

VIRTUAL MEETING VIA ZOOM

Poulsbo Port District – Port Commission

Subject	*REMOTE* Regular Meeting Agenda	Date	September 17, 2020
Recorder	Cassidy Conners	Start Time	7:00 PM
Commission Chair	Mark Singer	End Time	9:00 PM
Commission Members	Jamie Green, Thomas Rose		
Staff Present	Carol Tripp, Port Accountant & Mgr. - Melanie Winnett, Harbormaster		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	COMMISSIONER COMMENTS	
3.	PUBLIC COMMENTS (limit of 3 minutes)	
4.	POULSBO BOATERS ASSOCIATION REPORT	
5.	CONSENT AGENDA ITEMS (Next Res: 2020-13) 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: August 12 th and 20 th , September 3, 2020 B. Warrants: 16868 – 16901, P12836 – P12842, EFT 9/10 & EFT 9/18 in the amount of \$88,176.10 C. Resolution: 2020-12 Appointment of New Commissioner Position 2	
7.	OLD BUSINESS ITEMS	
	A. Breakwater & Boat Ramp Updates	
	B. Resolution #9 – Declaring Local Emergency & Delegation of Authority - Review	
8.	NEW BUSINESS ITEMS	
	A. Items for public comments/discussions	
	B. Dates for Workshop	
	C. Discuss Presidency of Board	
	D. Accounting & Manager’s Report	
	E. 2021 Preliminary **Draft** Budget Presentation	
	F. Harbormaster Report	
9.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
10.	COMMISSIONER COMMENTS	
11.	EXECUTIVE SESSION	
12.	ADJOURN	

Join Zoom Meeting

<https://us02web.zoom.us/j/83298970548>

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 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.

VIRTUAL MEETING VIA ZOOM

Meeting ID: 832 9897 0548

One tap mobile

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PORT OF POULSBO
REMOTE REGULAR MEETING MINUTES
SEPTEMBER 17, 2020
7:00 PM

Present: Commissioner Singer, Commissioner Green, Port Accountant Carol Tripp, Melanie Winnett – Harbormaster, Pamela Benson, Peter Horner, Councilman David Musgrove, Kim Singer

Call to Order 7:00pm

Public Comments

David Musgrove commented there are many old issues, opportunities, topics, etc. that have been moving around for years. With everyone being relatively new, it's important to know there's a lot of old business that has been on hold for a long time. He is hoping those topics will surface as the Commissioners familiarize themselves with the old business.

Commissioner Comments

Commissioner Green hopes everyone will continue being safe with new challenges with the smoke. Commissioner Singer said to be safe with the smoke and welcomed Commissioner Rose. He thanked everyone for enjoying the town.

Poulsbo Boaters Association

The association gave their report.

Consent Agenda

Motion: Move to approve the meeting minutes of 08/12/20, 08/20/2020, and 09/03/2020
Moved by: Commissioner Singer **Seconded by:** Commissioner Rose

Motion passed unanimously.

Motion: Move to approve the warrants
Moved by: Commissioner Green **Seconded by:** Commissioner Rose

Motion passed unanimously.

Motion: Move to approve the Resolution 2020-12: Appoint Thomas Rose as the Port Commissioner
Moved by: Commissioner Green **Seconded by:** Commissioner Singer

Motion passed unanimously.

Old Business Items
Breakwater & Boat Ramp Updates

PORT OF POULSBO
REMOTE REGULAR MEETING MINUTES
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Commissioner Singer stated we are working and doing everything we can to move forward. The budget and the money is in place. He is looking forward to working with the city on these projects.

Resolution #9 – Delegation of Authority Review

There were no updates at this time.

New Items

Items for Public Discussion

David Musgrove recommended the Port hold a State of the Port address toward the end of the year. The local and national topics have overwhelmed efforts and, if possible, the staff could compile the high points and accomplishments for the Port to share via handouts or media release.

Dates for Workshop

Commissioner Green thinks it is a good idea to get ideas on paper and get everyone on the same page. She would like to invite people to participate. Commissioner Singer said people who can participate include the public, boaters at the Port, and there are restrictions on Commissioner participation because Commissioners may not gather to discuss Port business. Commissioner Singer suggested that Commissioner Green start putting together a date that works with her schedule, and she can get information out to the public and put together an agenda.

Motion: Move to allow Commissioner Green to schedule and run a workshop

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

Motion passed unanimously.

