

**Poulsbo Port District – Port Commission  
Fire Station 71 – 911 NE Liberty Road  
Poulsbo, WA**

Subject	<b>*HYBRID* Regular Meeting Agenda</b>	Date	<b>10/17/2024</b>
Recorder	Cassidy Conners	Start Time	<b>7:00 PM</b>
Commission Chair	Mark Singer	End Time	<b>9:00 PM</b>
Commission Members	Jamie Green, Jay Lawrence		
Staff Present	Daryll Trask – Harbormaster, Carol Tripp – Port Accountant, John Piccone, P.E.		

**AGENDA**

No.	Topic	Action/Recommendation/Discussion
1.	<b>CALL TO ORDER</b>	
2.	<b>EXECUTIVE SESSION – To Discuss with Legal Council Representing the Port, Litigation or Potential Litigation – RCW 42.30.110(1)(i)</b>	<p>The Commission will now adjourn into an executive session to discuss with legal counsel representing the Port, litigation or potential litigation pursuant to RCW 42.30.110(1)(i).</p> <p>The executive session is expected to last 15 minutes. Executive sessions are not open to the public.</p> <p>After 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>COMMISSIONER COMMENTS</b>	
4.	<b>PUBLIC COMMENTS (limit of 3 minutes)</b>	
5.	<b>POULSBO BOATER’S ASSOCIATION REPORT</b>	
6.	<p><b>CONSENT AGENDA ITEMS</b> (Next Res: 2024-09)</p> <p>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.</p> <p><b>A. Approve meeting minutes of: 10/3/24</b></p> <p><b>B. Warrants: 18923 – 18937, P14076 – P14095, 10/10/24 EFT, 10/11/24 EFT, 10/25/24 EFT, 10/31/24 EFT in the amount of \$83,247.80.</b></p> <p><b>C. Resolution: 2024-09 Close ‘Capital Improvement’ fund and transfer funds into general fund</b></p>	

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.

7.	<b>OLD BUSINESS ITEMS</b>	
	A. Engineering update – John Piccone, P.E.	
	B. Reservation Policy	
8.	<b>NEW BUSINESS ITEMS</b>	
	A. Commissioner Responses to public comments/discussions	
	B. Job Descriptions – Maintenance 2, Guest Moorage Admin, Guest Moorage Attendant	
	C. Manager Report-Daryll	
	D. 2025 Commission Chair Election	
9.	<b>PUBLIC COMMENT &amp; REQUESTS FOR FUTURE AGENDA ITEMS</b>	
10.	<b>COMMISSIONER COMMENTS</b>	
11.	<b>ADJOURN</b>	

<https://us02web.zoom.us/j/85983935607>

Meeting ID: 859 8393 5607

**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.

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

**Call to Order 7:00pm**

**Executive Session**

The Commission will now adjourn into an executive session to discuss with legal counsel representing the Port, litigation or potential litigation pursuant to RCW 42.30.110(1)(i). The executive session is expected to last 15 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.

**Adjourned to Executive 6:01pm**

**Entered Regular Session 6:16pm**

**Commissioner Comments**

Commissioner Lawrence said it's a wonderful fall. Someone next to him had a fuel problem which resulted in dumping 15-20 gallons of fuel into the bay. From about 3:30-9:30 all hands were on deck cleaning up a big spill. He recommended everyone keep an eye on their hoses.

Commissioner Green said it looked like the weekend Film Festival was a success. There were no parking spots anywhere. She was glad to see it was a very successful event. It brought in a lot of tourists in the off season. The Sons of Norway had their own event, too. Spooktacular (Ghoulsbo) is on the 31<sup>st</sup>. She is in the process of collaborating and meeting up with Lynn from the City to discuss event coordination and prep for Yulefest, which is Saturday, December 7<sup>th</sup>.

**Public Comments**

Nico Jensen, D Dock, would like the project management to update the Port's website with a two-sentence banner at the top of the page. This would keep visitors informed. The closure notice is easy to miss unless the viewer scrolls down. She also wants to push for better signage at the Marina. A simple plywood with paint would suffice for roof signage to alert visitors of closures. The sign needs to explain: E & F Dock are closed; guest moorage is on the breakwater; the fuel/pump out dock is closed; an arrow pointing toward public access to the boat launch. With the extended good weather, she's heard of incoming boaters confused about where to dock and access the town. Some know there's a boat launch on the other side, whereas others have only used the dinghy area. She has witnessed boats turning around and leaving, which negatively impacts the downtown businesses. She wants signage posted by the end of next week, and if not, will be reaching out to the downtown restaurants for support. She's tired of this unaddressed issue going on five weeks into the closure.



