

VIRTUAL MEETING VIA ZOOM

Poulsbo Port District – Port Commission

Subject	*REMOTE* Regular Meeting Agenda	Date	June 17, 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.		

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: 2021-10) 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: 6.03.21 B. Warrants: 17277 – 17301, P13016 – P13024, EFT 6/11/21 in the amount of \$293,949.40. C. Resolution: 2021-09 Amending Resolution 2013-07 – Signature Authority	
6.	OLD BUSINESS ITEMS	
	A. Resolution #9 – Declaring Local Emergency & Delegation of Authority - Review	
	B. Boat Ramp/Breakwater Updates	
7.	NEW BUSINESS ITEMS	
	A. Commissioner responses to public comments/discussions	
	B. Accounting & Manager’s Report	
	C. Review & Approve Policies	
8.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
9.	COMMISSIONER COMMENTS	
10.	ADJOURN	

<https://us02web.zoom.us/j/84859478493>

Meeting ID: 848 5947 8493

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

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PORT OF POULSBO
REMOTE REGULAR MEETING MINUTES
JUNE 17, 2021
7:00 PM

Present: Commissioner Singer, Commissioner Green, Commissioner Rose, Port Accountant Carol Tripp, ~~Melanie Winnett—Harbormaster~~, Pam Benson—PBA, Nico Jensen, Rodney McVicker

Call to Order 07:00pm

Commissioner Comments

Commissioner Green said the Poulsbo Chamber Business Recovery meetings will now be held every second Monday at 4pm.

Commissioner Singer had comments regarding parking issues and economic development. He walked the parking lots downtown Poulsbo and saw how full everything was. He said the Port has their own reserve parking and parking lot. There are 36 reserved spots for the Port and the reason is for liveaboards. There are parking spots available in the paid parking lot, as well as reserved spots. Today, out of those ~~26~~ 36 spots, 8 cars were parked in the reserved spots. Two disabled spots were empty, four electric spots were empty, and seven trailer spots were available. Guest moorage had 28 boats. He spoke with 21 out of the 28 boaters and asked if the boaters brought with them a vehicle. None of them did. In front of the Kraken, there were four reserved spots available, three handicap spots, and one regular parking spot because of the equipment required for construction on the boat ramp. The equipment is using most of those spots. There was one handicap spot empty. He found six boaters aboard in permanent moorage, and four of those boaters were liveaboards. This data, Commissioner Singer said, told him that Poulsbo is an exciting place to for people to visit, and it's a great place for people to enjoy. The parking issue is not because of the Port. The parking issue because Poulsbo is exciting. The Port planned with folks at the Port the construction downtown and asked them not to park downtown. He spent a few minutes walking down every parking spot downtown and didn't see any parking passes in any of the windows. The point he wants to make is the parking issue in Poulsbo is not because of the Port. The parking problem is since Poulsbo is a great town to visit.

The second issue Commissioner Singer wished to point out was economic development. What does the Port bring to the City of Poulsbo to help the economic businesses, taxes, etc.? The Port brings people that show up with cash in their pocket. He spent some time over the last couple of weeks referencing some data from the last ten years from the Washington State Economic Development Commission. Based on ten years of data provided, the Port of Poulsbo has brought into the City of Poulsbo \$23,876,215.22. The breakwater is going to be available to support the needs of the falling down breakwater. We can't have a normal breakwater without moorage spots. That money that will come will increase the numbers of economic income with our current facility, increase moorage, and increase the economic development in the City. This will be outrageously great for Poulsbo, the Port, and the City of Poulsbo.

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Commissioner Rose has been in the loop about certain issues with people coming into the harbor and maneuvering issues. It seems there are some other contentious things going on and the board has stepped in. That is a normal part of doing business on the waterfront. Along with the ongoing projects are decisions as far as enhancing policies, derelict boats, and how to do our part and come up with a solution. He wants to keep the meetings as they have been; an exchange of information, doing research, doing what can be done to help staff, and ~~update~~ update everybody within the boating community. He wants to remain proactive, positive, and everybody else surrounding the Port can do what they want, and the Port will remain professional.

Public Comments

Rodney McVicker hadn't heard about the economic figures but wanted to point out that with the two commercial fishing boats there is another 1-2 million dollars to include. The commercial boats are often overlooked. After studies were conducted in Port Townsend and discovered commercial fishing boats constituted 10% of the economic development, more attention and care were given to the commercial fishing boats.

