

Poulsbo Port District – Port Commission
18743 Front St NE, Poulsbo, WA 98370
Sea Discovery Center Downstairs Conference Room

Subject	*HYBRID* Regular Meeting Agenda	Date	June 1, 2023
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	Eugene Madayag, Port Manager; Carol Tripp, Port Accountant, John Piccone, Port Engineer.		

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: 2023-4) 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: 5/4/23 & 5/18/23 B. Warrants: 18237 – 18283, P13598 – P13621, 5/10/23 EFT, 5/12/23 EFT, 5/25/23 EFT, 5/26/23 EFT in the amount of \$691,144.38. C. Resolutions: 2023-01 Liberty Park Allocation 2023-02 Contingency Reserve Fund 2023-03 Warrant Processing	
6.	OLD AGENDA ITEMS A. Breakwater Update: John	
7.	NEW BUSINESS ITEMS A. Commissioner Responses to public comments/discussions B. Accounting Report: Carol C. Manager's Report: Eugene D. Small Water Storage/Liberty Bay Enforcement Policies: Eugene	
8.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
9.	COMMISSIONER COMMENTS	
10.	ADJOURN	

<https://us02web.zoom.us/j/85883628835>

Meeting ID: 858 8362 8835

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.

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Meeting ID: 858 8362 8835

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

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JUNE 1, 2023

7:00PM

Present: Commissioner Rose, Commissioner Green, Commissioner Singer, Port Manager Madayag, Port Accountant Tripp, John Piccone

Call to Order 7:00pm

Commissioner Comments

Commissioner Singer said he is glad to be here for the beautiful weather. He stopped by on a dinghy at Liberty Bay and had the chance to walk around. He said it's been an enjoyable weekend for everybody here.

Commissioner Green said it's the time of year to be mindful of the water friends and animals. She encouraged everyone to enjoy the water and nice weather.

Commissioner Rose wants to do what is possible to encourage people to remain aware of their wake. He also suggested renewing the No-Wake buoy and moving it further out. A two-foot wake coming into the marina is a citable offense.

Public Comments

Gary Retter wanted to thank Commissioner Rose for his service.

There was a comment about the impact of the wakes on the rowing community. The rowing association requested to be on the east side so they're not by big boats coming in. People don't look down as much as they should, even when out there signaling for people to slow down, people seem to think rowers are just waving.

Poulsbo Boater's Association Report

There was no report.

Consent Agenda

Motion: Move to approve the minutes from May 4th, 2023 and May 18th, 2023; warrants; Resolution 2023-01; Resolution 2023-02; Resolution 2023-03 as presented and written.

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

Motion was unanimously approved.

Old Business

Breakwater Update – John Piccone

The breakwater itself is 98% complete. Contractors have mostly demobilized. There has been trouble with a few items on backorder and shipping hold ups. These items include life rings, navigation lights, and aluminum ramps. As soon as anything arrives, it'll be installed. The acceptance hydrostatic pressure testing for the fire suppression system is scheduled for June 8th. The final inspection for potable water and electrical is scheduled for the week of June 12th. All utilities are in good working order. Bellingham Marine's unwillingness to provide finger

JUNE 1, 2023

7:00PM

floats on time in accordance with plans they provided has resulted in several months of delays. Earlier this week, Bellingham Marine agreed to construct floats based on requirements given in the plans and specs. They're preparing what he hopes will be the final submittal for final review. Quigg Brothers have been pressuring them on a delivery schedule. It'll take them at least another week or two to get that submittal finished and three to six weeks if they're working efficiently to construct finger floats. It'll be five to eight weeks before finger floats are in Poulsbo. The negotiations with the Suquamish tribe still need to be finalized, which can then finalize the Army Corps permit.

The preliminary items and surveys are complete for E&F Dock. The engineer design will be taking place over the next couple of months in an effort to bring bid docs at the 95% level. Mr. Piccone wants to put the project out for bid in the September-October timeframe, which will allow the work to be completed within the next fish window before the 2024 boating season. He's talking with Port Accountant Tripp about the remaining permitting items to resolve and the issues with the breakwater to get both moving along. Once the Port officially receives the grant award in June or July, they can begin requesting reimbursement on everything to date.

CMI is the mothership company of Mantel Industries in Bellingham. All four new security gates are fabricated for permanent moorage access. He is coordinating a delivery date. The floating restroom will be located along the new connector between AA and the breakwater. He is moving forward with the procurement items, and it's basically the same story as the 30' finger piers. As soon as the C-AA gates are installed, the existing C Dock gate will temporarily be removed for a quick aluminum welding fabrication so it can accept the new locking system.