Discuss Presidency of Board

Motion: Move to the board of Commissioner review the resolution for the Port of Poulsbo established to reflect compliance with RCW 53.12.245

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

Commissioner Green wished to discuss the topic further. She read aloud the paragraph of RCW 52.12.245. Considering what is currently in place, she said it would be wise to decide when to have an election and to clarify the length of the term. Most ports have elections in January and the term is for one year. Commissioner Green believes the Port needs to be compliant and thinks there should be an election every January and make it official on a resolution.

Commissioner Singer said when Commissioner DeSalvo stepped down, Commissioner Singer was the senior Commissioner at the time, so he took over chairperson. Commissioner Green

PORT OF POULSBO
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7:00 PM

said there was no open, public discussion at that time, and it was not voted on, and that's why a vote is necessary now. Commissioner Singer said to draft an official resolution highlighting specifically when the board wants to hold the election and define the timeline of the term. It was then agreed to make a proposal regarding what the board will do between now and January. The election will be held during the 2nd meeting in January and the term will be for one year.

Motion: Move to make a resolution to have January as the election and the term will be for one year.

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

Motion passed unanimously.

Next the board discussed what to do in the meantime regarding presidency. There are six meetings left in the year. Commissioner Singer talked about responsibilities of the presidency chair, which are: run meeting, take comments, listen to what the commission has to say, provide time frame to go forward, and read the agenda. Commissioner Green suggested dividing up the remaining six meetings (two meetings per Commissioner) among the Commissioners so everyone has an opportunity to try-on the role prior to the January election.

Motion: approve Commissioner Singer as Chairperson for October; Commissioner Green as Chairperson for November; Commissioner Rose as Chairperson in December.

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

Commissioner Singer suggested the chairperson position be made on a rotational basis and he does not want to be considered as a position for chairperson come January. He wished to propose that, come January, if chairperson is decided by seniority, he has already held the position and recommends Commissioner Green become chairperson and rotate on a yearly basis. Elections will still be held on the second meeting in January 2021.

Accounting & Manager's Report & 2021 Preliminary **Draft Budget Presentation**

Please see attached.

There are many historical things tackled. One thing to keep in mind the Port and City joint meeting together. Keep that in mind we are due for one of those. Entire Council meets with Port Commissioners. Advertised meeting coming up think about scheduling that in the next few months.

Harbormaster's Report

See attached.

PORT OF POULSBO
REMOTE REGULAR MEETING MINUTES
SEPTEMBER 17, 2020
7:00 PM

Public Comments/Request for Future Agenda Items

There were none.

Commissioner Comments

Commissioner Rose said it was good to review resources by Port Accountant Tripp and Harbormaster Winnett. He is happy to be part of the team and get things back on track. Commissioner Green welcomed Commissioner Rose again and is excited to have him on board. She has begun reviewing former minutes to keep business moving forward. She thanked Harbormaster Winnett for sharing about the commercial fisherman coming back. Commissioner Green also recognized Port Accountant Tripp on her great job with the draft budget. Lastly, she is glad to hear everyone is safe with the smoke and appreciates everything everyone is doing. Commissioner Singer thanked everyone for what they do and appreciates the participation. He then thanked Commissioner Rose for joining the team.

Final Adjournment 8:36pm



Mark Singer, Commissioner



Jamie Green, Commissioner

Thomas Rose, Commissionre

Cassidy Conners, Recording Secretary (Not in Attendance)

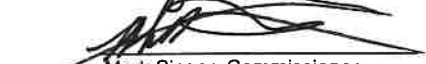
PORT OF POULSBO


PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA September 18, 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 \$63,127.35 and from the General Fund, this 18th day of September 2020.