**Poulsbo Boater's Association**

The association gave their report.

**Consent Agenda**

**Motion:** Move to approve the meeting minutes 10/3/2024.

**Moved by:** Commissioner Green **Seconded by:** Commissioner Lawrence

Motion passed unanimously.

**Motion:** Move to approve the warrants as read.

**Moved by:** Commissioner Lawrence **Seconded by:** Commissioner Green

Motion passed unanimously.

**Motion:** Move to approve Resolution 2024-09 Close 'Capital Improvement' fund and transfer funds into general fund

**Moved by:** Commissioner Lawrence **Seconded by:** Commissioner Green

Motion passed unanimously.

**Old Business Items**

**Engineering Update – John Piccone**

Mr. Piccone said E & F Dock is going well and it's nice seeing the docks go where they should be. There's a lot more room out there. The docks have been moved out and there are new piles in. The pilings went in well and they're done. The docks are at least attached and fit well together. This week's work includes hooking up utilities and next week will include electrical and fuel lines. The crew is working steadily on installing new utilities for the next 2-3 weeks. Completion range is looking to be within the next 3-5 weeks. Power will go down while the crew works on moving the office back to its old spot.

When the Marina was looked at, there were significant problems identified. These projects were lumped into what was called X Dock. The breakwater was one of them, another was the condition of the dock and electrical issues. Those problems were exacerbated by the shallow water in different areas of the docks. They were looked at as a whole and many conversations were had about what worked according to budget logistics. Then the project was carved up how the Port would solve it. The breakwater was first. E & F Dock are nearly done. X Dock is the third piece that isn't done. The plan was originally laid out and amended in the comp plan a year ago. There were steps to go through in order to establish grant funding, then to move forward with getting all the permits and preliminary designs done. There was a waiting period for construction until the budget could catch up to do the work. According to the plan, E & F Dock are a little behind, and there's been a lot of shifting of staff and many other things in the last six months that have contributed to the lack of focus on X Dock.

Mr. Piccone thinks the Port may need to change the order in which things are done, mainly because he's pretty sure that funding won't be available too early and may even be late. Construction is slated for 2026 – 2027 (2027 more likely). If the Port were to go in for grants now the rest of the grant stuff would be due at the end of October. The preliminary presentation would be November and scoring set for January. If the grant is funded now, he's worried there will be a bunch of unanswered questions in the application that don't have answers yet. There's a two-year cycle for this grant and it would be ok to wait until 2026, which doesn't have assurance of the funding until 2027, but should still be in alignment with the budgeting process. He recommends pushing out the grant two years, but do not push back the permitting two years. That way when the grant application is submitted in 2026, the Port can tell RCO permits are in hand. Permits are good for five years and can be extended.

#### **Reservation Policy**

Harbormaster Trask said the reservation policy is still being worked through. He's looking at what the other local harbors and ports are doing. He wants to get it completely dialed in and accurate before bringing the document forward to the Commission.

#### **New Business Items**

##### **Commissioner Responses to Public Comments/Discussions**

Commissioner Green will review Stuart's email and see if she can help with any responses or add things to the agenda if need be.

##### **Job Descriptions – Maintenance 2, Guest Moorage Admin, Guest Moorage Attendant**

Commissioner Singer said the whole reason behind discussing job descriptions is to come up with clear and concise wording about what the requirements are of dock positions. Employees need to have an understanding about the wording and the job. The point of the agenda item is to make it known the board is looking at it. Maintenance staff will be taking over the fuel barge and in charge of that. Guest Moorage Attendant and Guest Moorage will be doing reservations. If anything is needed in the reservation policy, please contact Harbormaster Trask for consideration.

#### **Manager Report**

Please see attached.

#### **2025 Commission Chair Election**

**Motion:** Move to appoint Commissioner Lawrence as the 2025 Commissioner Chairperson for the Port of Poulsbo Commissioners

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

Motion passed.

**Public Comments & Requests for Future Agenda Items**

Port Accountant Tripp said the Kitsap Rowing Association asked several months ago for a freeze on their rates. That addendum has been vetted by the attorney and is ready to be discussed at the next meeting. She reminded Harbormaster Trask and the Commissioners to sign the resolution so she can get it back to the bank. The KRA will also have a brief presentation at the next meeting with the discussion of the moorage addendum. There will be an accounting report at the next meeting. Reports have gone to the Commissioners, but she did not have time to finalize a report prior to tonight's meeting.

