

**Poulsbo Port District – Port Commission
Fire Station 71 – 911 NE Liberty Road
Poulsbo, WA**

Subject	*HYBRID* Regular Meeting Agenda	Date	09/19/2024
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, Daryll Trask - Harbormaster		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	COMMISSIONER COMMENTS	
3.	PUBLIC COMMENTS (limit of 3 minutes)	
4.	POULSBO BOATER'S ASSOCIATION REPORT	
5.	CONSENT AGENDA ITEMS (Next Res: 2024-06) 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: 9/5/24 B. Warrants: 18887 – 18900, P14067 – P14075, 9/10/24 EFT, 9/13/24 EFT in the amount of \$92,392.25.	
6.	OLD BUSINESS ITEMS A. Reservation Policy	
7.	NEW BUSINESS ITEMS A. Commissioner Responses to public comments/discussions B. Draft 2025 Budget C. Accounting Report-Carol D. Manager Report-Daryll	
8.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
9.	COMMISSIONER COMMENTS	
10.	ADJOURN	

<https://us02web.zoom.us/j/83230691593>

Meeting ID: 832 3069 1593

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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
SEPTEMBER 19, 2024
7:00 PM

Present: Commissioner Lawrence, Commissioner Green, Port Accountant Carol Tripp, Harbormaster Daryll Trask

Call to Order 7:00pm

Commissioner Comments

Commissioner Lawrence said guest moorage and the E & F Dock project have officially started. He's hoping for a smooth transition. The same company who built the breakwater will be working on said project. The fuel dock is shut down, along with the pump out. Everyone will need to bear down for a bit during the construction. He reminded everyone that storms will start rolling in and to mind boats in preparation for the season.

Commissioner Green said fall festivities are kicking into gear in Poulsbo (Ghoulsbo, Poulsbo Film Festival, etc.). She encouraged everyone to get out and enjoy the fall weather, prepare boats for fall, and to enjoy the transition to a new season.

Public Comments

Aaron Wenzholz, D Dock, asked Harbormaster Trask what the plan is for the title grid.

Jeff, Poulsbo resident, is mystified by the reservation system. He has boated a lot this season and observed reservations seven days a week with no problems. He doesn't understand why the Port has such a problem with setting up a reservation system everyone can use every day. The Port is missing out on a lot of revenue. A lot of people won't come to Poulsbo because they can't get a reservation. He thinks the topic needs to be a priority.

Poulsbo Boater's Association

The association gave their report.

Consent Agenda

Motion: Move to approve the meeting minutes 9/5/2024.

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

Motion passed.

Motion: Move to approve the warrants as read.

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

Motion passed.

Old Business Items

Reservation Policy

Harbormaster Trask has a rough draft in the works. The policy will include reservations 24 hours

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a day, 7 days a week, and up to one calendar year in advance. There will be a \$10 nonrefundable reservation fee. Slips will be assigned throughout guest moorage by staff.

New Business Items

Commissioner Responses to Public Comments/Discussions

Commissioner Lawrence reflected the reservation policy was discussed, and a lot of policies are seeing changes. Things are changing. Things might go one way for a bit, then back to the other. Things are getting fine-tuned, and they don't happen overnight, especially being a government entity. There will be things people don't like, but the board is trying to work together. Sometimes the Commission agrees, sometimes not, but the board wants things to straighten out.

Commissioner Green said Harbormaster Trask will report more and touch more on the comments that the PBA had during the Manager's Report.

Draft 2025 Budget

Please see attached.

Accounting Report

Port Accountant Tripp didn't have an official report. She did previously send to the board the summary financial statements through August 31st. There was a net gain of \$107,492.56, and a YTD net gain of \$570,011.06. There was a substantial payout in August for the E & F Dock transformers in the amount of \$115,851.15. The Port is currently in the middle of week two of the state audit and so far, things have gone well (knock on wood).

Manager Report

Please see attached.

