

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

Subject	*HYBRID* Regular Meeting Agenda	Date	1/16/2025
Recorder	Cassidy Conners	Start Time	7:00 PM
Commission Chair	Jay Lawrence	End Time	9:00 PM
Commission Members	Jamie Green		
Staff Present	Daryll Trask – Harbormaster, Carol Tripp – Port Accountant		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	EXECUTIVE SESSION – To evaluate the performance of a public employee – RCW 42.30.110(1)(G)	<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>
3.	COMMISSIONER COMMENTS	
4.	PBA REPORT / PUBLIC COMMENTS (limit of 3 minutes)	
5.	<p>CONSENT AGENDA ITEMS (Next Res: 2025-01)</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>A. Approve meeting minutes of: 12/5/24 B. Warrants: 18969 – 19009, P14183 – P14217, 12/06/24 EFT, 12/14/24 EFT, 12/26/24 EFT, 1/3/25 EFT, 1/13/25 EFT, 1/17/25 EFT in the amount of \$247,487.61.</p>	
6.	OLD BUSINESS ITEMS	
	A. Reservation Policy	
7.	NEW BUSINESS ITEMS	
	A. Commissioner Responses to public comments/discussions	
	B. Olympic Outdoor Center	
	C. Accounting Report - Carol	

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.

	D. Manager Report-Daryll 1. Approve 2025 Meeting Schedule 2. Approve the following policies: a. Boat Survey Policy b. Slip Wait List Policy c. Use of Social Media d. Employee Cash Handling Policy e. Employee Performance Review Policy f. Delegation of Authority g. Appeal Policy h. Procurement and Public Works Policy i. Reserve Policy j. Free 4 Hr Stay k. Hot Berthing l. Guest Moorage Cancellation and Refund Policy m. Live-Aboard Application Review Policy n. Public Records Request Policy o. Temporary Live-Aboard Transfer Policy p. Delinquency Policy Addendum q. Conduct and Behavior Policy r. Small Watercraft Storage Policy	
8.	PUBLIC COMMENT FOR FUTURE MEETINGS	
9.	COMMISSIONER COMMENTS	
10.	ADJOURN	

<https://us02web.zoom.us/j/83461044315>

Meeting ID: 834 6104 4315

One tap mobile

+12532158782,,89253011491# US (Tacoma)

+12532050468,,89253011491# US

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PORT OF POULSBO REGULAR MEETING
JANUARY 16, 2025
7:00 PM

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

Call to Order 7:00pm

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 meeting.

Entered Executive Session - *time not announced*

Exited Executive Session - 8:02pm

Commissioner Comments

Commissioner Green thanked everyone in attendance; she is excited to see everyone and has been working with the PBA and other constituents, making herself available for workshops and insights to represent people. She loves feedback and encourages everyone to reach out with their thoughts.

Commissioner Lawrence hopes everyone had a good holiday. The meetings are now back in the multipurpose room. The construction has caused a lot of hiccups and delays, but things will continue to move forward. He appreciates everyone at the meeting and thanked them for attending.

Public Comments

Mike, who has a hobby of public records, mentioned a small article in the Kitsap Sun on September 3, 2024 about the rising sea. As a former city council member, he wants to bring everyone on the same page and gather insights into what's happening.

Jeff, resident of the Port District, and member of the Eagle Harbor yacht club spoke on reservations. He said for most places, you go online, make a reservation, and communication is initiated within 24 hours. The same information is on the Port website, but he has had no contact after 4-5 days of making the reservation. Other members have called and talked to Rayven and received assurances the yacht club would have accommodation for 20 boats in the marina for two nights. Those plans have now fallen apart because no further communication has been provided. The reservation system isn't working, and people are not even going to try to come to the Port of Poulsbo because it's in such disarray.

Nico Jensen, D Dock, said the website looks like some updates were done but it's still not obvious on the website if E & F Dock are open. She talked before about a banner so visitors

PORT OF POULSBO REGULAR MEETING
JANUARY 16, 2025
7:00 PM

would see as soon as they arrived at the website. If winter moorage is available, it needs to be implemented on the website.

Chris, C Dock, wasn't sure if E & F Dock will be open on Monday.

Poulsbo Boater's Association

The association gave their report.

Consent Agenda

Motion: Move to approve the meeting minutes 12/5/2024.

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

Motion passed.

Motion: Move to approve the warrants as read.

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

Motion passed.

Old Business Items

Reservation Policy

Motion: Move to approve the Guest Moorage Reservation Policy

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

Motion passed.

New Business Items

Commissioner Responses to Public Comments/Discussions

Commissioner Lawrence said the open space for a third commissioner needs to be publicized and receive applications. Applications will be reviewed by both Commissioners and will figure out a replacement. The position will be listed until February 19th. Commissioner Green said the commissioner position has to be discussed in public and the board hasn't had a meeting since Commissioner Singer announced his resignation. It was within the RCWs appropriate to have it posted on the website, but now it does need to be discussed as an agenda item.