Mark Singer, Commissioner


Jamie Green, Commissioner

ATTEST:

Cassidy Conners, Recording Secretary

Thomas Rose, Commissioner

Voucher #	Claimant	Amount
16868	Puget Sound Energy	1,930.06
16869	Melanie Winnett	96.26
16870	Edward Jones	3,057.61
16871	David Whitehead	175.75
16872	David Whitehead	54.43
16873	Jeremy Jaynes	103.75
16874	Richard Teddy	153.60
16875	Paul Long or Evan Jackson	96.00
16876	Poulsbo Parks & Recreation	70.00
16877	Scott Mathis	377.43
16878	Damian Clarke	122.60
16879	Ryan Myers	247.10
16880	Michael Green	174.99
16881	Michael Sullivan	245.00
16882	David Bernhard	217.00
16883	Bob Holt	147.75
16884	John Fish	435.45
16885	Bainbridge Disposal Inc	360.40
16886	Bank of America	116.40
16887	CHS Inc/Cenex	73.97
16888	City of Poulsbo	4,467.91
16889	Coast to Coast Hardware	21.79
16890	Excel Business Systems Inc	433.08
16891	Office Depot Credit Plan	541.23
16892	Olympic Springs Inc	19.52
16893	Petrocard	29,343.92
16894	Propane Northwest	114.35
16895	PUD #1 of Kitsap County	345.00
16896	Soundwest Engineering Associates Inc	18,391.10
16897	Centurylink	66.78
16898	Home Depot Pro	239.12
16899	Tacoma Screw Products Inc	185.25
16900	Kitsap Sun	274.36
16901	Zandra Walton, BBF	428.39
TOTAL		\$ 63,127.35

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 September 18, 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 \$10,752.72 and from the General Fund, this 18th day of September 2020.


Mark Singer, Commissioner


Jamie Green, Commissioner

Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P12836	Richard Stice	1,434.21
P12837	Brian Smith	1,360.23
P12838	Eugene Madayag	1,217.61
P12839	Jannese Hunt	1,381.40
P12840	Carol Tripp	2,227.18
P12841	Melanie Winnett	1,797.92
P12842	Kelli Hodges	1,334.17
TOTAL		\$ 10,752.72

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 September 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 \$11,099.20 and from the General Fund, this 10th day of September 2020.

  
Mark Singer, Commissioner

ATTEST:

  
Cassidy Conners, Recording Secretary

  
Jamie Green, Commissioner

| Voucher #     | Claimant                   | Amount             |
|---------------|----------------------------|--------------------|
| EFT 9/10/2020 | WA Teamsters Welfare Trust | \$11,099.20        |
|               | TOTAL                      | <b>\$11,099.20</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 ~~~

PORT OF POULSBO

PAYMENT VOUCHER


Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA September 18, 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 \$3,196.83 and from the General Fund, this 18th day of September 2020.


Mark Singer, Commissioner

ATTEST:


Jamie Green, Commissioner


Cassidy Conners, Recording Secretary


Thomas Rose, Commissioner

| Voucher # | Claimant | Amount |
|-------------|-----------------------------|-------------------|
| EFT 9/18/20 | US Treasury/Financial Agent | \$3,196.83 |
| | TOTAL | \$3,196.83 |

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 ~~~

**RESOLUTION NO. 2020-12**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF POULSBO, KITSAP COUNTY  
WASHINGTON, APPOINTING A COMMISSIONER TO REPRESENT PORT DISTRICT NO. 12,  
COMMISSIONER POSITION 2**

**WHEREAS**, the Port of Poulsbo is a special purpose district established under the laws of the State of Washington, and

**WHEREAS**, the Port of Poulsbo Board of Commissioners is comprised of three Port Commissioners, and

**WHEREAS**, the District 12 Port Commissioner's Position 2 has been vacant since July 14, 2020, following the resignation of the elected Commissioner, and


**WHEREAS**, Section 42.12.070 of the Revised Code of Washington (RCW) states that when one position on an elected nonpartisan governing body of a special purpose district is vacant, the remaining members of the governing body shall appoint a qualified person to fill the vacant position, and

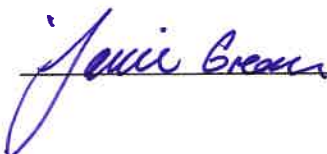
**WHEREAS**, the Port of Poulsbo advertised for candidates to fill the vacant position of District 12 Port Commissioner, and

**WHEREAS**, Thomas K. Rose submitted his candidacy for the position; is a registered voter in the Port of Poulsbo District, as required by RCW 53.12.010; and was interviewed by the Board of Commissioners on this date and found qualified to fill the unexpired term of District 12, Position 2 Port Commissioner.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington that Thomas K. Rose is appointed Port Commissioner for Position 2 Port District 12, and shall fill the position's unexpired term until a qualified person is elected at the next election at which a member of the Board of Commissioners normally would be elected, as provided in RCW 29A.24.

