

**Poulsbo Port District – Port Commission**  
**18809 Front St NE, Poulsbo, WA 98370**  
**Multi-Purpose Building E-Dock**

<b>Subject</b>	<b>*HYBRID* Workshop Meeting Agenda</b>	<b>Date</b>	<b>May 18, 2023</b>
<b>Recorder</b>	Cassidy Connors	<b>Start Time</b>	6:15 PM
<b>Commission Chair</b>	Thomas Rose	<b>End Time</b>	9:00 PM
<b>Commission Members</b>	Jamie Green, Mark Singer		
<b>Staff Present</b>	Eugene Madayag, Port Manager;		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	COMMISSIONER COMMENTS	
3.	OLD BUSINESS ITEMS	
	A. Jenson Parking/HDPA-Special Presentation 6:15	
4.	WORK SESSION	
	A. Manager’s Report	
	B. Current Maintenance/Remedies.	
	C. Vessel regs and condition/Dock policies.	
	D. Discussion of Annexation process.	
	E. Marketing (planning)	
5.	COMMISSIONER COMMENTS	
6.	ADJOURN	

Invite Link

<https://us02web.zoom.us/j/86198302626>

Meeting ID: 861 9830 2626

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Work Sessions are informal Public Meetings that provide an opportunity for Port Staff to communicate with the Commission on topics related to operations and future agenda items for scheduled meetings in an informal round-table environment. Work sessions are held on the Third Thursday evening of each month from 7pm until 9pm unless otherwise noted. Work Sessions cover topics that are for discussion only, and no action will be taken. Public comment is not taken at this time but is encouraged by direct contact or email. A basic agenda will be issued for Work Sessions, and any changes or cancellations will be posted on the Port’s website no later than 24-Hours prior to the calendared Work Session. 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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MAY 18, 2023

7:00PM

**Present:** Commissioner Rose, Commissioner Green, Commissioner Singer, Port Manager Madayag

**Call to Order 7:00pm**

**Commissioner Comments**

Commissioner Green said it's officially Viking Fest this weekend and it's time to enjoy the festivities.

Commissioner Singer is looking forward to the workshop style of meeting. There's an opportunity to discuss things openly. He's glad to be here.

**Work Session**

**Manager's Report**

See attached.

**Current Maintenance/Remedies**

Commissioner Rose wanted to discuss relevant criticisms. He said there were lessons learned with the electrical pedestal and some action has been taken. He's been through several marinas, and not to minimize anything, but he doesn't think there should be any excuses. He wants the Port to do its best and be ahead of the game. He asked Manager Madayag for a line by line about how he responded to the electrical situation that occurred.

Manager Madayag said Mathews Electric fixed the issue; they said everything is fine and they came back the following day to double check the dock. There were no issues at all. He asked Mathews Electric if he could have done anything better and he was told no. He could have made a judgement call to shut the power off or leave it running because everything was in a safe position. It wasn't a hazard unless a person stuck their finger in the hole. There was no electricity or stray current in the water. Manager Madayag said he could have put an email out notifying boaters of the situation, but he did not.

Commissioner Rose said he spoke with two other boat owners and the area could have been better marked and made much more noticeable. He said up to this point there hasn't been a defined protocol other than to call 911 if someone sees something. He's noticing other marinas have after-hour numbers or a 24/7 line. As things get larger it makes sense to consider enhancements to security. He wants to know where the Port wants to go with this and what can be done to improve contact. Perhaps a group text/email would be a good option. He knows Manager Madayag's job description does not make him available 24 hours a day.

Manager Madayag said a dock captain has been mentioned, and if there is someone willing to do that it would be the best option at the Port. He realizes a lot of people relied on someone like Richard because he would get off his boat at any time of the night. Other than an



MAY 18, 2023

7:00PM

emergency list of back up contacts, he's thinking of the dock box and a 24-hour emergency service.

Commissioner Singer suggested a dedicated phone separate for the Port Manager. Commissioner Singer has one for his job and doesn't get paid for it 24 hours, but he answers it 24 hours a day. The phone needs to be on, carried on your person, and it must be answered. People did try to call the Port Manager, but he didn't answer because he was off the clock. We need a good emergency contact list. There needs to be an emergency shut off procedure posted. We need to find out how to isolate something electrically, with water, etc. That needs to be done immediately. Safety ladders need to be operational and part of the Port Manager's maintenance duty. The safety aspects of the Port need to come first.

