

**Poulsbo Port District – Port Commission
Poulsbo Marina – 18809 Front Street
Multi-Purpose Building on ‘E’ Dock**

Subject	*HYBRID* Regular Meeting Agenda	Date	April 6, 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		

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: 2023-1) 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: 3.16.23 B. Warrants: 18185 – 18200, P13560 – P13574, 3/25/23 EFT, 3/31/23 EFT in the amount of \$84,087.40.	
6.	OLD BUSINESS ITEMS – NO OLD BUSINESS	
7.	NEW BUSINESS ITEMS	
	A. Commissioner Responses to public comments/discussions	
	B. Manager’s Report	
	C. Future Changes to Marina Regulations	
	D. Review Liveaboard Application Review Policy	
	E. Review Guest Moorage Cancellation & Refund Policy	
	F. Kayak Rack Tariffs	
8.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
9.	COMMISSIONER COMMENTS	
10.	ADJOURN	

<https://us02web.zoom.us/j/83313201468>

Meeting ID: 833 1320 1468

One tap mobile

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: 833 1320 1468

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REGULAR MEETING PORT OF POULSBO

APRIL 6, 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 welcomed everyone and said Eugene has good updates to share.

Commissioner Rose looks forward to better weather. Eugene will be discussing safety. He encouraged everyone to go check on their boats and make sure things are repaired. Kitsap Call for All is next week. He reminded the PBA his spot for Commissioner chair will be open for the next election.

Commissioner Green said the Bainbridge Island Art Museum is part of a glass ball float treasure trek. It'll be six weeks long and you can find information on their website about where the glass balls are hidden.

Public Comments

Nico Jensen has been a liveaboard tenant for eight years. She's a small business over and restores boats on the side. She moors 2-4 big boats. She has a situation with one Port employees. He is known for targeting and vandalizing boaters. She has reported it and the employee admitted to knowing it was public gear. The employee has a criminal background, and she is fearful for her safety and property. This employee is verbally aggressive, yells profanities, and has felonies involving anger management and physical violence against women. Nico has discreetly communicated with the Port with little to no thoughtful response or consideration. The Port has ignored her emails and concerns since Mid-January. There have been 2-3 rightful grounds for termination, yet the person in question is still employed and protected by the Port. She wanted to share her comment publicly in case any harm comes to her, her partner, their boat, store, or a visiting boater or current tenant from this employee's anger management issues. The Port is fully aware of the employee's criminal history, tendencies, and lack of regard for the laws or rules. She said she is a liveaboard, this is her homelife, and this situation has caused significant stress and financial loss. The board has had no conversation about this. She takes it personally that the board is not taking her safety, and the others at the Port, seriously. She has had to get a lawyer involved just to use the public shower without said employee standing outside the bathroom holding the key.

Aaron Wenholtz has been a tenant for over a decade and is aware of one pending lawsuit against the Port, and a similar potential lawsuit against the Port for similar reasons. He wondered if the Port has made any changes to the hiring process that has allowed felons into the liveaboards' world. He wants to know at what point will the blatant negligence stop.

Poulsbo Boater's Association Report

The association gave their report.

REGULAR MEETING PORT OF POULSBO
APRIL 6, 2023
7:00PM

Consent Agenda

Motion: Move to approve minutes from March 16, 2023

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

Motion passed unanimously.

Motion: Move to approve the warrants as read.

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

Motion passed unanimously.

Old Business

No Old Business

New Business Items

Commissioner Responses to public comments/discussions

Commissioner Rose reflected on the predominate issue of the last 100 days regarding the altercation. He said that Aaron and Nico's comments were succinctly put. He has reviewed all emails and unless mistaken, he has responded to all of them within an hour of receipt, except for one. One email he sent over six weeks ago outlined a sequential response to the best of his knowledge. He concluded with both a personal and official apology as a Commissioner. He said it isn't like he hasn't had emotion in all this; things are not coming to fruition as we all would like. The Commission is dedicated and responsible to three issues: due process; honor and respect of the union areas; confidentiality. The board doesn't want to withhold, ignore, or abuse anybody. There are things the board doesn't know and things the board isn't allowed to know. There are things being done to correct somethings, but the board cannot impart that information yet and are not allowed to. He looks forward to some kind of reconciliation and they are trying to do the best they can. Background checks are part of what's happening. Protocols and procedures will be gong on. The board is working ahead on it.