Public Comments & Requests for Future Agenda Items

Shannon Glass, A Dock, dropped her August payment in the drop box on August 4th. Several days later she was assessed a late fee. The explanation given was the Port received her payment on the 9th. Another couple of weeks passed and she was charged an addition \$50 late fee. She went in to speak with Hannah, who ran it up the management chain. Hannah was able to take the additional fees and credit them toward her next moorage payment. The problem she wanted to address was not having an updated moorage license agree that includes the language about the \$50 fee. It's also not in the handbook regulations but was buried somewhere on the website. She feels like it's important to have more communication, as was mentioned in the PBA report. She was able to locate two emails from November and December of last year regarding payments due on the 5th. She didn't pay attention about the extended \$50 fee and never asked about the updated license fee. She hopes the Port can do a better job of figuring out a system where licensees have acknowledgement of their payment that doesn't

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require making an appointment during office hours (when people are working) or paying online and incurring a fee because they paid online.

Aaron Wenholz complimented the proactivity of removing the dock that would have wound up on the beach, along with the two derelict boats that were towed away. He asked Commissioner Lawrence if he would address the question the PBA asked.

Port Accountant Tripp said Harbormaster Trask would mention the removal of the derelict vessels next week. She's familiar with Ms. Glass' situation, which will be corrected shortly. She said, regarding Mr. Mueller's question, that if washers and dryers are vandalized, the company will take care of the expenses with the caveat of reassessing whether or not the machines will stay at the Port if they're vandalized nine times in one year.

Nico Jensen, D Dock, addressed her questions to Harbormaster Trask. She wondered if, during the interview process, he will be looking for experience with customer service, boating, and maintenance. There has been trouble where employees didn't know how to do any of those things. It's less expensive to do those things in-house and not hiring out. It would also be good to hire someone not afraid to be outside and in the weather. In the past, employees have been inside most of the winter and not taking care of maintenance. She also asked if it's possible to put large signage out on the fuel dock; boats are coming in and don't know it's closed. Lastly, she asked if there's an empty slip on D Dock where dinghies can park.

Craig Mueller, C-11, was at the PBA meeting last night. He said the concerns from most members were about communication between Port staff and visitor moorage. The Port needs to work toward training employees to be nice and to communicate better. He suggested a short blurb of updates on the monthly bill, so everyone knows what's going on.

There was a public comment from someone on AA, who seconded the comment about communication. Most people feel like they don't know what's going on, and when something happens, they didn't know what to expect.

Loren, A Dock, said during the last meeting, someone in the audience asked when they were shutting down the fuel dock. The answer provided was, "We don't know but you'll be told ahead of time." Loren said he never received a notice ahead of time.

Commissioner Comments

Commissioner Green thanked everyone for their insight, comments, and observations for things the Commission doesn't see. She appreciates everybody's input. She's sure Harbormaster Trask took notes and she's sure he'll follow up. She encouraged everybody to stay safe out there and get ready for winter.

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Commissioner Lawrence said the board had a basic idea of when construction would begin, and it's been talked about for quite a while. It's been a process that's been discussed since January. Did the board get a final date with a time? No; but the board was still in the process of figuring out a ballpark range, which was in September. He does like Craig's idea about updates provided on bills. A notice of change on the website is also a good idea. He said communication is something being worked on, from the physical elements to the staff. The Port does need someone with communication skills, willing to be out there, polite, and active. The Port is in the process of rebuilding. The Commission does listen and want things to be perfect today and tomorrow. He said the Commission appreciates everyone and this is why we're all here. He wants to be part of it and wishes things could change overnight. He thanked everyone for being in attendance.

Adjourn 7:51pm

Mark Singer, Commissioner & Chairman

Jamie Green
Jamie Green (Oct 12, 2024 09:46 PDT)

Jamie Green, Commissioner

Jay Lawrence
Jay Lawrence (Oct 17, 2024 16:13 PDT)

Jay Lawrence, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

Sep 5th.Sep18th 2024

Harbormaster.

Started the hiring for maintenance. Have 4 applicants. One interview this week and two next week. But will have the hired but Friday the 27th of Sep.

Started E&F dock project. E and F dock is Closed to ALL including

Fuel, Sewage pumps, BBQ and lounge, Moorage. And walking on the piers and parking lot for construction.

Pump out is located at the head of C dock.

Moved Guest moorage office to C 49. Office is CLOSED TO ALL Business

Matthew electric got the low voltage power back up and running for up to have internet back.

Sent off the stormwater report to the city with required docs.

Preventive Maintenance.

Working with Peninsula fire to get fire Extinguisher yearly maintenance.