Commissioner Green said there will be a workshop on Tuesday at 10am to talk about reviewing policies and the budget with Port Accountant Tripp. She welcomes public input. Commissioner Lawrence said one complaint about Dockwa he's heard is that the app starts pulling money out automatically, which isn't a good accounting move. He's heard that a lot of Ports who use it don't like it. The Port of Everett is the only public port using Dockwa, that he's aware of. Once there is a procedure for everyone to follow there will be no excuse not to follow it. As a

PORT OF POULSBO REGULAR MEETING
JANUARY 16, 2025
7:00 PM

commission, we are trying to find out what the process will be, and the boating season is right around the corner. He wants everything to work correctly and to work out the bugs prior to the season. We're going to work together more and get things taken care of.

Olympic Outdoor Center

John read aloud a letter he wrote and described different parts of the dock that are owned by the Olympic Outdoor Center and parts of the dock that are owned by the Port. He requested he be relieved of the rent on both staging floats. John wanted to know why he's being charged when others aren't being charged. John said he was threatened if he didn't sign the documents in 2014. The documents showed they were going to put storage floats across the front of his business.

Port Accountant Tripp said there's an existing contract that expires in April 2026. She has the original arbitration documents but can't release them from the folder. There was a litigation issue with former Executive Director Brad Miller that went to litigation. Port Accountant Tripp has emails between John and Mr. Miller. Commissioner Lawrence said without legal counsel, the Port cannot decide on this matter. Legal counsel must be consulted. The Commissioners said they would review the matter and there is a workshop on Tuesday where it can be further discussed.

Accountant Report

Please see attached.

Commissioner Green read aloud Resolution 2025-01: Providing direction for filling a vacancy in the office of Port Commissioner.

Motion: Move to approve Resolution 2025-01

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

Motion passed.

Approve 2025 Meeting Schedule

The Commission agreed to revert to two meetings a month (the first and third Thursday) because there has been too much business to discuss for one meeting a month.

Harbormaster Trask said the listed policies are past review and are outstanding. The policies remain in effect with no changes. He sent two emails on January 10th to the Commission without any feedback response. He would like a motion to approve all the policies in one fell swoop:

Approve the Following Policies:

- 1. Boat Survey Policy**
- 2. Slip Wait List Policy**

PORT OF POULSBO REGULAR MEETING
JANUARY 16, 2025
7:00 PM

3. **Employee Cash Handling Policy**
4. **Employee Performance Review Policy**
5. **Delegation of Authority**
6. **Appeal Policy**
7. **Procurement and Public Works Policy**
8. **Reserve Policy**
9. **Free 4 Hour Stay**
10. **Hot Berthing**
11. **Guest Moorage Cancellation & Refund Policy**
12. **Live-Aboard Application Review Policy**
13. **Public Records Request Policy**
14. **Temporary Live-Aboard Transfer Policy**
15. **Delinquency Policy Addendum**
16. **Conduct and Behavior Policy**
17. **Small Watercraft Storage Policy**

Commissioner Green said the list would not be approved because said policies are not up for approval or review right now. The list needs to be gone over thoroughly, which will start on Tuesday's workshop. The Commission doesn't want to blanket approve those without due diligence. She then asked if Harbormaster Trask would be sharing his manager's report.

Port Accountant Tripp said the Employee Cash Handling Policy is due for rewriting on 3/1/2025, and the Delinquent Policy is due November 2025. The Reserve policy is left out because she does have a very rough draft, but it needs honing because she doesn't think it's severe enough.

Motion: Move to approve the position of Permanent Moorage Coordinator and Accounting Admin Assistant to fall under the Harbormaster position

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

Motion passed.

Commissioner Lawrence will be going over those policies and will be working on them ASAP at the 10am workshop on Tuesday.

No manager's report was provided in the minutes.

Public Comments & Requests for Future Agenda Items

Port Accountant Tripp, Poulsbo resident not within the Port District, wanted to mention, highlight, and thank Commissioner Lawrence for coming in on Friday and pressure washing the guest moorage dock for six hours; line handling with the employees in guest moorage; taking equipment home to rebuild so the Port wouldn't have to pay for it or replace it. Commissioner

PORT OF POULSBO REGULAR MEETING
JANUARY 16, 2025
7:00 PM

Lawrence did not ask for compensation. She is very appreciative given the Port isn't in a good spot, financially.

Alan, D Dock, was curious what the situation is with the reservation system and that it was supposed to be in the Harbormaster's report.

Nico Jensen mentioned Harbormaster Trask was (and may still be) keeping a log of the breakwater power tripping. There are two boats out there now and the power is tripping. A log so the electricians can track down the issue would be helpful.

Commissioner Comments

Commissioner Green was glad to see everyone and hopes to continue working together in workshops to review policies and budgets. She does enjoy input so feel free to contact her via email.

Commissioner Lawrence thanked everybody for their patience and mentioned the City of Poulsbo is probably going to start charging for parking.

Adjourn 9:43pm



Jay Lawrence, Commissioner & Chairman



Jamie Green, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

Accounting Report – January 16, 2025

Accounting Report –

The Summary of Financial Statements for the month ending November 30, 2024 has been completed, was emailed to the Commission on December 12, 2024 and is attached to this report.

