

VIRTUAL MEETING VIA ZOOM

Poulsbo Port District – Port Commission

Subject	*REMOTE* Regular Meeting Agenda	Date	December 16, 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: 2021-19) 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: 12.2.21 & 12.6.21 B. Warrants: 17528 – 17554, P13158 – P13166, 12/10/21 EFT, 12/10/21 EFT in the amount of \$80,210.43. C. Resolutions: 2021-15 – Reimbursement Resolution 2021-16 – COP Matching Funds 2021 2021-17 – Cancelled Warrants 2021-18 – Uncollectible Accounts 12.16.2021	
6.	OLD BUSINESS ITEMS	
	A. Breakwater Updates	
7.	NEW BUSINESS ITEMS	
	A. Commissioner responses to public comments/discussions	
	B. Accounting & Manager’s Report	
8.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
9.	COMMISSIONER COMMENTS	
10.	ADJOURN	

<https://us02web.zoom.us/j/87448571061>

Meeting ID: 874 4857 1061

One tap mobile

+12532158782,,83946997646# US (Tacoma)

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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Dial by your location

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Meeting ID: 874 4857 1061

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

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REGULAR MEETING PORT OF POULSBO
DECEMBER 16, 2021
7:00 PM

Present: Commissioner Singer, Commissioner Green, Port Accountant Tripp, Peter Horner - PBA, Councilman David Musgrove.

Call to Order 07:00pm

Commissioner Comments

Commissioner Singer said he was glad to leave the cold weather and rain. He hopes tonight is a great meeting.

Commissioner Green said Poulsbo is alive for holidays and there are tons of festivities happening. The next business task force meeting will be the last Monday in January (the 24th).

Commissioner Rose was not in attendance due to a family emergency and is excused for this meeting.

Public Comments

Councilman Musgrove said annexation was passed at the last City council meeting. He's letting the Port know so they can file with the state to draw annexation into their tax base. He explained the situation as he understood it and encouraged the Port to look more into things.

Poulsbo Boater's Association

There was no report.

Consent Agenda

Motion: Move to approve the regular minutes of December 2, 2021 & December 6, 2021

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

Motion passed unanimously.

Motion: Move to approve the warrants.

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

Motion passed unanimously.

Old Business Items

Breakwater Updates

Port Accountant Tripp said Commissioner Rose and herself had a meeting with the Suquamish Tribe last Wednesday. She reported that it went very well. They're sending the Port a Memorandum of Understanding, which will help the Port understand the requirements for barge placement and the number of barge trips. Her other updates will be provided in her report.

REGULAR MEETING PORT OF POULSBO
DECEMBER 16, 2021
7:00 PM

New Items

Items for Public Discussion

There were none.

Commissioner Responses to public comments/discussions

There were none.

Accounting & Manager's Report

See attached.

Port Accountant Tripp requested the Commissioners act on the two West Sound task orders that were emailed out. The first is Task Order 12, which addresses breakwater reconstruction for construction services to West Sound Engineering. The Second is Task Order 13, which addresses on-call services in 2022.

Motion: Move to approve Task Order 12 & Task Order 13 as written.

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

Motion passed unanimously.

Councilman Musgrove requested copies of just passed Resolution 2021-16 and the minutes previously discussing said resolution.

Commissioner Comments

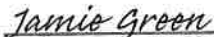
There were none.

Final Adjournment 7:34pm



Mark Singer (Jan 7, 2022 20:37 PST)

Mark Singer, Commissioner



Jamie Green (Jan 7, 2022 17:22 PST)

Jamie Green, Commissioner



Thomas K. Rose (Jan 9, 2022 09:29 PST)

Thomas Rose, Commissioner

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA December 17, 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 \$0.00 and from the General Fund, this 17th day of December 2021 .



Mark Singer (Dec 21, 2021 14:08 CST)
Mark Singer, Commissioner

ATTEST:



Jamie Green (Dec 21, 2021 09:37 PST)
Jamie Green, Commissioner


Cassidy Conners, Recording Secretary

THOMAS K. ROSE

THOMAS K. ROSE (Dec 27, 2021 12:16 PST)
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
17528	Chmelik Sitkin & Davis PS	9,838.01
17433	Chmelik Sitkin & Davis PS - Stop Payment	-9,838.01
TOTAL		\$ -

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 (Dec 17, 2021 10:40 PST)
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370


Kitsap County, WA December 17, 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 \$48,779.39 and from the General Fund, this 17th day of December 2021.