**ADOPTED** by the Board of Commissioners of the Port of Poulsbo at the public meeting held this 17th day of September ,2020 and duly authenticated in open session by the signatures of the Commissioners being present and voting.

  
\_\_\_\_\_  
Mark Singer

  
\_\_\_\_\_  
Jamie Green

**CERTIFICATE OF APPOINTMENT**

STATE OF WASHINGTON )  
 ) ss.  
COUNTY OF KITSAP )

The undersigned officers of Port of Poulsbo do hereby appoint Thomas K. Rose of 575 Antonson Lane NE, Poulsbo, WA 98370 to the office of Port of Poulsbo Commissioner Position 2 Port District No. 12. The term for this position will expire upon certification of the November 2, 2021 General Election.

Signed this 11th day of September, 2020

MARK SINGER  
(Signature)  
JAMIE GREEN  
(Signature)

Mark Singer, President & Commissioner  
JAMIE GREEN  
Jamie Green, Commissioner

**OATH OF OFFICE**

STATE OF WASHINGTON )  
 ) ss.  
COUNTY OF KITSAP )

I, Thomas K. Rose, do solemnly swear or affirm that I am a citizen of the United States and State of Washington; that I am legally qualified to assume the office of Port of Poulsbo Commissioner Position 2; that I will support the Constitution and laws of the United States and the State of Washington; and that I will faithfully and impartially discharge the duties of this office to the best of my ability.

[Signature]  
(Signature)

THOMAS K. ROSE  
Thomas K. Rose

Subscribed and sworn before me this 11th day of September, 2020

[Signature]  
(Signature)

CAROL L. TRIPP  
Carol Tripp, Notary/Port Mgr & Auditor



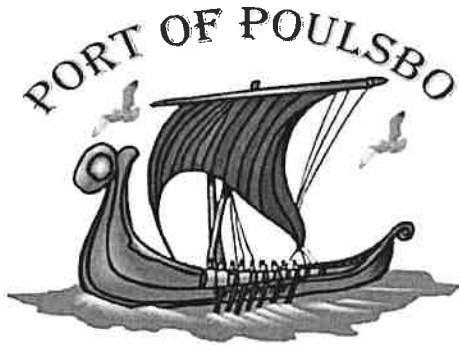
## Budget Summary for 2021

### Total Income

|                            | <i>Port</i>      | <i>Liberty Park</i> | <i>Totals</i>    |
|----------------------------|------------------|---------------------|------------------|
| General Tax Levy           | 315,000          |                     |                  |
| Facility Revenues          | 986,992          | 321,450             |                  |
| Interest Revenues          | 25,000           | 1,500               |                  |
| Reserve Funds              | 362,441          |                     |                  |
| <b><i>Total Income</i></b> | <b>1,689,433</b> | <b>322,950</b>      | <b>2,012,383</b> |

### Expenses

|                              |                  |                |                  |
|------------------------------|------------------|----------------|------------------|
| Maintenance & Operations     | 1,421,232        | 436,635        |                  |
| Capital                      | 154,516          | 0              |                  |
| <b><i>Total Expenses</i></b> | <b>1,575,748</b> | <b>436,635</b> |                  |
| To Cash Reserves             | 0                |                | <b>2,012,383</b> |



# Port of Poulsbo

## 2021 Budget

### OPERATING FUNDS

| INCOME                           | General (Port)      | Liberty Park      | POP Parking     |
|----------------------------------|---------------------|-------------------|-----------------|
| General Fund Taxes & LET         | \$ 315,000          |                   |                 |
| Operating Revenue (Attachment A) | 983,992             | \$ 321,450        | \$ 3,000        |
| Interest on Investments          | 25,000              | 1,500             |                 |
| <b>TOTAL INCOME</b>              | <b>\$ 1,323,992</b> | <b>\$ 322,950</b> | <b>\$ 3,000</b> |