For the month of November, there was a net gain of \$215,396.16 which was due to RCO grant reimbursements of \$255,588.05 and Real & Personal Property taxes received in the amount of \$22,401.64. Total capital improvements paid out during the month of November were \$802,377.76 (E/F Dock) which caused a negative cash flow of (\$586,981.60).

The Summary of Financial Statements for the month ending December 31, 2024 has been completed, was emailed to the Commission earlier this week and is attached to this report.

For the month of December, there was a net gain of \$233,980.30 which was due to RCO grant reimbursements of \$238,607.91. Total Capital improvements paid out during the month of December were \$111,870.46 (E/F Dock) which gave a positive cash flow of \$14,697.66.

Boat nights for 2024 totaled 4,790 compared to 5,436 for 2023. The boat nights for 2024 also include boat nights from the new breakwater. This is a reduction of approximately 12% from the previous year.

Fuel Sales for 2024 were less than previous years due to the fuel dock being offline since September 16, 2024. See attached for historical vs current fuel sales in gallons.

The December financials are in 'draft' form as I will be doing various adjusting entries for the end of year. When I have a final report, I will resubmit the financials to the Commission.

W-2s were mailed out on January 1, 2025. I will be working on completing the following reports next week in addition to my regular daily duties:

- Leasehold Excise Tax Return
- Excise Tax Return
- Labor & Industries Quarterly Report
- Employment Security Quarterly Report
- WA Cares Quarterly Report

Respectfully Submitted,

Carol Tripp, Port Accountant

**Port of Poulsbo
Summary of Financial Statements
For the Eleven Months Ending November 30, 2024**

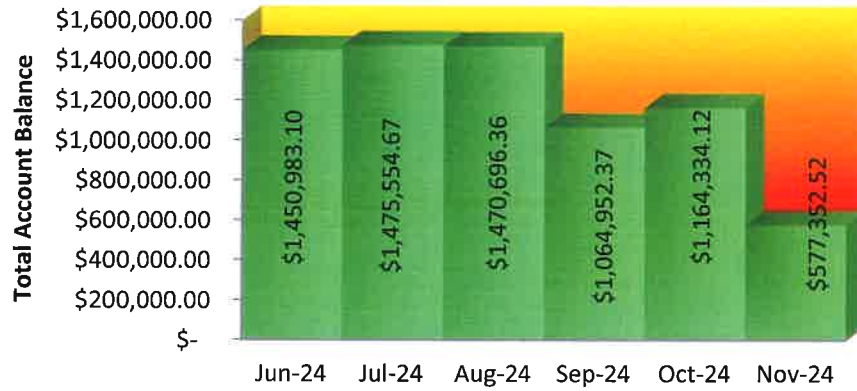
ASSETS, LIABILITIES, EQUITY

Cost of Capital Assets		\$ 13,624,651.74
Current Assets		625,767.09
TOTAL ASSETS		<u>\$ 14,250,418.83</u>
Current Liabilities		\$ 680.00
Long-Term Liabilities		4,909,741.48
TOTAL LIABILITIES		<u>\$ 4,910,421.48</u>
TOTAL EQUITY		<u>\$ 9,339,997.35</u>

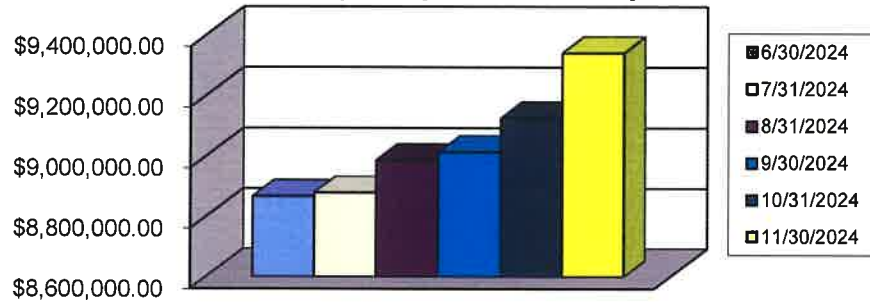
	November	Year To Date
INCOME & EXPENSES		
Gross Profit	363,833.94	2,708,884.57
Operating Expenses	148,437.78	1,784,904.51
NET GAIN/LOSS	<u>\$ 215,396.16</u>	<u>923,980.06</u>
CAPITAL IMPROVEMENTS	\$ 802,377.76	2,034,296.10
Balances of Assets Accts		
<i>November 30, 2024</i>		
General Fund	\$ 325,362.21	
General Investment Fund	968.36	
Liberty Park Fund	3,931.49	
Park Investment Fund	547.16	
Remaining Fund Balances and other current assets	294,957.87	
	<u>\$ 625,767.09</u>	

**CAPITAL ASSETS ARE BASED ON HISTORICAL COSTS AND DO NOT REPRESENT THE CURRENT FAIR MARKET
VALUE OR REPLACEMENT COST.**

Change in Cash Accounts



Equity Comparison - Monthly



CAPITAL ASSETS ARE BASED ON HISTORICAL COSTS AND DO NOT REPRESENT THE CURRENT FAIR MARKET VALUE OR REPLACEMENT COST.