Mark Singer (Dec 21, 2021 14:08 CST)

Mark Singer, Commissioner

ATTEST:


Jamie Green (Dec 21, 2021 09:37 PST)

Jamie Green, Commissioner


Cassidy Conners, Recording Secretary

THOMAS K. ROSE
THOMAS K. ROSE (Dec 27, 2021 12:16 PST)

Thomas Rose, Commissioner

Voucher #	Claimant	Amount
17529	Brian Bonifaci	263.02
17530	Brian Bonifaci	230.62
17531	Doug Anderson	265.01
17532	John Garlow	28.55
17533	JJ Zobro	1,311.46
17534	Rick Reiling	10.35
17535	Walter or Fern Sprague	18.00
17536	Edward Jones	2,295.55
17537	US Ecology US Holding Company LLC	23,725.00
17538	Kelli Hodges	1,143.45
17539	Melanie Winnett	390.00
17540	PSE	5,159.98
17541	AB Marine	643.10
17542	Longship Marine	540.89
17543	City of Poulsbo	2,773.11
17544	Coast to Coast Hardware	36.35
17545	Excel Business Systems Inc	557.27
17546	Home Depot	121.04
17547	Kitsap Networking Services	800.00
17548	Olympic Springs Inc	36.64
17549	PetroCard	7,184.58
17550	Propane Northwest	216.52
17551	PUD #1 of Kitsap County	345.00
17552	Century Link	81.55
17553	Home Depot Pro	191.99
17554	Tacoma Screw Products Inc	410.36
TOTAL		\$ 48,779.39

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 (Dec 17, 2021 10:50 PST)
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA December 10, 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 \$12,869.08 and from the General Fund, this 10th day of December 2021.



Mark Singer (Dec 21, 2021 14:08 CST)
Mark Singer, Commissioner


Jamie Green (Dec 21, 2021 09:37 PST)
Jamie Green, Commissioner

THOMAS K. ROSE
THOMAS K. ROSE (Dec 27, 2021 12:16 PST)
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P13158	Kelli M. Hodges	1,660.07
P13159	Christopher C. Henry	934.23
P13160	Eugene F. Madayag	1,507.77
P13161	Nicholas Mandeville	1,036.73
P13162	Jannese M. Hunt	1,283.29
P13163	Bruce Riley	1,169.67
P13164	Brian T. Smith	1,090.72
P13165	Carol L. Tripp	2,437.35
P13166	Melanie I. Winnett	1,749.25
	TOTAL	\$ 12,869.08

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 (Dec 17, 2021 10:40 PST)
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA December 10, 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 \$4,093.56 and from the General Fund, this 10th day of December 2021.

[Signature]  
Mark Singer (Dec 21, 2021 14:08 CST)  
Mark Singer, Commissioner

ATTEST:

[Signature]  
Jamie Green (Dec 21, 2021 09:37 PST)  
Jamie Green, Commissioner

Cassidy Connors, Recording Secretary

THOMAS K. ROSE  
THOMAS K. ROSE (Dec 27, 2021 12:16 PST)  
Thomas Rose, Commissioner

| Voucher #    | Claimant                    | Amount            |
|--------------|-----------------------------|-------------------|
| 12/10/21 EFT | US Treasury/Financial Agent | \$3,889.10        |
| 12/10/21 EFT | DSHS                        | \$204.46          |
| TOTAL        |                             | <b>\$4,093.56</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.