Clean up Jennison parking lot.

C dock whaler rebuild for ship to shore pump out.

Brake water Project

Brake water office chain up for winter.

Cleaning off Brake water.

After hours/ emergent items.

DRAFT – 2025 Budget

Facility revenues will increase 6.026% from the previous year (“Port”). This is due to a rate increase for permanent moorage, parking monies collected and an increase in net fuel sales.

Liberty Park facility revenues will increase by 3.48% from the previous year. This is due to a rate increase and increasing ‘Winter Moorage’ slips available on ‘F’ Dock.

Interest income will be slightly reduced in 2025 as our reserves have been significantly reduced for the completion of the breakwater and partial completion of the ‘E & F’ Dock project.

The ‘E & F’ Dock project should be completed by mid-December. I do not expect final payment for this project to be made until sometime during the later part of the 1st quarter of 2025 (mainly the retainage portion). At this time the estimated expenses for the entire project are \$954,736 (this total does not include any repairs to the City’s bulkhead), RCO grant reimbursements of \$548,000.00 which will leave a balance of approximately \$406,736 to be paid out of reserves.

Overall, expenditures will increase by 18.1% compared to the previous year. There are increases in the following accounts:

Expense:	\$ increase over previous year
Commissioner Comp	\$3,902
Payroll Taxes	\$13,200
Pension Matching	\$5,000
Uniforms	\$750
Office Expenses	\$2,000
Janitorial Supplies	\$1,500
Merchant Card Fees	\$13,000
Liability Insurance	\$66,239
Advertising	\$5,000
Electricity	\$11,000
Garbage, Sewer & Water	\$500
Telephone	\$1,000
Maintenance	\$21,500
Outside Services	\$6,000
Training	\$6,000
Miscellaneous	\$500
Excise Tax	\$38,500
LET	\$20,000
Election Costs	\$2,500

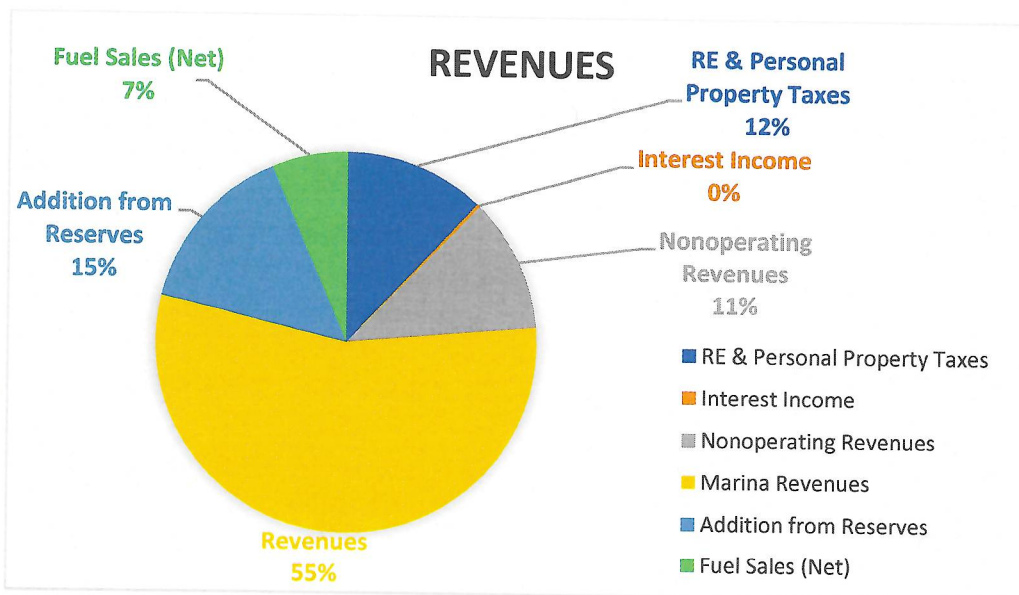
The largest increases are:

- Liability Insurance (\$66k)
- Payroll Taxes (\$13.2k)
- Merchant Card Fees (\$13k)

- Electricity (\$11k)
- Maintenance (\$21.5k)
- Excise Tax (\$38.5k)
- Leasehold Excise Tax (\$20k)

Liability Insurance now includes coverage for the breakwater (2023 rate - \$27,268 -- Coverage for 2024 - \$127,164). LET & Excise Tax increases are due to the projected revenue increase for fuel and all moorages.