**Port of Poulsbo
Summary of Financial Statements
For the Twelve Months Ending December 31, 2024**

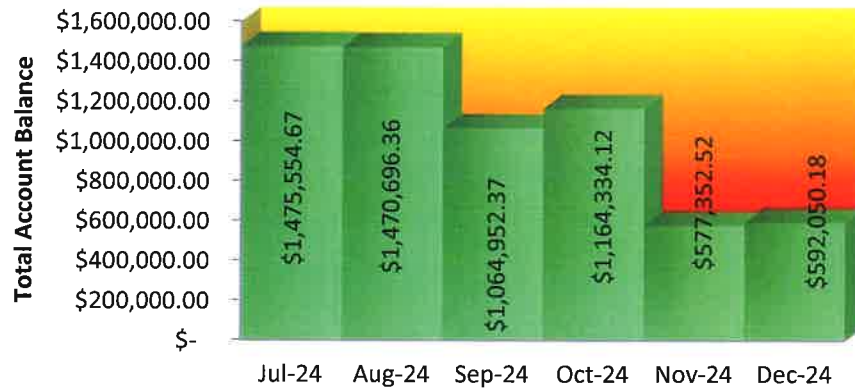
ASSETS, LIABILITIES, EQUITY

Cost of Capital Assets		\$ 13,736,522.20
Current Assets		640,490.27
TOTAL ASSETS		<u>\$ 14,377,012.47</u>
Current Liabilities		\$ -
Long-Term Liabilities		4,803,009.32
TOTAL LIABILITIES		<u>\$ 4,803,009.32</u>
TOTAL EQUITY		<u>\$ 9,574,003.15</u>

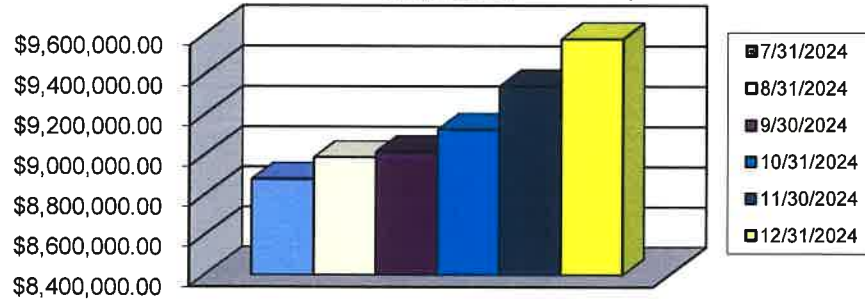
	December	Year To Date
INCOME & EXPENSES		
Gross Profit	376,925.15	3,085,809.72
Operating Expenses	142,944.85	1,927,849.36
NET GAIN/LOSS	<u>\$ 233,980.30</u>	<u>1,157,960.36</u>
CAPITAL IMPROVEMENTS	\$ 111,870.46	2,146,166.56
Balances of Assets Accts		
<i>December 31, 2024</i>		
General Fund	\$ 113,409.72	
General Investment Fund	250,965.98	
Liberty Park Fund	1,310.43	
Park Investment Fund	537.34	
Remaining Fund Balances and other current assets	274,241.30	
	<u>\$ 640,464.77</u>	

CAPITAL ASSETS ARE BASED ON HISTORICAL COSTS AND DO NOT REPRESENT THE CURRENT FAIR MARKET VALUE OR REPLACEMENT COST.