Nico Jensen added in the Zoom side chat a request for considering one parking pass per boat slip tenant. Commissioner Singer had some data on that and wants to look at how something like that would be possible with multiple passes.

Poulsbo Boater's Association

There was no report.

Consent Agenda

Motion: Move to approve the regular minutes of June 3, 2021

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

Motion passed unanimously.

Motion: Move to approve the warrants.

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

Motion passed unanimously.

Motion: Move to approve Resolution 2021-09

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

Motion passed unanimously.

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Old Business Items

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

There were none.

Breakwater & Boat Ramp Updates

These will be mentioned in the Manager's Report.

New Items

Items for Public Discussion

Commissioner Green thanked Rodney for the comment on the commercial fisherman perspective. She appreciated it and noticed the price of fish has gone up.

Commissioner Rose will have an update on the breakwater soon. Regarding derelict boats, he believes there has been a Phase One discussion. Commissioner Green will be taking on the duty of coordinating workshops on derelict boats (addressing any hardening of protocols to prevent adding to the situation, not enabling people with derelict boats coming to the docks, stay proactive in extending and creating requirements, increase presence, moving jointly with the City out on Liberty Bay, etc.).

Accounting & Manager's Report

See attached.

Review & Approve Policies

The policies up for review, along with their future review timelines are as follows: Promotional Hosting (every five years); Slip Assignment (every five years); Delinquency Addendum (every two years); Vehicle Use Policy (every five years). Promotional hosting had one small change, and there was an update on the delinquency addendum to reflect current fee charges per resolution.

Motion: Move to approve the four policies

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

Motion passed unanimously.

~~**Harbormaster's Report**~~

~~See attached.~~

Public Comments/Request for Future Agenda Items

Pam appreciated Commissioner Singer's comments at the beginning of the meeting and was saddened there weren't any City representation in attendance to hear it. She is hoping there's a

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way to take Commissioner Singer's comments to the City so they can be aware of the facts without pointing fingers.

Commissioner Comments

Commissioner Rose is hoping for a monthly update on the locally progressing topic of derelict boats.

Commissioner Green said the water has been lovely and it's been nice to see people out rowing, learning a new sport, and enjoying the waters.

Final Adjournment 8:18pm



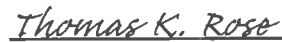
Mark Singer (Jul 6, 2021 14:16 CDT)

Mark Singer, Commissioner



Jamie Green (Jul 6, 2021 10:50 PDT)

Jamie Green, Commissioner



Thomas K. Rose (Jul 6, 2021 14:46 PDT)

Thomas Rose, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

Accounting & Manager Report – June 17, 2021

- Maintenance Report Submitted by Eugene Madayag –

Maintenance completed for the month of June to date:

- Divers came for removal of the 2x4 sticking up through 'C' Dock. The hole it created was reinforced and filled with concrete along with filling in of all spalling spots on 'C' Dock entrance area.
- Port grid area has been reorganized.
- Low voltage readings on 'F' Dock pedestals prompted pedestal checks and eventually calling Bird Electric to replace a bad splice in the main power line. All has been checked and is working correctly.
- Completed HAZWOPER refresher course.

Maintenance tasks that are in process currently:

- Continue to work on the kayak float project as time allows.
- Installation of the new fuel pumps has been delayed again due to the vendor neglect in ordering the parts in a timely fashion.
- Moving equipment, tools etc. back into Port's Boathouse as time allows.
- Fuel dock procedural and operating manual has been reviewed and amendments noted, awaiting update for final copy.
- Port vehicle awaiting scheduled service as well as Port skiff.

- Guest Moorage Report Submitted by Jannese Hunt –

- The Classic Car & Boat event on September 11th is coming along nicely. The organizer of the event, Classic Boats, appreciated the Board approval of the reduced moorage.
- Completed HAZWOPER refresher course. The remaining guest moorage staff will complete this training shortly.
- Reservations continue to be made throughout this year and well into 2022. In addition to the Yacht Clubs, there are many individual requests which include 2 wedding ceremonies.
- Updates have been made to the website so that boaters can complete a fillable form for a reservation.
- Currently working on an event, "Paddle to Poulsbo." More information to follow as the event solidifies.