New Business Items

Commissioner Responses to public comments/discussions

Commissioner Singer suggested moving rowing piers because it won't be as wide as it is now once the finger piers are in. Port Accountant Tripp said the same location is the best place for the rowing association. They will have 116' on AA between the last float and where the breakwater float extends out to the 30' finger pier.

Commissioner Rose said it's important to work from a "glass half full" perspective. As the Port moves forward from the breakwater project, E&F Dock, and X Dock, that is just the tip of the iceberg. The Marina has to be rebuilt and we're all going to have to work together. The more that we can relate and carry on keeping each other informed, the better. He believes to be ahead of the game right now.

Accounting Report

See attached.

Manager's Report

Small Water Storage/Liberty Bay Enforcement Policies: Eugene

REGULAR MEETING PORT OF POULSBO
JUNE 1, 2023
7:00PM

See attached.

Motion: Move to approve Policy Guidelines as written

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

Motion was unanimously approved.

The Policy Guidelines will be reviewed again in two years.

Motion: Move to approve the Liberty Bay Enforcement Policy as written

Moved by: Commissioner Rose **Seconded by:** Commissioner Green

Motion was unanimously approved.

Request for future agenda items and public comments

Nico wondered about anything in the contract for kayak storage racks and release of liability.

Councilman Musgrove wondered about a date for annexation review and discussion.

Commissioner Comments

Commissioner Green hopes the other Commissioners will sign up to learn how to row, which will allow a different perspective on the water.

Commissioner Singer said as far as those making the wake, it is a big issue within the boating community. Registrations are coming up on boats June 1st and to make sure those get updated. He reminded boats to check mooring, lines, fenders, etc.

Commissioner Rose said while reviewing rules and regulations, if anyone wants a copy they can be provided one. He requested recommendations or error corrections. He also touched on boats at anchor and how they're not lit or don't have proper signals. He encouraged people to have LED garden lights for visibility and safety purposes.

Motion: Move to adjourn in 8:25pm

Moved by: Commissioner Rose **Seconded by:** Commissioner Singer

Motion passed unanimously.

Thomas K. Rose

Thomas K. Rose (Jul 7, 2023 12:16 PDT)

Thomas Rose, Commissioner & Chairperson

Jamie Green

Jamie Green (Jul 7, 2023 09:39 PDT)

Jamie Green, Commissioner

REGULAR MEETING PORT OF POULSBO
JUNE 1, 2023
7:00PM

Mark Singer, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

Accounting Report – June 1, 2023

The 2022 Annual Report was filed with the State Auditor's Office on May 8, 2023. Copies of the report were emailed to all Commissioners. The good news is that the Port received less than \$750k in Federal grant monies and will not have a single audit this year.

Representatives from Enduris will be here on June 6th to see the new breakwater. I have requested a quote for insuring the breakwater. This will be a board action item if you'd like to insure it or not.

The resolutions that were approved in the consent agenda items will require signatures before I transfer the funds. Please sign these documents as soon as possible so that I'm able to move the funds promptly. After the transfer of funds, the approximate total in the funds will be:

- Contingency Reserve - \$488,718.82
- Liberty Park Investment - \$52,020.82
- General Investment - \$1,053,529.47

A worksheet was forwarded to the Board with the calculation of the '2022 Economic Impact of Boaters Visiting the Port of Poulsbo Marina.' The amount of funds generated, exclusively by boaters to the downtown area was over \$4 million dollars (\$4,080,020.88) in 2022.

A budget vs actual comparison was emailed directly to the Commission for the period of January 1, 2023, to April 30, 2023. Except for Guest Moorage and Fuel Sales, all income/expense accounts are within expected amounts. As of April 30, 2023, the year-to-date net loss is \$1,371,518.53. This was expected and is due to the replacement of our breakwater.

Parkmobile has worked out very well for the Port. Apart from the month of March (0% increase), we have had substantial increases compared to the previous year. For example, in the month of April there was an increase of 41% (total collected \$829) and the month of May increased over 62% (total collected \$2,214).

We are getting closer to an agreement with the Suquamish Tribe for use of the breakwater. A refined proposal was sent to the attorney for the Tribe, and we are waiting to hear back from them. If all goes well, I'm hoping to receive approval from the Fish Committee within the next month.

