

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

Subject	*HYBRID* Regular Meeting Agenda	Date	08/01/2024
Recorder	Cassidy Conners	Start Time	7:00 PM
Commission Chair	Mark Singer	End Time	9:00 PM
Commission Members	Jamie Green, Jay Lawrence		
Staff Present	Carol Tripp – Port Accountant		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	APPROVAL OF AGENDA	
3.	HABORMASTER POSITION UPDATE	
4.	COMMISSIONER COMMENTS	
5.	PUBLIC COMMENTS (limit of 3 minutes)	
6.	POULSBO BOATER’S ASSOCIATION REPORT	
7.	CONSENT AGENDA ITEMS (Next Res: 2024-04) 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: 07/18/2024 B. Warrants: 18834 – 18845, P14024 – P14040, 7/25/24 EFT, 7/31/24 EFT, 8/2/24 EFT in the amount of \$272,331.92.	
8.	OLD BUSINESS ITEMS A. Reservation Policy	
9.	NEW BUSINESS ITEMS A. Commissioner Responses to public comments/discussions B. Manager/Accountant’s Report	
10.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
11.	COMMISSIONER COMMENTS	
12.	ADJOURN	

<https://us02web.zoom.us/j/89928493981>

Meeting ID: 899 2849 3981 **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 REGULAR MEETING
AUGUST 1, 2024
7:00 PM

Present: Commissioner Singer, Commissioner Lawrence, Commissioner Green, Port Accountant Carol Tripp

Call to Order 7:00pm

Motion: Move to amend the agenda to include "Harbormaster Position Update"

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

Motion passed unanimously.

Harbormaster Position Update

Commissioner Singer said the Port has received a lot of interest. The board has looked at the candidates and a special meeting is scheduled for August 9th to interview the candidates at 3pm. This special meeting is not open to the public. The night before is an opportunity to meet the candidates at 6pm.

Commissioner Comments

Commissioner Green shared that the Kitsap Rowing Association had a successful regatta in Liberty Bay. Harbor seals have been active on the docks. Please be mindful of them. Keep being safe and enjoy the last bit of summer we have.

Commissioner Lawrence said it's nice to see people enjoying the events on the water and learning how to sail. He remarked how there have been issues with people and their dogs; keep dogs leashed while on the docks. Leave the seal pups alone. Stay hydrated on your boats in the heat.

Commissioner Singer had the opportunity to act as the Harbormaster/Port Manager. He didn't apply for the job. The Port is getting ready to start the E & F Dock project and the bulkhead repairs. There's a lot to do and he appreciates everybody helping the Port move forward.

Public Comments

The president of the Kitsap Rowing Association let the Port know that when there are seals on the dock, they don't row. She read aloud a letter. Please see attached.

David Musgrove, former Port liaison, wants to understand the scope of what the Port is looking to accomplish over the next couple of years.

Loren Heights, A Dock, wants to know what the proper conduct is when encountering seals on the dock.

Poulsbo Boater's Association

The association shared their report.

PORT OF POULSBO REGULAR MEETING
AUGUST 1, 2024
7:00 PM

Consent Agenda

Motion: Move to approve the meeting minutes of 7/18/2024.

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

Motion passed unanimously.

Motion: Move to approve the warrants as read.

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

Motion passed unanimously.

Old Business Items

Reservation Policy

Port Accountant Tripp said the Port has taken reservations, not accepted reservations, and have only accepted reservations during the summer. The policy has morphed over time and she's trying to find something that works for people to come to the Port and have a good time. What the Port is doing now isn't efficient and the Port is losing money. She wants the board to look at what they want to accomplish. There's no reason to have a yacht club during the summer, taking reservations when people want to come in and just have a good time.

Commissioner Green wants to know what other ports are doing to not lose money when it comes to reservations.

Commissioner Singer said the Port needs to keep very mindful of the income. A lot of money is being spent on projects and we need to find a system that's beneficial to the Port. There are fees to work out, policies about refunds and nonrefundable fees, what the rules are about being liable for reservations if they're not cancelled within a certain period. He thinks a written policy is a great idea.

