

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

<b>Subject</b>	<b>*HYBRID* Regular Meeting Agenda</b>	<b>Date</b>	<b>10/03/2024</b>
<b>Recorder</b>	<b>Cassidy Conners</b>	<b>Start Time</b>	<b>7:00 PM</b>
<b>Commission Chair</b>	<b>Mark Singer</b>	<b>End Time</b>	<b>9:00 PM</b>
<b>Commission Members</b>	<b>Jamie Green, Jay Lawrence</b>		
<b>Staff Present</b>	<b>Carol Tripp – Port Accountant, Daryll Trask - Harbormaster</b>		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	<b>CALL TO ORDER</b>	
2.	<b>COMMISSIONER COMMENTS</b>	
3.	<b>PUBLIC COMMENTS (limit of 3 minutes)</b>	
4.	<b>POULSBO BOATER’S ASSOCIATION REPORT</b>	
5.	<b>CONSENT AGENDA ITEMS</b> (Next Res: 2024-09) 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: September 19, 2024</b> <b>B. Warrants: 18901-18922, EFT 09/25 &amp; 09/27 in the amount of \$79,463.42</b>	
6.	<b>OLD BUSINESS ITEMS</b>	
	<b>A. Reservation Policy</b>	
7.	<b>NEW BUSINESS ITEMS</b>	
	<b>A. Commissioner Responses to public comments/discussions</b>	
	<b>B. Engineering update – E&amp;F Dock Project – John Piccone</b>	
	<b>C. Final 2025 Budget</b> <b>-Resolution 2024-06 – Adopting 2025 Budget</b> <b>-Resolution 2024-07 – Adopting 2025 Tariff</b> <b>-Resolution 2024-08 – Adopting 2025 Property Tax Levy</b>	
	<b>D. Manager Report-Daryll</b>	
8.	<b>PUBLIC COMMENT &amp; REQUESTS FOR FUTURE AGENDA ITEMS</b>	
9.	<b>COMMISSIONER COMMENTS</b>	
10.	<b>ADJOURN</b>	

<https://us02web.zoom.us/j/86978731958>

Meeting ID: 869 7873 1958

**One tap mobile**

**+12532158782,,89253011491# US (Tacoma)**

**+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.

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7:00 PM

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

**Call to Order 7:00pm**

**Commissioner Comments**

Commissioner Lawrence said to check on boats and make sure everything is working the way it's supposed to. The weather is getting colder, so check be sure to inspect drainpipes, too.

Commissioner Green said the City reached out and wants the Port to bring awareness to community events. She does plan on attending the meeting in November; in the meanwhile, some events coming up in Poulsbo include the Poulsbo Film Festival and Ghoulso. Spooktacular shuts down downtown Front Street for a safe Trick-or-Treating opportunity. The first weekend in November brings an educational Salmon Run opportunity. The first weekend in December will be Yulefest, and the festivities that go along with it.

Commissioner Singer understands some people want to be anonymous. He encouraged anyone who has an issue to come speak to the board, or to send an email. It doesn't have to be put out on social media prior to communicating with the Port. With winter comes rain and wind; please take care of your boats.

**Public Comments**

There were no public comments.

**Poulsbo Boater's Association**

The association gave their report.

**Consent Agenda**

**Motion:** Move to approve the meeting minutes 9/19/2024.

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

Motion passed unanimously.

**Motion:** Move to approve the warrants as read.

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

Motion passed unanimously.

**Old Business Items**

**Reservation Policy**

Harbormaster Trask has been working through a draft of the Reservation Policy. He's looking into what other small Ports have been utilizing in their policies. He's working to accommodate



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individual boaters, group reservations (i.e.: yacht clubs), and bigger boats. Jeff, who has a boat at Liberty Bay, has been volunteering to help tune up the Reservation Policy. The policy will enhance the revenue, which means more boats, which means increased revenue within the city of Poulsbo.

**New Business Items**

**Commissioner Responses to Public Comments/Discussions**

Commissioner Lawrence said, as the Commission, they're responsible for two people (the Harbormaster and the Accountant), and we let them do what they're supposed to do. The Commission can step in and say something if needed, otherwise the two people running the Port are going to do their job.