Change in Cash Accounts



Equity Comparison - Monthly

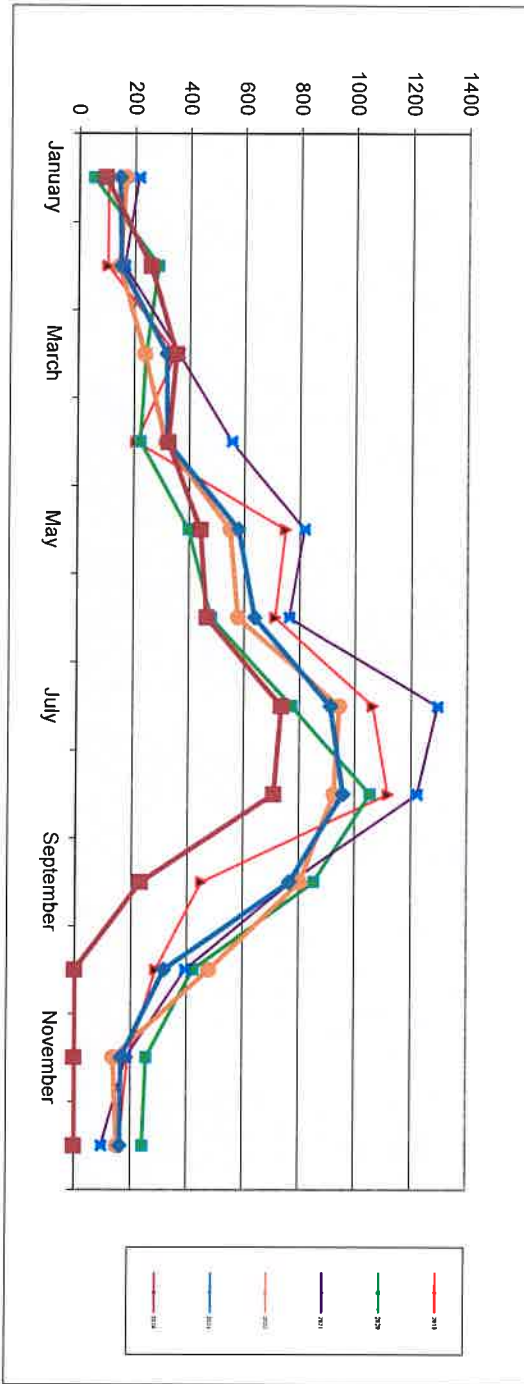


CAPITAL ASSETS ARE BASED ON HISTORICAL COSTS AND DO NOT REPRESENT THE CURRENT FAIR MARKET VALUE OR REPLACEMENT COST.

**Port of Poulsbo
Breakdown of Boat Nights**

	E/F Docks only												Totals
	January	February	March	April	May	June	July	August	September	October	November	December	
2007	142	202	388	454	994	958	1285	1437	950	335	282	151	7578
2008	70	268	336	385	834	866	1010	1315	727	317	256	160	6544
2009	123	248	254	374	974	717	1150	1054	836	303	131	147	6311
2010	82	225	283	322	881	687	1181	1041	698	298	170	133	6001
2011	102	130	163	245	746	752	1000	939	812	210	112	166	5377
2012	86	180	229	292	727	656	1064	1005	865	220	140	126	5590
2013	65	212	255	213	702	822	1018	1279	442	330	147	138	5623
2014	62	296	163	271	838	626	1217	1066	632	281	170	137	5759
2015	84	244	370	325	783	874	1074	820	740	311	170	78	5800
2016	144	114	235	415	721	797	1043	893	762	243	97	215	5892
2017	100	180	231	471	773	949	983	873	850	275	153	189	6027
2018	91	86	275	367	757	860	952	851	689	314	191	113	5546
2019	105	105	349	209	751	713	1065	1120	453	289	192	160	5511
2020	53	285	242	223	398	481	772	1055	856	423	255	183	5286
2021	215	164	363	555	818	763	1295	1223	773	396	183	97	6845
2022	169	147	238	315	549	579	946	927	805	481	138	153	5447
2023	145	152	317	320	579	639	913	959	766	318	166	162	5436
2024	95	259	353	325	443	466	736	711	232	0	0	0	3620
BW	2024				286	61	151	187	146	186	104	49	

**2018 - 2023
Comparison Boat Nights**



Fuel Sold by Volume

	2025		2024		2023	
	Gas	Diesel	Gas	Diesel	Gas	Diesel
January			910.79	9,129.14	595.80	4,680.19
February			1,724.86	10,216.08	542.01	4,673.75
March			2,039.25	14,837.59	1,550.61	7,230.49
April			1,744.90	15,942.77	1,402.15	4,678.67
May			2,849.23	18,763.52	4,941.53	16,826.84
June			6,124.23	19,925.20	5,508.36	23,556.51
July			12,505.57	29,505.89	11,926.87	37,688.00
August			9,238.24	22,725.28	14,349.24	23,725.04
September			4,318.82	8,311.78	9,128.16	17,254.62
October			-	-	3,707.32	9,647.60
November			-	-	1,367.96	5,037.84
December			-	-	511.71	3,248.91
Totals	0	0	41,455.89	149,357.25	55,531.72	158,248.46

2022		2021		2020		20	
Gas	1,445.81	Gas	1,566.97	Gas	551.77	Gas	1,164.02
	1,191.66	Diesel	1,356.44	Diesel	3,822.52	Diesel	6,674.18
	1,304.51		1,518.03		7,482.38		8,088.78
	1,700.77		2,888.99		8,036.25		11,497.24
	3,374.02		3,748.90		10,335.82		19,035.19
	4,401.01		9,879.77		19,639.31		13,870.27
	10,044.01		12,122.35		27,524.92		22,321.35
	12,832.18		13,808.30		33,133.21		25,011.60
	6,064.85		6,315.82		19,693.06		16,585.08
	3,589.56		2,748.85		10,262.65		18,147.44
	1,098.83		1,319.21		8,892.82		8,743.82
	10.36		761.40		6,555.09		3,808.49
	47,057.57		58,035.03		49,479.73		157,583.18
	145,886.44		166,508.01		39,573.81		

PORT OF POULSBO
Kitsap County, Washington
RESOLUTION 2025-01
DATED: January 16, 2025

A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE PORT OF POULSBO (THE "BOARD") PROVIDING DIRECTION FOR FILLING A VACANCY IN THE OFFICE OF PORT COMMISSIONER

