

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

Subject	*HYBRID* Regular Meeting Agenda	Date	07/18/2024
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		

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: 2024-04) 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: 6.20.24 B. Warrants: 18806 – 18833, P13994 – P14023, 6/25/24 EFT, 7/5/24 EFT, 7/10/24 EFT, 7/19/24 EFT in the amount of \$288,179.61.		
6.	OLD BUSINESS ITEMS		
	A. City of Poulsbo bulkhead repair- E/F Dock Project		
	B. Reservation Policy		
7.	NEW BUSINESS ITEMS		
	A. Commissioner Responses to public comments/discussions		
	B. Manager/Accountant’s Report - Carol		
8.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS		
9.	COMMISSIONER COMMENTS		
10.	ADJOURN		

<https://us02web.zoom.us/j/84588667058>

Meeting ID: 845 8866 7058

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
JULY 18, 2024
7:00 PM

Present: Commissioner Singer, Commissioner Lawrence, Commissioner Green, Port Accountant Carol Tripp, Port Engineer John Piccone

Call to Order 7:00pm

Commissioner Comments

Commissioner Lawrence said it's been warm and there's a lot of activity out there. He's enjoying the town and telling people what the Port has going on.

Commissioner Green said July 28th there's going to be a regatta that Kitsap Rowing Association hosts with other rowing clubs. It'll be launched from Oyster Point at 8am. Tuesday brings a concert series at the waterfront park. Wednesday mornings the library hosts a story time at the waterfront gazebo. There's also a new bakery downtown to check out.

Commissioner Singer reminded everyone there are baby seals still out and about and to please not disturb them. He also reminded everyone, including visitors, to please clean up after their dogs on the docks. There's a lot going on at the Marina, even with the breakwater project completed.

Public Comments

Craig Muller, C-11, inquired about the harbormaster search. Commissioner Green said candidates have been narrowed down. August 1st there will be a special meeting from 6-7pm where candidates will be discussed further in executive session and will narrow the numbers down further.

Poulsbo Boater's Association

There was no report.

Consent Agenda

Motion: Move to approve the meeting minutes of 6/20/2024.

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

Motion passed unanimously.

Motion: Move to approve the warrants as read.

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

Motion passed unanimously.

PORT OF POULSBO REGULAR MEETING
JULY 18, 2024
7:00 PM

Old Business Items

City of Poulsbo Bulkhead Repair – E/F Dock Project

Mr. Piccone said Quigg Brothers will begin preliminary work September 16th, which will include disconnection of utilities, moving the office barge out of the way, etc. Starting the week of October 30th, the heavy work will begin. This work will include demolition and installing of new floats, removing and replacing pilings, etc. It will take 90 days to do the onsite work. Mr. Piccone doesn't see any issues in completing the project within that timeframe. Everything else is lined up and procured. The electrical transformers and other supplies are ready to go. The only pending discussion is whether or not the Port chooses to do any work to the existing gangway. The project as it is now includes replacement of the gangway, but the concrete above it is not currently included.

Port Accountant Tripp sent a letter to the city in January, had a meeting with various members of the City of Poulsbo, including councilmembers. The engineering studies have been paid for by the Port. The Port has received no response from the Port Liaison, and the City is concerned about the project proceeding too quickly. Five and a half months of provided information hasn't been enough information or time for the City. She has asked the City for a commitment, to proceed with the project. The City's bulkhead is failing. The Port has grants, funding, and permits ready to go. The only correspondence received was the Mayor requesting information that was already sent in February. Port Accountant Tripp told her the Finance Director has had that information. There is \$223,000 sitting in a joint account between the City and the Port. All the money that has been put into that account is 100% Port money. The Port is asking the City to pay for their repairs to their bulkhead. The money is in the account to repair it but there's hesitation about using it. Port Accountant Tripp needs board direction at this point. Other options might require a special meeting with the Port attorney present.

Mr. Piccone specified July 15th as when the Port would want to hear back from the City. He has spoken with Quigg Brothers, and the end of next week would be sufficient; because the project is starting two weeks behind the original schedule, allowing another two weeks would probably be ok regarding an answer from the City. The materials needed are readily available as far as he knows.