Commissioner Singer appreciates Nico and Aaron's friendships. As for what Commissioner Rose said, confidentiality is what is at play. It's especially difficult and personally affects friends. The Port needs to work together, and with the City, to make sure things move forward in the right directions. Hiring policies and steps toward changing the hiring policies will be addressed in writing soon. Unfortunately, the issue still isn't over. The board wants to get over these things the right and legal way. Commissioner Singer wants to see the Port continue to grow.

Commissioner Green stated the Commissioners are public officials and not at liberty to speak freely. The process does take time. The Port had changed its policy over the last year so any recent employees hired should have, and would have, had background check.

REGULAR MEETING PORT OF POULSBO
APRIL 6, 2023
7:00PM

Parking HDPa Port Interlocal Agreement

Port Accountant Tripp had a meeting with the HDPa merchants downtown and believes there may be a way to achieve a mutual beneficial agreement to support merchants trying to access available parking. Since installation of Park Mobile, there has been a drastic increase in the amount of parking monies received. People are paying for parking, and this would also be mutually beneficial for the downtown merchants to enter an agreement with them to use 10-12 parking spaces on the Jensen Way lot to alleviate congestion downtown. She will be attending another meeting early next week and wanted some board input. She would need to run some numbers, but the Port would come out collecting money on a year-round basis on those 10-12 spots. The HDPa doesn't need the spaces during typical tenant hours. Port parking spots wouldn't be reduced. Tentative hours previously discussed were weekends 10am-6pm, and weekdays Thursday and/or Friday. She expressed no qualms over towing unpaid parking permits and can access such information directly from her phone.

Commissioner Singer said once the new downtown apartments open, there will likely be two cars per occupied apartments (there will be 46 apartments) and there are 40 designated spots. Parking will only get worse by the time summer arrives.

Future Changes to Marina Regulations

Port Manager Madayag wants to include information regarding open flames, BBQs, and firepits. He has spoken with the Coast Guard and Poulsbo PD, and there are no regulations against them as long as the source is gas. Basically, it's not any different than a gas BBQ. He wrote something up to be added as a way to monitor any person who has a firepit. He read aloud his additions and described additions regarding electrical systems regarding marine grade cords.

Commissioner Singer suggested including size restrictions on firepits, and adding propane only, not gas.

Commissioner Rose recommended a weather-proof plug into the shore adapter.

Manager Madayag will write up the changes to the regulations.

Review Liveboard Application Review Policy

There were no changes to the policy. The board will review the policy again in two years.

Motion: Move to approve the liveboard application review policy.

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

Motion passed unanimously.

Review Guest Moorage Cancellation & Refund Policy

There were no changes to the policy. The board will review the policy again in three years.

Motion: Move to approve the liveboard application review policy.
Moved by: Commissioner Rose **Seconded by:** Commissioner Green

Motion passed unanimously.

Manager's Report

See attached.

Accountant's Report

See attached.

Kayak Rack Tariffs

There are a total of 28 spots: four horizontal spots for bigger kayaks; 24 spots that are vertical. Port Accountant Tripp worked this out at \$25 per 10' kayak. Four horizontal spaces for \$30 for 12-14' kayaks. The Port already has a list of 18 people that want their boats there for a total of 20 spots.

Motion: Move to the tariffs as written for the 28 racks as discussed.
Moved by: Commissioner Rose **Seconded by:** Commissioner Singer

Motion passed unanimously.

Request for future agenda items and public comments

There was a public comment from someone who recommended a specific extinguisher size, otherwise the device may be inadequate in the event of an emergency. It's something to consider because the Port could be liable for the damage. He wondered if the guy who rents boats in the marina has a parking permit.