The Port of Poulsbo has the 2nd highest tax levy in Kitsap County of \$0.178632 per \$1,000 of assessed value (the Port of Bremerton has the highest levy rate of \$0.193189). In addition, the property tax levy is limited to increases of 1% annually on the taxing district's property tax levy (this is the constitutional limit, see RCW 84.55.0101). For 2024, this amount was \$1,647 for an annual tax levy of \$332,571. The Port of Poulsbo has no 'banking levy capacity.' Banked Levy capacity is a historical number of monies available when a taxing district levies less than the maximum amount and 'banks' those funds to use in the future. Currently, taxing levies make up 12% of the proposed 2025 budget. (See graph below)

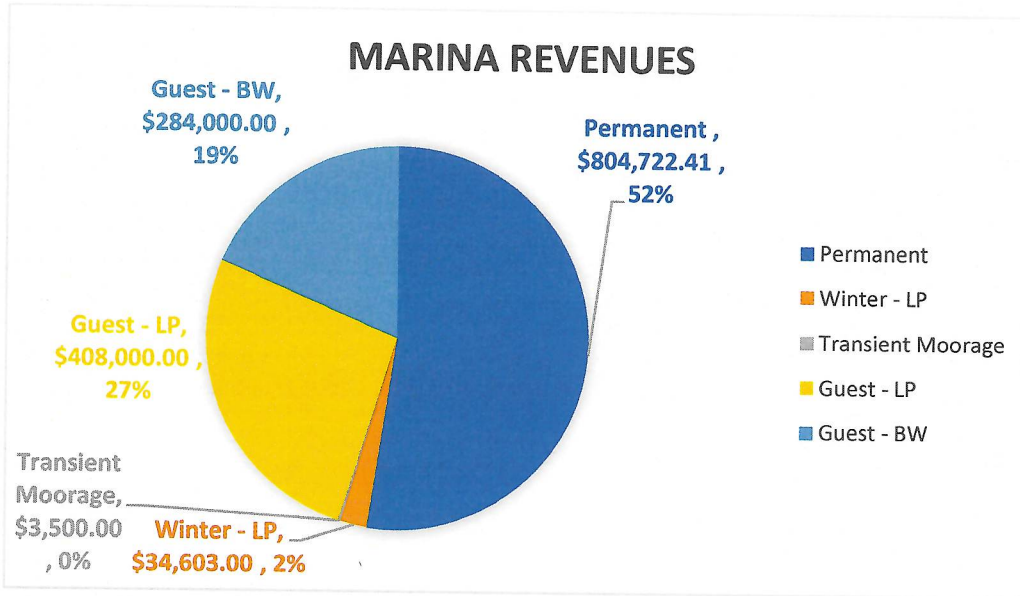


REVENUES	
RE & Personal Property Taxes	\$ 332,290.00
Interest Income	\$ 8,000.00
Nonoperating Revenues	\$ 314,716.24
Marina Revenues	\$ 1,534,825.41
Addition from Reserves	\$ 406,736.00
Fuel Sales (Net)	\$ 180,000.00
TOTAL	\$ 2,776,567.65

A further breakdown of the 'Marina Revenues' shows that:

- Liberty Park (guest moorage) accounts for 29% of marina revenues
- Breakwater (guest moorage) accounts for 19% of marina revenues
- Permanent moorage accounts for 52% of marina revenues

See graph below for details.



Sub Category - Marina Revenues

Permanent	\$ 804,722.41
Winter - LP	\$ 34,603.00
Transient Moorage	\$ 3,500.00
Guest - LP	\$ 408,000.00
Guest - BW	\$ 284,000.00
TOTAL	\$ 1,534,825.41