Commissioner Singer clarified there is a joint account with the Port and the City that has \$223,000 in it. The money in the account is 100% belonging to the Port. It's the City's wall that needs repaired. Now is the time to fix it because the Port is working on the project and it'll be less expensive to do it now. It is in the lease agreement that the Port has to notify the City and ask for access to the funds to make repairs. Port Accountant Tripp has shared with the City various ways to do the repair, including a band-aid fix and a proper fix.

Mr. Piccone said, for context, that the City recently was sent a break down of the repairs into two pieces: repair of the wall and repair of the Port's abutment (10'-15'). Repair of the wall is a much bigger issue, more expensive, and requires an expense in engineering that he doesn't

PORT OF POULSBO REGULAR MEETING
JULY 18, 2024
7:00 PM

want the Port paying for until it's clear how the wall repair is funded. There was also a letter asking for the release of the \$110,000 funds to further pursue engineering on the wall.

Commissioner Singer encouraged a special meeting with the Port attorney to come up with an answer on how to address the City. There isn't enough time and the City has already been given nearly six months. There will be a special meeting on July 29th at 1pm.

Reservation Policy

Port Accountant Tripp didn't draft a policy because it required bargaining from the Union. She made changes to the form. It has been sent to the Commissioners and anything highlighted is what was newly added. The policy will allow the Port to monitor what happens with the yacht clubs well in advance and will require signing off by herself and the Port Manager.

Commissioner Singer would like to talk more in the future about how to deal with reservations and see what's possible to enforce.

New Business Items

Commissioner Responses to Public Comments/Discussions

There were none.

Manager/Accountant's Report

Please see attached.

Port Accountant Tripp spoke to the commissioners at the Port of Keyport, who are asking for a letter of support for the property they're trying to acquire for further development. She read aloud the email to the board. Marine Floats provided a proposal to do dock maintenance. Somebody is needed for emergency contact and the Port doesn't currently have an answering service. There is a number being set up in the next 3-5 days that'll be available on the website. She's currently receiving non-emergency phone calls on weekends and wants it to stop.

She has a meeting tomorrow with the Suquamish Tribe to work out some small insurance issues. She wants to talk with Commissioner Singer after the meeting regarding additional information. There is an upcoming meeting with the Union about furloughs. The personal floatation device passed, and the Union said the Port needed to bargain this policy. Commissioner Singer said he isn't willing to negotiate it.

Public Comments & Requests for Future Agenda Items

Commissioner Singer said to add "Reservations" on the next agenda.

Carol Tripp, employee, shared she will be celebrating 26 years as a Port employee come the first week of August. There are bumps along the way, but she does enjoy the job. She's fortunate that most of the people she interacts with have been cordial.

PORT OF POULSBO REGULAR MEETING
JULY 18, 2024
7:00 PM

Commissioner Comments

Commissioner Green said, to quote Thumper in Bambi, "If you don't have something nice to say, don't say anything at all." Hopefully we're all raised to have a little courtesy toward people. People that need to hear it aren't likely to listen. She appreciates every single person here who is nice. She encouraged everyone to be kind and she's looking forward to the next meeting.

Commissioner Lawrence agrees with Commissioner Green. Be mindful of the seals, other boaters, and have fun out there.

Commissioner Singer said to follow the Rules and Regulations. No confrontation is needed. If help is needed, go to the office and ask for it. Tell the people out there it's ok to ask questions and to ask for help.

Adjourn 8:12pm


Mark Singer (Aug 5, 2024 06:22 PDT)

Mark Singer, Commissioner & Chairman


Jamie Green (Aug 3, 2024 13:01 PDT)

Jamie Green, Commissioner


Jay Lawrence (Aug 2, 2024 10:12 PDT)

Jay Lawrence, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)

Accounting & Business Report – July 18, 2024

Accounting Report –

The Summary of Financial Statements for the month ending May 31, 2024 was emailed to each Commissioner earlier this month.

For the month of May 2024, there was a fuel discrepancy of 2/10ths of a gallon which prevented the finalizing of the financial statements. A data entry error was found, and the gas and diesel gallons and dollars reconciled.

