

Phone (360) 394-9774



March 12, 2021

Port of Poulsbo

Mark Singer, Commissioner

Jamie Green, Commissioner

Thomas Rose, Commissioner

18809 Front Street

Poulsbo, WA 98370

Dear Commissioners,

In association with Dogfish Sailing, the Poulsbo Parks and Recreation Department is about to begin another season of sailing programs at the Port of Poulsbo. The purpose of this letter is express our gratitude for the collaboration and support the Port of Poulsbo commissioners and staff have provided to make these programs so successful.

I know at your last meeting a citizen suggested the sailing program, and perhaps the City's Parks and Recreation Department, were unhappy about our relationship with the Port. This is simply not true. Carol Tripp and the entire staff have been nothing but supportive of our programs with Dogfish Sailing and are a major component of the program's success.

We value our relationship with the Port of Poulsbo and its employees. We appreciate the continued support and commitment to our programming efforts and look forward to another great season of sailing.

Should you ever have any questions or concerns, please do not hesitate to contact me directly at [dans@cityofpoulsbo.com](mailto:dans@cityofpoulsbo.com) or (360) 394-9774.

Very Respectfully,

A handwritten signature in blue ink, appearing to be "Dan Schoonmaker", written over a horizontal line.

Dan Schoonmaker

City of Poulsbo

Parks and Recreation Director

HM 3.18.21

We installed both Seabins one over in Guest moorage and the other off of B dock. Its definitely doing its job. There are some daily & monthly maintenance that must be done with it As to keep it at its best to operate.

Chris and Brian finished up the grass pulling on the permanent side there are a few stragglers on couple fingers. Next we will be working on cleaning up some of the pedestals that are now green instead of white.

Jensen way parking lot bushes and trees have also been trimmed and cleaned up.

This last weekend we had was busy. We had over 103 boat nights from Fri-Sun. We also have 31 yacht clubs signed up through the end of the year. The Port is working to get the Nordic Tugs in our marina

Per Port Manager we have stopped accepting RV parking at the Jensen way parking lot. It is only for vehicles and trailers until further notice.

Gene & I picked up the barrels yesterday morning for Saturday marina hazmat day met Rick, Amelia, and Christina from HHW. Amelia will be onsite with myself and Gene Saturday. Even though the weather looks to be 50% rain the event will still happen.

After the Marina Hazmat Day half of my goals made with Clean Marina of Washington has been completed. Next we will be addressing the storage of jerry cans aboard vessels to mitigate any potential spills.