- Permanent Moorage Report Submitted by Melanie Winnett –

- All cancellation notices received in May have been filled and the Port is at 100% occupancy.
- Trapper Ran was contacted to trap otters in Boathouse #7.
- Friendly reminder that bicycles are not allowed on the docks. We are having a few problems with licensees leaving bikes on the docks.
- Yearly liveaboard and boathouse inspection notices went out during the week of June 6th.

- Updated permanent moorage waitlist application to show the new requirements to have moorage in the Port.
 1. Current picture of vessel
 2. Current location of mooring
 3. Copy of current insurance coverage
- There was a second fuel spill on 'D' Dock and the licensee is working with the Coast Guard directly to remedy the situation.
- Reminder to everyone that the Port has a new address: 18809 Front Street NE Box 1

Accounting & Manager Report – June 17th

The Summary of Financial Statements ending May 31, 2021, was emailed to all Commissioners on June 15th. A reminder that we will be starting to work on the Port's 2022 Budget during the month of July. It would be very helpful to start getting a group together to start looking at a future maintenance schedule for the Port. Items that would need to be looked at would be replacement of electrical systems, float replacement and similar items. The preferred result of this group would be a long-term schedule of maintenance items for the Port.

John and I continue to work on the Port Management Agreement with the Department of Natural Resources. We have made some excellent progress with them and hope to have a new PMA ready shortly.

I spoke with Catherine from the State Parks Dept today and the final paperwork is being prepared for the CVA grants for the floating restroom, Pump-out vessel and the additional \$10,000 requested to pay for any repairs and/or maintenance to the pump-out vessel. The tentative plan is to rent a vehicle to bring the boat and trailer to Matson Marine and have all of the service done to the boat, engines, and trailer before launching it on the Port's new boat ramp.

There has been much activity around the boat ramp project. I have been working with John to make some final decisions on the floating restroom design and other minor design decisions such as lighting and placement of the FLUPSY. As a reminder, the floating restroom will not have a pump-out station on it because we now have a pump-out vessel.

The Port of Poulsbo is currently listed as a victim in a legal action suit against Mr. Travis Foreman. Mr. Foreman obtained a boat on Craig's List for a \$1.00 and brought it into the Port of Poulsbo on January 13, 2021. After multiple attempts to contact Mr. Foreman via telephone, I contacted the Poulsbo Police Department to report a 'theft of services.' Mr. Foreman owes \$7,361.80 to the Port of Poulsbo, which also includes the cost to dispose of his vessel. I informed Mr. Foreman's public defender that the Port of Poulsbo would not be settling out of court for these costs. Ms. Alexis Foster, who is the City of Poulsbo Prosecutor, is aware of the Port's standing on this situation and has been very helpful.

Respectfully Submitted,

Carol Tripp


PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370


Kitsap County, WA June 18, 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 \$277,011.53 and from the General Fund, this 18th day of June 2021.


Mark Singer (Jun 18, 2021 09:51 PDT)

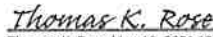
Mark Singer, Commissioner

ATTEST:


Jamie Green (Jun 18, 2021 09:50 PDT)

Jamie Green, Commissioner


Cassidy Conners, Recording Secretary


Thomas K. Rose (Jun 19, 2021 10:37 PDT)

Thomas Rose, Commissioner

Voucher #	Claimant	Amount
17277	Ryck Thompson	337.86
17278	Ryck Thompson	281.87
17279	David Meissner	268.35
17280	Dorris Journeay	377.10
17281	Dorris Journeay	98.85
17282	David Wideman	146.45
17283	David Wideman	285.70
17284	Edward Jones	2,093.01
17285	Mark Carlin	0.48
17286	Bank of America	576.08
17287	Bird Electric Corp	708.50
17288	City of Poulsbo	2,956.44
17289	Coast to Coast Hardware	20.69
17290	Excel Business Systems Inc	558.73
17291	Home Depot	229.69
17292	Office Depot Credit Plan	51.17
17293	Olympic Springs Inc	45.54
17294	PetroCard	26,013.95
17295	PUD #1 of Kitsap County	345.00
17296	Soundwest Engineering Assoc Inc	53,887.11
17297	Century Link	78.16
17298	Home Depot Pro	225.05
17299	T&C Diving	163.50
17300	Trapper Ran	300.00
17301	Redside Construction LLC	186,962.25
TOTAL		\$ 277,011.53

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 (Jun 18, 2021 09:36 PDT)

Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA

June 11, 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 \$12,864.76 and from the General Fund, this 11th day of June 21.