For the month of May 2024 there was a net gain of \$237,091.82 and a year-to-date net gain of \$391,270.67. The large net gain was due to receipt of grant funds in the amount of \$249,846.21 (breakwater), DVRP grant monies received in the amount of \$41,114.97 and real estate taxes in the amount of \$17,941.30.

For the month of June 2024, there was a net gain of \$59,631.62 and a year-to-date net gain of \$450,902.29.

The 2nd Qtr Actual vs Budget Report was emailed earlier this week to each Commissioner. While a majority of the accounts are within budgeted figures; the following income accounts are being monitored:

- Guest Moorage (E/F Dock and Breakwater (refer to 1st half comparison worksheet)

The following expense accounts are being monitored currently due to overages:

- Maintenance

Respectfully Submitted,

Carol Tripp, Port Accountant

Port of Poulsbo
Income Statement
Compared with Budget

For the Six Months Ending June 30, 2024

	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues			
Grants Received - DNR	\$ 41,114.97	\$ 0.00	41,114.97
Refundable-Deposits	15,405.53	15,000.00	405.53
Moorage-Permanent	391,125.16	381,880.02	9,245.14
Moorage-LP-Winter	11,913.53	9,000.00	2,913.53
Moorage-BW-Winter	0.00	17,500.02	(17,500.02)
Moorage-Transient	1,555.31	1,249.98	305.33
Moorage-Guest	154,276.75	204,000.00	(49,723.25)
Moorage-Guest BW	26,834.00	138,000.00	(111,166.00)
Electricity-Perm & Transient	21,007.26	26,887.98	(5,880.72)
Electricity - Winter	7,942.35	9,750.00	(1,807.65)
Electricity - BW	0.00	7,750.02	(7,750.02)
Utility Charge	17,542.05	15,940.50	1,601.55
Finance Charge Income	6,589.79	4,750.02	1,839.77
Finance Charge Income-LP	50.00	0.00	50.00
Statement Fee	100.00	90.00	10.00
Statement Fee	19.98	0.00	19.98
Technology Fee	6,470.25	6,726.00	(255.75)
Technology Fee - Park	283.29	0.00	283.29
Technology Fee - BW	0.00	1,000.02	(1,000.02)
Net Sales - Fuel	100,991.00	75,000.00	25,991.00
Miscellaneous (other)	4,349.11	7,500.00	(3,150.89)
Reservation Fees-Park	5,260.00	4,999.98	260.02
Reservation Fees-BW	0.00	1,999.98	(1,999.98)
Live Aboard Fee	13,932.19	20,500.02	(6,567.83)
Boat Ramp Fees	85.00	250.02	(165.02)
Bond Surcharge	57,591.92	59,709.12	(2,117.20)
Bond Surcharge	2,541.51	10,999.98	(8,458.47)
Bond Surcharge-BW	0.00	9,499.98	(9,499.98)
Misc Rental - Park	2,875.00	4,999.98	(2,124.98)
Parking Lot Fees	9,895.83	6,499.98	3,395.85
Grants Received - RCO	249,846.21	0.00	249,846.21

Winter Moorage not allowed due to Fed Grant

See worksheet with details (mtg 07/18/2024)
delayed opening

Winter Moorage not allowed due to Fed Grant

Winter Moorage not allowed due to Fed Grant
See worksheet with details (mtg 07/18/2024)

delayed opening - possible reservations in 2025

Winter Moorage not allowed due to Fed Grant

Port of Poulsbo
Income Statement
Compared with Budget
For the Six Months Ending June 30, 2024