[Signature]  
Carol Tripp (Dec 17, 2021 10:40 PST)  
Port Auditor

~~~ EFT ~~~


PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA December 10, 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 \$14,468.40 and from the General Fund, this 10th day of December 2021.


Mark Singer (Dec 21, 2021 14:05 CST)
Mark Singer, Commissioner

ATTEST:


Jamie Green (Dec 21, 2021 09:37 PST)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

THOMAS K. ROSE
THOMAS K. ROSE (Dec 27, 2021 12:16 PST)
Thomas Rose, Commissioner

| Voucher # | Claimant | Amount |
|--------------|----------------------------|--------------------|
| EFT 12/10/21 | WA Teamsters Welfare Trust | \$14,468.40 |
| | TOTAL | \$14,468.40 |

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 (Dec 17, 2021 19:40 PST)
Port Auditor

~~~ EFT ~~~

RESOLUTION NO. 2021-15

**A RESOLUTION OF THE PORT COMMISSION OF THE PORT OF POULSBO, WASHINGTON APPROVING CERTAIN EXPENDITURES FOR REIMBURSEMENT FROM THE PROCEEDS OF DEBT TO BE ISSUED IN THE FUTURE.**

Section 1. The Port of Poulsbo, Washington (the "Port") reasonably expects to reimburse the expenditures described herein with the proceeds of debt to be incurred by the Port (the "Reimbursement Bonds").

Section 2. The expenditures with respect to which the Port reasonably expects to be reimbursed from the proceeds of Reimbursement Bonds are for breakwater and fire line improvements (the "Project").

It is anticipated that a portion of the costs of the Project initially will be paid from the Port's General Fund.

Section 3. The maximum principal amount of Reimbursement Bonds expected to be issued for the Project described in Section 2 is \$5,500,000 plus allocable costs of issuance.

Section 4. The adoption of this resolution shall not obligate the Port to issue the Reimbursement Bonds. The issuance of the Reimbursement Bonds shall require separate and additional official approval by the Port Commission.

ADOPTED AND APPROVED at a regular meeting of the Commission of the Port of Poulsbo, Washington held this 16<sup>th</sup> day of December, 2021.

PORT OF POULSBO, WASHINGTON

THOMAS K. ROSE  
By: THOMAS K. ROSE (Dec 27, 2021 12:17 PST)  
Thomas Rose, Commissioner

MKS  
By: Mark Singer (Dec 21, 2021 14:05 CST)  
Mark Singer, Commissioner

Jamie Green  
By: Jamie Green (Dec 21, 2021 09:39 PST)  
Jamie Green, Commissioner

## CERTIFICATE

I, the undersigned, Secretary of the Port Commission (“Commission”) of the Port of Poulsbo, Washington (the “Port”), DO HEREBY CERTIFY:

1. That the attached Resolution No. 2021-15 (the “Resolution”) is a true and correct copy of a resolution of the Port, as finally adopted at a meeting of the Commission held on the 16<sup>th</sup> day of December, 2021, and duly recorded in my office.

2. That said meeting was duly convened and held in all respects in accordance with law, and to the extent required by law, due and proper notice of such meeting was given; that a quorum of the Commission was present throughout the meeting and a legally sufficient number of members of the Commission voted in the proper manner for the adoption of said Resolution; that all other requirements and proceedings incident to the proper adoption of said Resolution have been duly fulfilled, carried out and otherwise observed, and that I am authorized to execute this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 16<sup>th</sup> day of December, 2021.

*Cassidy Conners*

Cassidy Conners (Dec 28, 2021 17:04 PST)

Recording Secretary, Port Commission

**PORT OF POULSBO**  
**KITSAP COUNTY, WASHINGTON**  
**RESOLUTION NO. 2021-16**  
**DATED: DECEMBER 16, 2021**

A RESOLUTION of the Board of Commissioners, Port of Poulsbo, in Washington State, to allocate funds from the Liberty Park Fund to the Port/City Waterfront Improvement Fund in the amount of \$11,350.58.

WHEREAS, the Port of Poulsbo wishes to allocate funds from the Liberty Park Fund to the Port/City Waterfront Improvement fund in the amount of \$11,350.58 for the year of 2021; now, therefore

BE IT RESOLVED by the Board of Commissioners, Port of Poulsbo, Kitsap County, Washington, to allocate funds from the Liberty Park Fund to the Port/City Waterfront Improvement Fund in the amount of \$11,350.58.