Commissioner Singer said Daryll is the Harbormaster, Carol is the accountant. Everything operational goes through Harbormaster Trask. When people are talking about the manager, they're referring to the harbormaster, which is Daryll. Daryll is the manager of the Port of Poulsbo. Port Accountant Tripp is the money person; that's her job. She's not dealing with anything else pertaining to management of the Port.

**Engineering Update – E & F Dock – John Piccone**

Mr. Piccone said the E & F Dock project is proceeding well and into its third week. The first two weeks were a lot of little preliminary preparation items. This week was the start of more complex work. It's been a mix of old and new components that need to be saved. This week and next week are the more complicated parts of the job. Only very minor adjustments have been needed so far. He's happy with the development of the project. The same contractor and some of the same people who worked on the breakwater are on the job. The workers are currently working four ten-hour shifts per week. The pile driving and pile removal will happen next. You'll know things are on schedule when you see the barge leaving Thursday or Friday. There are additional little items that need tightened up, get the utilities online, water testing, the fire lines, etc. Mr. Piccone's broad guess is about five more weeks before completion.

**Final 2025 Budget**

Port Accountant Tripp made two minor changes to the budget from the last meeting. The first change was incorporating the tax levy amount from the Kitsap Assessor. Secondly, in order to comply with the bond covenant, one capital improvement project needed removed. Port Accountant Tripp removed the dock master program through Marine Floats in Tacoma. Those are the two changes in the budget and the Port is now in compliance with the bond covenant. Nothing else was added. No other changes were made from the last presentation. There are also three resolutions to approve. The budget and resolutions have been emailed to the Commission prior to the meeting.

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The Tarriff is the prices that the Port charges. This includes moorage for guests, the breakwater, transient, permanent, boathouse. The charges also include the key cards to the waitlist fees to towing a vessel.

The Property Tax Levy allows the Port to levy a tax on homeowners within the Port district. The Port district is much smaller than the city of Poulsbo. There are about 5000 registered voters in the Port of Poulsbo taxing district. The problem is there is a tiny taxing district. The tax levy is relatively high compared to other taxing districts, but they're helping fund capital improvement projects. All the tax levy money is going for capital improvement projects. None of the tax levy money goes toward operations of the Port (salary, utilities, etc.). The levy is \$0.17 per \$1,000 of the assessed value of a person's home. Capital improvement projects have included the breakwater, fire lines, and the E & F Dock project.

**Motion:** Move to approve **Resolution 2024-06 – Adopting 2025 Budget; Resolution 2024-07 – Adopting 2025 Tarriff; Resolution 2024-08 – Adopting 2025 Property Tax Levy**  
**Moved by:** Commissioner Lawrence **Seconded by:** Commissioner Green

Motion passed unanimously.

**Manager Report**

Please see attached.

**Public Comments & Requests for Future Agenda Items**

Nico said there's a lot of night fishing on D Dock now that E & F Docks are closed. People fishing are staying until 11pm or later and it's an interesting dynamic. Fishing has been permitted before. Now there's a full marina with guest moorage, and people are casting their lines. It doesn't seem like a good fit and wanted it to be added to the future agenda. The fuel dock closure wasn't well disclosed to the public. With her own personal experience, they needed about \$2,000 worth of fuel, and no notice was provided until after the fuel dock was already closed. This hurt the Port; the Port could have sold more fuel, and information needs to communicate better. The Port can plan better.

Aaron Wenholz, D Dock, thinks Harbormaster Trask is doing a great job so far. He thinks it would be good to understand that the harbormaster can tell the Commission about things that are needed.

**Commissioner Comments**

Commissioner Lawrence said social media will be used to help get information to the public, so people stay in the know. He thanked everyone at the meeting for their attendance and for their participation. He has confidence that the board will figure things out. The E & F Dock project should be done within five weeks, so some disruption is expected.