	Year to Date Actual	Year to Date Budget	Year to Date Variance
Interest	3,273.32	4,999.98	(1,726.66)
Interest	106.73	375.00	(268.27)
Real Estate Taxes	181,127.26	164,500.02	16,627.24
Leasehold Tax Collected	53,651.99	47,500.02	6,151.97
Total Revenues	1,387,757.29	1,258,858.62	128,898.67
Expenses			
Interest Exp (Bonds)	63,485.78	62,500.02	985.76
Commissioner/Secy Comp	7,010.00	14,832.00	(7,822.00)
Salaries & Wages	289,560.79	300,000.00	(10,439.21)
Payroll Taxes	32,916.00	40,000.02	(7,084.02)
Employee Benefit Programs	3,658.01	6,499.98	(2,841.97)
Insurance-Health	50,550.15	62,469.00	(11,918.85)
Insurance-Health-LP	18,070.75	39,753.00	(21,682.25)
Insurance-Health-BW	0.00	11,358.00	(11,358.00)
Uniforms-Park	0.00	375.00	(375.00)
Accounting	2,155.00	750.00	1,405.00
Legal	20,284.00	25,000.02	(4,716.02)
Office Expense	20,722.94	22,249.98	(1,527.04)
Janitorial Supplies	2,219.11	4,000.02	(1,780.91)
Storage Rent	3,180.00	10,000.02	(6,820.02)
General & Admin (Direct)	13,462.51	14,500.02	(1,037.51)
Insurance-General	27,268.00	40,000.02	(12,732.02)
Advertising	9,368.22	9,000.00	368.22
Dues	3,060.00	1,750.02	1,309.98
Electricity & Propane	34,949.79	42,499.98	(7,550.19)
Garbage, Sewer, Water	20,908.37	29,999.94	(9,091.57)
Telephone/Communication	4,343.69	5,500.02	(1,156.33)
Short & Over Cash	122.03	100.02	22.01
Refunds (Deposits)	15,713.54	16,000.02	(286.48)
Bad Debt Expense	0.00	1,249.98	(1,249.98)

Port of Poulsbo
Income Statement
Compared with Budget
For the Six Months Ending June 30, 2024

	Year to Date Actual	Year to Date Budget	Year to Date Variance
Maintenance	85,548.70	44,999.94	40,548.76
Outside Services	16,296.53	24,000.00	(7,703.47)
Training	576.50	4,750.02	(4,173.52)
Consultants/Audit Fees	101,957.91	150,000.00	(48,042.09)
Lease DNR	1.00	18,499.98	(18,498.98)
Misc-Other	215.00	1,000.02	(785.02)
Taxes-Leasehold	52,456.69	47,500.02	4,956.67
Taxes-Excise	36,793.99	30,000.06	6,793.93
Election Expense	0.00	3,000.00	(3,000.00)
Total Expenses	936,855.00	1,084,137.12	(147,282.12)
Net Income	\$ 450,902.29	\$ 174,721.50	276,180.79

Capital Expenditures - 2024	Actual	Budgeted	YTD Variance
E & F Dock Project (Net)		350,000.00	
Contingency		25,000.00	
Breakwater Construction (see note #1)	510,581.68	-	\$19,650.97 - Fireline Retainage, balance is BW
Floating Restroom (see note #2)	218,821.18	-	
Net Income/Loss After Capital Projects	\$ (278,500.57)		

Note #1 - Retainage has not been released - will increase by approximately \$381k within the next month

Note #2 - \$175k CYA Grant Reimbursement Pending

Boat Nights	4 Hr Stay		Reservations		Fuel Sales (in gallons)					
	2023	2024	2023	2024	Gas	Diesel				
145	95	36	16	53	94	94	595.8	910.79	4680.19	9129.14
152	259	29	31	145	64	64	542.01	1724.86	4673.75	10216.08
317	353	78	55	71	89	89	1550.61	2039.25	7230.49	14837.59
320	325	59	48	41	90	90	1402.15	1744.9	4678.67	15942.77
579	443	260	118	150	107	107	4941.53	2849.23	16826.84	18763.52
639	466	184	155	64	77	77	5508.36	6124.23	23556.51	19925.2
2152	1941	646	423	524	521	521	14,540.46	15,393.26	61,646.45	88,814.30
	-211		-223		-3			852.80		27,167.85

Permanent Moorage Report from Kaitlyn

Permanent moorage occupancy is 96%. Again, Last slips we must fill are primarily on C-dock thus it will take more time to fill with our electrical requirement. I am working to get these filled as fast as I can. We had two Boat houses refloated since the last meeting. We only have a few left that need to be refloated.

Social media update we have had 674 Facebook visits, 22 Instagram visits. We have 6 new Facebook followers and 20 new Instagram followers. Our Facebook reach is 4.9 thousand and our Instagram reach is 271. We are still maintaining a consistent increase in followers and engagement.