As a reminder, I will start working on the 2024 budget within the next month. I will need a list of minor capital improvements and requested staffing for the upcoming year by mid-July. I would also suggest that the Board consider utilizing a workshop meeting to revisit the Comprehensive Scheme and verify that the Capital Improvements listed are still on track for the Commissioner's future vision of the Port.

Respectfully Submitted,

Carol Tripp
Port Accountant, Auditor & Treasurer

6/1/23

Port Commissioner Meeting

Maintenance: Eugene

- Maintenance Has been painting fire/caution areas with yellow and red paint.
- Signs for (Shallow Water Zone) for boat launch area have arrived and will be planning install of depth gauge and location of signs..
- I am currently re-vising monthly maintenance logs for maintenance team.

Guest Moorage: Jannese

- The Viking Fest Celebration & the Memorial Day Holiday went very smoothly and without incident.
- These last 2 weekends did not seem nearly as busy as in previous years. One of the breweries shared that they were down over 30% from last year at the same time.
- We have recently had a very productive meeting with Brian Kilpatrick to create a video of the Port. A few of the objectives will be to create an informative piece with the emphasis of it being timeless so it doesn't become outdated in a few years.
- This weekend we have Signature Yachts who have become synonymous with their bow thruster margarita maker! You may remember them when they came with their "Evening Magazine" Yacht on the end of E Dock.
- Also, this weekend is the Kitsap Humane Society's 30th annual Pets Walk. Dave's Hot Dogs will be here, and we hope that the public will stop by and donate to this very worthy cause. It is silly/funny to have a hot dog vendor at the pet walk!

Permanent Moorage: Kaitlyn

- Occupancy for permanent moorage is 98%. I have filled 2 of the 4 hot berthing slips. Boat house-19 is currently being viewed for purchase from someone on the wait list. I have written the small watercraft policy (kayak policy) I am waiting on the policy approval. We are also coming up on registration renewals and annual live-aboard inspections.

Port overview looking forward: Eugene

- Currently working with Slippery Pig to create a boater venue in August. Merchandise for event has been looked into as well as deciding on a comedy show.

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA May 19, 2023

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 \$89,315.42 and from the General Fund, this 19th day of May 2023.

Mark Singer
Mark Singer (Jun 7, 2023 10:06 PDT)
Mark Singer, Commissioner

Jamie Green
Jamie Green (Jun 7, 2023 07:14 PDT)
Jamie Green, Commissioner

Thomas K. Rose
Thomas K Rose (Jun 22, 2023 18:11 PDT)
Thomas Rose, Commissioner

ATTEST:

Cassidy Conners, Recording Secretary

Voucher #	Claimant	Amount
18237	Bruce Afton	444.50
18238	Chris Attwood	35.00
18239	Michael Cloonan	306.59
18240	John Luka	296.70
18241	Lawrence Ordoins	405.49
18242	Thomas Sumter	123.38
18243	David Sutter	415.38
18244	Alex Wilken	494.50
18245	Carol Winkler	534.06
18246	The Searial Cleaners	1,326.65
18247	CMI Limited CO	24,928.83
18248	Davis Financial	1,840.00
18249	Bank of America	2,124.48
18250	Bird Electric Corp	808.82
18251	BMC	890.38
18252	Cenex	102.48
18253	City of Poulsbo	6,580.77
18254	Coast to Coast Hardware	24.33
18255	Home Depot	133.11
18256	Office Depot	405.42
18257	Olympic Springs	29.32
18258	PetroCard	14,528.74
18259	PSE	4,242.77
18260	PUD #1 of Kitsap County	682.00
18261	Soundwest Engineering	27,536.75
18262	CenturyLink	74.97
TOTAL		\$ 89,315.42

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 (Jun 26, 2023 08:52 PDT)
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

May 19, 2023

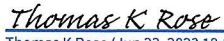
We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$0.00 and from the General Fund, this 19th day of May 2023.


Mark Singer (Jun 7, 2023 10:06 PDT)

Mark Singer, Commissioner


Jamie Green (Jun 7, 2023 07:14 PDT)

Jamie Green, Commissioner


Thomas K Rose (Jun 22, 2023 18:11 PDT)

Thomas Rose, Commissioner

ATTEST:

Cassidy Conners, Recording Secretary

Voucher #	Claimant	Amount
18102	Skyhawk Press VOIDED	-1,000.00
18263	Skyhawk Press	1,000.00
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 (Jun 26, 2023 08:52 PDT)

Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

June 2, 2023

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 \$546,773.21 and from the General Fund, this 2nd day of June 2023.

Mark Singer
Mark Singer (Jun 7, 2023 10:06 PDT)
Mark Singer, Commissioner

ATTEST:

Jamie Green
Jamie Green (Jun 7, 2023 07:14 PDT)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas K Rose
Thomas K Rose (Jun 22, 2023 18:11 PDT)
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
18264	Bank of America	424.23
18265	Bird Electric Corp	150.33
18266	Budget Rooter	386.52
18267	BMC	832.98
18268	Cenex	1.54
18269	CSD Attorneys at Law	21,176.60
18270	Coast to Coast Hardware	132.02
18271	HCL Fasteners Corp	328.40
18272	Home Depot	154.27
18273	King's Mobile Lock	343.93
18274	Mathews Electric	434.81
18275	New Pig Corporation	167.55
18276	Office Depot Credit Plan	160.62
18277	PetroCard	38,940.08
18278	Quigg Bros Inc	476,677.08
18279	Sea Technology LTD	2,100.00
18280	Home Depot Pro	181.50
18281	Tacoma Screw Products	302.75
18282	WWU	530.00
18283	Reliable Storage	3,348.00
TOTAL		\$ 546,773.21

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 (Jun 26, 2023 08:52 PDT)
Port Auditor

PORT OF POULSBO


PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370


Kitsap County, WA

May 12, 2023

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 \$13,630.00 and from the General Fund, this 12th day of May 2023.

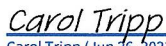

Mark Singer (Jun 7, 2023 10:06 PDT)
Mark Singer, Commissioner


Jamie Green (Jun 7, 2023 07:14 PDT)
Jamie Green, Commissioner


Thomas K Rose (Jun 22, 2023 18:11 PDT)
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P13598	Sean P. Bauman	1,492.53
P13599	Kaitlyn Cook	1,514.92
P13600	Chris C. Henry	922.20
P13601	VOID	
P13602	Yordon I. Henry	847.14
P13603	Kelli M. Hodges	1,857.44
P13604	Eugene F. Madayag	1,966.41
P13605	Nicholas C. Mandeville	1,254.45
P13606	Jannese M. Hunt	1,351.19
P13607	Carol L. Tripp	2,423.72
TOTAL		\$ 13,630.00

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 (Jun 26, 2023 08:52 PDT)
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO


PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370


Kitsap County, WA

May 26, 2023

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 \$15,359.47 and from the General Fund, this 26th day of May 2023.


  
Mark Singer (Jun 7, 2023 10:06 PDT)  
Mark Singer, Commissioner

  
Jamie Green (Jun 7, 2023 07:14 PDT)  
Jamie Green, Commissioner

  
Thomas K Rose (Jun 22, 2023 18:11 PDT)  
Thomas Rose, Commissioner

| Voucher # | Claimant               | Amount       |
|-----------|------------------------|--------------|
| P13608    | Sean P. Bauman         | 1,492.10     |
| P13609    | Kaitlyn Cook           | 1,508.45     |
| P13610    | Chris C. Henry         | 925.61       |
| P13611    | VOID                   |              |
| P13612    | Yordon I. Henry        | 1,034.98     |
| P13613    | Kelli M. Hodges        | 1,858.58     |
| P13614    | Eugene F. Madayag      | 1,966.17     |
| P13615    | Nicholas C. Mandeville | 1,253.05     |
| P13616    | Jannese M. Hunt        | 1,347.90     |
| P13617    | Carol L. Tripp         | 2,426.69     |
| P13618    | Jamie R. Green         | 445.13       |
| P13619    | Thomas K. Rose         | 445.13       |
| P13620    | Mark E. Singer         | 445.13       |
| P13621    | Cassidy P. Conners     | 210.55       |
|           | TOTAL                  | \$ 15,359.47 |

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 (Jun 26, 2023 08:52 PDT)  
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~


PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

May 10, 2023

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 \$13,768.00 and from the General Fund, this 10th day of May 2023.

Mark Singer
Mark Singer (Jun 7, 2023 10:06 PDT)
Mark Singer, Commissioner

ATTEST:

Jamie Green
Jamie Green (Jun 7, 2023 07:14 PDT)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas K Rose
Thomas K Rose (Jun 22, 2023 18:11 PDT)
Thomas Rose, Commissioner

| Voucher # | Claimant | Amount |
|-------------|------------------------------------|--------------------|
| EFT 5/10/23 | Washington Teamsters Welfare Trust | \$13,768.00 |
| | TOTAL | \$13,768.00 |

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 (Jun 25, 2023 08:52 PDT)
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

May 12, 2023

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 \$4,431.76 and from the General Fund, this 12th day of May 2023.

*Mark Singer*  
Mark Singer (Jun 7, 2023 10:06 PDT)  
Mark Singer, Commissioner

ATTEST:

*Jamie Green*  
Jamie Green (Jun 7, 2023 07:14 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

*Thomas K Rose*  
Thomas K Rose (Jun 22, 2023 18:11 PDT)  
Thomas Rose, Commissioner

| Voucher #   | Claimant                    | Amount            |
|-------------|-----------------------------|-------------------|
| EFT 5/12/23 | US Treasury/Financial Agent | \$4,227.30        |
| EFT 5/12/23 | DSHS                        | \$204.46          |
| TOTAL       |                             | <b>\$4,431.76</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 (Jun 7, 2023 08:52 PDT)  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

May 25, 2023

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

\$3,115.88

and from the General Fund, this 25th day of

May 2023



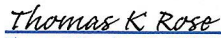
Mark Singer (Jun 7, 2023 10:06 PDT)

Mark Singer, Commissioner



Jamie Green (Jun 7, 2023 07:14 PDT)

Jamie Green, Commissioner



Thomas K Rose (Jun 22, 2023 18:11 PDT)

Thomas Rose, Commissioner

ATTEST:

Cassidy Conners, Recording Secretary

| Voucher # | Claimant | Amount |
|-------------|--------------------------------|-------------------|
| EFT 5/25/23 | WA State Department of Revenue | \$2,881.81 |
| EFT 5/25/23 | WA State Department of Revenue | \$234.07 |
| TOTAL | | \$3,115.88 |

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 (Jun 26, 2023 08:52 PDT)