Nico thanked the Commissioners for their replies. She said communication is the biggest issue they're having. There are multiple ways to reassure tenants when they're concerned about action being taken, even considering confidentiality and due process. She said people will always assume no action. She said if Commissioners want to speed up the process, they need to be gathering public statements. Not gathering statements tells her the Commission is not interested in pushing and learning the situation or getting details to push to the next level.

Councilman Musgrove said somehow the Easter events didn't make it on the community events calendar. The Chamber of Commerce is hosting Hopping Around Poulsbo for any age. People can go visit stores and get stamps. Once the stamp book is full, there is a raffle for some pretty awesome Easter baskets. The event goes through the 8th.

Commissioner Comments

Commissioner Green had no comments.

REGULAR MEETING PORT OF POULSBO

APRIL 6, 2023

7:00PM

Commissioner Singer thanked everyone for their discussion. He's been thinking about things a lot. This Port has been here a long time. A lot of boats and events here. This summer he would be interested in a magnetic fishing contest for kids 15 and under. The Port would get the equipment and see what is "fished" out and host a BBQ.

Commissioner Rose said there were recent photo updates of the Valkyrie ship. The spars are cut, and the rutters are cut and shaped. The electrics are being worked out and the sails will be made. They're finding a way to unearth and launch it.

Adjournment: 8:31pm

Thomas K. Rose

Thomas K. Rose (May 5, 2023 15:22 PDT)

Thomas Rose, Commissioner & Chairperson

Jamie Green

Jamie Green (May 4, 2023 18:34 PDT)

Jamie Green, Commissioner

MK

Mark Singer (May 5, 2023 15:04 PDT)

Mark Singer, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

4/16/23

Port Commissioner Meeting

Maintenance: Eugene

- Pressure washing of docks has been pushed back a couple weeks due to inclement weather.
- Repairs to Activity float are complete, whaler material has been added for safe docking in adjacent slip.
- The week of the 24th thru 28th will be a Marine Flare Collection event as well as specifically on the 28th a Hazmat Collection Day sponsored by the by the Poulsbo Fire Dept and the Port. Maintenance will be collecting drop offs by the grid.

Guest Moorage: Jannese

- With Winter behind us it is an exciting time at the marina to look forward to all the yacht clubs and guests visting the marina.
- Saturday Market's opening day was this past Saturday. Our visiting boaters really do look forward to this.
- Roche Harbors annual rendezvous is over the weekend of April 14th – 16th. They have asked me to organize a poker run for them. There may be as many as 50 participants in the poker run. It's a great opportunity for businesses to get that amount of foot traffic.
- The Port next Tenant Appreciation Day is April 19th (third Wednesday of the month). Burgers and potato salad are on the menu. We have been talking about organizing a potluck BBQ this summer. It might be fun to have a chili cook off contest between the commissioners!
- It's time to begin putting together our 2nd quarter newsletter, which should be done by the beginning of May. If anyone has suggestions for content we would be happy to hear about it.
- June 3rd is the 30th Anniversary for Kitsap Humane Society's Pets Walk. We have been working to secure a Hot Dog Vendor for the event! A portion of the proceeds will benefit the Humane Society. It should be a lot of fun.
- Yordon Henry is the newest addition to the Guest Moorage Staff come by and introduce yourself!
-

Permanent Moorage: Kaitlyn

- Occupancy is at 97%.
- We have a lot of interest in the kayak storage once we get the policy in place I have roughly 16 people interested in them.

Port overview looking forward: Eugene

- Port is working with HDPa in a pilot parking program in utilizing our parking lot on Jensen. Utilizing Park Mobile will allow us to designate certain downtown business employees rates during certain hours of the day in an effort to elevate the parking spots for more retail customers.
- Boaters Guide app which the port sponsors has reported analytics that breakdown general usage of what boaters use and exposure to the port and city.

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA April 7, 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 \$60,370.00 and from the General Fund, this 7th day of April 2023.