Commissioner Green suggested forwarding a number for after-hour emergency contact. A QR code could be posted that would then link to an available emergency list of contacts.

Commissioner Singer said ladders shouldn't be in the water, they should be above the water so someone can pull them down into the water and use them. That way they're not growing barnacles. If the ladders the Port does have don't do that then the Port may not have the correct ladders. There needs to be a short-term maintenance plan and a long-term maintenance plan. Some maintenance items will require funding and need to be put into the budget. The long-term plan would contain items for docks, facilities, etc. The short-term plan would show lessees what the Port is doing, and the long-term plan would allow people to know what is being worked on, and in order of importance. Short-term planning should have a timeframe involved. Long-term planning is organized quarterly, so specific timeframes aren't required.

Commissioner Rose suggested reviewing the maintenance check list from Port Accountant Tripp. Reviewing the list will provide a good rubric to develop a short, mid, and long-term schedule. It'll be something the board can work together on in future meetings. We can continue collecting ideas from the suggestion box. Right now, things are tight, budget wise. We're almost halfway through the first half of the current year. Mr. Piccone will be reporting at the next meeting, and we need to figure out where priorities are for the sake of the remainder of the year.

Manager Madayag said the biggest thing he wanted to do is focus on the basic image of the Port. He's having the guys pressure wash and put up new fascia boards because a lot were lost when the new fire lines were installed. The swim ladders are being pulled up as much as they can be. He's also focusing on wiring, cabling a lot of the electrical, and the water line. Spalling is being fixed and squares are being painted and sealed, which didn't hit the budget in years past.

#### **Vessel Regs, Conditions, and Dock Policies**

Commissioner Singer, during the last meeting, read 29 items that are in the lease agreement. He said everybody needs to look at their lease agreement, check each item, and ask themselves

WORKSHOP MEETING PORT OF POULSBO  
MAY 18, 2023  
7:00PM

if they're meeting the agreements. Some boaters were notified of their violations and unplugged for not meeting agreements. Some owners plugged their boats back in. The owners that plugged their boats back in need to receive a written warning. The lessee needs to take a look, talk to the PBA, and do their part in cleanliness. The Port needs to work together as a team.

Manager Madayag purposefully goes out there and looks as much as he can. He did a walk today and talked to Katelyn about it. He and Katelyn can sit down together to work up an email for the boaters who have fingers that need cleaned off, etc. Pictures can be taken with the Port camera to include in an email so the boaters know what Port staff is looking at. Katelyn is the permanent moorage coordinator.

Commissioner Singer suggested designing a maintenance schedule to ensure lessees are maintaining their spot. We need to look at the structure of things and hold ourselves accountable.

Commissioner Rose encouraged Manager Madayag to delegate because he can't be in fifty places at one time. Katelyn should know what to look for when checking registrations. Any questions can be directed to the Port Manager. He asked how Manager Madayag collects information and feedback from people.

Manager Madayag said he collects information by way of email and phone calls. He walks around so he is visible to people. That way people can communicate to him about what needs to be done.

Commissioner Green suggested keeping a log of what is done. That way there is documentation of what has been done and people can be followed up with after the task is completed. This will provide a moment for Manager Madayag to reflect on the items that were delegated, what was or was not completed, and who to follow up with.

Manager Madayag said he would contact boat owners and have a chat with them about cleanliness.

Commissioner Singer said every item on the lessee agreement is being violated. The Port has been lenient about things and people need more than just a talk. They need a piece of paper describing the violations, signed, and dated. If people disagree and have a problem, they can contact him directly.

Commissioner Rose said inspections and surveys are increasing on older boats. A lot of marine insurance companies are cancelling insurance on vessels over thirty years old. One reason insurance companies are raising rates is unfortunately because the number of older vessels that are not well maintained and causing risk. We can provide a 30-60 day window for things to be



fixed. There's enough collective talent to help boat owners. If the vessel just sits and gets worse, it becomes a liability.

Manager Madayag said he didn't mean just talking to boat owners about cleanliness. He will call and do his best to encourage them and send a notice to them as well.

Commissioner Singer said we need to establish a process that's identifiable and records facts, violations, and is dated. The Port Manager signs it. There's a log with documentation to refer to if needed. Awards should be provided to those who are taking care of their boats.