WHEREAS, former Board member, Mark Singer, provided notice, effective December 5, 2024, of his resignation as Port Commissioner for the Port of Poulsbo, thereby causing a vacancy effective the same date in the office of Port Commissioner under Chapter 42.12 RCW;

WHEREAS, State law, including RCW 53.12.140 and RCW 42.12.080, provides that when a vacancy in the office of port commissioner occurs, the vacancy shall be filled by the remaining members of the Board appointing a qualified person to fill the vacant position;

WHEREAS, prior to such appointment, the remaining members of the Board must nominate at least one candidate at a Board meeting and then cause notice of the vacancy and the name of the nominated candidate(s) to be posted in three public places in the Port District, including the district's website for a minimum of 15 days;

WHEREAS, during the notice period, registered voters who reside within the Port District can submit nominations, provided that only candidates qualified for the office (registered voters who reside in the commissioner district) may be appointed;

WHEREAS, after the 15-day notice period, the remaining members of the Board shall appoint a qualified person to fill the vacant position from the candidates nominated by either the Board or the public, at a board meeting;

WHEREAS, if the Board fails to appoint a qualified person to fill a vacancy within 90 days, the authority of the Board to fill the vacancy shall cease and the Kitsap County Board of Commissioners shall appoint a qualified person to fill the vacancy, and, absent appointment by the Kitsap County Board of Commissioners the Port may petition the governor to appoint a qualified person to fill the vacancy (RCW 42.12.080); and

WHEREAS, the Board has reviewed and agrees to the steps specified in **Attachment A** for filling the vacancy on the Board to be carried out by Port staff.

NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of the Port of Poulsbo hereby confirms the resignation of former Port Commissioner Mark Singer effective December 5, 2024, and directs the Port staff to follow the process outlined in **Attachment A** to fill the vacancy, consistent with state law.

ADOPTED by the Board of Commissioners of the Port of Poulsbo at the regular meeting held this 16th day of January, 2025.

There being a vote thereon as follows: 2 for, 0 against, 0 absent.


Jay Lawrence, Commissioner


Jamie Green, Commissioner

Attachment A:

Process for Commission Replacement

1. Commissioner Provides Notice of Resignation:
2. After the effective date, 90 days to fill the seat:
 - a. The Commission will need to nominate one or more candidates to fill the vacancy.
 - b. Notify County Auditor as a courtesy.
3. The Commission must cause notice of the vacancy and the name(s) of any nominated candidates to be published for at least 15 days.
4. During the notice period, registered voters who reside within the Port District can submit nominations.
5. After the end of the notice period, the remaining members of the Commission shall appoint a qualified person to fill the position from the nominated candidates via Resolution
6. Nominee shall complete the Oath of Office with Appropriate person/notary.

****If no Candidate is appointed within 90 Days the County shall appoint a qualified Candidate.****

12/5/2024

From: Mark Singer, Port of Poulsbo Port Commissioner Seat #1
Subj: Letter of Resignation as Port of Poulsbo Port Commissioner Seat #1
To: Port of Poulsbo Commission Board

I am turning in my Resignation as Port of Poulsbo Port Commissioner Seat #1 to be effective at the adjournment of the Port Commissioner Meeting on 12/5/2024. For personal reasons I am stepping down from this position I have been in for the last 5 years. I can say I have enjoyed being a part of the Port and working with the other Commissioners and Staff. Like any work place there are obstacles and you do not always agree, but in the end by working together projects are completed. I will continue to be a lessee here at the Port, as I do love having my vessel moored here, and will always be a positive member in Permanent Moorage.

V/r

Mark Singer

A handwritten signature in black ink, appearing to read 'Mark Singer', written over a horizontal line. The signature is somewhat stylized and overlaps the line.

1/10/2025

Harbormaster.

Preventive Maintenance.

- **Lighting:**
 - docks and floats lights: Maintenance Deferred
 - Parking lot over head: Maintenance Deferred
 - Bath rooms: SAT
 - Fuel dock: N/A
 - Office BW: SAT Office E&F: N/A Fuel Dock: N/A
 - Light bulb Inventory: SAT
 - Info ALL Pedestal light on E&F are affected due to construction.
- **Water lines:**
 - Faucet heads: SAT
 - Shutoff valves (operate) SAT
 - H2O/Electric: SAT
- **Floats:**
 - Salt:
 - Spalding: cross dock from B to A. and three other Areas of concern
 - Anchors tie bars: Inspection starting full pier inspection in summer 2025
- **Fuel Dock:**
 - Inspect Dispenser hoses: SAT.
 - Water Separator filters:
 - Shutoff Valves (operate): SAT
 - Spill Supplies: SAT

