

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

Subject	*HYBRID* Regular Meeting Agenda	Date	08/15/2024
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.	<b>CONSENT AGENDA ITEMS</b> (Next Res: 2024-05) 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: 7/29/24, 8/1/24, and 8/9/24 B. Warrants: 18846 – 18868, P14041 – P14051, 8/10/24 EFT, 8/16/24 EFT in the amount of \$211,657.95. C. Resolution 2024-04 – Liberty Park Allocation	
8.	<b>OLD BUSINESS ITEMS</b> A. Reservation Policy	
9.	<b>NEW BUSINESS ITEMS</b> 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/84140528241>

Meeting ID: 841 4052 8241

**One tap mobile**

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**+12532050468,,89253011491# US**

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

PORT OF POULSBO REGULAR MEETING  
AUGUST 15, 2024  
7:00 PM

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

**Call to Order 7:00pm**

**Approval of Agenda**

**Motion:** Move to change the agenda to item #3.

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

Motion passed unanimously.

**Harbormaster Position Update**

Commissioner Singer said interviews were held last Friday. There were quite a few candidates, and the selection came down to the Commissioners. There were several steps and processes to go through, including verifying several things, selections, legal steps, etc.

**Motion:** Move to approve Daryll Trask as Harbormaster

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

Motion passed unanimously.

**Commissioner Comments**

Commissioner Lawrence welcomed everybody and said it was a long process to choose a harbormaster. He read all the comment cards and asked that everybody please give Daryll as much respect as possible. The weather has been nice, so be on the look out for paddleboarders. A lot of little things are coming up. Guest moorage is shutting down soon. Progress made is going back into the Port.

Commissioner Green thanked Port Commissioner Tripp for filling in for both Accounting and Harbormaster. She appreciates her effort to keep the Port running smoothly. She passed along her congratulations to Daryll and is looking forward to seeing him and what he brings to the Port. She thinks he will do wonderful things.

Commissioner Singer said Daryll will start on the 26<sup>th</sup>. Watch out for one another. Winter moorage will not be available this year. The restrooms will still be open, but the office for rentals for incoming guests is moving out to the breakwater.

**Public Comments**

Doug Taper is now a City Council member for the last five months. In July he volunteered to be the new liaison for the Port. He hears the bulkhead is the biggest issue. He is untangling things between the Port and the City and figuring out how to move forward. Doug then read aloud two points in an email he plans to send.

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AUGUST 15, 2024  
7:00 PM

Bill Arch, B-32, can buy a boat in C-53, which is a 53' boat. He's confused about the process of transferring liveaboard status over there. He realizes there are electrical issues and the waitlist for a bigger boat is maybe two years. He doesn't have a good connection to figure out what's going on.

Mike Regus, former City Councilmember of eight years, read the minutes of July 18<sup>th</sup>, and realizes why the Port is upset about things not moving forward with the bulkhead project. He was a processor of applications of shoreline management. He knows the process and that Port Accountant Tripp is trying to get this thing pulled closer together. He'd like to get the Port and City to wake up and meet. He knows the Port has a schedule and timelines. He wants to be an assistant on his side of things with the City and get council members to understand the issue. He has suggestions if the City isn't responsive.

Craig Muller, C-11, met the new coordinator for permanent moorage and said she is very personable.

Loren Heights, end of A Dock, said John has a small, green, wooden sailboat in beautiful condition. There's a derelict boat next to him and is wondering if it's possible to move it somewhere else. There's a spot on the end of D Dock without any boats because of shallow water. The water can't be too shallow for a derelict boat. He appreciates it if it can be moved to another slip.

#### **Poulsbo Boater's Association**

The association gave their report.

#### **Consent Agenda**

**Motion:** Move to approve the meeting minutes of Special Meeting 7/29/24, Special Meeting 8/1/2024, Regular Meeting 8/1/2024, and Special Meeting 8/9/24

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

Motion passed unanimously.

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

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

Motion passed unanimously.

**Motion:** Approve Resolution 2024-04 – Liberty Park Allocation

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

Motion passed unanimously.

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**Old Business Items**

**Reservation Policy**

At the last meeting, Port Accountant Tripp sent out the standard operating procedures. She knew where the binder was kept and used it as a training manual. That binder is now nowhere to be found, and she isn't sure where it went. It disappeared about a year ago. She thinks it would be appropriate to redraft it. It isn't a policy, just a description of how things are done at the Port. There are specific steps to enter, and multiple check lists she can locate. There's enough of a skeleton bring it back. She confirmed funds are being lost because of the current reservation policy. People don't show up, slips don't get filled, and things turn into a jumble.