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Commissioner Green said to give each other some grace. This is the first year we have completed the breakwater project, the first year E & F Dock are being worked on, the first year Daryll is harbormaster. There are a lot of learning curves going on and a lot of changes going on at the Port. There will continue to be challenges that are presented to Daryll and to allow him the opportunity to work through and learn from them. She thinks he's doing a great job learning. We will work together; we're a strong community, a resourceful community, and a very vocal community. She requested that everyone please continue to give the Port feedback, either to Daryll or to the board as we continue to grow as a community.

Commissioner Singer said Daryll is the key and the person to give input; he is the manager of the Port. He's going to run this place. The Port needed a centralized person for that, and he thinks Daryl is the right person for the job. He said it's aggravating that there are people making comments on social media about things they have no idea about. We're not allowed to mess with the birds, the seals, or the otters. We have to deal with the mess, and we clean as we go.

**Adjourn 8:26pm**

  
Mark Singer (Oct 25, 2024 11:33 PDT)


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Mark Singer, Commissioner & Chairman

  
Jamie Green (Oct 18, 2024 11:03 PDT)

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Jamie Green, Commissioner

  
Jay Lawrence (Oct 18, 2024 11:08 PDT)

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Jay Lawrence, Commissioner

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Cassidy Conners, Recording Secretary (Not in Attendance)



Sep18th Oct 3<sup>rd</sup>, 2024

## Harbormaster.

- **10/9/2024:**

. updated the FAA new employee shut down the teixy way and the pier till after the first of the year.

- **10/9/2024:**

set up Preventative Maintenance work sheep for monthly/ weekly.

- **10/9/2024:**

Worked with PD on missing boat. Talked to Matt from Qwig brothers and they have not moved any boats or dinghies from the dock and the port did not move anything off the dock.

## Preventive Maintenance.

- **10/17/2024-**

- Painting the guest moorage office done.

- **10/17/2024:**

**Chain up two boats for late.**

- **10//2024:**

- Water leak found on C dock; maintenance is working on it for Olympic.

## After hours/ emergent items.

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA October 4, 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 \$40,598.29 and from the General Fund, this 4th day of October 2024.

  
Mark Singer (Oct 10, 2024 16:04 PDT)  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Oct 12, 2024 09:47 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Jay Lawrence (Oct 11, 2024 10:11 PDT)  
Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
18903-18907	VOID	
18908	Bank of America	1,077.15
18909	CSD Attorneys at Law	7,905.00
18910	Coast to Coast Hardware	14.18
18911	Kitsap Networking Services	1,630.00
18912	ODP Business Solutions, LLC	318.16
18913	Peninsula Fire Inc	907.14
18914	PetroCard	13,192.54
18915	Soundwest Engineering Assoc Inc.	8,921.25
18916	State Auditor's Office	3,964.35
18917	Verizon Wireless	80.02
18918	Western Washington University	1,545.00
18919	Kitsap County Auditor	309.50
18920	Jack Turley	248.00
18921	Michael Naab	226.00
18922	Cleanenergy Detail Cleaning LLC	260.00
TOTAL		\$ 40,598.29

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 (Oct 11, 2024 07:31 PDT)  
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

September 25, 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

\$14,447.69


and from the General Fund, this 25th day of September 2024.

  
Mark Singer (Oct 10, 2024 16:04 PDT)  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Oct 12, 2024 09:47 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Jay Lawrence (Oct 11, 2024 16:11 PDT)  
Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
EFT 9/25/24	WA State Department of Revenue	\$13,523.63
EFT 9/25/24	WA State Department of Revenue	\$924.06
	TOTAL	\$14,447.69

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 (Oct 11, 2024 07:31 PDT)  
Port Auditor

~~~ EFT ~~~



PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA September 27, 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 \$4,099.02 and from the General Fund, this 27th day of September 2024.

  
Mark Singer (Oct 10, 2024 16:04 PDT)  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Oct 12, 2024 09:47 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Jay Lawrence (Oct 11, 2024 10:11 PDT)  
Jay Lawrence, Commissioner

| Voucher #   | Claimant                    | Amount            |
|-------------|-----------------------------|-------------------|
| EFT 9/27/24 | US Treasury/Financial Agent | \$4,099.02        |
|             | TOTAL                       | <b>\$4,099.02</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 (Oct 11, 2024 07:31 PDT)  
Port Auditor