I would also like to inform everyone that my last day at the Port will be August 31st. I have made this decision due to a multitude of factors. I fully believe my position would be a wonderful job if it weren't for the toxic work environment. This environment allows guest moorage employees who continue to make excessive and expensive mistakes to continue while driving away good employees. These mistakes result in the accounting side of my job taking longer (hours due to researching why we have such large, short & overs), and hold me back from performing at my best for our permanent moorage customers. I have enjoyed some of the relationships I have built with our permanent moorage customers. However, the vast majority seem to not understand as a government entity we have very strict rules we must follow. I never was "Wanting to make the port more money applying late fee's" I was solely performing my job duties as directed by my supervisor and port commissioners. I never once took "joy" in assessing late fees, chaining vessels or terminating moorage agreements. I have been screamed at, I have had customers try and intimidate me so I will do as they want and have been questioned endlessly as to why "I am now enforcing the rules after 17 years" all because I did as I was told. I do hope you find a wonderful person to take my position and hope that the attitudes and mistreatment directed at the person in this position comes to an end. I understand it can be frustrating however, this is still one person dealing with all 250 of you and more.

June 18th to the 17th July.

Preventive Maintenance.

Maintenance work on a lighting and door maintenance operation test. For Structures. NOT Docks.

Found 8 lights to be burnt out. Replaced on the spot.

Found that the lighting in the washroom in the bath house was only 25 percent working. The old 4-foot lights that were in the Space only one was working. Took the time to upgrade the lighting to LED and replace all the lights in the Space with a new energy efficient light.

On safety walk found a 7 man overboard ladders extended after the storm on Brake water.

Found man overboard ladder on E dock Busted and un-reparable Due to rust.

Removed a log from Harbor

Painted X dock power pedestals white. A long with Delta pier. Presher wash pier.

Painting the last electrical pedestals on E dock.

Maintenance

Fixed Pedestals for E doc on a doc walk found 4 electrical Pedestal loose and bent. Bent pedestal back to original shape and painted them and re set the lag bolts to the base of pedestal.

Started Painting the DAY LOUNGE Bollards Safety yellow. 75 % complete

Painting the DAY LOUNGE edging metal Gray.

Fixed three sings in Jenssen parking lot.

Reset Brake water 6 times.

Pulled weeds in all docks

The commercial dock moved logs and attached keepers to the pier that were found broken.

Presher wash Delta pier.

Brake water Project

Mounted first Nation Sings to the Pier out on Brake water

Mounted four Emergence response sings to call for oil spill and national response center for the USCG.

Mounted a lifejacket sign to help visitors so that they can have fun but be safe. In the park and on the piers.

moved Brake water office to the north pier first 50-foot slip after the fiasco. The final home has been working with Engineers and electricians to get power. In stalled hope the week of the 4th of July.

installed flooring in the Brake water office. Over the period of three days. Had to remove the old sub floor and install new sub floor and install floating floor over the entire flooring. Had to fabricate new inspection points for the flooring in perform the annual inspection of the internal floats for the brake water office.

Power is reinstalled to Brake water office.

The door has been installed. The window has been removed.

Now the wall will be installed. Looking at installing this in the first part of next week.

After hours/ emergent items.

Came in on Saturday to reset Brake waterpower. Pilsbo PD call me three times.

Had a call that a boater got underway from the pier with the shore power cable still attached to A8 Pedestal Brake water Dock (first linear on east dock) next day after action. Found that A8 was Damaged called Matews electric and took picture. Filled out a incident report. We are in a holding pattern waiting for electric company to get back to us to fix the Pedestal.

Meeting with.

Jason Goetz For marine floats to see about getting all the docks refurbished / replaced or swapped out with new floats. Looking to start this long haul replacement. In 2025 fall or sooner.

Preventive Maintenance Tasks Completed:

1. Lighting and Door Maintenance:

- Replaced 8 burnt-out lights immediately.
- Upgraded washroom lights to LED, improving efficiency.

2. Safety Inspections:

- Identified safety hazards like overboard ladders and damaged equipment.
- Repaired or replaced unsafe items to ensure visitor safety.
- 3. General Maintenance:**
 - Fixed electrical pedestals, including bending and repainting where necessary.
 - Ongoing painting projects for safety and aesthetic improvements.
- 4. Facility Upgrades:**
 - Installed new signage for safety and informational purposes.
 - Moved and renovated the Breakwater office, including flooring installation and inspections.

