

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

Subject	*HYBRID* Regular Meeting Agenda	Date	09/05/2024
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.	HARBORMASTER POSITION UPDATE	
3.	COMMISSIONER COMMENTS	
4.	PUBLIC COMMENTS (limit of 3 minutes)	
5.	POULSBO BOATER’S ASSOCIATION REPORT	
6.	<b>CONSENT AGENDA ITEMS</b> (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. <b>A. Approve meeting minutes of: 8/15/24 &amp; 8/29/24</b> <b>B. Warrants: 18869 – 18886, P14052 – P14066, 8/25/24 EFT, 8/30/24 EFT in the amount of \$481,460.18.</b> <b>C. Resolution 2024-05 – Signature Authorization</b>	
7.	<b>OLD BUSINESS ITEMS</b> <b>A. Reservation Policy</b>	
8.	<b>NEW BUSINESS ITEMS</b> <b>A. Commissioner Responses to public comments/discussions</b> <b>B. Accounting Report-Carol</b> <b>C. Manager Report-Daryll</b>	
9.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
10.	COMMISSIONER COMMENTS	
11.	ADJOURN	

<https://us02web.zoom.us/j/84744903600>

Meeting ID: 847 4490 3600

**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.

PORT OF POULSBO REGULAR MEETING  
SEPTEMBER 6, 2024  
7:00 PM

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

**Call to Order 7:00pm**

**Harbormaster Position Update**

Harbormaster Trask said he was voted in as new harbormaster for the Port. He's looking forward to helping facilitate the Port along with the boating community, and the surrounding area.

**Commissioner Comments**

Commissioner Lawrence said summer is winding down. It's nice to see how busy it's been with all the boats out there. It looks like everybody is happy. The meetings are moving to Poulsbo Fire. He encouraged everybody to stay safe and enjoy what's left of summer.

Commissioner Green reported there is a Poulsbo Kids Event this Saturday. She reminded everybody September is Emergency Preparedness Month, so dust off plans.

Commissioner Singer said to check fire extinguishers. There are a lot of changes coming: E & F Docks are coming down; construction will be going on; the front office is moving out to the breakwater; the fuel dock will be closed; the parking lot will be unavailable, but the restrooms will remain open. Information will be put out to the public. He said it's been nice to have big boats coming into the Port. Everybody that he's talked to has said they're planning to come back. This is great for the Port and the City.

**Public Comments**

Loren Heights, end of A dock, isn't sure about what the policy is for derelict boats. There are boats sitting around and nobody is doing anything. The staff needs to be made aware of the policy, if there is one, so they can take care of derelict vessels. He also wondered if anything can be shared about the Port litigation.

**Poulsbo Boater's Association**

The association gave their report.

**Consent Agenda**

**Motion:** Move to approve the meeting minutes of 8/15/24 and 8/29/24.

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

Motion passed unanimously.

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

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



PORT OF POULSBO REGULAR MEETING  
SEPTEMBER 6, 2024  
7:00 PM

Motion passed unanimously.

**Motion:** Approve Resolution 2024-05 – Signature Authorization

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

Motion passed unanimously.

**Old Business Items**

**Reservation Policy**

There were no updates at this time. The item will remain on the agenda for the time being. A draft is expected within the next two months.

**New Business Items**

**Commissioner Responses to Public Comments/Discussions**

Commissioner Lawrence said, in reference to derelict vessels, there are policies in place as well as protocols that must be followed. The Port has programs and grants awarded, but there are certain times when money is collected to take care of things. Port Accountant Tripp has things in process, so now it's waiting for things to move along. Everyone at the Port helps one another. Being under government control means their staff has to be a bit more careful than private marinas. If someone sees a boat, please don't pull it in the marina. The boat can't just be put anywhere. While he wishes things were easier, there are rules that must be followed. The Port is doing what they can.

Commissioner Singer said if other boaters want to assist, they have to understand the full concern. The Port already has a policy regarding derelict vessels. The state also has a policy. Bringing a vessel into the Port makes the Port liable for that vessel. The Port has had to spend a lot of money on real derelict boats other the years. The first vessel addressed with the City was in City water, and crossed into Port waters. The boat can't be moved by a state employee because there are so many rules and regulations involved. There are liabilities to consider as a civilian as well. The board has had previous discussions about fees, and they've all been voted on and documented.

**Accounting Report**

Port Accountant Tripp confirmed the next meeting will be held at Poulsbo Fire. She encouraged people to attend via Zoom because the space is very small. Work on E & F Dock begins early morning on Monday, September 16<sup>th</sup>. Access to the dumpster and restrooms will be available, but the parking lot will be unavailable because that space is designated for project equipment.

