

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

Subject	*HYBRID* Regular Meeting Agenda	Date	May 5, 2023
Recorder	Cassidy Connors	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; Peter Ruffatto, Attorney		

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: 4.20.23 B. Warrants: 18220 – 18236, P13584 – P13597, 4/25/23 EFT, 4/28/23 EFT in the amount of \$69,235.94.	
6.	OLD BUSINESS ITEMS	
	A. Jenson Parking/HDPA	
7.	NEW BUSINESS ITEMS	
	A. Commissioner Responses to public comments/discussions	
	B. Tenant Boathouse for Sale	
	C. Manager's Report	
8.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
9.	COMMISSIONER COMMENTS	
10.	EXECUTIVE SESSION - TO EVALUATE THE PERFORMANCE OF A PUBLIC EMPLOYEE - RCW 42.30.110(1)(G)	<p>The Commission will now adjourn into an executive session to review the performance of a public employee pursuant to RCW 42.30.110(1)(g).</p> <p>The executive session is expected to last 30 minutes. Executive sessions are not open to the public.</p> <p>After the executive session the Commission will reconvene to the</p>

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.

		<p>public portion of the commission meeting.</p> <p>It is anticipated that the Commission may not take final action in the public portion of the meeting.</p>
11.	ADJOURN	

<https://us02web.zoom.us/j/81328687656>

Meeting ID: 813 2868 7656

One tap mobile

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+1 669 900 6833 US (San Jose)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

Meeting ID: 813 2868 7656

Find your local number: <https://us02web.zoom.us/j/81328687656>

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MAY 5, 2023

7:00PM

Present: Commissioner Rose, Commissioner Green, Commissioner Singer, Port Manager Madayag, Port Accountant Tripp, Councilman Musgrove, Port Attorney Peter Ruffatto, PBA members

Call to Order 7:00pm

Commissioner Comments

Commissioner Green gave a shoutout to Aaron for his hypervigilance and help with an event over the weekend. Poulsbo is coming alive with events and new shops. Viking Fest is right around the corner and a lot of activities. Girls Night Out looks like it was a success.

Commissioner Singer said the breakwater is coming along well and hopes everyone takes a look at it. He thinks the Port should have a ribbon cutting, and Port Accountant Tripp should be the one to cut the ribbon. He suggested moving the BBQ float over there and have a gathering. He also welcomed everyone in attendance.

Commissioner Rose said last week there was a good All Ports meeting. Executive The director at the Port of Kingston spoke about how they set rates. There was good information for commissioners to compare and contrast. That information will be passed along to Port Accountant Tripp. The director was very upfront about the fact that if a Port doesn't have a minimum of 6.5% a year, that marina is falling behind. Insurance for marinas will be going up 30-40% and we will need to factor that in. For all three of the Commissioners, we have a review of Port Rules and Regulations in October. That's plenty of time to do summer homework and to take a look at it. He did not have access to his email because it's been down. He was present at D Dock and that topic will be discussed. He debriefed with the Poulsbo Fire Department, Mathews Electric, and with the owners of the vessels. He isn't qualified to touch high voltage things and so he can't assume the job of handling that situation. There's a lot to go over, lessons learned, and emotions involved. He then read aloud the description of comments at the bottom of the agenda. He will not be ignoring anybody and will be taking notes so that the board can take action.

Public Comments

Frank said he has a concern with the proposed gates that will be on the finger piers. A problem he observed is people can get around the gate against the floats. There are 20 slips outside those gates. One of those is his. He's been at the Port for about 35 years and always had security. The public dock goes in, and now the security will be lacking, but he will be paying the same rate of mortgage. It opens a liability on the Port.

Jack, who owns the sixth boathouse, said the problem is providing public access to somebody who is paying for private access. This needs to be addressed.

Nora said the situation with the electrical issue is alarming in terms of safety. She'd appreciate some better protocol with safety.