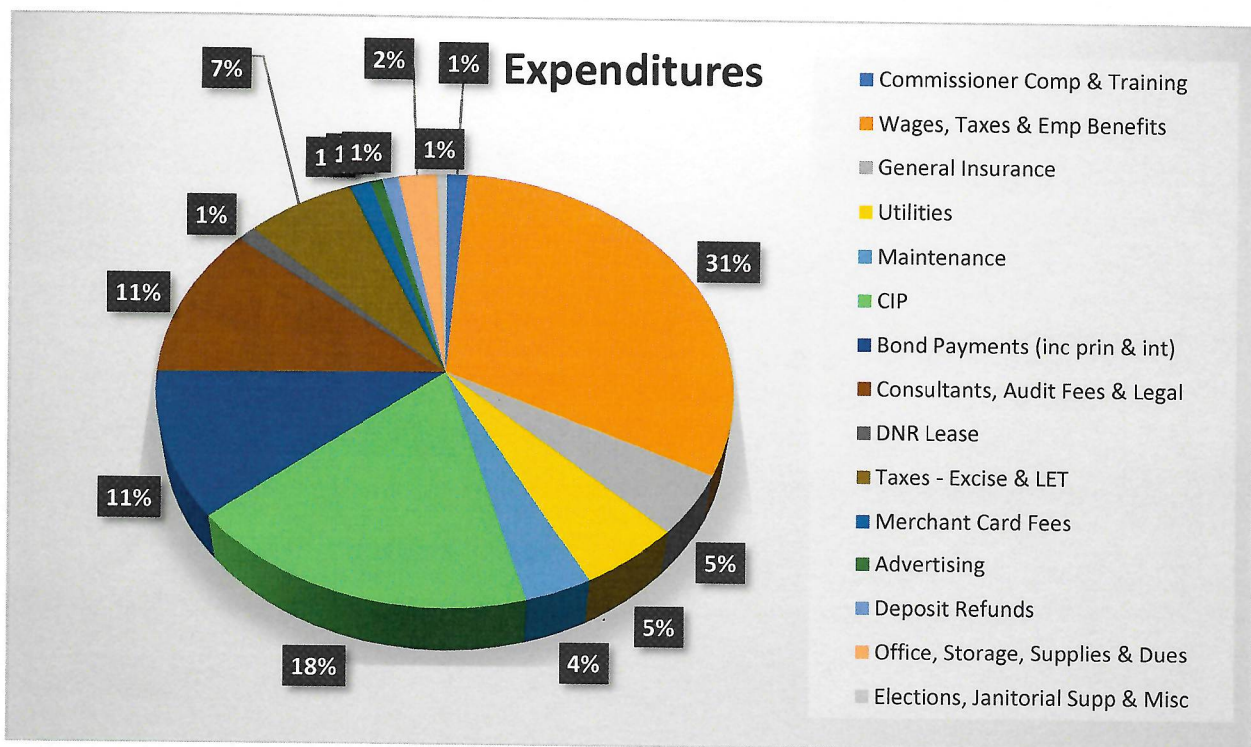
Expenditures for the 2025 Budget

EXPENDITURES

Commissioner Comp & Training	\$ 39,566.00
Wages, Taxes & Emp Benefits	\$ 997,905.00
General Insurance	\$ 146,239.00
Utilities	\$ 168,500.00

Maintenance	\$ 111,500.00
CIP	\$ 580,536.00
Bond Payments (inc prin & int)	\$ 347,878.00
Consultants, Audit Fees & Legal	\$ 361,500.00
DNR Lease	\$ 37,000.00
Taxes - Excise & LET	\$ 213,500.00
Merchant Card Fees	\$ 42,000.00
Advertising	\$ 23,000.00
Deposit Refunds	\$ 32,000.00
Office, Storage, Supplies & Dues	\$ 74,760.00
Elections, Janitorial Supp & Misc	\$ 20,500.00
TOTAL	\$ 3,196,384.00

(See Chart below for percentage of whole)



Budget Summary for 2024

	Port	Liberty Park	POP Parking	Breakwater	Totals
Total Income					
General Tax Levy	332,290				
Facility Revenues	1,436,165	506,353	16,000.00	300,200.00	
Interest Revenues	7,500	500			
Cash Reserves	406,736				
Total Income	2,182,691	506,853	16,000.00	300,200.00	3,005,744
Expenses					
Maintenance & Operations	1,584,065	459,604	7,000.00	290,041.00	
Capital	143,800	421,736		15,000.00	
Total Expenses	1,727,865	881,340	7,000.00	305,041.00	
To Cash Reserves	84,498	1			3,005,744