Mark Singer
Mark Singer (Apr 15, 2023 17:42 EDT)

Mark Singer, Commissioner

ATTEST:

Jamie Green
Jamie Green (Apr 8, 2023 11:15 PDT)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas K. Rose
Thomas K. Rose (Apr 15, 2023 15:41 PDT)

Thomas Rose, Commissioner

Voucher #	Claimant	Amount
18185	CMI Limited	10,205.00
18186	Kelli Hodges	924.91
18187	Alan Goerner	207.00
18188	Edward Jones	3,624.04
18189	Bank of America	12,562.79
18190	VOID	
18191	Blue Sky Printing	38.21
18192	Cenex	381.38
18193	CSD Attorneys at Law	4,166.00
18194	Coast to Coast Hardware	232.95
18195	VOID	
18196	Fisheries Supply	675.99
18197	Home Depot	1,153.97
18198	Kitsap Networking	905.00
18199	PetroCard	25,234.76
18200	Reliable Background Screening	58.00
TOTAL		\$ 60,370.00

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 (Apr 17, 2023 08:27 PDT)
Port Auditor

PORT OF POULSBO


PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

March 31, 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 \$15,613.32 and from the General Fund, this 31st day of March 2023.


Mark Singer (Apr 15, 2023 17:42 EDT)
Mark Singer, Commissioner

Jamie Green
Jamie Green (Apr 8, 2023 11:15 PDT)
Jamie Green, Commissioner

Thomas K. Rose
Thomas K. Rose (Apr 15, 2023 15:41 PDT)
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P13560	Sean P. Bauman	1,494.48
P13561	Kaitlyn Cook	1,507.71
P13562	Chris C. Henry	891.89
P13563	VOID	
P13564	Yordon I. Henry	816.72
P13565	Kelli M. Hodges	1,857.35
P13566	Eugene F. Madayag	1,966.23
P13567	Nicholas C. Mandeville	1,254.45
P13568	Jannese M. Hunt	1,357.03
P13569	Carol L. Tripp	2,424.09
P13570	Ann M. Whaley	813.28
P13571	Jamie R. Green	339.84
P13572	Thomas K. Rose	445.13
P13573	Mark E. Singer	339.84
P13574	Cassidy P. Connors	105.28
TOTAL		\$ 15,613.32

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 (Apr 17, 2023 08:27 PDT)
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO


PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370


Kitsap County, WA

March 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 \$3,340.02 and from the General Fund, this 25th day of March 2023.

  
Mark Singer (Apr 15, 2023 17:42 EDT)  
Mark Singer, Commissioner

ATTEST:

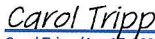
  
Jamie Green (Apr 8, 2023 11:15 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Thomas K. Rose (Apr 15, 2023 15:41 PDT)  
Thomas Rose, Commissioner

| Voucher #   | Claimant                       | Amount            |
|-------------|--------------------------------|-------------------|
| EFT 3/25/23 | WA State Department of Revenue | \$3,125.97        |
| EFT 3/25/23 | WA State Department of Revenue | \$214.05          |
| TOTAL       |                                | <b>\$3,340.02</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 (Apr 17, 2023 08:27 PDT)  
Port Auditor

~~~ EFT ~~~


PORT OF POULSBO


PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

March 31, 2023

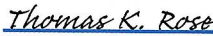
We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$4,764.06 and from the General Fund, this 31st day of March 2023.


Mark Singer (Apr 15, 2023 17:42 EDT)
Mark Singer, Commissioner

ATTEST:

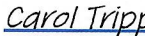

Jamie Green (Apr 8, 2023 11:15 PDT)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Thomas K. Rose (Apr 15, 2023 15:41 PDT)
Thomas Rose, Commissioner

| Voucher # | Claimant | Amount |
|-------------|-----------------------------|-------------------|
| EFT 3/31/23 | US Treasury/Financial Agent | \$4,559.60 |
| EFT 3/31/23 | DSHS | \$204.46 |
| TOTAL | | \$4,764.06 |

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 (Apr 17, 2023 08:27 PDT)
Port Auditor

~~~ EFT ~~~