Other Activities:

- **Environmental Maintenance:**
 - Weed removal across all docks to maintain cleanliness.
- **Breakwater Project:**
 - Mounted signage for emergency response and safety.
 - Office relocation and renovation ongoing, with power installation in progress.

After Hours and Emergent Tasks:

- Responded to emergency calls and incidents promptly, ensuring safety and resolving issues like damaged equipment and power resets.

Future Plans:

- **Long-term Projects:**
 - Planning with Jason Goetz for a comprehensive dock refurbishment or replacement project starting around fall 2025.

detailed attention to maintenance, safety, and facility improvements is commendable. Keep up the good work, especially in ensuring safety and enhancing visitor experience through these upgrades!

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA July 5, 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 \$123,505.47 and from the General Fund, this 5th day of July 2024.


Mark Singer (Jul 19, 2024 12:04 PDT)
Mark Singer, Commissioner

ATTEST:


Jamie Green (Jul 19, 2024 22:16 PDT)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Jay Lawrence (Jul 24, 2024 09:46 PDT)
Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
18806	Prothman Company	3,254.22
18807	Prothman Company	6,166.67
18808	Edward Jones	2,104.26
18809	Bank of America	1,833.73
18810	VOID	
18811	CSD Attorneys at Law	3,408.00
18812	City of Poulsbo	3,707.24
18813	Cleanenergy Detail Cleaning	325.00
18814	Coast to Coast Hardware	19.64
18815	Home Depot	917.78
18816	Kitsap Networking Service	2,400.00
18817	Office Depot Credit Plan	79.00
18818	PetroCard	56,121.20
18819	Propane NW	457.19
18820	Soundwest Engineering	40,575.63
18821	Home Depot Pro	1,008.89
18822	Verizon Wireless	80.02
18823	WA State Dept of Transportation	1,047.00
	TOTAL	\$ 123,505.47

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 (Jul 20, 2024 19:54 PDT)
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA July 19, 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 \$95,258.74 and from the General Fund, this 19th day of July 2024.


Mark Singer (Jul 19, 2024 12:04 PDT)
Mark Singer, Commissioner

ATTEST:


Jamie Green (Jul 19, 2024 22:16 PDT)
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Jay Lawrence (Jul 24, 2024 09:46 PDT)
Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
18824	Bank of America	265.96
18825	Coast to Coast Hardware	22.70
18826	Dept of Natural Resources	17,232.41
18827	Home Depot	1,695.79
18828	Office Depot Credit Plan	39.11
18829	Olympic Springs	134.31
18830	PetroCard	71,771.01
18831	PSE	2,203.45
18832	PUD #1 of Kitsap County	1,364.00
18833	WWU	530.00
TOTAL		\$ 95,258.74

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 (Jul 20, 2024 19:54 PDT)
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA July 5, 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 \$18,350.43

and from the General Fund, this 5th day of July 2024.



Mark Singer (Jul 19, 2024 12:04 PDT)

Mark Singer, Commissioner



Jamie Green (Jul 19, 2024 22:16 PDT)

Jamie Green, Commissioner



Jay Lawrence (Jul 24, 2024 09:46 PDT)

Jay Lawrence, Commissioner

Voucher #	Claimant	Amount
P13994	Sean P. Bauman	1,609.29
P13995	Kaitlyn Cook	1,634.60
P13996	Hannah E. Harness	1,220.87
P13997	Yordon I. Henry	1,128.59
P13998	Kelli M. Hodges	1,960.04
P13999	VOID	
P14000	Nicholas C. Mandeville	1,320.67
P14001	Ilissa G. Martinez	893.39
P14002	Kellie B. Osgatharp	949.49
P14003	Jannese M. Hunt	1,435.43
P14004	VOID	
P14005	Daryll J. Trask	1,870.54
P14006	Carol L. Tripp	2,413.46
P14007	Jamie R. Green	629.83
P14008	Jason A. Lawrence	629.83
P14009	Mark E. Singer	357.03
P14010	Cassidy P. Conners	297.37
	TOTAL	\$ 18,350.43

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 (Jul 20, 2024 19:54 PDT)

Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER


18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA July 19, 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 \$17,326.08 and from the General Fund, this 19th day of July 2024.