Port Auditor

~~~ EFT ~~~



PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

May 26, 2023

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 \$4,750.64 and from the General Fund, this 26th day of May 2023.

*Mark Singer*  
Mark Singer (Jun 7, 2023 10:06 PDT)  
Mark Singer, Commissioner

ATTEST:

*Jamie Green*  
Jamie Green (Jun 7, 2023 07:14 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

*Thomas K Rose*  
Thomas K Rose (Jun 22, 2023 18:11 PDT)  
Thomas Rose, Commissioner

| Voucher #   | Claimant                    | Amount            |
|-------------|-----------------------------|-------------------|
| EFT 5/26/23 | US Treasury/Financial Agent | \$4,546.18        |
| EFT 5/26/23 | DSHS                        | \$204.46          |
| TOTAL       |                             | <b>\$4,750.64</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 (Jun 26, 2023 08:52 PDT)  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO
Kitsap County, Washington
RESOLUTION 2023-01

WHEREAS, the Port's Auditor has reported that the expenses directly attributable for the operation of Liberty Park Marina for the period January 1, 2022, through December 31, 2022, are as follows:

| | |
|---------------------------|-----------------------------------|
| Commissioner/Secty Comp | \$6,168.00 |
| Salaries & Wages | 115,034.98 |
| Taxes-Payroll-Federal | 9,272.03 |
| Taxes-Payroll-State | 6,248.69 |
| Employee Benefit Programs | 3,460.99 |
| Insurance-Health | 50,263.65 |
| Accounting | 228.60 |
| Legal | 57,780.26 |
| Office Expense - Park | 2,266.63 |
| Janitorial Supplies | 4,572.99 |
| Storage Rent | 4,048.25 |
| General & Admin (Direct) | 8,289.17 |
| Insurance-General | 19,648.76 |
| Advertising-Park | 8,289.38 |
| Electricity & Propane | 23,364.77 |
| Garbage, Sewer, Water | 17,543.35 |
| Telephone/Communication | 3,936.23 |
| Maintenance-Park | 10,230.14 |
| Outside Services-Park | 24,345.74 |
| Training | 445.00 |
| Consultants/Audit Fees | 3446.73 |
| Taxes-Excise PARK | 5,750.10 |
| Elections Expense | 2,583.67 |
| Total Expenses | <u><u>\$387,218.10</u></u> |

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 January 1, 2022 through December 31, 2022, as identified above, are hereby approved.
2. The Port Treasurer is hereby authorized and directed to transfer the amount of \$387,218.10 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 1st day of June 2023, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

PORT OF POULSBO
Kitsap County, Washington

Thomas K. Rose

Thomas k. Rose (Jun 22, 2023 18:10 PDT)

Thomas Rose, Commissioner

Mark Singer

Mark Singer (Jun 7, 2023 10:08 PDT)

Mark Singer, Commissioner

Jamie Green

Jamie Green (Jun 7, 2023 07:13 PDT)

Jamie Green, Commissioner

PORT OF POULSBO
Kitsap County, Washington
RESOLUTION 2023-02
DATED: JUNE 1, 2023

WHEREAS, the Board of Commissioners recognizes that the Port of Poulsbo has adopted a reserve policy; and

WHEREAS, the Port Accountant has reported that the annual revenue for the year ending December 31, 2022 totals \$3,760,814.70, with \$3,376,606.61 coming from General revenues and \$384,208.09 coming from Liberty Park revenues; and

WHEREAS, the reserve policy states that the initial minimum contribution into the Contingency Reserve Fund is to be 2.5% of the annual revenue.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington that the Port Accountant complete an Interfund Transfer in the amount of \$84,415.17 from the General Fund into the Contingency Reserve Fund and \$9,605.20 from the Liberty Park Fund into the Contingency Reserve Fund.

ADOPTED, by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 1st day of June 2023, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

PORT OF POULSBO
Kitsap County, Washington

Thomas K. Rose

Thomas K. Rose (Jun 22, 2023 18:08 PDT)

Thomas Rose, Commissioner

Mark Singer

Mark Singer (Jun 7, 2023 10:09 PDT)

Mark Singer, Commissioner

Jamie Green

Jamie Green (Jun 7, 2023 07:12 PDT)

Jamie Green, Commissioner

ATTEST:

Cassidy Connors, Recording Secretary

PORT OF POULSBO
Kitsap County, Washington
RESOLUTION 2023-03
DATED: JUNE 1, 2023

A RESOLUTION OF THE PORT OF POULSBO APPOINTING THE PORT TREASURER FOR THE PURPOSE OF AUTHORIZING THE ISSUANCE OF WARRANTS AND ELECTRONIC TRANSACTIONS PRIOR TO THE BOARD OF COMMISSIONERS APPROVAL

WHEREAS, there is a need by the Port of Poulsbo to process warrants and electronic payments in a timely and consistent manner; and,

WHEREAS, it would be of financial benefit to appoint the Port Treasurer to certify the voucher approval document without awaiting a Commission meeting to authorize specific payments; and,

WHEREAS, RCW 42.24.180 authorizes the issuance of warrants before approval of the vouchers by the Board of Commissioners in order to expedite the payment of claims; and,

WHEREAS, the Port Treasurer is designated to sign warrants, shall have an official bond for the faithful discharge of his or her duties, in the amount not less than fifty thousand dollars (\$50,000); and

WHEREAS, the Port Commission has adopted a procurement and public works policy that implements effective internal control for issuance of warrants and claims; and,

WHEREAS, the Board of Commissioners shall provide for its review of the documentation supporting claims paid for its approval of all warrants issued in payment of claims and/or payroll at the next regularly scheduled public meeting; and,

WHEREAS, the Board of Commissioners shall require that if, upon review, it disapproves some claims and/or payroll, the Port Treasurer shall cause the disapproved claims to be recognized as receivables and to pursue collection diligently until the amounts disapproved are collected or until the Board of Commissioners is satisfied and approves the claims and/or payroll; and,

WHEREAS, the Board of Commissioners may stipulate the kinds or amounts of claims and/or payroll should not be paid before the Port Commission has reviewed the supporting documents:

NOW, THEREFORE, THE PORT OF POULSBO HEREBY RESOLVES AS FOLLOWS:

The Port of Poulsbo does authorize the issuance of warrants before formal approval by the Board of Commissioners, provided that all conditions of RCW 42.24.180 have been met.

ADOPTED, by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 1st day of June 2023, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

PORT OF POULSBO
Kitsap County, Washington

Thomas K. Rose

Thomas K. Rose (Jun 22, 2023 18:07 PDT)

Thomas Rose, Commissioner

Mark Singer

Mark Singer (Jun 7, 2023 10:10 PDT)

Mark Singer, Commissioner

Jamie Green

Jamie Green (Jun 7, 2023 07:11 PDT)

Jamie Green, Commissioner