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7:00PM

Nico said she had a maintenance meeting with Eugene and Aaron sharing concerns with the marina and hopes they'll be taken care of with the new pressure washing. She hopes that what they've seen so far is not the final product. She is concerned with the hardscapes around the marina. She shared visuals as examples. For each item they brought to Eugene, he had a reason why it wasn't being taken care of and why he doesn't plan on taking care of it in the future.

Shannon wanted to share she has a boat on C Dock and had no idea what was happening on D Dock, which she finds alarming. There were new tenants on C Dock who weren't aware of marina rules. Their kids were swimming and paddle boarding. There was no notice that went out to Port tenants. She wanted to plead with the board to have a better communication protocol.

Aaron is a tenant of ten years and a live aboard. The Commission should have great pride in their accomplishment in the breakwater. There have been many changes of the guard with staff, and many employees have passed through the Port in the last 12 months. Underneath the surface there is mismanagement, ignorance, laziness, inaction, ego, nepotism, etc. In tonight's executive session, he hopes Commissioner Green will stand up and do what's right. To Commissioner Singer and Commissioner Rose, he asked that they set aside their egos and follow through with what needs to be done. To Port Manager Eugene Madayag, Aaron speaks for many not willing to step up: please step down from your position.

Mr. Lang wanted to express his concern regarding the safety ladder closest to his boat. It's broken and designed to hold the ladder out of the water and pulled down when needed. The latch holding it up is broke and the ladder is in the water all the time and is growing barnacles, which makes it useless. He is a personal injury attorney and said the Port is exposing itself to liability in its current state of operation.

BJ said when Eugene was promoted, he was excited for him. Unfortunately, that has devolved since he has taken the position and is acting rudely and disrespectfully toward his clients. Communication skills are poor at best. Eugene did not choose to turn off the power to D Dock. Both Eugene and Commissioner Rose acted with gross negligence which exposes the Port to liability, and also them personally. The other two Commissioners sweeping the event under the rug, they too know the level of incompetence because they choose to accept it.

(Difficult to understand – I only caught bits and pieces about Beatrice having concerns about safet, pollution, environmental, and something about a garbage receptacle.)

Jay is a business owner and homeowner in the Port district for seven years in the marina. (Very difficult to understand, muddled audio) Everything starts at the top with training. We are a place of destination and are known for that.

Poulsbo Boater's Association Report

There was no report.

Consent Agenda

Motion: Move to approve minutes from April 17, 2023, and April 20, 2023

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

Motion passed unanimously.

Motion: Move to approve the warrants as read.

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

Motion passed unanimously.

Old Business

Jenson Parking/HDDPA

Eugene read Port Accountant Tripp's document stating facts about the topic. Commissioner Singer said it would be a specific group of individuals who could use the parking during the day. The Port wouldn't oversee the use of the parking spots. What will prevent people from parking there and allow spaces they lease to be available to employees? Commissioner Singer said looking at the cost, it's his belief that what's best is that the Port does not go forward with any agreement with HDDPA with parking. Parking right now is an issue and doesn't want to create further issues with parking. He understands their concerns, but the Port can't take on a liability from it, the loss of income from it, nor be responsible for administration of it. He does not recommend signing a contract.

Commissioner Rose suggested offering a discount to employees (\$3 instead of \$7 for a day). Each employee and employer could create an account to set up reimbursement.

Commissioner Green agrees with Commissioner Singer. It's a lovely walkable city and they can park an extra block away and plenty of parking.

Motion: Move to deny the HDDPA proposal to sign a contract for leasing spots in the Jenson Parking Lot, with the caveat to continue positive communication with them

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

Motion passed unanimously.

New Business Items

Commissioner Responses to public comments/discussions

Commissioner Singer said in order for the Port to get the grant for the breakwater, one of the requirements was public access. The public access is how the Port was eligible to apply for and receive the grant. There has been discussion about no gates, where the gates would go, design of the gates, gate styles, and nothing has been finalized about the exact position of the gates.

