

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

Subject	*HYBRID* Special Meeting Agenda	Date	1/28/2025
Recorder	Cassidy Conners	Start Time	6:30 PM
Commission Chair	Jay Lawrence	End Time	8:00 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> <p>It is anticipated that the Commission may not take final action in the public portion of the meeting.</p>
3.	MARKETING UPDATE	
4.	ADJOURN	

<https://us02web.zoom.us/j/87147842517>

Meeting ID: 871 4784 2517

One tap mobile

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The Port of Poulsbo provides a time for citizen input during, ‘Public Comments.’ Please limit yourself to three (3) minutes per person. If you wish to address the Commission, please step up to the podium and speak clearly. The Commission is committed to maintaining a meeting atmosphere of mutual respect and speakers are encouraged to honor this principle. The Board will address public comments during ‘New Business Items – public comments.’ If you wish to attend the Commission meeting and require physical accommodations in order to do so, please call (360) 779-9905 by 9 a.m. the day of the meeting.

PORT OF POULSBO SPECIAL MEETING
JANUARY 28, 2025
6:30 PM

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

Call to Order 6:30pm

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 6:31pm

Exited Executive Session 7:31pm to extend for another 15 minutes

Entered Executive Session 7:32pm

Exited Executive Session 7:47pm to extend for another 20 minutes

Entered Executive Session 7:49pm

Exited Executive Session 8:10pm to extend for another 20 minutes

Entered Executive Session 8:11pm

Exited Executive Session 8:30pm

Marketing Update

Harbormaster Trask is still working with Meta on the Port of Poulsbo admin access to the business account. Commissioner Green would like the website updated and have dated information archived to avoid continued confusion over the current state of the Port. Harbormaster Trask said he'd have the website updated in another week.

Commissioner Green mentioned a before and after video of the breakwater but couldn't remember which business posted it across social media. Commissioner Lawrence wants a new look with new features on the website. He wants a more updated system showing off the new marina. Commissioner Green wants events posted on the website.

Commissioner Green said the Pacific Northwest Nordic Tug Owners Association has roughly 55 vessels. They're a nonprofit requesting the \$10 reservation fee be waived for their association. It would mean a \$400-\$550 loss in revenue per visit. Commissioner Lawrence said because the Port is a public entity, they're not able to give away public money and the \$10 fee cannot be waived. He has a meeting with them tomorrow and will let them know. Harbormaster Trask can also email the association.

Commissioner Green shared Port Ludlow's positive experience of Dockwa. The reservation process is done via app and there are three automated email touches to confirm, remind, and follow up with the experience of the reservation. The Dockwa package is \$1200/year to include the three-email prong. Port Ludlow said it saves 4-5 hours on productivity with emails alone.

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Harbormaster Trask said the Molo subscription is up for renewal in April. With training from Molo for the staff, it's possible to do well with them. Commissioner Lawrence reflected Dockwa interferes with a lot of ports' accounting systems. Commissioner Green suggested being prepared to decide in April, so people aren't possibly wrestling with a new system in May during boating season. Dockwa also has a way to customize reservation setups to customize the Port's needs.

One concern Port Accountant Tripp had was about the merchant card fee. Dockwa has a starting charge of 3.5%. Once sales are greater than \$500-\$1000, the percentage drops. Molo starts at a 3% fee so that's already saving money from the beginning. Harbormaster Trask will reach out to the Port of Bremerton to get their thoughts about the current process and will follow up at the next meeting.

The Commissioners discussed an individual who has been delinquent on moorage twice in three months due to verified hospitalization. Each time a letter or email was sent, the moorage was paid in full, including one month ahead. There was some discussion over what to allow and make exceptions for and it was agreed to allow one month paid up front to allow the individual time to find another location for their boat.

Motion: Move to approve

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


Motion passed.

Motion: Move to adjourn

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

Motion passed.

Adjourn 9:13pm


Jay Lawrence (Feb 10, 2025 08:42 PST)

Jay Lawrence, Commissioner & Chairman


Jamie Green (Feb 10, 2025 09:48 PST)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)