Commissioner Singer said the policy needs to be very clear and to examine the Port's vision so the right action is taken for boaters and the Port. Slips need to be filled. The Port want boaters to get a slip, and want the Port to be able to rent the slips. That's the goal. It needs to be made clear and understandable and allows someone to call ahead to get a reservation knowing they can get one. It's on the Port to determine how to operate and handle the slips if there's a cancellation.

**New Business Items**

**Commissioner Responses to Public Comments/Discussions**

Commissioner Singer mentioned Loren's comment. Port Accountant Tripp said there have been several complaints made about the derelict vessel; everybody would love to pick their neighbors. There are two derelict boats left by the City with no follow up. Previous management chose to ignore the situation, and it became hers to handle. She didn't do anything with the situation because there was no money for reimbursement until after July 1<sup>st</sup>. Now money can be requested. There are three bids to dispose of the boats. The Port has the bids now, but have to wait, per the RCWs, 90 days to pickup either of the boats. There's one problematic person who is known throughout Kitsap and Pierce Counties who acquires and abandons boats. The vessels can't be moved and it's unfortunately where things are at the moment. Patience is what's needed for now.

Commissioner Green welcomed Doug. She said he'll have big shoes to fill, and Dave will gladly share his words of wisdom.

Commissioner Singer thanked Mike for his input and knows he provided Port Accountant Tripp with some data. The electrical system on C Dock is in bad shape. Engineers have looked at it and it can't be drawing anymore current on the dock at this time. There aren't enough funds to address the issue, and it isn't currently a priority. The Port cannot accommodate a 53' boat on C Dock for now. Regarding the appeal made at the last meeting, Port Accountant Tripp will find the appeal policy documentation and send it to Stuart. Commissioner Singer said if you want to run the Port, run for Port Commissioner. If you want to assist the Port, provide input.

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**Accounting & Manager Report**

Please see attached.

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

Scott Smith, C dock, asked if there is a dock project outline available on the website.

**Commissioner Comments**

Commissioner Lawrence thanked everyone for showing up. He appreciates seeing increasing attendance numbers with each meeting. We might not all agree, or we might agree, but we're all here to make things better and try to understand one another.

Commissioner Singer thanked everyone for coming. He thanked Stuart from the PBA and said he will get the information to him. He believes Daryll is the right choice for harbormaster and believes he'll do the job right and get things moving forward. He's already had people come and tell him they picked an insider; this is not true. The board went through an \$18,000 hiring process to receive and vet candidates. Finally, he said it was good to see Dave again.

**Adjourn 7:50pm**

  
Mark Singer (Sep 6, 2024 13:01 PDT)

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Mark Singer, Commissioner & Chairman

  
Jamie Green (Sep 6, 2024 16:15 PDT)

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Jamie Green, Commissioner

  
Jay Lawrence (Sep 7, 2024 09:56 PDT)

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Jay Lawrence, Commissioner

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Cassidy Conners, Recording Secretary (Not in Attendance)

**PORT OF POULSBO**

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

August 16, 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 \$176,805.54 and from the General Fund, this 16th day of August 2024.

  
Mark Singer (Aug 17, 2024 20:23 PDT)  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Aug 19, 2024 10:50 PDT)  
Jamie Green, Commissioner

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Cassidy Conners, Recording Secretary

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

Voucher #	Claimant	Amount
18846	Department of Ecology	65.00
18847	Jay Stemmler	35.00
18848	Robert Daniell	349.72
18849	Paige Billmaire	295.40
18850	Joanne Hopkins	183.40
18851	Charles or Claudia Turney	333.45
18852	Andrew Wilson	233.45
18853	Robert Hunter	55.00
18854	Bank of America	2,807.81
18855	VOID	
18856	CHS/Cenex	116.32
18857	City of Poulsbo	3,784.35
18858	Coast to Coast Hardware	32.80
18859	Eaton Corporation	115,851.15
18860	Home Depot	1,770.92
18861	Kitsap Networking	1,575.00
18862	Napa/Westbay Auto Parts	172.36
18863	Office Depot Credit Plan	176.99
18864	Olympic Springs	65.84
18865	PetroCard	45,459.77
18866	Premier Communications	191.28
18867	PSE	2,407.91
18868	Home Depot Pro	842.62
<b>TOTAL</b>		<b>\$ 176,805.54</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 20, 2024 09:43 PDT)  
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

August 16, 2024

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$14,731.33 and from the General Fund, this 16th day of August 2024.