ADOPTED by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 16<sup>th</sup> day of December 2021 and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

Jamie Green  
\_\_\_\_\_  
Jamie Green (Dec 21, 2021 09:38 PST)

Jamie Green, Commissioner

THOMAS K. ROSE  
\_\_\_\_\_  
THOMAS K. ROSE (Dec 27, 2021 12:17 PST)

Thomas Rose, Commissioner

MKS  
\_\_\_\_\_  
Mark Singer (Dec 21, 2021 14:06 CST)

Mark Singer, Commissioner

**PORT OF POULSBO**  
**KITSAP COUNTY, WASHINGTON**  
**RESOLUTION NO. 2021-17**  
**DATED: DECEMBER 17, 2021**

**THIS RESOLUTION AUTHORIZES THE CANCELLATION OF OUTSTANDING WARRANTS IN ACCORDANCE WITH RCW 39.56.040.**

**WHEREAS, RCW 39.56.040** provides that registered or interest-bearing warrants of any municipal corporation not presented within one year of their issue, shall be cancelled by passage of a resolution of the governing body of the municipal corporation, and upon notice of the passage of such resolution the auditor of the municipal corporation and the treasurer of the municipal corporation shall transfer all records of such warrants so as to leave the funds as if such warrants had never been drawn; and

**WHEREAS,** outstanding warrants:

| <b>Warrant No.</b> | <b>Payable to</b> | <b>Issued Date</b> | <b>Amount</b>   |
|--------------------|-------------------|--------------------|-----------------|
| 16688              | James Detiveaux   | 05/08/20           | 57.44           |
| 16713              | Aimee Bonnain     | 05/22/20           | 175.00          |
| 16809              | Carolyn Poncelow  | 08/07/20           | 209.11          |
| 16810              | Carolyn Poncelow  | 08/07/20           | 247.30          |
| 16873              | Jeremy Jaynes     | 09/18/20           | 103.75          |
|                    |                   |                    | <u>\$792.60</u> |

meet the above criteria;


**THEREFORE,** be it resolved, by the Board of Commissioners, Port of Poulsbo that the following Warrants be cancelled by the Port's Treasurer and that such sum be returned to the General Fund, effective December 17, 2021:

**ADOPTED** by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 17<sup>th</sup> day of December 2021 and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

  
\_\_\_\_\_

Jamie Green (Dec 21, 2021 09:38 PST)

Jamie Green, Commissioner

  
\_\_\_\_\_

THOMAS K. ROSE (Dec 27, 2021 12:16 PST)

Thomas Rose, Commissioner

  
\_\_\_\_\_

Mark Singer (Dec 21, 2021 14:07 CST)

Mark Singer, Commissioner

**PORT OF POULSBO**  
**KITSAP COUNTY, WASHINGTON**  
**RESOLUTION NO. 2021-18**  
**DATED: DECEMBER 16, 2021**

**A RESOLUTION** of the Board of Commissioners, Port of Poulsbo, authorizing the Port Accountant to write off uncollectible receipts in the amount of \$23,923.67, effective December 16, 2021.

**WHEREAS** the Port of Poulsbo has determined that the following accounts are uncollectible:

|               |                    |
|---------------|--------------------|
| Corey Caldis  | \$13,576.14        |
| Robert Bardue | 9,216.20           |
| Paul Petrik   | 1,131.33           |
| <u>TOTAL</u>  | <u>\$23,923.67</u> |

**THEREFORE**, be it resolved, by the Board of Commissioners, Port of Poulsbo, that the Port Accountant is hereby authorized to write off \$23,923.67 in uncollectible receipts effective December 16, 2021.

**ADOPTED** by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 16<sup>th</sup> day of December 2021, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

*Jamie Green*

\_\_\_\_\_  
Jamie Green (Dec 21, 2021 09:37 PST)

Jamie Green, Commissioner

*THOMAS K. ROSE*

\_\_\_\_\_  
THOMAS K. ROSE (Dec 27, 2021 12:15 PST)

Thomas Rose, Commissioner

*Mark Singer*

\_\_\_\_\_  
Mark Singer (Dec 21, 2021 14:09 CST)

Mark Singer, Commissioner

ATTEST:

\_\_\_\_\_  
Recording Secretary