Nico Jensen, D Dock, requested a future agenda item to discuss an eight-foot inflatable for employees to get out to the breakwater to catch lines. Wheeled devices like scooters and bikes aren't permitted to her knowledge and it would be a good addition to the Port to service the breakwater. She's also hoping the Managers and Commissioners come up with policies surrounding responding to emails and public comments/concerns. She doesn't see much delegation happening when it comes to communication.

Someone else agreed with Nico's request for an agenda item about formal communications via writing or in the meeting. Answers are needed for questions being delivered, and we need those answers to questions in order to live together in the Port. It's of vital importance that there's a great connection and sense of community.

**Commissioner Comments**

Commissioner Green said there is a continuous breakdown in communication and would like to chair a workshop to work out a way for media presence to both emergent and non-emergent responses to comments. She wants to help build a relationship with the community, and not just liveboards.

Commissioner Lawrence will do the best he can as the chairperson. He said we're going to get things worked out; we're getting there, and we'll come together. He likes the community and wants everyone to get along.

Commissioner Singer knows the Port pressure washes the docks all the time. He wondered if there is a way to use sea water instead of fresh water to help bring down the water bill.

**Adjourn 8:19pm**

PORT OF POULSBO REGULAR MEETING  
OCTOBER 17, 2024  
7:00 PM

  
\_\_\_\_\_  
Mark Singer, Commissioner & Chairman

Mark Singer, Commissioner & Chairman

  
\_\_\_\_\_  
Jamie Green, Commissioner

Jamie Green, Commissioner

  
\_\_\_\_\_  
Jay Lawrence, Commissioner

Jay Lawrence, Commissioner

\_\_\_\_\_  
Cassidy Conners, Recording Secretary (Not in Attendance)



Sep18th Oct 3<sup>rd</sup>, 2024

## Harbormaster.

**10/9/2024:**

updated the FAA new employee shut down the teixy way and the pier till after the first of the year.

**10/9/2024:**

set up Preventative Maintenance work sheep for monthly/ weekly.

**10/9/2024:**

Worked with PD on missing boat. Talked to Matt from Qwig brothers and they have not moved any boats or dinghies from the dock and the port did not move anything off the dock.

**10/17/2024:**

Working on Hazwoper

## Preventive Maintenance.

• **10/17/2024-**

- Painting the guest moorage office done.

• **10/17/2024:**

Chain up two boats for late.

• **10//2024:**

- Water leak found on C dock; maintenance is working on it for Olympic.

## After hours/ emergent items.



**PORT OF POULSBO**

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA                      October 18, 2024

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 \$8,963.83 and from the General Fund, this 18th day of October 2024.

  
Mark Singer (Oct 25, 2024 11:34 PDT)  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Oct 16, 2024 11:04 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Jay Lawrence (Oct 16, 2024 11:07 PDT)  
Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
18923	Bank of America	1,318.88
18924	CHS Inc/Cenex	32.13
18925	Coast to Coast Hardware	87.89
18926	Home Depot	194.76
18927	Olympic Springs Inc	33.86
18928	City of Poulsbo	3,695.84
18929	Edward Jones	1,151.15
18930	Jamie Boyer	270.00
18931	David McBride	239.67
18932	Ian Havill	318.00
18933	Wendy Sears	429.98
18934	Karol Jasik	318.00
18935	Robert Martin	433.87
18936	Steven Fisher	287.00
18937	Dan Bracher	152.80
<b>TOTAL</b>		<b>\$ 8,963.83</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.

Carol Tripp  
Carol Tripp (Oct 18, 2024 11:56 PDT)  
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA September 27, 2024

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 \$14,062.05 and from the General Fund, this 27th day of September 2024.

  
Mark Singer (Oct 25, 2024 11:34 PDT)  
Mark Singer, Commissioner

  
Jamie Green (Oct 16, 2024 11:04 PDT)  
Jamie Green, Commissioner

  
Jay Lawrence (Oct 16, 2024 11:07 PDT)  
Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
P14076	Sean P. Bauman	1,604.10
P14077	Hannah E. Harness	1,560.00
P14078	Yordon I. Henry	666.95
P14079	Kelli M. Hodges	1,969.82
P14080	VOID	
P14081	Nicholas C. Mandeville	1,183.46
P14082	Daryll J. Trask	2,900.28
P14083	Carol L. Tripp	2,412.06
P14084	Jamie R. Green	629.83
P14085	Jason A. Lawrence	629.83
P14086	Mark E. Singer	208.35
P14087	Cassidy P. Connors	297.37
TOTAL		<b>\$ 14,062.05</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.

