

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

<b>Subject</b>	<b>*HYBRID* Regular Meeting Agenda</b>	<b>Date</b>	<b>2/20/2025</b>
<b>Recorder</b>	<b>Cassidy Conners</b>	<b>Start Time</b>	<b>7:00 PM</b>
<b>Commission Chair</b>	<b>Jay Lawrence</b>	<b>End Time</b>	<b>9:00 PM</b>
<b>Commission Members</b>	<b>Jamie Green</b>		
<b>Staff Present</b>	<b>Carol Tripp – Port Accountant</b>		

<b>AGENDA</b>		
<b>No.</b>	<b>Topic</b>	<b>Action/Recommendation/Discussion</b>
<b>1.</b>	<b>CALL TO ORDER</b>	
<b>2.</b>	<b>COMMISSIONER COMMENTS</b>	
<b>3.</b>	<b>PBA REPORT / PUBLIC COMMENTS (limit of 3 minutes)</b>	
<b>4.</b>	<b>CONSENT AGENDA ITEMS</b> (Next Res: 2025-03) 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. <b>A. Approve meeting minutes of: 2/6/25 and 2/6/25 Special Meeting</b> <b>B. Warrants: 19028 – 19040, 2/5/25 EFT, 2/14/25 EFT in the amount of \$30,833.10.</b>	
<b>6.</b>	<b>OLD BUSINESS ITEMS</b>	
	<b>A. Reservation Policy</b>	
	<b>B. Job Description – Admin Assistant &amp; Acctg Tech</b>	
	<b>C. Marina Software</b>	
<b>7.</b>	<b>NEW BUSINESS ITEMS</b>	
	<b>A. Commissioner Responses to public comments/discussions</b>	
	<b>B. Accounting Report – Carol</b>	
	<b>C. Reinstatement of Privileges for Virginia 5</b>	
	<b>D. Recruitment for Port Manager</b>	
	<b>E. 30 Day Notice Waiver for Licensee</b>	
	<b>F. Guest Moorage Rates</b>	
<b>8.</b>	<b>PUBLIC COMMENT FOR FUTURE MEETINGS</b>	
<b>9.</b>	<b>COMMISSIONER COMMENTS</b>	
<b>10.</b>	<b>ADJOURN</b>	

<https://us02web.zoom.us/j/81299431271>

Meeting ID: 812 9943 1271

**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.