Port Accountant Tripp has had very productive communication with the Mayor, who is receptive to releasing funds in the joint account with the Port to fix the bulkhead that is in need

PORT OF POULSBO REGULAR MEETING  
SEPTEMBER 6, 2024  
7:00 PM

of repairs. The audit for 2022-2023 has begun and should take no more than four weeks to complete. DBRP has the funding to destroy two derelict vessels in the Port. The summary financial statement for March 31<sup>st</sup> (emailed to Commissioners previously) shows July's net gain of \$11,716.18. YTD net gain is \$462,618.47. Port Accountant Tripp then briefly skimmed over the budget, which is not ready for the public just yet. The washers and dryers are passed their useful life. She found a laundry service that provides the machines, and the Port makes 51% of transactions made for use of said machines. This service has been added to the budget.

Port Accountant Tripp received a proposal from Marine Floats in Tacoma for the Dockmaster program. This involves coming in once a quarter and will provide ten hours' worth of repairs to docs in rotation. Anything extending past ten hours commits to paying at Marine Floats' rates. One caveat is that this does not include the breakwater. Harbormaster Trask can provide more answers and information about this program.

**Manager Report**

Please see attached.

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

Loren Heights, A Dock, wondered if the reservation policy will go on the website.

Jerry, AA-15, wondered about recycling bins and if there's a way to have them at the Marina.

Craig Muller, C-11, asked Port Accountant Tripp if the company supplying the washers and dryers are responsible for physical damage.

A City of Poulsbo resident within the Port District appreciates how the agenda and meetings are run at the Port. He's hoping the City and the Port can resume meetings once a year and hopefully tie the two entities back together to look at known issues.

**Commissioner Comments**

Commissioner Green said to get outside and enjoy the last bit of summer left. She also said to be safe and work on those emergency preparedness plans.

Commissioner Lawrence said recycling bins should be everywhere. We're not recycling properly. When the rules and regulations are updated, books are not distributed with the new rules. It's everyone's responsibility as civilians to educate themselves about the rules within government. He then said to stay safe and enjoy what's left of summer. He's looking forward to the rain. He will also go to the next PBA meeting.

PORT OF POULSBO REGULAR MEETING  
SEPTEMBER 6, 2024  
7:00 PM

Commissioner Singer thanked everybody for coming to the meeting. He enjoys working with everyone. The board is trying to work on things that come up, and there will be more to address tomorrow.

**Adjourn 7:51pm**

---

Mark Singer, Commissioner & Chairman

Jamie Green  
Jamie Green (Sep 20, 2024 20:11 PDT)

---

Jamie Green, Commissioner

Jay Lawrence  
Jay Lawrence (Sep 27, 2024 08:17 PDT)

---

Jay Lawrence, Commissioner

---

Cassidy Conners, Recording Secretary (Not in Attendance)

Permanent Moorage

Hannah Harness

August 16<sup>th</sup>-September 5<sup>th</sup>

Hello,

Currently, permanent moorage is at 92% occupancy. I'm very excited to start the offerings to fill these slips with new boaters in the coming weeks. I would also like to take the chance to express the positive impact of the 30-day cancellation policy that was put in place this summer. With this policy, I plan to offer and have boaters ready to move in to slips on the first of the month after a licensee vacates, providing as little gap in moorage payments as possible.

I am also very excited to be here as the new permanent moorage coordinator and take over for Kaitlyn Cook. While there is always more to learn, I am confident that I can sustain the Port's policies and communicate with licensees regarding their moorage contracts.

Thank you,

Hannah Harness



Sep 5<sup>th</sup>.Sep 2024

**Preventive Maintenance.**

1. completed maintenance on one of our portable pump-out systems at the marina.  
Please note that each pump-out maintenance requires two days to complete.
2. Cleat inspection on E and F dock.
3. Painted electrical power boxes tops white.
4. Port truck battery replaced.
5. Storm water annual report completed and filled with the town.
6. Worked with the city to remove derelict dock from the harbor
7. Installed A/C out in breakwater.
8. Finished up painting the Brake water office.
9. Pressure washing the Awning.
10. Installation of the Triangle Piece

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA September 6, 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 \$452,412.24 and from the General Fund, this 6th day of August 2024.