Port Accountant Tripp said there are exemptions that allow refunds, but each one needs to go through the board on a case-by-case basis, such as a family emergency or a severe weather warning. Currently people are cancelling without an emergency reason, but merely from an inconvenience. She will more than likely ask the Commissioners and the PBA for suggestions from other marinas. She wants to take a look at what they have and see what works and what doesn't.

Commissioner Singer will run the first draft from what is currently available. Port Accountant Tripp will send it over, and then it can go to the other Commissioners.

PORT OF POULSBO REGULAR MEETING
AUGUST 1, 2024
7:00 PM

New Business Items

Commissioner Responses to Public Comments/Discussions

Commissioner Green congratulated the KRA for being the best athletic club in the county. There has been a significant draw for people to join the KRA when they're going to establishments after rowing, such as coffee and meals during non-traditional busy nights or mornings. It brings people downtown in off-peak times. The KRA in the marina is a staple of the community. With it being an Olympic year, any Olympic sport tends to increase in numbers, and this will bring more people to the waterfront for various reasons.

Commissioner Lawrence said it's nice to see everyone out there with the Rowing Association. Hopefully the Olympics will drive more people to rowing. Liberty Bay is top notch with sailing clubs and rowing clubs. There are a lot of great activities available here. Money spent here goes back to the Port. Losing money from profits of reservations means losing money for projects. We will get things together. Hopefully the new harbormaster can get things running and systems in place.

Commissioner Singer said Port Accountant Tripp has insights into how future schedules can look. Fees are going unaddressed, and it's required to treat everybody the same. Nobody gets special treatment. *(There was some discussion about fees with the Kitsap Rowing Association, but the audio was difficult to understand, with distorted voices overlapping.)* Port Accountant Tripp said there aren't enough staff to put together a newsletter, which is greatly needed, and would be willing to exchange dollar for dollar in some sort of agreement for fees. The board must figure out the fees and how the fees will work.

Manager/Accountant's Report

Please see attached.

Public Comments & Requests for Future Agenda Items

There were none.

Commissioner Comments

Commissioner Lawrence referenced an incident that occurred and how everyone has to follow the rules and regulations. Everyone agreed to them, and they're not being followed. We need to figure out a way to mend things in a certain way and it does need to be discussed more.

Commissioner Singer agreed with Commissioner Lawrence's comment about following the rules and regulations. He recently made a decision from a particular incident that occurred and made it based on the rules and regulations. The decision led to termination of moorage. The other Commissioners are aware of the incident. After talking with Port Accountant Tripp, he would like to rescind the letter of termination; however, he asks there be a probation period for the individual involved. All agreed to the rules and we're still not following them. He would like the office to write a rescinded letter that the board can sign.

PORT OF POULSBO REGULAR MEETING
AUGUST 1, 2024
7:00 PM

Commissioner Green is hesitant to agree to a rescinding because rescinding won't solve the issue. This individual signed an agreement, and their behavior is telling.

Motion: Move to rescind letter of termination of moorage written by Commissioner Singer

Moved by: Commissioner Lawrence **Seconded by:** Commissioner Singer

Yay: Commissioner Lawrence; Commissioner Singer

Nay: Commissioner Green

Motion carried.

The probation period will last one year.

Adjourn 8:03pm


Mark Singer (Aug 17, 2024 20:21 PDT)

Mark Singer, Commissioner & Chairman


Jamie Green (Aug 19, 2024 10:49 PDT)

Jamie Green, Commissioner


Jay Lawrence (Aug 16, 2024 16:31 PDT)

Jay Lawrence, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

Permanent Moorage Report from Kaitlyn

Permanent moorage has not changed. I have been spending my time training my replacement, finishing out projects and ensuring we have a smooth transition. I hope to have my replacement up to speed prior to August 18th as Kelli and I will both be out on jury duty. Please exercise patience over the next few weeks, The new permanent moorage coordinator has a lot to learn in a short period of time. We are discussing who may take over the port's social media accounts after I leave.