### EXPENDITURES

|                                       |             |            |          |
|---------------------------------------|-------------|------------|----------|
| Commissioner Comp & Travel            |             |            |          |
| <i>Singer - Comp</i>                  | \$ 7,152.00 |            |          |
| <i>Singer - Travel/Training</i>       | 1,500.00    |            |          |
| <i>Green - Comp</i>                   | 7,152.00    |            |          |
| <i>Green - Travel/Training</i>        | 1,500.00    |            |          |
| <i>Vacant - Comp</i>                  | 7,152.00    |            |          |
| <i>Vacant - Travel/Training</i>       | 1,500.00    |            |          |
| Recording Secretary Compensation      | 5,472.00    |            |          |
| Salaries & Payroll                    | 228,800.00  | 187,200.00 |          |
| Payroll Taxes                         | 33,000.00   | 27,000.00  |          |
| Employee Benefit Programs             | 6,875.00    | 5,625.00   |          |
| Insurance - Health                    | 87,929.00   | 71,900.00  |          |
| Uniforms                              |             | 750.00     |          |
| Accounting                            | 1,000.00    |            |          |
| Legal                                 | 25,000.00   |            |          |
| Office Expenses                       | 18,000.00   | 3,000.00   |          |
| Supplies                              | 500.00      | 4,000.00   |          |
| Storage Rent                          | 1,600.00    | 1,600.00   |          |
| Credit Card Fees                      | 15,000.00   | 5,000.00   |          |
| Insurance - General                   | 46,400.00   | 18,560.00  |          |
| Advertising                           | 5,000.00    | 15,000.00  |          |
| Dues                                  | 3,000.00    |            |          |
| Electricity                           | 34,000.00   | 25,000.00  | 750.00   |
| Garbage, Sewer & Water                | 20,000.00   | 20,000.00  | 750.00   |
| Telephone                             | 4,500.00    | 4,500.00   |          |
| Short & Over                          | 200.00      |            |          |
| Refunds (Deposits)                    | 40,000.00   |            |          |
| Bad Debt Expense                      | 2,000.00    |            |          |
| Maintenance                           | 55,000.00   | 15,000.00  | 1,500.00 |
| Outside Services                      | 30,000.00   | 5,000.00   |          |
| Training (includes travel)            | 7,500.00    |            |          |
| Consultants/Audit Fees                | 560,000.00  | 5,000.00   |          |
| Lease - DNR (includes matching funds) | 19,000.00   | 18,000.00  |          |
| Miscellaneous                         | 2,500.00    |            |          |
| Taxes - Excise                        | 25,000.00   | 4,500.00   |          |
| Taxes - LET                           | 95,000.00   |            |          |
| Election Expense                      | -           |            |          |

|                     |                     |                   |                 |
|---------------------|---------------------|-------------------|-----------------|
| Contingency         | 20,000.00           |                   |                 |
| Promotional Hosting | -                   |                   |                 |
| <b>EXPENDITURES</b> | <b>1,418,232.00</b> | <b>436,635.00</b> | <b>3,000.00</b> |

**CAPITAL IMPROVEMENTS & PURCHASES**

Projects may be modified, delayed or deferred depending on the availability and amount of funds.

|                                     |            |   |   |
|-------------------------------------|------------|---|---|
| Sea Bins (2)                        | 15,000.00  |   |   |
| D - Dock Repairs                    | 31,600.00  |   |   |
| Office Re-Roof                      | 10,000.00  |   |   |
| C Dock & E/F Cross Float Water Line | 5,000.00   |   |   |
| Kayak Storage Racks                 | 5,000.00   |   |   |
| Fuel Dispensers                     | 35,915.50  |   |   |
| Shop/Boathouse Repair/Replacement   | 52,000.00  |   |   |
| Total Allocated Costs for CIP       | 154,515.50 | - | - |

|                           |                     |                   |                 |
|---------------------------|---------------------|-------------------|-----------------|
| <b>TOTAL EXPENDITURES</b> | <b>1,572,747.50</b> | <b>436,635.00</b> | <b>3,000.00</b> |
|---------------------------|---------------------|-------------------|-----------------|

|              |              |   |
|--------------|--------------|---|
| (248,755.50) | (113,685.00) | - |
|--------------|--------------|---|

**BUDGET FOR CALENDAR YEAR 2021**

|                             |                     |
|-----------------------------|---------------------|
| <b>Revenues</b>             | <b>1,649,942.00</b> |
| <b>Reserve Funds</b>        | <b>362,440.50</b>   |
| <b>Expenditures</b>         | <b>2,012,382.50</b> |
| <b>Addition to Reserves</b> | <b>-</b>            |