  
Mark Singer (Jul 19, 2024 12:04 PDT)  
Mark Singer, Commissioner

  
Jamie Green (Jul 19, 2024 22:16 PDT)  
Jamie Green, Commissioner

  
Jay Lawrence (Jul 24, 2024 09:46 PDT)  
Jay Lawrence, Commissioner

| Voucher # | Claimant               | Amount              |
|-----------|------------------------|---------------------|
| P14011    | Sean P. Bauman         | 1,615.89            |
| P14012    | Kaitlyn Cook           | 1,635.25            |
| P14013    | Hannah E. Harness      | 1,426.00            |
| P14014    | Yordon I. Henry        | 1,309.02            |
| P14015    | Kelli M. Hodges        | 1,964.90            |
| P14016    | VOID                   |                     |
| P14017    | Nicholas C. Mandeville | 1,512.97            |
| P14018    | Ilissa G. Martinez     | 1,031.67            |
| P14019    | Kellie B. Osgatharp    | 1,127.05            |
| P14020    | Jannese M. Hunt        | 1,425.61            |
| P14021    | VOID                   |                     |
| P14022    | Daryll J. Trask        | 1,864.96            |
| P14023    | Carol L. Tripp         | 2,412.76            |
| TOTAL     |                        | <b>\$ 17,326.08</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 (Jul 20, 2024 19:54 PDT)  
Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

June 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 \$9,558.53 and from the General Fund, this 25th day of June 2024.



Mark Singer, Commissioner

ATTEST:



Jamie Green, Commissioner

Cassidy Conners, Recording Secretary



Jay Lawrence, Commissioner

| Voucher # | Claimant | Amount |
|-------------|--------------------------------|-------------------|
| EFT 6/25/24 | WA State Department of Revenue | \$8,647.73 |
| EFT 6/25/24 | WA State Department of Revenue | \$910.80 |
| | TOTAL | \$9,558.53 |

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.



Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

July 5, 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 \$5,216.48 and from the General Fund, this 5th day of July 2024.

  
Mark Singer (Jul 19, 2024 12:04 PDT)

Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Jul 19, 2024 22:16 PDT)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Jay Lawrence (Jul 24, 2024 09:46 PDT)

Jay Lawrence, Commissioner

| Voucher #  | Claimant                    | Amount            |
|------------|-----------------------------|-------------------|
| EFT 7/5/24 | US Treasury/Financial Agent | \$5,216.48        |
|            | TOTAL                       | <b>\$5,216.48</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 (Jul 20, 2024 19:54 PDT)

Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1
Poulsbo, WA 98370

Kitsap County, WA

July 10, 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 \$14,104.00 and from the General Fund, this 10th day of July 2024.


Mark Singer (Jul 19, 2024 12:04 PDT)

Mark Singer, Commissioner

ATTEST:


Jamie Green (Jul 19, 2024 22:16 PDT)

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary


Jay Lawrence (Jul 24, 2024 09:46 PDT)

Jay Lawrence, Commissioner

| Voucher # | Claimant | Amount |
|-------------|------------------------------------|--------------------|
| EFT 7/10/24 | Washington Teamsters Welfare Trust | \$14,104.00 |
| | TOTAL | \$14,104.00 |

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 (Jul 20, 2024 19:54 PDT)

Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

18809 Front St NE Box 1  
Poulsbo, WA 98370

Kitsap County, WA

July 19, 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 \$4,859.88 and from the General Fund, this 19th day of July 2024.

  
Mark Singer (Jul 19, 2024 12:04 PDT)  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green (Jul 19, 2024 22:16 PDT)  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Jay Lawrence (Jul 24, 2024 09:46 PDT)  
Jay Lawrence, Commissioner

| Voucher #   | Claimant                    | Amount            |
|-------------|-----------------------------|-------------------|
| EFT 7/19/24 | US Treasury/Financial Agent | \$4,859.88        |
| TOTAL       |                             | <b>\$4,859.88</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 (Jul 20, 2024 19:54 PDT)  
Port Auditor

~~~ EFT ~~~