1 (Note - Must have 1.25x bond payment - \$86,443.24 - Bond Covenant



Port of Poulsbo

2025 Budget

2025 Total

OPERATING FUNDS

INCOME	General (Port)	Liberty Park	POP Parking	Breakwater
General Fund Taxes & LET	332,290.00			332,290.00
Operating Revenue (Attachment A)	1,436,164.62	506,353.00	16,000.00	2,258,717.62
Interest on Investments	7,500.00	500.00		8,000.00
TOTAL INCOME	\$ 1,775,955	\$ 506,853	\$ 16,000	\$ 300,200
EXPENDITURES				
Commissioner Comp & Travel				
<i>Singer - Comp</i>	\$ 9,150.00			28,094.00
<i>Singer - Travel/Training</i>	2,000.00			4,500.00
<i>Green - Comp</i>	9,794.00			
<i>Green - Travel/Training</i>	2,000.00			
<i>Lawrence - Comp</i>	9,150.00			
<i>Lawrence - Travel/Training</i>	2,000.00			
Recording Secretary Compensation	5,472.00			5,472.00
Salaries & Payroll	268,500.00	196,000.00		135,500.00
Payroll Taxes	36,100.00	26,500.00		20,600.00
Employee Benefit Programs	8,000.00	5,500.00		4,500.00
Insurance - Health	90,900.00	66,604.00		51,941.00
Uniforms	500.00	1,000.00		1,500.00
Accounting	2,500.00			2,500.00
Legal	50,000.00			50,000.00
Office Expenses	30,000.00	12,000.00		4,500.00
Janitorial Supplies	500.00	5,500.00		3,500.00
Storage Rent	20,000.00			20,000.00
Credit Card Fees	25,000.00	12,000.00		5,000.00
Insurance - General	146,239.00			146,239.00
Advertising	3,000.00	15,000.00		5,000.00
Dues	3,060.00			3,060.00
Electricity	34,000.00	40,000.00	2,000.00	96,000.00
Garbage, Sewer & Water	20,000.00	30,000.00	500.00	60,500.00
Telephone	12,000.00			12,000.00
Short & Over	200.00			200.00
Refunds (Deposits)	32,000.00			32,000.00

Bad Debt Expense	2,500.00				2,500.00
Maintenance	80,000.00	15,000.00	1,500.00	15,000.00	111,500.00
Outside Services	40,000.00	8,000.00	3,000.00	3,000.00	54,000.00
Training (includes travel)	9,500.00			1,500.00	11,000.00
Consultants/Audit Fees	250,000.00			5,000.00	255,000.00
Lease - DNR (includes matching funds)	19,000.00	18,000.00			37,000.00
Miscellaneous	2,500.00				2,500.00
Taxes - Excise	85,000.00	8,500.00		5,000.00	98,500.00
Taxes - LET	115,000.00				115,000.00
Election Expense	8,500.00				8,500.00
Contingency	25,000.00				25,000.00
Bond Payment - Interest	125,000.00				125,000.00
EXPENDITURES	1,584,065.00	459,604.00	7,000.00	290,041.00	2,339,210.00

CAPITAL IMPROVEMENTS & PURCHASES

Projects may be modified, delayed or deferred depending on the availability and amount of funds.

WiFi & Camera's - Annual cost	15,000.00				15,000.00
Pedestals - Perm	21,000.00				
Whaler replacement	50,000.00				
X & AA, B Water line updates	20,000.00				
Fuel Dock Maintenance	32,800.00				
RBAW Yearly Commitment	5,000.00				
Balance due on E/F Project		406,736.00	*		
Total Allocated Costs for CIP	143,800.00	421,736.00	-	15,000.00	580,536.00

TOTAL EXPENDITURES	1,727,865.00	881,340.00	7,000.00	305,041.00	
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BUDGET FOR CALENDAR YEAR 2024

Revenues	2,599,007.62				
Reserve Funds	406,736.00				
Expenditures	2,921,246.00				

Addition from Reserves **84,497.62** *
 (*must have 1.25x bond payment - \$86,970.25 - Bond Covenant)

	48,089.62	(374,487.00)	9,000.00	10,159.00	
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Attachment A