MAY 5, 2023

7:00PM

He encouraged people to share ideas and make a suggestion for what the Port does. It's not something the board didn't think about, and there was a lot of discussion about it.

Commissioner Green liked Nico's presentation and asked if she has a digital copy of the pictures provided. She requested the presentation be emailed to her. She welcomed Stuart to the PBA and requested his contact information. She said the board will investigate the debris. To Shannon Glass, she appreciated her speaking up about the child, safety, and contact. There's a risk with ground access. To Mr. Lang and his daughter, she appreciated them speaking up about the ladder. She thanked everybody for their comments.

Commissioner Rose speaks to the engineer regularly. There will be growing pains, things the board doesn't think of, and things they could do better. We will get there. You asked for it, we recognize it, we'll get it right. Let's work together. He thanked everyone for their comments so the Commission can work off them. He isn't aware of any retribution for reaching out to the board. The change in going to a planning meeting format mean four types of agendas utilized according to the RCWs. With public witnesses, there can be staff interactions which allows diving into specific issues such as planning, improvement, general maintenance, infrastructure, etc. It'll allow to see where any shortfalls are and worth with the staff to get those up. The format will allow the opportunity to concentrate on specific items. Regarding the electrical issue, Commissioner Rose offers a reason (not an excuse). He was called and he responded. He came down and saw the Fire Department deploying. He talked to lieutenant, asked for a status, and if there was any risk. He was told by the Fire Department everything was secure, and the pier is warm from sunlight. The Fire Department are electricians. But he asked them first. Then he came down and looked pedestal himself. He talked to two boat owners and wanted to make sure they were ok, and things were taken care of to their satisfaction. That was a positive, to his knowledge. Prior to arriving he called both Port Accountant Tripp and Eugene. In his 25 years around here, if we need a new process, communication is part of it. He wasn't positive, but he doesn't believe it's in anybody's contract with the union to be on call 24 hours. Doesn't make it right and that can change. He is not qualified, nor has the knowledge to safety touch electrical. He was told to get ahold of John Piccone and Mathews Electric. That's how he left it. First thing Monday morning he talked about after action report and the electrician who did the repair. They did not say the pier was an issue. He asked specifically about what was done, and if this was something that could have been attributed to Port maintenance. It was the result of incorrect work by an electrician. Is it going to be left to lie? Absolutely not. He understands insurance and liabilities. We've got the collective abilities and talents to do this right. We can do this. Please review the Port regs so we can eliminate what doesn't apply and add things that do apply. He appreciates everyone and things that are happening are part of community; it isn't always comfortable. We are working with the system that we have. He also doesn't necessarily like certain elements. The Port attorney is present and will be attending tonight's executive session.

Tenant Boathouse for Sale

MAY 5, 2023

7:00PM

Boat House 19 is for sale and the owner is providing first opportunity to buy it for \$70,000. It is not refloated. The boathouse must be refloated by the new owner. The Commission unanimously agreed not to purchase the boathouse.

Manager's Report

See attached.

Motion: Move to authorize Port Accountant to purchase the 12 new electrical with a contingency in the amount of \$16,000 to cover shipping, handling, and tax.

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

Motion passed unanimously.

Request for future agenda items and public comments

Craig (Greg?) wondered about the missing permanent parking signs in the Jenson lot. Port Accountant Tripp said there are 22 spots in the Jenson lot, and four additional spots for those who are gone long term. Eugene said the spots are under the flex parking, so permanent moorage can park there as a lessee. Commissioner Singer will communicate with Eugene about this because there's been a disconnect.

Councilman Musgrove asked the board to strongly reconsider the HDPa committee proposal. A lot of labor is going on there now. This is one of those silver platters, easy buttons, you don't get very often give him the opportunity to speak about reconsidering. This is a lot of work and effort directly at your primary job of economic development. It's a win-win.