Mark Singer (Jun 19, 2021 09:51 PDT)

Mark Singer, Commissioner


Jamie Green (Jun 18, 2021 09:50 PDT)

Jamie Green, Commissioner


Thomas K. Rose (Jun 19, 2021 10:37 PDT)

Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P13016	Christopher Henry	1,100.10
P13017	Kelli M. Hodges	1,659.65
P13018	Eugene Madayag	1,513.70
P13019	Nicholas Mandeville	1,087.86
P13020	Jannese M. Hunt	1,342.63
P13021	Bruce Riley	958.47
P13022	Brian T. Smith	1,079.78
P13023	Carol L. Tripp	2,436.93
P13024	Melanie I. Winnett	1,685.64
TOTAL		\$ 12,864.76

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 (Jun 18, 2021 09:38 PDT)

Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA June 11, 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 \$4,073.11 and from the General Fund, this 11th day of June 2021.

Mark Singer  
Mark Singer (Jun 19, 2021 09:51 PDT)  
Mark Singer, Commissioner

ATTEST:

Jamie Green  
Jamie Green (Jun 18, 2021 09:58 PDT)  
Jamie Green, Commissioner

Cassidy Connors, Recording Secretary

Thomas K. Rose  
Thomas K. Rose (Jun 19, 2021 10:37 PDT)  
Thomas Rose, Commissioner

| Voucher #    | Claimant                    | Amount            |
|--------------|-----------------------------|-------------------|
| 06/11/21 EFT | US Treasury/Financial Agent | \$3,868.65        |
| 06/11/21 EFT | DSHS                        | \$204.46          |
|              | TOTAL                       | <b>\$4,073.11</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 (Jun 18, 2021 09:58 PDT)  
Port Auditor

~~~ EFT ~~~

**PORT OF POULSBO RESOLUTION NO. 2021-09
A RESOLUTION OF THE PORT OF POULSBO DELEGATING ADMINISTRATIVE
POWERS AND DUTIES OF THE EXECUTIVE DIRECTOR AND AMENDING
RESOLUTION 2013-07**

WHEREAS, RCW 53.12.270 authorizes the Commission to delegate administrative powers and duties to the Executive Director, and

WHEREAS, the Commission of the Port of Poulsbo has in the past adopted policy directives delegating administrative powers and duties to the Executive Director and designees for the purpose of expeditious administration of the Port presently set forth in the Delegation of Authority set forth in Resolution 2013-07 last amended on March 21, 2019, and

WHEREAS, the Commission has from time to time found it necessary to amend such directives due to changes in law and/or operations of the Port, and

WHEREAS, the Commission now wishes to amend the existing Delegation of Authority to add the delegation of authority to execute Port Management Agreements with Washington State Department of Natural Resources under Section 12 of the existing Delegation of Authority;

WHEREAS, the Port finds its action here to be in the best interests of its constituents and is specifically authorized by law.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners of the Port of Poulsbo as follows:

1. A new section shall be added to the existing delegation of authority under section 12 as follows:

H. Port Management Agreements And Aquatic Land Leases With DNR. The Port Manager has the authority to execute Aquatic land leases and Port Management Agreements and renewals thereof with the Washington State Department of Natural Resources ("DNR") to accommodate leasehold property leases consistent with the Port Management Agreement and Board of Commissioner approval of said Aquatic land leases and/or Port Management Agreements with DNR.

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ADOPTED by the Board of Commissioners of the Port of Poulso at the regular public meeting thereof, held on this 17TH day of June, 2021, by motion, seconded and unanimously passed, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

Thomas K. Rose

Thomas K. Rose (Jun 19, 2021 10:36 PDT)

TOM ROSE, CHAIRMAN AND COMMISSIONER

M.S.

Mark Singer (Jun 19, 2021 09:49 PDT)

MARK SINGER, COMMISSIONER

Jamie Green

Jamie Green (Jun 18, 2021 10:16 PDT)

JAMIE GREEN, COMMISSIONER