**Attachment A**

**Breakdown of Projected Operating Revenues for the year 2021**

|                            | <b>General (Port)</b> | <b>Liberty Park</b>  | <b>Armory</b>      |
|----------------------------|-----------------------|----------------------|--------------------|
| Permanent Moorage          | \$ 622,764.00         |                      |                    |
| Refundable Deposits        | 25,000.00             |                      |                    |
| Winter Moorage             |                       | \$ 19,250.00         |                    |
| Transient Moorage          | 1,500.00              |                      |                    |
| Guest Moorage              |                       | 245,000.00           |                    |
| Finance Charges            | 10,000.00             |                      |                    |
| Statement Fee              | 400.00                |                      |                    |
| Misc - Other 1 & 2         | 15,000.00             | 7,500.00             |                    |
| Live Aboard Fee            | 22,599.00             |                      |                    |
| BW - Capital Improvemt Fee | 46,440.00             | 2,500.00             |                    |
| Fuel Revenue (Net)         | 90,000.00             |                      |                    |
| Electricity                | 31,500.00             | 38,500.00            | 3                  |
| Reservation Fees           |                       | 7,500.00             |                    |
| Environmental Surcharge    | 1,300.00              | 1,200.00             |                    |
| Utility Fee                | 22,489.00             |                      |                    |
| Leasehold Tax Collected    | 95,000.00             |                      |                    |
| Parking Lot Fees           |                       |                      | \$ 3,000.00        |
| <b>TOTAL</b>               | <b>\$ 983,992.00</b>  | <b>\$ 321,450.00</b> | <b>\$ 3,000.00</b> |
| Interest - Investments     | \$ 25,000.00          | \$ 1,500.00          |                    |

1 Grid, Waiting List & Key cards (Port)

2 Shower & Washer/Dryer Monies (Park)

3 Includes Winter Moorage Electrical and \$5.00 per night power chrg for guest moorage



# Port of Poulsbo 2021 Rates

### \*\*\*Permanent Moorage\*\*\*

|               |                       |
|---------------|-----------------------|
| \$5.83        | Per foot              |
| \$0.18        | Per foot - Util Chrg  |
| \$0.75        | Leasehold Tax         |
| \$0.43        | Cap Imp Surchrg       |
| <b>\$7.19</b> | <b>Total-Per foot</b> |

**Electricity Charge** .095 per kwh  
 \$0.75 per month charge 'Environmental Fee'

### \*\*\*Transient, Winter & Summer Moorage\*\*\*

|               |                       |         |                      |
|---------------|-----------------------|---------|----------------------|
| \$5.00        | Per foot              | \$25.00 | per month for Dinghy |
| \$0.64        | Leasehold Tax         |         | Storage              |
| \$3.25        | Electrical Charge     |         |                      |
| \$0.50        | Cap Imp Surchrg       |         |                      |
| <b>\$9.39</b> | <b>Total-Per foot</b> |         |                      |

\$ 0.75 per month charge 'Environmental Fee'

### \*\*\*Boat House Moorage\*\*\*

|                |                        |      |    |        |
|----------------|------------------------|------|----|--------|
| \$ 0.4300      | Per Sq Ft              | 722  | \$ | 412.29 |
| \$ 0.0400      | Per Sq Ft - Util Chrg  | 1012 | \$ | 577.59 |
| \$ 0.0600      | Leasehold Tax          | 1188 | \$ | 677.91 |
| \$ 0.0400      | Cap Imp Surchrg        |      |    |        |
| <b>\$ 0.57</b> | <b>Total-Per Sq Ft</b> |      |    |        |

\$ 0.7500 per month charge 'Environmental Fee'  
 Electricity Charge .095 per kwh

### \*\*\*Guest Moorage\*\*\*

|                                         |          |                                                             |  |
|-----------------------------------------|----------|-------------------------------------------------------------|--|
| <b>**for vessels 14' wide or less**</b> |          |                                                             |  |
| \$ 1.00                                 | Per foot | October 1 - April 30                                        |  |
| \$ 1.15                                 | Per foot | May 1 - Sept 30                                             |  |
| \$ 1.25                                 | Per foot | In connection with: Memorial Day<br>July 3rd, and Labor Day |  |

**\*\*for vessels 14' wide or more\*\***

|         |          |                                                             |  |
|---------|----------|-------------------------------------------------------------|--|
| \$ 2.00 | Per foot | October 1 - April 30                                        |  |
| \$ 2.30 | Per foot | May 1 - Sept 30                                             |  |
| \$ 2.50 | Per foot | In connection with: Memorial Day<br>July 3rd, and Labor Day |  |

