

# VIRTUAL MEETING VIA ZOOM

## Poulsbo Port District – Port Commission

<b>Subject</b>	<b>*REMOTE* Regular Meeting Agenda</b>	<b>Date</b>	<b>November 19, 2020</b>
<b>Recorder</b>	<b>Cassidy Conners</b>	<b>Start Time</b>	<b>7:00 PM</b>
<b>Commission Chair</b>	<b>Jamie Green</b>	<b>End Time</b>	<b>9:00 PM</b>
<b>Commission Members</b>	<b>Thomas Rose, Mark Singer</b>		
<b>Staff Present</b>	<b>Carol Tripp, Port Accountant &amp; Mgr. - Melanie Winnett, Harbormaster</b>		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	<b>CALL TO ORDER</b>	
2.	<b>EXECUTIVE SESSION – RCW 42.30.110(1)(B) Acquisition of Real Estate by Lease or Purchase</b>	
3.	<b>COMMISSIONER COMMENTS</b>	
4.	<b>PUBLIC COMMENTS (limit of 3 minutes)</b>	
5.	<b>POULSBO BOATERS ASSOCIATION REPORT</b>	
6.	<b>CONSENT AGENDA ITEMS</b> (Next Res: 2020-16) 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. <b>A. Approve meeting minutes of: N/A</b> <b>B. Warrants: 16982 – 16995, 16980 – 16981, P12872 – P12878, EFT 11/10/20, and EFT 11/13/20 in the amount of \$74,993.98.</b>	
7.	<b>OLD BUSINESS ITEMS</b> <b>A. Breakwater &amp; Boat Ramp Updates – John Piccone, P.E.</b> <b>B. Resolution #9 – Declaring Local Emergency &amp; Delegation of Authority - Review</b> <b>C. Comprehensive Scheme – John Piccone, P.E.</b> <b>D. Security Cameras</b> <b>E. Disabled Veteran Program – Commissioner Rose</b>	
8.	<b>NEW BUSINESS ITEMS</b> <b>A. Items for public comments/discussions</b> <b>B. Accounting &amp; Manager’s Report</b> <b>C. Harbormaster Report</b>	
9.	<b>PUBLIC COMMENT &amp; REQUESTS FOR FUTURE AGENDA ITEMS</b>	
10.	<b>COMMISSIONER COMMENTS</b>	
11.	<b>ADJOURN</b>	

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

Join Zoom Meeting

<https://us02web.zoom.us/j/86831443419>

Meeting ID: 868 3144 3419

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7:00 PM

**Present:** Commissioner Singer, