

VIRTUAL MEETING VIA ZOOM

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

Subject	*REMOTE* Regular Meeting Agenda	Date	June 4, 2020
Recorder	Cassidy Connors	Start Time	7:00 PM
Commission Chair	Mark DeSalvo	End Time	9:00 PM
Commission Members	Mark Singer, Jamie Green		
Staff Present	Carol Tripp, Port Accountant & Mgr. - Melanie Winnett, Harbormaster		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	COMMISSIONER COMMENTS	
3.	CONSENT AGENDA ITEMS (Next Res: 2020-10) 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: 5/21/2020 B. Warrants: 16741 – 16756, P12769 – P12777, EFT 5/29/2020, EFT 6/10/2020 in the amount of \$45,249.15.	
4.	Boat Ramp Discussion	
5.	Accounting & Manager’s Report	
6.	Harbormaster Report	
7.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
8.	EXECUTIVE SESSION	
	ADJOURN	

ZOOM MEETING INSTRUCTIONS

<https://us02web.zoom.us/j/86542629417>

Meeting ID: 865 4262 9417

One tap mobile

+12532158782,,86542629417# US (Tacoma)

+16699006833,,86542629417# US (San Jose)

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
REMOTE REGULAR MEETING MINUTES
JUNE 4, 2020
7:00 PM

Present: Commissioner DeSalvo, Commissioner Singer, Commissioner Green, Port Accountant Carol Tripp, Melanie Winnett - Harbormaster

Call to Order 7:00pm

Public Comments

There were none.

Commissioner Comments

Commissioner Singer appreciates all work Port staff are doing.

Commissioner Green hopes everyone continues to be safe while moving into the new phase. Go enjoy the sunshine. She thanked everyone for all the hard work in the last two weeks to keep the Port safe and operational.

Commissioner DeSalvo is now back to work. He acknowledged that we live in a great place and appreciates its citizens for being safe and responsible. Please send us any of your comments and we will read them into the record and officially note them.

Consent Agenda

Motion: Move to approve the minutes May 21st and May 7th.

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

Motion passed unanimously.

Motion: Move to approve the warrants

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

Motion passed unanimously.

Discussion: Boat ramp

Permitting process is going slowly. In the meantime, the sea wall is failing and crumbling into the bay, and the boat ramp is unstable and potentially dangerous during low tide.

Commissioner DeSalvo wanted to discuss possibly closing it down at times. Commissioner Singer said someone cleared rocks under the boat ramp. He went down and looked at high tide and it was more stable. It looks like it is floating a little better, but it is needing replaced.

Commissioner DeSalvo stated the ultimate question is whether the boat ramp is safe to remain open? We have the funding and grant money; the Port is just waiting on permit to get going at the City. In the meantime, the reason why it is needing to be fixed is becoming safety hazard.

PORT OF POULSBO
REMOTE REGULAR MEETING MINUTES
JUNE 4, 2020
7:00 PM

Commissioner DeSalvo said he is not inclined to close it because of public access, but if it is posing a danger, he would want to close it. The seawall that we found grant money for is owned by the City. We have funding so the City will not have to pay for replacing the seawall. If we lose funding and it is not permitted, we will be going to the city for the damage they will be liable for because the seawall falling into the bay. We have funding and a grant to fix their seawall. The city needs to get moving on the permitting. Commissioner Singer said he believes the boat ramp to be less dangerous now that rocks were cleared out. Port Accountant Tripp said really someone needs to go out there and look during low tide to determine if there is a chance someone could injure themselves. If that determination is made, the boat ramp will need to be closed. Commissioner DeSalvo said he is ok giving Port Accountant Tripp the authority to make that call. The board agreed to allow Harbormaster Winnett and Port Accountant Tripp to make the call on whether the boat ramp should be closed after observing the minus tide Friday morning.

Accounting & Manager's Report

See attached.

Harbormaster's Report

See attached.

Public Comment & Request for Future Agenda Items


There were none.