Breakdown of Projected Operating Revenues for the year 2025

	General (Port)	Liberty Park	Armory	BW
Permanent Moorage	\$ 804,722.41			
Refundable Deposits	35,000.00			
Winter Moorage		\$ 34,603.00		
Transient Moorage	3,500.00			
Guest Moorage		408,000.00		284,000.00
Finance Charges	12,000.00	200.00		200.00
Statement Fee	200.00	50.00		
Misc - Other 1 & 2	15,000.00	10,000.00		
Live Aboard Fee	41,000.00			
Bond Paymt Surcharge	120,000.00	22,000.00		
Fuel Revenue (Net)	180,000.00			
Electricity	55,000.00	19,500.00		16,000.00
Reservation Fees		12,000.00		
Utility Fee	34,175.97			
Leasehold Tax Collected	120,000.00			
Parking Lot Fees			\$ 16,000.00	
Boat Ramp Fees	500.00			
Technology Fee	15,066.24			
TOTAL	\$ 1,436,164.62	\$ 506,353.00	\$ 16,000.00	300,200.00
Interest - Investments	\$ 7,500.00	\$ 500.00		

- 1 Grid, Waiting List & Key cards (Port)
- 2 Shower & Washer/Dryer Monies (Park)
- 3 Includes Winter Moorage Electrical

**Port of Poulisbo
2025 Rates**

Permanent Moorage								
	25' & Under	26' - 27'	28' - 33'	34' - 39'	40' - 44'	45' - 51'	52' - 55'	56' and Over
Per Foot - Moorage	\$ 7.45	\$ 7.57	\$ 7.78	\$ 7.95	\$ 8.11	\$ 8.27	\$ 8.45	\$ 8.61
Per foot - Utility Charge	\$ 0.26	\$ 0.26	\$ 0.26	\$ 0.26	\$ 0.26	\$ 0.26	\$ 0.26	\$ 0.26
Leasehold Tax	\$ 0.96	\$ 0.97	\$ 1.00	\$ 1.02	\$ 1.04	\$ 1.06	\$ 1.08	\$ 1.11
Bond Payment Surcharge	\$ 1.12	\$ 1.12	\$ 1.12	\$ 1.12	\$ 1.12	\$ 1.12	\$ 1.12	\$ 1.12
Total Per Foot	\$ 9.79	\$ 9.92	\$ 10.16	\$ 10.35	\$ 10.53	\$ 10.71	\$ 10.91	\$ 11.10

Electricity Charge \$0.1050 per kwh

*****Transient, Winter, & Summer Moorage*****

Per Foot - Moorage	\$ 5.57
Leasehold Tax	\$ 0.72
Electrical Charge	\$ 3.75
Bond Payment Surcharge	\$ 1.12
Total Per Foot	\$ 11.16

*****Boat House Moorage*****

Per Sq Ft Moorage	\$ 0.5940
Per Sq Ft Util Charge	\$ 0.0700
Leasehold Tax	\$ 0.0760
Bond Payment Surcharge	\$ 0.0800
Total Per Sq Ft	\$ 0.8200

Electricity Charge \$0.1050 per kwh + \$10.50 per mo

*****Guest Moorage*****

E & F **for vessels 16' wide or less**	**4 Hour Stay**	Guest Late Fees
\$2.00 Per Foot	October 1 - April 30	1st Offense \$ 50.00
\$2.25 Per foot	May 1 - Sept 30	2nd Offense \$ 150.00
E & F **for vessels over 16' wide**	Breakwater Moorage	
\$4.00 Per foot	October 1 - April 30	\$ 1.75 Per foot
\$4.50 Per foot	May 1 - Sept 30	\$ 2.00 Per foot

****Kayak Monthly Space Rental****

10' or less \$25.00 (inc LET)	10'-14' \$30.00 (inc LET)	Rental (per visit)	\$ 10.00
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\$10.50 per month electrical use - plus \$0.1050 per kwh (billed quarterly)