  
Mark Singer (Aug 17, 2024 20:23 PDT)  
Mark Singer, Commissioner

  
Jamie Green (Aug 19, 2024 10:50 PDT)  
Jamie Green, Commissioner

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

Voucher #	Claimant	Amount
P14041	Sean P. Bauman	1,611.49
P14042	Kaitlyn Cook	1,635.37
P14043	Hannah E. Harness	1,656.98
P14044	Yordon I. Henry	1,086.54
P14045	Kelli M. Hodges	1,959.30
P14046	VOID	
P14047	Nicholas C. Mandeville	1,323.58
P14048	Jannese M. Hunt	1,463.42
P14049	VOID	
P14050	Daryll J. Trask	1,582.59
P14051	Carol L. Tripp	2,412.06
TOTAL		<b>\$ 14,731.33</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 20, 2024 09:43 PDT)  
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

August 10, 2024

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$15,867.00 and from the General Fund, this 10th day of August 2024.

  
Mark Singer (Aug 17, 2024 20:23 PDT)  
Mark Singer, Commissioner

ATTEST:

Jamie Green  
Jamie Green (Aug 19, 2024 10:50 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

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

| Voucher #   | Claimant                           | Amount             |
|-------------|------------------------------------|--------------------|
| EFT 8/10/24 | Washington Teamsters Welfare Trust | \$15,867.00        |
|             | TOTAL                              | <b>\$15,867.00</b> |

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.

Carol Tripp  
Carol Tripp (Aug 20, 2024 09:43 PDT)  
Port Auditor

~~~ EFT ~~~



PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

August 16, 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 \$4,254.08 and from the General Fund, this 16th day of August 2024.

  
MR Singer (Aug 17, 2024 20:23 PDT)  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Aug 19, 2024 10:50 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

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

| Voucher #   | Claimant                    | Amount            |
|-------------|-----------------------------|-------------------|
| EFT 8/16/24 | US Treasury/Financial Agent | \$4,254.08        |
| TOTAL       |                             | <b>\$4,254.08</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 20, 2025 09:43 PDT)  
Port Auditor

~~~ EFT ~~~

**PORT OF POULSBO**  
**Kitsap County, Washington**  
**RESOLUTION 2024-04**  
**August 15, 2024**

**WHEREAS**, the Port's Auditor has reported that the expenses directly attributable for the operation of Liberty Park Marina for the period November 1, 2023, through June 30, 2024, are as follows:

|                           |                     |
|---------------------------|---------------------|
| Commissioner/Secty Comp   | \$4,495.00          |
| Salaries & Wages          | 87,969.71           |
| Taxes-Payroll-Federal     | 7,073.55            |
| Taxes-Payroll-State       | 5,132.69            |
| Employee Benefit Programs | 1,425.77            |
| Insurance-Health          | 30,334.67           |
| Accounting                | 538.75              |
| Legal                     | 32,193.80           |
| Office Expense - Park     | 9,520.50            |
| Janitorial Supplies       | 1,885.24            |
| Storage Rent              | 952.85              |
| Merchant Card Fees        | 4,343.75            |
| Advertising               | 9,415.47            |
| Dues                      | 1,530.00            |
| Electricity & Propane     | 23,839.41           |
| Garbage, Sewer, Water     | 17,385.68           |
| Telephone/Communication   | 3,005.07            |
| Maintenance-Park          | 12,285.19           |
| Outside Services-Park     | 5,356.07            |
| Training                  | 391.50              |
| Consultants/Audit Fees    | 80,104.75           |
| Taxes-Excise PARK         | 3,463.05            |
| Election Expense          | 3,565.50            |
| <b>Total Expenses</b>     | <b>\$346,207.97</b> |

**WHEREAS**, funds are not currently available in full, the Port Treasurer is directed to transfer funds immediately when they become available.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington as follows:

1. The allocation of expenses associated with the operation of the Liberty Park Marina for the period November 1, 2023 through June 30, 2024, as identified above, are hereby approved.
2. The Port Treasurer is hereby authorized and directed to transfer the amount of \$346,207.97 from the Liberty Park Fund to the Port of Poulsbo General Fund.

**ADOPTED**, by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 15<sup>th</sup> day of August 2024, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

PORT OF POULSBO  
Kitsap County, Washington

  
Mark Singer (Aug 17, 2024 20:19 PDT)

Mark Singer, Commissioner

  
Jamie Green (Aug 19, 2024 10:48 PDT)

Jamie Green, Commissioner

  
Jay Lawrence (Aug 16, 2024 16:29 PDT)

Jay Lawrence, Commissioner