\$ 0.75 per visit charge for 'Environmental Fee'  
 \$ 5.00 Electrical Charge - per night  
 \$ 5.00 Day BBQ Grill  
 \$ 5.00 Day Dinghies under 15' at Dinghy Dock

### \*\*\*Other Charges\*\*\*

|        |                                                    |
|--------|----------------------------------------------------|
| 5.00   | Paper Statement Fee                                |
| 5.00   | Reservation Fee                                    |
| 25.00  | Waiting List Fee                                   |
| 35.00  | Keycard Deposit                                    |
| 30.00  | Parking Permit Replacement Chrg                    |
| 35.00  | Charge for not returning Keycard                   |
|        | Daily Grid Rate                                    |
| 25.00  | Current Port Tenant                                |
| 50.00  | Non Port Tenant                                    |
|        | Tow Charge                                         |
| 25.00  | Current Port Tenant                                |
| 50.00  | Non Port Tenant                                    |
| 20.00  | Late Fee (or 10% of Balance, whichever is greater) |
| 100.00 | Processing Fee                                     |
| 200.00 | Second Processing Fee                              |
| 85.00  | Liveaboard Fee                                     |

Maintenance Fee \*\* 50.00 per man hour + materials cost  
 After hours Maintenance Fee \*\* 75.00 per man hour + materials cost

one hour minimum 50.00  
 NSF Check Charge 50.00  
 Pet Clean-up 524.00

Illegal Garbage Dump Fee 50.00  
 Guest Moorage Late Fee 150.00  
 Guest Moorage Late Fee Second offense

Convenience Fee 2.4 % of Moorage  
 Portable Isolation Transformer Rental 10.00  
 (for guest moorage - per visit)

### Port Parking Lot Fees

|               |                       |
|---------------|-----------------------|
| Vehicle Only- | Boat w/Trailer or RV  |
| Up to 3 Hrs   | Up to 3 Hrs \$7.50    |
| 3 - 24 Hrs    | Weekly Chrg \$45.00   |
| Per Month     | Monthly Chrg \$175.00 |

**\*\*Maintenance Fee is for dewatering or securing boats because of lack of response, carelessness, neglect etc. of licensee and/or visitor. Maintenance Fee is an hourly fee charged for repairs to Port facilities due to damage caused by vessels coming into or out of the Port.**

HM 9/17/20

Hello everyone this last week, I have been in contact with Lisa from Hazardous Waste facility to get the ball rolling on the Hazmat Marina Day. As soon as I get it more organized I will be sending out information on the date, time and what will be allowed to drop off. I am actually excited to get this rolling as I know over the years it has been asked over and over again where our boaters can dispose of their mixed fuel, oil, solvents, batteries, etc.

This week I have received two calls from commercial fishermen. one is a former tenant from about 7-8 years ago before past commission politics put a huge damper on the relationship. And another will be new to our marina but not to the city. His father Joseph Egnman ran numerous oyster farms and processing plants in Puget sound areas. He was also pivotal in the creation of the "Marine Science center" here in Poulsbo. So that will mean some more shifting of the recreational boaters. Its great to see the commercial fishermen slowly coming back to the Poulsbo Community.

Wanted to readdress the question Commissioner Singer had about the crossing dock between A and B docks. When I had said that they would be addressed during the breakwater project I actually should of said it will be addressed with one of the phases during the boat ramp project when they are constructing the public pathway to the breakwater.

Myself and staff have been deep cleaning/sanitizing the restrooms to twice a day at 8:00am and 1 pm.

There has been more communications coming into the office about various things, alarms, large floating debris, oil spills, and even about new faces on the docks. Just want to say thank you to all of you that call & email me and the office. It is much appreciated because as it has been said before we cannot be everywhere you are our eyes when we are not around.

Richard and I spent about 3 hours cleaning up a spill

Peak season has come to a pretty quick halt, we have Fox Island yacht club coming in this weekend with about 10 boats they have had 3 cancel.

As far as Boat nights we had 1055 for August and in 2019 we had 1120

I am training Kelli on the Winter Moorage process and getting those transient boaters ready for the winter season.

Have also purchased a cover and posted the sign at the Jensen way parking lot. It has been put up along with a sign explaining 3-hour parking is free, No overnight parking, and trailer parking needs to contact office for payment.

Melanie Wierse