*****Other Charges*****

Paper Statement Fee	\$ 5.00	Late Fee (or 10% of Balance, whichever is greater)	\$ 20.00
Reservation Fee	\$ 10.00	Extended late fee (25th of Mo)	\$ 50.00
Waiting List Fee	\$ 25.00	Processing Fee	\$ 100.00
Keycard Deposit	\$ 35.00	Second Processing Fee	\$ 200.00
Parking Permit Replacement	\$ 100.00	Liveaboard Fee (inc LET)	\$ 180.00
Charge for unreturned Keycard	\$ 35.00	NSF Check Charge	\$ 50.00
Illegal Garbage Dump Fee	\$ 524.00	Pet Clean-up	\$ 50.00
Grid - Current Port Tenant	\$ 25.00	Maintenance Fee **	\$75.00 per man hour
Grid - Non Port Tenant	\$ 50.00	one hour minimum	+ materials cost
Tow Charge		Maintenance Fee **	\$150.00 per man hour
Current Port Tenant-per 15 min	\$ 25.00	After hours	+ materials cost
Non Port Tenant-per 15 min	\$ 50.00	one hour minimum	
Convenience Fee	2.4 % of moorage	Technology Fee - per month	\$ 5.75

Port Parking Lot Fees

Vehicle Only -	
Up to 3 Hours	\$ 3.00
3 - 24 Hours	\$ 7.00
Boat w/ Trailer	
Up to 3 Hours	\$ 8.00
Weekly Charge	\$ 50.00

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

September 20, 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 \$58,672.35 and from the General Fund, this 20th day of September 2024.

Mark Singer, Commissioner

ATTEST:

Jamie Green
Jamie Green (Sep 20, 2024 09:12 PDT)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence
Jay Lawrence (Sep 27, 2024 09:18 PDT)
Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
18887	Bank of America	198.00
18888	Blue Sky Printing	152.84
18889	Coast to Coast Hardware	30.82
18890	Excel Business Systems Inc	346.73
18891	Home Depot	35.14
18892	ODP Business Solutions LLC	68.37
18893	Olympic Springs Inc	26.71
18894	PetroCard	41,221.30
18895	Propane Northwest	618.55
18896	PUD #1 of Kitsap County	682.00
18897	SME Solutions LLC	2,614.75
18898	Soundwest Engineering Assoc Inc	9,446.75
18899	Puget Sound Energy	2,835.41
18900	Matt Fitch	394.98
TOTAL		\$ 58,672.35

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 (Sep 20, 2024 09:13 PDT)
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA September 13, 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 \$13,792.47 and from the General Fund, this 13th day of September 2024.

Mark Singer, Commissioner

Jamie Green
Jamie Green (Sep 20, 2024 20:12 PDT)

Jamie Green, Commissioner

Jay Lawrence
Jay Lawrence (Sep 27, 2024 09:18 PDT)

Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
P14067	Sean P. Bauman	1,615.75
P14068	Kaitlyn Cook	705.66
P14069	Hannah E. Harness	1,560.00
P14070	Yordon I. Henry	1,187.91
P14071	Kelli M. Hodges	1,960.10
P14072	VOID	
P14073	Nicholas C. Mandeville	1,450.01
P14074	Daryll J. Trask	2,900.28
P14075	Carol L. Tripp	2,412.76
TOTAL		\$ 13,792.47

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 (Sep 20, 2024 09:13 PDT)

Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA September 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 September 2024.

Mark Singer, Commissioner

ATTEST:

Jamie Green  
Jamie Green (Sep 20, 2024 20:12 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence  
Jay Lawrence (Sep 27, 2024 09:18 PDT)  
Jay Lawrence, Commissioner

| Voucher #   | Claimant                           | Amount             |
|-------------|------------------------------------|--------------------|
| EFT 9/10/24 | 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 (Sep 20, 2024 09:13 PDT)  
Port Auditor

~~~ EFT ~~~


PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA September 13, 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 \$4,060.43 and from the General Fund, this 13th day of September 2024.

Mark Singer, Commissioner

ATTEST:

Jamie Green

Jamie Green (Sep 20, 2024 20:12 PDT)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Jay Lawrence

Jay Lawrence (Sep 27, 2024 09:18 PDT)

Jay Lawrence, Commissioner

| Voucher # | Claimant | Amount |
|-------------|-----------------------------|-------------------|
| EFT 9/13/24 | US Treasury/Financial Agent | \$4,060.43 |
| | TOTAL | \$4,060.43 |

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 (Sep 20, 2024 09:13 PDT)

Port Auditor

~~~ EFT ~~~