  
Carol Tripp (Oct 18, 2024 11:56 PDT)  
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA October 11, 2024

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 \$12,203.63 and from the General Fund, this 11th day of October 2024.

  
Mark Singer (Oct 25, 2024 11:34 PDT)  
Mark Singer, Commissioner

  
Jamie Green (Oct 18, 2024 11:04 PDT)  
Jamie Green, Commissioner

  
Jay Lawrence (Oct 18, 2024 11:07 PDT)  
Jay Lawrence, Commissioner

| Voucher # | Claimant               | Amount              |
|-----------|------------------------|---------------------|
| P14088    | Sean P. Bauman         | 1,611.42            |
| P14089    | Hannah E. Harness      | 1,559.65            |
| P14090    | Yordon I. Henry        | 693.04              |
| P14091    | Kelli M. Hodges        | 1,959.69            |
| P14092    | VOID                   |                     |
| P14093    | Nicholas C. Mandeville | 1,068.99            |
| P14094    | Daryll J. Trask        | 2,898.08            |
| P14095    | Carol L. Tripp         | 2,412.76            |
| TOTAL     |                        | <b>\$ 12,203.63</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.

  
Carol Tripp (Oct 18, 2024 11:56 PDT)  
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

October 10, 2024


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 \$14,104.00 and from the General Fund, this 10th day of October 2024.

  
Mark Singer (Oct 25, 2024 11:34 PDT)  
Mark Singer, Commissioner

ATTEST:


  
Jamie Green (Oct 16, 2024 11:04 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Jay Lawrence (Oct 18, 2024 11:07 PDT)  
Jay Lawrence, Commissioner

| Voucher #    | Claimant                           | Amount             |
|--------------|------------------------------------|--------------------|
| EFT 10/10/24 | Washington Teamsters Welfare Trust | \$14,104.00        |
|              | TOTAL                              | <b>\$14,104.00</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.

  
Carol Tripp (Oct 18, 2024 11:56 PDT)  
Port Auditor

~~~ EFT ~~~



PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

October 11, 2024

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

\$3,456.66


and from the General Fund, this 11th day of October 2024.

  
Mark Singer (Oct 25, 2024 11:34 PDT)  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Oct 18, 2024 11:04 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Jay Lawrence (Oct 18, 2024 11:07 PDT)  
Jay Lawrence, Commissioner

| Voucher #    | Claimant                    | Amount     |
|--------------|-----------------------------|------------|
| EFT 10/11/24 | US Treasury/Financial Agent | \$3,456.66 |
| TOTAL        |                             | \$3,456.66 |

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.

  
Carol Tripp (Oct 18, 2024 11:56 PDT)  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

October 25, 2024

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 \$6,626.89 and from the General Fund, this 25th day of October 2024.

Mark Singer  
Mark Singer (Oct 25, 2024 11:34 PDT)  
Mark Singer, Commissioner

ATTEST:

Jamie Green  
Jamie Green (Oct 18, 2024 11:04 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence  
Jay Lawrence (Oct 18, 2024 11:07 PDT)  
Jay Lawrence, Commissioner

| Voucher #    | Claimant                 | Amount            |
|--------------|--------------------------|-------------------|
| EFT 10/25/24 | WA State Dept of Revenue | \$6,626.89        |
| TOTAL        |                          | <b>\$6,626.89</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.

Carol Tripp  
Carol Tripp (Oct 18, 2024 11:56 PDT)  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

October 31, 2024

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

\$23,830.74


and from the General Fund, this 31st day of October 2024.

  
Mark Singer (Oct 25, 2024 11:34 PDT)  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Oct 16, 2024 11:04 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Jay Lawrence (Oct 18, 2024 11:07 PDT)  
Jay Lawrence, Commissioner

| Voucher #    | Claimant                       | Amount             |
|--------------|--------------------------------|--------------------|
| EFT 10/31/24 | WA State Dept of Revenue - LET | \$23,830.74        |
|              | TOTAL                          | <b>\$23,830.74</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.

  
Carol Tripp (Oct 18, 2024 11:56 PDT)  
Port Auditor

~~~ EFT ~~~