Commissioner Green recommended sending an introductory email explaining dock inspections to give people the opportunity to reflect on their boat. That way there's no surprise when another email about violations and photos is sent. A log needs to be kept so Manager Madayag knows which boats were checked, who needs a follow up, who got an email, and follow up with deadlines. Also include, if for any reason someone is unable to complete work by a deadline or require assistance, they can let the Commission know.

### **Discussion of Annexation Process**

Commissioner Singer said the board needs to discuss how the annexation process works. The people who will be annexed are the ones who get to vote. The only way to discuss things ahead of time means letting the community know why it's important to annex to accommodate the growth in the community. There are benefits to enjoy downtown Poulsbo. People want to come down and keep their boat at the marina. They want to use the facilities, but they don't want to annex because of the cost when it's actually pretty negligible compared to buying Starbucks coffee every day.

Commissioner Rose said he wants to think about when to initiate annexation, and the cost involved. There are fundamental steps with annexation. We need to get ourselves educated and look at what's been done improperly based on past news articles. What's required within the process? What do we need? We need to get out there and get the word out; how do we do that?

Commissioner Green suggested starting in 2024 so there's time to get the breakwater up and running. This will also allow the Port to resolve current issues, clean up, allow focus, and planning time.

### **Marketing/Planning**

Commissioner Rose realizes there is frustration surrounding the lack of funds available at the Port. There are some things the Port isn't allowed to do, according to the state, that have to do with common sense things. For example, the Port isn't allowed to hire a marketing manager, but that's something the Port needs. There are a lot of yacht clubs asking when they can arrive.

Manager Madayag said Jannese has experience with previous events. She knows a lot of people from living here her whole life and within local organizations. He started local, trying to do a comedy night at the Slippery Pig, or something like that, that would appeal to boaters. He wanted to create some merchandise to go with it and include a breakfast event. He said trying to collaborate with different entities can get crazy because everybody wants to take control with all the different opinions. It's difficult to plan with the City. When he tried to do something with City Council, they backed out of the July 4<sup>th</sup> planning. He's realizing what seems easiest is to create a small comedy/music event. They're also advertising Viking Fest and did have the Kitsap networking add a link to the City's website that also has events.

Commissioner Singer said to plan on a continued marketing program. There needs to be a marketing plan that can be tracked, documented, and with the ability to be reviewed so the board will know what was tried, what worked, and what didn't work. There needs to be a process. There should be documentation that allows tracking, so the board knows what's being worked on and what needs revisited. People come in on boats, so there's no worry about added car traffic. They'll support the downtown Poulsbo stores; not every event will put money in the Port and that's ok.

Commissioner Green mentioned the importance of identifying a target audience. There's a new kayak rack and the water ways are already available and free. This all goes back to annexation; people are coming from town to participate and visit downtown. We are serving the community, not only the boaters.

Manager Madayag says he thinks his target audience is the boaters. There's no owned real estate at the Port, so that's why he's trying to work with local businesses. Downtown is the only attraction. He's working on filling the Marina to get people to go downtown. There've been a lot of events like the Port Paddle competition, which brought zero revenue to the Port. He hopes to generate events that will bring revenue to the Port.

Commissioner Rose suggested coming up with an outline for maintenance, and it doesn't have to be too highly detailed. Commissioner Singer volunteered to draft an outline.

Commissioner Singer mentioned again a grand opening of the breakwater and the board needs to think about planning something for that. Other things that need to be taken care of include tasking, emergency procedures, safety items, and building a simplified short/long-term maintenance plan.

#### **Commissioner Comments**

Commissioner Rose apologized for the change in the meeting agenda and is looking forward to the update from the HDPA and parking. He said the Commission would speak to Port Accountant Tripp once she's back to get her take on things. He wants to support where the Port is able.

WORKSHOP MEETING PORT OF POULSBORO  
MAY 18, 2023  
7:00PM

**Motion:** Move to adjourn 8:28pm

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

Motion passed unanimously.

Thomas K. Rose

Thomas K. Rose (Jun 22, 2023 18:12 PDT)

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Thomas Rose, Commissioner & Chairperson

Jamie Green

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

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Jamie Green, Commissioner

Mark Singer

Mark Singer (Jun 7, 2023 10:07 PDT)

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Mark Singer, Commissioner

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Cassidy Conners, Recording Secretary (Not in Attendance)