Again, I would like to reiterate what Commissioner Mark Singer explained at the last port meeting. Please do not yell or try to intimidate port employees as this violates the marina rules and regulations section 9.1 BEHAVIOR. We had another incident of a customer cursing and yelling at me. Please treat the new permanent moorage coordinator with more respect than you have treated me.

Breakwater Report

July 19th – August 1st

Hannah Harness

Hello,

The Breakwater remains relatively unchanged since the last report. Many new customers have reported that they enjoy the privacy and views, and many guests are return customers. Since the last report, the Breakwater has seen 38 boat nights and on 4-hour stay. This results in a July total of 151 boat nights and eight 4-hour stays.

The seal pupping season seems to be ending. During the middle of July, there was at least one afterbirth spot to be cleaned up on the breakwater per day. But by the end of the month, we have not seen nor expecting many more, if any, new pups. For the most part, the public has generally been leaving seal pups and their mothers alone. However, we are seeing an issue with dog owners who visit the Breakwater allowing their dogs to run around off leash and harass seals and other boaters, regardless of being well-informed on the rules of the Port. Specifically, there is a boater that we have had on the Breakwater at least three times now, who refuses to leash their dog while it is on the dock and let it run unsupervised and bother seals. There is video and photo evidence of this multiple-time occurrence and has been reported to Fish and Wildlife.

In conclusion, the Breakwater continues to operate as normal with little to no changes.

Thank you,

Hannah Harness

17th July. Aug 1 2024

Preventive Maintenance.

During maintenance on the brake water and bump rails, we discovered that much of the existing hardware was rusted and broken. We replaced as much as we had on hand. With new hardware. this new Stainless-steel will hold but the heads of the screw are much smaller and is pulling through the polymer. However, we encountered an issue where the old fasteners are, failed at an alarming rate. To address this, we are now replacing them with high-quality stainless-steel fasteners. But we still need to find screws with a bigger head. Will work with local supplier and find a better option

On safety walk found a 4 man overboard ladders extended into the water pulled them back up fix on the spot with temp tie.

Removed three floating dead heads from Harbor. (logs)

X dock presser wash pier. Touch up power pedestals white. A long with Delta pier. Presher wash pier.

Finished up Painting electrical pedestals on E dock 100%.

Maintenance

Fixed Pedestals for E&F doc electrical Pedestal Walk found 3 loose and bent. Fixed pedestals back to original shape and painted them and re set the lag bolts to the base of pedestal.

Painting the door to the workshop.

Jenssen parking lot blow off weedwhacker.

Reset Brake water 4 times.

Pulled weeds for A & AA.

Presher wash C pier.

Brake water Project

Removed first Nation Sings to the Pier out on Brake water for the first linear side of the pier.

Finished installing the flooring in the Bake water office.

Build a wall in the office. Over the time of a week. Installed wood paneling on one side and Drywall on the other. Painted the wall a trim need to finish out the trim for the main room.

The door has been installed and dressed out with molding. The window has been removed.

After hours/ emergent items.

There was only one after-hours call regarding a mobile pump-out key being locked in the shed. The issue was not addressed until July 29, 2024.

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

August 2, 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 \$207,660.41 and from the General Fund, this 2nd day of August 2024.


Mark Singer (Aug 5, 2024 06:19 PDT)
Mark Singer, Commissioner

ATTEST:


Jamie Green (Aug 2, 2024 13:01 PDT)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Jay Lawrence (Aug 2, 2024 10:11 PDT)
Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
18834	Edward Jones	2,112.51
18835	Bank of America	273.17
18836	CSD Attorneys at Law	8,864.00
18837	Cleanenergy Detail Cleaning	260.00
18838	Coast to Coast Hardware	10.92
18839	Home Depot	598.54
18840	Mathews Electric	8,751.28
18841	Office Depot Credit Plan	438.98
18842	PetroCard	58,225.29
18843	PUD #1 of Kitsap County	881.70
18844	Verizon Wireless	80.02
18845	Enduris	127,164.00
TOTAL		\$ 207,660.41

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 (Aug 2, 2024 17:53 PDT)
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

August 2, 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

\$16,487.93

and from the General Fund, this 2nd day of August 2024.