~~~ EFT ~~~

**PORT OF POULSBO**  
**KITSAP COUNTY, WASHINGTON**  
**RESOLUTION NO. 2024-06**  
**DATED: OCTOBER 3, 2024**

**A RESOLUTION** of the Board of Commissioners, Port of Poulsbo, adopting a final budget for 2025.

**WHEREAS,** State law requires this Port Commission to prepare a preliminary budget for the ensuing fiscal year showing the estimated expenditures and the anticipated available funds from which all expenditures are to be paid; and

**WHEREAS,** this Port Commission has published a Notice in accordance with state law stating that the preliminary budget of this Port District has been prepared, and has given due notice of the place and hour designated of a hearing on the preliminary budget and adoption of the final budget; and

**WHEREAS,** all persons present at said hearing were given the opportunity to comment and present objections to the preliminary budget; now, therefore

**BE IT RESOLVED** by the Board of Commissioners, Port of Poulsbo, Kitsap County, Washington, as follows:

The final budget for the Port of Poulsbo, as reflected in exhibit attached hereto, and by this reference incorporated herein, is hereby adopted as the final budget for this Port for the 2025 calendar year.


**ADOPTED** by the Board of Commissioners of the Port of Poulsbo at the public meeting thereof held this 3<sup>rd</sup> day of October 2024, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

  
Mark Singer (Oct 10, 2024 17:21 PDT)

Mark Singer, Commissioner

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

Jamie Green, Commissioner

  
Jay Lawrence (Oct 11, 2024 10:12 PDT)

Jay Lawrence, Commissioner

ATTEST:

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Cassidy Conners, Recording Secretary

**PORT OF POULSBO**  
**KITSAP COUNTY, WASHINGTON**  
**RESOLUTION NO. 2024-07**  
**DATED: OCTOBER 3, 2024**

A RESOLUTION of the Board of Commissioners, Port of Poulsbo, adopting a new tariff.

WHEREAS, the tariff for the Port of Poulsbo as indicated in exhibit "A" are approved; and

WHEREAS, all rates listed in exhibit "A" will take effect January 1, 2025.

THEREFORE, BE IT RESOLVED by the Board of Commissioners are adopting a new tariff as indicated in exhibit "A".


ADOPTED by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 3<sup>rd</sup> day of October 2024, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

  
Mark Singer (Oct 10, 2024 18:29 PDT)

Mark Singer, Commissioner

  
Jamie Green (Oct 12, 2024 09:45 PDT)

Jamie Green, Commissioner

  
Jay Lawrence (Oct 11, 2024 10:12 PDT)

Jay Lawrence, Commissioner

ATTEST:

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Cassidy Conners, Recording Secretary



**PORT OF POULSBO**  
**KITSAP COUNTY, WASHINGTON**  
**RESOLUTION 2024-08**  
**DATED: OCTOBER 3, 2023**

**WHEREAS**, the Board of Commissioners of the Port of Poulsbo has met and considered its budget for the calendar year 2025; and,

**WHEREAS**, the districts actual levy amount from the previous year was \$330,924; and,

**WHEREAS**, the population of this district is less than 10,000; and now, therefore,

**BE IT RESOLVED** by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2025 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$1,647 which is a percentage increase of 0.497697% from the previous year. The increase is exclusive of additional revenue resulting from new construction, improvement to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

**ADOPTED** by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 3<sup>rd</sup> day of October 2024, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

  
Mark Singer (Oct 10, 2024 18:30 PDT)

Mark Singer, Commissioner

  
Jamie Green (Oct 12, 2024 09:45 PDT)

Jamie Green, Commissioner

  
Jay Lawrence (Oct 11, 2024 10:13 PDT)

Jay Lawrence, Commissioner

ATTEST:

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Cassidy Conners, Recording Secretary