

**Poulsbo Port District – Port Commission**  
**Poulsbo Marina-18809 Front Street**  
**Multi-purpose Building on Breakwater Dock**

<b>Subject</b>	<b>*HYBRID* Special Meeting Agenda</b>	<b>Date</b>	<b>1/21/2025</b>
<b>Recorder</b>	<b>Cassidy Conners</b>	<b>Start Time</b>	<b>10:00 AM</b>
<b>Commission Chair</b>	<b>Jay Lawrence</b>	<b>End Time</b>	<b>12:00 AM</b>
<b>Commission Members</b>	<b>Jamie Green</b>		
<b>Staff Present</b>	<b>Daryll Trask – Harbormaster, Carol Tripp – Port Accountant</b>		

<b>AGENDA</b>		
<b>No.</b>	<b>Topic</b>	<b>Action/Recommendation/Discussion</b>
1.	<b>CALL TO ORDER</b>	
2.	<b>EXECUTIVE SESSION – To evaluate the performance of a public employee – RCW 42.30.110(1)(G)</b>	<p>The Commission will now adjourn into an executive session to review the performance of a public employee pursuant to RCW 42.30.110(1)(G).</p> <p>The executive session is expected to last 60 minutes. Executive sessions are not open to the public.</p> <p>After the executive session the Commission will reconvene to the public portion of the commission meeting.</p> <p>It is anticipated that the Commission may not take final action in the public portion of the meeting.</p>
3.	<b>POLICY REVIEW</b>	
4.	<b>BUDGET REVIEW</b>	
5.	<b>2025 PLANNING</b>	
6.	<b>ADJOURN</b>	

<https://us02web.zoom.us/j/82653184183>

Meeting ID: 826 5318 4183

**One tap mobile**

**+12532158782,,89253011491# US (Tacoma)**

**+12532050468,,89253011491# US**

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 SPECIAL MEETING  
JANUARY 21, 2024  
10:00 AM

**Present:** Commissioner Lawrence, Commissioner Green, Port Accountant Carol Tripp, Harbormaster Daryll Trask

**Call to Order 10:00am**

**Executive Session**

The Commission will now adjourn into an executive session to review the performance of a public employee pursuant to RCW 42.30.110(i)(G). The executive session is expected to last 60 minutes. Executive sessions are not open to the public. After the executive session the Commission will reconvene to the public portion of the commission meeting. It is anticipated that the Commission may not take final action in the public portion of the meeting.

**Entered Executive Session - 10:07am**

**Exited Executive Session - 11:07am to extend another 15 minutes**

**Entered Executive Session - 11:07am**

**Exited Executive Session - 11:22am**

**Policy Review**

Commissioner Lawrence wondered about a list of what's expiring first. Commissioner Green said the top of the list from Daryll's email is first; one item isn't due until March of 2025 so there is time to sort out whatever is needed between now and then. She would like to create a calendar for upcoming meetings that will help the Commission stay organized and on top of which policy reviews need to be looked at and when.

Commissioner Green mentioned the non-refundable \$10 fee for a revenue source. When someone makes a reservation, they're naturally going to have their credit card available. She is surprised to know that the Port isn't requesting card information to be charged for the \$10 fee. Some people may even be willing to pay for the entire reservation once it's made. There is revenue lost without asking for a card up front for the reservation. Every little bit helps right now.

Nico Jensen is hoping to have the Boat Survey Policy examined. They paid \$3,000 to have their boat surveyed and since then a boat with many red flags has entered the marina. The policy must both work and protect the Port. She suggested discontinuing the survey policy for winter moorage but requesting pictures to make sure the vessel isn't neglected. Someone on the staff must be trained to know what they're looking for. The Commission agreed to discuss and review the Reservation Policy and the Boat Survey Policy at the first meeting in February. The PBA will be notified in advance.

Commissioner Lawrence said the Friday prior to the next meeting would be an ideal time for the agenda to be sent for review in case there's something that needs adjusted. This timeframe

allows information to move back and forth over the weekend in preparation for Monday morning.

**Budget Review**

Commissioner Green inquired with Port Accountant Tripp what the big money makers are. Port Accountant Tripp said permanent moorage is the largest and most stable source of income, apart from fuel sales (which are the gross top seller). Guest moorage is third, and then the real and personal tax levy on the residents in the taxing district is fourth.

Commissioner Lawrence is still waiting on contractors, but believes the fuel dock is still scheduled to be opened February 12<sup>th</sup>. Commissioner Green would like to see social media utilized to keep the public aware of updates so boaters can start planning visits. She wants the website and social media up to date to get the word out.

Port Accountant Tripp said over a million dollars a year are grossed in fuel sales. There are a lot of commercial boats that come in the winter. Diesel boats want to come and fill up and use diesel in their heaters. Gas sales aren't that substantial, but diesel sales provide good revenue during winter months. If tanks go without adjusting values inside, the fuel barge can offset the level of the actual barge itself.

Harbormaster Trask recalled there's a lot of foot traffic and boats coming in for guest moorage. There are a few yacht clubs booked so far. The Facebook page was shut down because it was set up as an individual rather than a business account and the login timed out without a known password. After eight and a half hours of hold time over the course of multiple days, the account is unlocked, and the process has started changing over the old Port of Poulsbo account to a business account. Commissioner Green mentioned Neptune (scheduled to launch next year), and Blue Sky. She encouraged creating a Port of Poulsbo account, so it isn't taken later down the road when popularity on Blue Sky picks up. She wants to be able to reach a wide audience and make the Port available to a variety of preferences to capture those audiences. She encouraged whoever is handling marketing to look at the Port of Everett's social media as a source of inspiration for what the Port of Poulsbo can do.

There will be another special meeting workshop on Tuesday at 6:30pm. The special meeting will include an executive session. Commissioner Green wondered who should attend the All Ports Meeting, HDPAs meetings, and the Poulsbo Economic Development meetings. The February 6<sup>th</sup> meeting will be an opportunity to discuss any applications for the open commissioner seat.

**Adjourn 12:17pm**

---

Jay Lawrence, Commissioner & Chairman

PORT OF POULSBO SPECIAL MEETING  
JANUARY 21, 20245  
10:00 AM

Jamie Green  
Jan 21, 2025 10:00 AM PST

---

Jamie Green, Commissioner

---

Cassidy Conners, Recording Secretary (Not in Attendance)

  
Jan 21, 2025 10:40 PST