Mark Singer (Aug 5, 2024 06:19 PDT)

Mark Singer, Commissioner


Jamie Green (Aug 2, 2024 13:01 PDT)


Jamie Green, Commissioner


Jay Lawrence (Aug 2, 2024 10:11 PDT)

Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
P14024	Sean P. Bauman	1,609.29
P14025	Kaitlyn Cook	1,634.20
P14026	Hannah E. Harness	1,209.11
P14027	Yordon I. Henry	1,024.91
P14028	Kelli M. Hodges	1,959.30
P14029	VOID	
P14030	Nicholas C. Mandeville	1,313.36
P14031	Ilissa G. Martinez	129.94
P14032	Kellie B. Osgatharp	125.89
P14033	Jannese M. Hunt	1,454.20
P14034	VOID	
P14035	Daryll J. Trask	1,698.12
P14036	Carol L. Tripp	2,415.55
P14037	Jamie R. Green	629.83
P14038	Jason A. Lawrence	629.83
P14039	Mark E. Singer	357.03
P14040	Cassidy P. Connors	297.37
TOTAL		\$ 16,487.93

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 (Aug 2, 2024 12:53 PDT)

Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

July 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 \$10,911.93 and from the General Fund, this 25th day of July 2024.

  
Mark Singer (Aug 5, 2024 06:19 PDT)  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Aug 7, 2024 13:01 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Jay Lawrence (Aug 2, 2024 10:11 PDT)  
Jay Lawrence, Commissioner

| Voucher #   | Claimant                       | Amount             |
|-------------|--------------------------------|--------------------|
| EFT 7/25/24 | WA State Department of Revenue | \$10,287.04        |
| EFT 7/25/24 | WA State Department of Revenue | \$624.89           |
| TOTAL       |                                | <b>\$10,911.93</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 (Aug 2, 2024 12:53 PDT)  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA July 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 \$8,051.46 and from the General Fund, this 25th day of July 2024.

Mark Singer
Mark Singer (Aug 5, 2024 06:19 PDT)
Mark Singer, Commissioner

ATTEST:

Jamie Green
Jamie Green (Aug 7, 2024 13:01 PDT)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence
Jay Lawrence (Aug 2, 2024 10:11 PDT)
Jay Lawrence, Commissioner

| Voucher # | Claimant | Amount |
|-------------|--------------------------------|-------------------|
| EFT 7/25/24 | Employment Security Department | \$1,435.37 |
| EFT 7/25/24 | Dept of Labor & Industries | \$5,290.06 |
| EFT 7/25/24 | Paid Family Leave | \$632.26 |
| EFT 7/25/24 | WA Cares Fund | \$693.77 |
| | TOTAL | \$8,051.46 |

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
Carol Tripp (Aug 2, 2024 12:53 PDT)
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA July 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 \$24,437.58 and from the General Fund, this 31st day of July 2024.

  
Mark Singer (Aug 5, 2024 06:19 PDT)  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Aug 7, 2024 13:01 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Jay Lawrence (Aug 2, 2024 10:11 PDT)  
Jay Lawrence, Commissioner

| Voucher #   | Claimant                       | Amount             |
|-------------|--------------------------------|--------------------|
| EFT 7/31/24 | WA State Department of Revenue | \$24,437.58        |
|             | TOTAL                          | <b>\$24,437.58</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 (Aug 2, 2024 12:53 PDT)  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA August 2, 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 \$4,782.61 and from the General Fund, this 2nd day of August 2024.

Mark Singer
Mark Singer (Aug 5, 2024 06:19 PDT)
Mark Singer, Commissioner

ATTEST:

Jamie Green
Jamie Green (Aug 7, 2024 13:01 PDT)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence
Jay Lawrence (Aug 2, 2024 10:11 PDT)
Jay Lawrence, Commissioner

| Voucher # | Claimant | Amount |
|------------|-----------------------------|------------|
| EFT 8/2/24 | US Treasury/Financial Agent | \$4,782.61 |
| | | 0.00 |
| | TOTAL | \$4,782.61 |

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 (Aug 2, 2024 12:53 PDT)
Port Auditor

~~~ EFT ~~~