Nico is part of the HDPa, seconds Councilman Musgrove comment, and suggests a special meeting with the HDPa to better understand the proposal. She has heard it compared to or as an excuse the tenants aren't taking care of their vessels so it's a way the Port doesn't have to take care of their hardscapes. It's not a right comparison because the tenants are literally paying to not have to worry about that stuff. Tenants are trusting the Port will take care of it. Tenants work tirelessly and just want to talk down the dock and not micromanage Port maintenance. Tenants want to see Port workers out there cleaning, doing their job, not worrying about whether it's wet outside. There was a dinghy theft a couple months ago and tenants were just made aware of it. That now makes three dinghy thefts right outside the Port office. Security cameras are very inexpensive now.

Commissioner Comments

Commissioner Green thanked constituents and boaters for stepping forward and speaking up. She is equally upset and concerned about the liabilities to the Port, the repeated negligence, and mismanagement. She wanted to let everyone know their voices are heard by her, and she wants to continue advocating for them. She welcomed Stuart and hopes to gain some realignment.

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7:00PM

Commissioner Singer said he wants to see the operating process request, and the process for emergency procedures. He wants to see the written inventory of all safety training of electrical equipment. We are working on docks, the ladders, there's money to spend, and minimum staff to perform the work. There are numerous lessees that do not clean and maintain their boat. He read aloud numerous maintenance rules lessees are not following. All lessees need to take care of their boats, follow the rules and regs. The Port needs to enforce maintenance and make maintenance better.

Commissioner Rose said relationships get messy. This is the way to get that back on track. He understands that emails and other things have gotten personal. He understands emotions and he is there and not going anywhere. He wants to have planning meetings and get strategy going to improve things.

Executive Session

The Commission will now adjourn into an executive session to review the performance of a public employee pursuant to RCW 42.30.110 (1)(g). The executive session is expected to last 30 minutes. Executive sessions are not open to the public. After the executive session the Commission will reconvene to the public portion of the commission meeting. It is anticipated that the Commission may not take final action in the public portion of the meeting.

Adjourned to Executive Sessions 8:49pm
Called back to order 9:22pm

Commissioner Rose

Motion: Move to adjourn in 9:22pm

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

Motion passed unanimously.

Thomas K. Rose
Thomas K. Rose (Jun 22, 2023 18:13 PDT)

Thomas Rose, Commissioner & Chairperson

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

Jamie Green, Commissioner

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

Mark Singer, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

5/4/23

Port Commissioner Meeting

Maintenance: Eugene

- Pressure washing of docks has been completed through D dock. Will be moving on to E and F soon, and touching up some areas.
- Maintenance is currently working on a depth gauge for the entrance area to boat launch. Signs have been ordered for depth warnings at low tide already.
- Power pedestal have been ordered for D dock. Will be prioritizing replacement of the worst ones currently in use.

Guest Moorage: Jannese

- Our Guest Moorage Staff has fully integrated into the new reservation software. Luckily, I had Nick to help with entering all the upcoming Yacht Clubs. It can be very tedious and time-consuming.
- As we book Yacht Clubs reservations for 2024 the club organizers as well as the boating community are asking many questions pertaining to the availability to book reservations on the new breakwater.
- With the upcoming weather forecast we anticipate being exceptionally busy over Viking Fest as well as Memorial Day Holiday.

Permanent Moorage: Kaitlyn

- Occupancy is maintaining at 98%.
- There are 3 remaining slips trying to be filled.
- I am working with management in writing rules and policies for kayak rentals.

Port overview looking forward: Eugene

- Currently working with Slippery Pig to create a boater venue in August.

PORT OF POULSBO


PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

May 4, 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 \$44,447.27 and from the General Fund, this 4th day of May 2023.