- Sewage pump out: C Dock Mobil: SAT EandF dock Mobil: SAT. EnF Fixed: SAT
- **Safety Equipment:**
 - (Inspect) Fire Lines: Maintenance Deferred
 - (Operate) Fire Hose Valves: Maintenance Deferred
 - Life Rings: Un sat. life rings are installed but Rope needs to be replaced.
 - A.E.D: BW1: SAT EnF : in LAYUP. (not in operation)
 - 1st Aid kits : NEED first aid Supply's
 - Inspect Rescue ladders: Maintenance Deferred
 - (Inspect) PFD: SAT.
 - (Inspect) Fire Extinguishers: lost three doors for Exts on BW.
- **Parking Lot:**
 - No parking / Towing Signs: SAT
 - Jenson Parking: Maintenance Deferred
 - Parking in front of C&D: Maintenance Deferred
- **Electrical P.M.:**
 - Shore power Cords: SAT
 - Power Pedestals: D-16-D-12 Needs work
 - GFI& GFCI Outlet: D-59 need to be Replaced.
- **Port Skiff:**
 - Battery: SAT
 - Need to be set off for yearly Maintenance.
- **Small motors:**
 - Pressure washer, Trash pump, portable pump outs: Trash pump will not take suction. And pump out on EnF dock is in Layup.

- **Items Checked Annually:**
 - Drain fuel dock water run off: SAT
 - Parking lot drains clear: SAT

After hours/ emergent items.

- **Power outage on BW power was restored on Monday. JAN 6.**
- **Clean gutters of the fuel barge.**
- **Removed Logs from king tide.**
- **Cleaned parking lot. After king tied.**
- **Rod in between A&B dock (X dock) needs to be replaced**
- **F dock slip empty fire extinguisher.**
- **A- dock Life ring needs new line .**
- **X-dock between A and B needs new finger rod.**
- **Front Kayak Rental pile hoop 35% life left.**
- **C-48 Pile hoop 25% life left.**

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA December 6, 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 \$1,411.64 and from the General Fund, this 6th day of December 2024.

Mark Singer, Commissioner

ATTEST:

Jamie Green

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence

Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
18969	Hannah Harness	1,411.64
TOTAL		\$ 1,411.64

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

Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA December 20, 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 \$27,720.65 and from the General Fund, this 20th day of December 2024

Vacant

ATTEST:

Jamie Green

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence

Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
18970	VOID	
18971	Davis Financial	1,200.00
18972	Bank of America	1,373.52
18973	VOID	
18974	CHS Inc/Cenex	67.35
18975	CSD Attorneys at Law	4,560.00
18976	Excel Busines Systems Inc	346.07
18977	Home Depot	215.27
18978	Kitsap Networking Services	915.00
18979	PUD #1 of Kitsap County	682.00
18980	Soundwest Engineering Assoc Inc	6,874.00
18981	Verizon Wireless	80.02
18982	Edward Jones	2,005.22
18983	Jack Turley	70.00
18984	Eric Ludwig	218.00
18985	Michelle Tzannis	55.00
18986	Darcy Allbee	318.00
18987	David Alberti	284.89
18988	Stephen Johnson	320.70
18989	Matteo Manzella	340.00
18990	Mary Jackson-Stewart	95.00
18991	City of Poulsbo	3,348.11
18992	Puget Sound Energy	1,555.60
18993	State Auditor	1,251.90
18994	Western Washington University	1,545.00
TOTAL		\$ 27,720.65

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.

Carel Tripp

Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA December 23, 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 \$111,870.46 and from the General Fund, this 23rd day of December 2024.

Vacant

ATTEST:

Jamie Green

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence

Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
18995	Quigg Brothers	111,870.46
	TOTAL	\$ 111,870.46

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

Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA January 10, 2025

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 \$28,685.44 and from the General Fund, this 10th day of January 2025.

Vacant

ATTEST:

Jamie Green

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence

Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
18996	City of Poulsbo	3,199.61
18997	Bank of America	1,811.43
18998	VOID	
18999	CHS Inc/Cenex	32.63
19000	CSD Attorneys at Law	3,840.00
19001	Kitsap Networking Services	860.00
19002	PetroCard	11,938.22
19003	Premier Communications	687.20
19004	Soundwest Engineering Assoc Inc	5,557.50
19005	Verizon Wireless	38.39
19006	Robert Rochette	257.11
19007	Carol Tripp	73.00
19008	Kevin Stephenson	330.35
19009	Erin Girard	60.00
	TOTAL	\$ 28,685.44

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

Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA December 20, 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 \$12,830.30 and from the General Fund, this 20th day of December 2024.

Vacant

Jamie Green

Jamie Green, Commissioner

Jay Lawrence

Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
P14183	Sean Bauman	1,296.81
P14184	Hannah Harness	1,260.21
P14185	Yordon Henry	689.53
P14186	Kelli Hodges	1,511.50
P14187	VOID	
P14188	Nicholas Mandeville	808.60
P14189	Rayven Hoskins	781.06
P14190	Daryll Trask	2,900.28
P14191	Carol Tripp	2,412.05
P14192	VOID	
P14193	GL D. Berumen Tabanico	1,170.26
	TOTAL	\$ 12,830.30

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.

Carol Tripp

Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

**PORT OF POULSBO**

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA      January 3, 2025

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 \$14,842.21 and from the General Fund, this 3rd day of January 2025.

