

**APPLICATION FORM
PORT OF POULSBO
Commissioner Position 1 Port District No. 12**

The Port of Poulsbo (“Port District”) is now accepting applications from residents to fill a vacancy on the Board of Commissioners.

The term of the open Commission position will commence once a candidate is appointed per the Revised Code of Washington (RCW) 53.12.140 & 42.12.080 and will expire effective December 31, 2025, following certificate of the November 4, 2025 General Election.

Residents interested in applying for the Commissioner vacancy **must** reside in the Port of Poulsbo District No 12 boundaries (as noted on map included).

Applications are due at 12:00 (noon) on FEBRUARY 19, 2025. Applications received after that date/time will not be accepted.

Please submit the following items to be considered for the position:

- Application
- A cover letter indicating your interest and general qualifications for the position

The application and any correspondence should be addressed to:

Port of Poulsbo
Commissioner Recruitment
18809 Front Street NE #1
Poulsbo, WA 98370

Commissioner Eligibility, Requirements & Public Disclosure

To be eligible to be appointed to the Port of Poulsbo Commission you:

- Must be a resident of Port District No 12 boundaries (<https://www.portofpoulsbo.com/washingtonports>); and
- Must be a registered voter in Kitsap County; and
- The Port District is an Equal Opportunity Employer and as such does not discriminate against a job applicant or an employee because of the person’s race, color, religion, sex (including pregnancy and related conditions, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.

If you hold, participate in or are involved in any contract(s) with the Port of Poulsbo, please explain your involvement in your cover letter. If you hold any other elected public office, please state what office and where in your cover letter. If you are unsure if you reside within the Port of Poulsbo district boundaries, please confer with the Kitsap County Auditor.

Please Note That:

- Once a Commissioner application is filed with the Port of Poulsbo, it is a public record available to the public.
 - The applications received from all candidates, who meet the minimum requirements of state law, will be posted on the Port of Poulsbo website the week of initial interviews.
 - If appointed, you will be required by state law to file financial disclosure statements with the Washington Public Disclosure Commission (www.pdc.wa.gov).
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Commissioner Duties & Compensation

The Port of Poulsbo is a municipal corporation which exercises local governmental powers. The Port has a three-member Commission which acts as the Port's policy making and regulatory body. The Commission duties include adopting a plan for harbor improvements, creating industrial improvement districts, establishing user rates for port facilities, setting compensation levels and expense reimbursement for Port staff, adopting the Port budget, levying taxes, providing promotional hosting expenditures, and executing contracts. Information on the legal authority of Port districts and the role of Port Commissioners is available through the Municipal Research and Services Center (MRSC) and Washington Public Ports Association (WPPA).

The duties of a Port Commissioner will likely involve an average minimum commitment of 8-12 hours per month for preparation, participation, and attendance at various meetings and community activities. Beyond the broad duties previously mentioned, Commissioner duties include, but are not limited to:

- Required attendance at regular Port Commission meetings, which are held currently on the first and third Thursday evenings of each month, from 7:00 pm to 8:30 pm and occasionally later. From time to time, the Port of Poulsbo President may call a special Commission meeting to handle Port business.
- Commissioners are expected to serve on regional boards and commissions, and to represent the Port Commission at various community functions. These various meeting and functions occur normally during the evenings, but may also occur occasionally on weekends, and during weekdays.
- Advise the Harbormaster on long-range planning. Approve basic long- and short-range operating plans and budgets recommended by the Port Accountant in keeping with established direction, objectives, and policies.
- Decide on matters which exert major influence on the manner in which the Port's business is conducted; and in general, protect and make the most effective use of the Port of Poulsbo's assets.

The monthly Commissioner salary as of January 1, 2025 is \$360 per month. In addition, Commissioners are paid \$161 per meeting up to 96 meetings per year (1-meeting per day only).

Port of Poulsbo District 12 boundaries