Mark Singer (Jun 1, 2023 18:12 PDT)

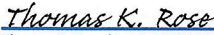
Mark Singer, Commissioner

ATTEST:


Jamie Green (May 9, 2023 17:29 PDT)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Thomas K. Rose (Jun 1, 2023 18:26 PDT)

Thomas Rose, Commissioner

Voucher #	Claimant	Amount
18220	WA State Dept of Retirement Systems	25.00
18221	Edward Jones	2,416.39
18222	Philip Struck	228.00
18223	Julia Berg	100.00
18224	Matthew's Electric Corp	3,529.02
18225	Bank of America	1,782.55
18226	Bird Electric Corp	1,634.00
18227	CSD Attorneys at Law	12,067.84
18228	Coast to Coast Hardware	48.07
18229	Home Depot	512.69
18230	Kitsap Networking Service	3,572.50
18231	Mascott Equipment	3,134.90
18232	Office Depot Credit Plan	116.21
18233	PetroCard	14,306.57
18234	Propane Northwest	558.50
18235	Home Depot Pro	148.32
18236	Tuna Graphics Inc	266.71
TOTAL		\$ 44,447.27

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 2, 2023 08:05 PDT)

Port Auditor

PORT OF POULSBO


PAYMENT VOUCHER


18809 Front St NE Box 1
Poulsbo, WA 98370


Kitsap County, WA

April 28, 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 \$15,846.94 and from the General Fund, this 28th day of April 2023.


Mark Singer (Jun 1, 2023 18:12 PDT)
Mark Singer, Commissioner


Jamie Green (May 9, 2023 17:29 PDT)
Jamie Green, Commissioner


Thomas K. Rose (Jun 1, 2023 18:26 PDT)
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P13584	Sean P. Bauman	1,492.22
P13585	Kaitlyn Cook	1,507.85
P13586	Chris C. Henry	980.43
P13587	VOID	
P13588	Yordon I. Henry	823.61
P13589	Kelli M. Hodges	1,858.11
P13590	Eugene F. Madayag	1,965.93
P13591	Nicholas C. Mandeville	1,260.30
P13592	Jannese M. Hunt	1,356.78
P13593	Carol L. Tripp	2,424.09
P13594	Jamie R. Green	550.41
P13595	Thomas K. Rose	760.96
P13596	Mark E. Singer	550.41
P13597	Cassidy P. Conners	315.84
TOTAL		\$ 15,846.94

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 7, 2023 08:05 PDT)
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

April 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 \$4,137.75 and from the General Fund, this 25th day of April 2023.

Mark Singer  
Mark Singer (Jun 1, 2023 18:12 PDT)  
Mark Singer, Commissioner

ATTEST:

Jamie Green  
Jamie Green (May 9, 2023 17:29 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas K. Rose  
Thomas K. Rose (Jun 1, 2023 18:26 PDT)  
Thomas Rose, Commissioner

| Voucher #    | Claimant                       | Amount            |
|--------------|--------------------------------|-------------------|
| EFT 4/25/23  | WA State Department of Revenue | \$3,804.10        |
| EFT 4/25/23  | WA State Department of Revenue | \$333.65          |
| <b>TOTAL</b> |                                | <b>\$4,137.75</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 08:05 PDT)  
Port Auditor

~~~ EFT ~~~


PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

April 28, 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 \$4,803.98 and from the General Fund, this 28th day of April 2023.


Mark Singer (Jun 1, 2023 18:12 PDT)

Mark Singer, Commissioner


Jamie Green (May 9, 2023 17:29 PDT)

Jamie Green, Commissioner


Thomas K. Rose (Jun 1, 2023 18:26 PDT)

Thomas Rose, Commissioner

ATTEST:

Cassidy Conners, Recording Secretary

| Voucher # | Claimant | Amount |
|-------------|-----------------------------|-------------------|
| EFT 4/28/23 | US Treasury/Financial Agent | \$4,599.52 |
| EFT 4/28/23 | DSHS | \$204.46 |
| TOTAL | | \$4,803.98 |

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 7, 2023 08:05 PDT)

Port Auditor

~~~ EFT ~~~