Vacant

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

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

| Voucher # | Claimant               | Amount              |
|-----------|------------------------|---------------------|
| P14194    | Sean Bauman            | 1,299.47            |
| P14195    | GL D. Berumen Tabanico | 1,152.93            |
| P14196    | Daryll Trask           | 2,897.80            |
| P14197    | Rayven Hoskins         | 640.79              |
| P14198    | Hannah Harness         | 1,253.87            |
| P14199    | Kelli Hodges           | 1,510.21            |
| P14200    | VOID                   |                     |
| P14201    | Carol Tripp            | 2,412.95            |
| P14202    | Jamie Green            | 481.15              |
| P14203    | Jason Lawrence         | 481.15              |
| P14204    | Mark Singer            | 208.35              |
| P14205    | Cassidy Conners        | 148.69              |
| P14206    | Yordon Henry           | 1,018.85            |
| P14207    | Nicholas Mandeville    | 1,336.00            |
|           | <b>TOTAL</b>           | <b>\$ 14,842.21</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  
\_\_\_\_\_  
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA January 17, 2025

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 \$12,670.83 and from the General Fund, this 17th day of January 2025.

Vacant

Jamie Green

Jamie Green, Commissioner

Jay Lawrence

Jay Lawrence, Commissioner

| Voucher # | Claimant | Amount |
|-----------|------------------------|---------------------|
| P14208 | Sean Bauman | 1,298.79 |
| P14209 | GL D. Berumen Tabanico | 1,150.75 |
| P14210 | Daryll Trask | 2,898.34 |
| P14211 | Rayven Hoskins | 301.15 |
| P14212 | Nicholas Mandeville | 1,064.75 |
| P14213 | Yordon Henry | 784.34 |
| P14214 | Hannah Harness | 1,253.00 |
| P14215 | Kelli Hodges | 1,508.90 |
| P14216 | VOID | |
| P14217 | Carol Tripp | 2,410.81 |
| | TOTAL | \$ 12,670.83 |

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

Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

**PORT OF POULSBO**

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA                      December 6, 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** \$4,136.13  
**and from the General Fund, this** 6th **day of** December 2024.

Mark Singer, Commissioner

ATTEST:

Jamie Green  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence, Commissioner

| Voucher #    | Claimant                    | Amount            |
|--------------|-----------------------------|-------------------|
| EFT 12/06/24 | US Treasury/Financial Agent | \$3,740.68        |
| EFT 12/06/24 | US Treasury/Financial Agent | \$395.45          |
|              | TOTAL                       | <b>\$4,136.13</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  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA December 14, 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 \$12,341.00 and from the General Fund, this 14th day of December 2024.

Vacant

ATTEST:

Jamie Green

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence

Jay Lawrence, Commissioner

| Voucher # | Claimant | Amount |
|--------------|----------------------------|-------------|
| EFT 12/14/24 | WA Teamsters Welfare Trust | \$12,341.00 |
| | TOTAL | \$12,341.00 |

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

Port Auditor

~~~ EFT ~~~

**PORT OF POULSBO**

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PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA                      December 26, 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 \$458.98 and from the General Fund, this 26th day of December 2024.

\_\_\_\_\_  
Vacant

ATTEST:

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

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

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

| Voucher #    | Claimant                 | Amount          |
|--------------|--------------------------|-----------------|
| EFT 12/26/24 | WA State Dept of Revenue | \$458.98        |
|              | TOTAL                    | <b>\$458.98</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.

Carel Tripp  
\_\_\_\_\_  
Port Auditor

~~~ EFT ~~~


PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA January 3, 2025

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 \$4,242.52 and from the General Fund, this 3rd day of January 2025.

Vacant

ATTEST:

Jamie Green

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence

Jay Lawrence, Commissioner

| Voucher # | Claimant | Amount |
|-------------|-----------------------------|-------------------|
| EFT 1/03/25 | US Treasury/Financial Agent | \$4,242.52 |
| TOTAL | | \$4,242.52 |

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

Port Auditor

~~~ EFT ~~~

**PORT OF POULSBO**

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA                      January 13, 2025

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 \$12,816.30 and from the General Fund, this 13th day of January 2025.

\_\_\_\_\_  
Vacant

ATTEST:

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

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

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

| Voucher #   | Claimant                   | Amount             |
|-------------|----------------------------|--------------------|
| EFT 1/13/25 | WA Teamsters Welfare Trust | \$12,816.30        |
|             | TOTAL                      | <b>\$12,816.30</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  
\_\_\_\_\_  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA January 17, 2025

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 \$3,461.15 and from the General Fund, this 17th day of January 2025.

Vacant

ATTEST:

Jamie Green
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence
Jay Lawrence, Commissioner

| Voucher # | Claimant | Amount |
|-------------|-----------------------------|------------|
| EFT 1/17/25 | US Treasury/Financial Agent | \$3,461.15 |
| | TOTAL | \$3,461.15 |

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.

Carel Tripp
Port Auditor

~~~ EFT ~~~