Commissioner Comments

Commissioner Green said she will join Harbormaster Winnett to look at the boat ramp tomorrow morning and observe the low tide. Commissioner DeSalvo said to keep up the good work; we have got a lot to do. Thanks for showing up digitally to our meetings.

Final Adjournment 7:28pm

Mark DeSalvo, Chairman & Commissioner



Mark Singer, Commissioner

PORT OF POULSBO
REMOTE REGULAR MEETING MINUTES
JUNE 4, 2020
7:00 PM



Jamie Green, Commissioner

Cassidy Conners, Recording Secretary (Not in Attendance)



PORT OF POULSBO

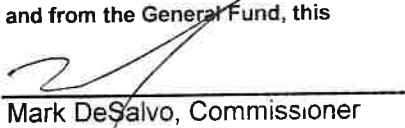
PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA

June 5, 2020


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 \$24,139.84 and from the General Fund, this 5th day of June 2020.


Mark DeSalvo, Commissioner

ATTEST:


Mark Singer, Commissioner

Cassidy Conners, Recording Secretary


Jamie Green, Commissioner

Voucher #	Claimant	Amount
16741	Elizabeth Gadbois	284.96
16742	Todd Cornish	469.50
16743	Alexander Gow Fire Equipment	1,871.81
16744	All Battery	166.80
16745	Bank of America	2,311.93
16746	VOID	
16747	Chmelik Sitkin & Davis PS	907.50
16748	City of Poulsbo	750.00
16749	Home Depot	189.50
16750	Industrial Scientific Corp	186.39
16751	Kitsap Networking Services	1,390.00
16752	Norbut Law Firm PLLC	1,527.50
16753	Masco Petroleum	13,455.13
16754	PUD #1 of Kitsap County	345.00
16755	Seattle Injector Co	283.82
16756	VOID	
TOTAL		\$ 24,139.84

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

PORT OF POULSBO

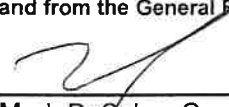
PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA

May 29, 2020

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 \$10,383.32 and from the General Fund, this 29th day of May 2020.


Mark DeSalvo, Commissioner

Mark Singer, Commissioner


Jamie Green, Commissioner

Voucher #	Claimant	Amount
P12769	Jamie Green	445.13
P12770	Mark DeSalvo	550.41
P12771	Mark Singer	445.13
P12772	Cassidy Conners	210.55
P12773	Richard Stice	1,623.17
P12774	Eugene Madayag	1,495.65
P12775	Carol Tripp	2,226.25
P12776	Melanie Winnett	1,952.08
P12777	Kelli Hodges	1,434.95
TOTAL		\$ 10,383.32

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

---DIRECT DEPOSIT ADVICES---

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA May 29, 2020

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 \$2,797.99 and from the General Fund, this 29th day of May 2020.


Mark DeSalvo, Commissioner

ATTEST:

Mark Singer, Commissioner

Cassidy Conners, Recording Secretary


Jamie Green, Commissioner

Voucher #	Claimant	Amount
EFT 5/29/2020	US Treasury/Financial Agent	\$2,797.99
TOTAL		\$2,797.99

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

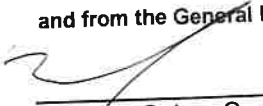
PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA

June 10, 2020


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 \$7,928.00 and from the General Fund, this 10th day of June 2020.

  
Mark DeSalvo, Commissioner

ATTEST:

Mark Singer, Commissioner

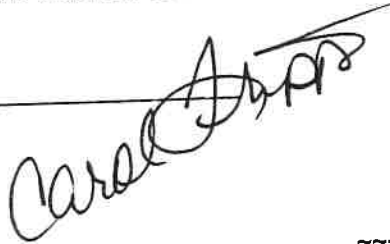
Cassidy Conners, Recording Secretary

  
Jamie Green, Commissioner

| Voucher #     | Claimant                   | Amount            |
|---------------|----------------------------|-------------------|
| EFT 6/10/2020 | WA Teamsters Welfare Trust | \$7,928.00        |
| TOTAL         |                            | <b>\$7,928.00</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.

Port Auditor



~ EFT ~