  
Mark Singer (Sep 6, 2024 13:00 PDT)  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Sep 6, 2024 16:14 PDT)  
Jamie Green, Commissioner

  
Cassidy Conners, Recording Secretary

  
Jay Lawrence (Sep 7, 2024 09:58 PDT)  
Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
18869	Bank of America	1,252.68
18870	CSD Attorneys at Law	4,096.00
18871	Cleanenergy Detail Cleaning LLC	325.00
18872	Coast to Coast Hardware	62.03
18873	Home Depot	60.50
18874	Kitsap Networking Services	1,685.00
18875	ODP Business Solutions	513.61
18876	PetroCard	47,326.09
18877	PUD #1 of Kitsap County	682.00
18878	SME Solutions LLC	699.80
18879	Verizon Wireless	80.02
18880	Western Washington University	1,545.00
18881	Quigg Bros Inc	380,407.96
18882	Protham	6,510.92
18883	VOID	
18884	Edward Jones	3,130.28
18885	City of Poulsbo	3,952.85
18886	Carol Jones	82.50
	<b>TOTAL</b>	<b>\$ 452,412.24</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 (Sep 9, 2024 08:43 PDT)  
Port Auditor



PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA August 30, 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 \$17,145.62 and from the General Fund, this 30th day of August 2024.

  
Mark Singer (Sep 6, 2024 13:00 PDT)  
Mark Singer, Commissioner

  
Jamie Green (Sep 6, 2024 16:14 PDT)  
Jamie Green, Commissioner

  
Jay Lawrence (Sep 7, 2024 09:58 PDT)  
Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
P14052	Sean P. Bauman	1,609.63
P14053	Kaitlyn Cook	1,638.80
P14054	Hannah E. Harness	1,552.69
P14055	Yordon I. Henry	1,021.49
P14056	Kelli M. Hodges	1,960.99
P14057	VOID	
P14058	Nicholas C. Mandeville	1,317.37
P14059	Jannese M. Hunt	392.79
P14060	VOID	
P14061	Daryll J. Trask	1,837.64
P14062	Carol L. Tripp	2,413.34
P14063	Jamie R. Green	927.19
P14064	Jason A. Lawrence	1,075.88
P14065	Mark E. Singer	654.39
P14066	Cassidy P. Conners	743.42
TOTAL		<b>\$ 17,145.62</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 (Sep 9, 2024 18:43 PDT)  
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

August 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 \$7,648.24 and from the General Fund, this 25th day of August 2024.

  
Mark Singer (Sep 6, 2024 13:00 PDT)  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Sep 6, 2024 16:14 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Jay Lawrence (Sep 7, 2024 09:58 PDT)  
Jay Lawrence, Commissioner

| Voucher #   | Claimant                       | Amount            |
|-------------|--------------------------------|-------------------|
| EFT 8/25/24 | WA State Department of Revenue | \$7,099.86        |
| EFT 8/25/24 | WA State Department of Revenue | \$548.38          |
| TOTAL       |                                | <b>\$7,648.24</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 (Sep 9, 2024 08:43 PDT)  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

August 30, 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 \$4,254.08 and from the General Fund, this 30th day of August 2024.

  
Mark Singer (Sep 6, 2024 13:00 PDT)  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Sep 6, 2024 16:14 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Jay Lawrence (Sep 7, 2024 09:58 PDT)  
Jay Lawrence, Commissioner

| Voucher #   | Claimant                    | Amount            |
|-------------|-----------------------------|-------------------|
| EFT 8/30/24 | US Treasury/Financial Agent | \$4,254.08        |
| TOTAL       |                             | <b>\$4,254.08</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 (Sep 9, 2024 09:43 PDT)  
Port Auditor

~~~ EFT ~~~



**PORT OF POULSBO**  
**Kitsap County, Washington**  
**RESOLUTION 2024-05**  
**DATED: SEPTEMBER 5, 2024**

A **RESOLUTION** of the Board of Commissioners of the Port of Poulsbo, Kitsap County Washington, authorizing the following individuals as authorized signers at Timberland Bank, on behalf of the Port District, until further notice:

1. Commissioner Mark Singer
2. Commissioner Jamie Green
3. Commissioner Jay Lawrence
4. Daryll Trask, Harbormaster
5. Carol Tripp, Port Accountant, Auditor & Treasurer

**Be it further resolved** that this resolution replaces any and all previous resolutions designating authorized financial institutions.

**Be it further resolved** that the authorized signers acknowledge and accept Timberland Bank's policy of accepting any warrant with two signatures.

**ADOPTED** by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 5<sup>th</sup> day of September 2024 and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

PORT OF POULSBO  
Kitsap County, Washington

  
Mark Singer (Sep 6, 2024 12:58 PDT)

Mark Singer, President

  
Jamie Green (Sep 6, 2024 16:14 PDT)

Jamie Green, Commissioner

  
Jay Lawrence (Sep 7, 2024 10:00 PDT)

Jay Lawrence, Commissioner