

**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>June 15, 2023</b>
<b>Recorder</b>	<b>Cassidy Conners</b>	<b>Start Time</b>	<b>7:00 PM</b>
<b>Commission Chair</b>	<b>Thomas Rose</b>	<b>End Time</b>	<b>9:00 PM</b>
<b>Commission Members</b>	<b>Jamie Green, Mark Singer</b>		
<b>Staff Present</b>	<b>Eugene Madayag, Port Manager;</b>		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	<b>CALL TO ORDER</b>	
2.	<b>COMMISSIONER COMMENTS</b>	
3.	<b>OLD BUSINESS ITEMS</b>	
4.	<b>WORK SESSION</b>	
	<b>A. Manager’s Report</b>	
	<b>B. Current Maintenance/Remedies.</b>	
	<b>C. Marketing (planning)</b>	
5.	<b>COMMISSIONER COMMENTS</b>	
6.	<b>ADJOURN</b>	

Invite Link

<https://us02web.zoom.us/j/89795158598>

Meeting ID: 897 9515 8598

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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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PORT OF POULSBO  
WORKSHOP MEETING MINUTES  
JUNE 15, 2023  
7:00 PM

**Present:** Commissioner Green, Commissioner Singer, Port Manager Madayag, Port Accountant Carol Tripp

**Call to Order 7:00pm**

**Commissioner Comments**

*The audio cut out, so I was unable to hear if there were any commissioner comments.*

**Old Business Items**

**Work Session**

**Manager's Report**

Please see attached.

**Current Maintenance/Remedies**

Manager Madayag said monthly maintenance schedules have been created and are available each month for Maintenance guys to go over. It's refreshed each month and there are some recurring items.

Commissioner Singer said the document is important for tracking maintenance and continuing to work on maintenance items so as to identify the items that are not reoccurring. Regarding long-term or short-term items, it'll be important to start seeing the timelines. Some items will be based on funding, and we need to have estimates to go along with the budget. E & F Dock moving out should also be on the work schedule. It's a long lead, more expensive item.

We will also need to consider a merchant repair fund, their needs, and how we will look at that in the future. We also need to discuss what would be available for adjusting the budget in all the things we've done. The maintenance schedule is a live, working document and items can be changed or modified. He encouraged Manager Madayag to keep in consideration what to prioritize, and also to post the document so people in the community know what's going on and what the timeline is.

Commissioner Singer also said safety items need to be identified, verified, and responded to. There needs to be a Standard Operating Procedure (SOP) for shutdowns and isolation when safety issues come up. Priorities need to be discussed within the Port.

Commissioner Green asked about any updated about the rowing association. Manager Madayag said they're happy due to the fact that the moving of the dock was delayed. They're ok with where they're at for the next year or two.



PORT OF POULSBO  
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**Marketing Planning**

Manager Madayag said there are events and hopefully bringing in boaters. There have been a lot of view and recognition on the webpage. Links have been added to City events so when boaters look, they'll know what events are going on in Poulsbo. There is some marketing budget left and he would love to do something for the community.

Commissioner Green said Paddle Poulsbo is coming up. She encouraged advertising on social media and to mail a postcard. She touched on the importance of building rapport on the docks.

Commissioner Singer said with the addition of 22 50' slips and the addition of 25 30' slips, there'll be a lot more work coming. We need to plan for manning and functionality. He asked Manager Madayag to think about the logistics on how to monitor that so the Port can provide service to visiting boaters.

Manager Madayag said one extra person for the office would be a great idea. That'll allow staff to roam back and forth more often.

Commissioner Singer said all of this information needs to be in the SOP and documented so everyone knows what's going on. We need to know the increased maintenance needs. It'll need to be figured out and spelled out so we can know how to facilitate the changes.

Commissioner Green wondered about the hold music when calling the Port and if it still had sea shanties. She'd like to collaborate with locals for sea shanties, perhaps have music at the pavilion. It would draw in a crowd. She suggested working with the City and see how they organize music at the pavilion. Port Accountant Tripp said the Port does sponsor \$750 a year to bring bands in with the City.

Commissioner Singer wondered if the map for the areas of Liberty Bay is available online for people to view or download. Manager Madayag said he could have that added to the website. Regarding monitoring the boats, he said the Port is monitoring boats anchored only in our area. DNR is notified first, followed by the Poulsbo PD. Reports delivered include the 90-day rule. The Port hasn't reported to DNR any dirty or sinking boats because DNR has only requested those violating the 90-day rule.

Commissioner Singer wants to include in that report boats that are sinking, carrying hazardous materials on deck, etc. He wants to send an employee out to do this who is educated enough to notice the water line, which would indicate any possible issues. The Port has clear boundaries but now the time has come to talk about what we're providing as a service to DNR and to local police.

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**Commissioner Comments**

Commissioner Singer is proud of the relationship the Port is building with its lessees and with the City. It's not without bumps in the road, but we're here to provide a place for safe harbor. The Port has made great strides with moorage, the breakwater, and visitors. We have good planning on maintenance, discussions about cleanliness, and he will continue to put it back on lessees who have signed their agreement to uphold their end of things. Just read the document again and remember what lessees are bound to.

Commissioner Green thanked everyone for coming out to hear how the board was able to discuss things in a different way. This format of behind the scenes discussions show the board's different strengths and different questions depending on the topic. She looks forward to seeing how things move forward from here.

**Adjourn 7:53pm**

Thomas K. Rose

Thomas K. Rose (Jul 7, 2023 12:16 PDT)

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Thomas Rose, Commissioner & Chairman

Jamie Green

Jamie Green (Jul 7, 2023 09:40 PDT)

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Jamie Green, Commissioner

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Mark Singer, Commissioner

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Cassidy Conners, Recording Secretary (Not in Attendance)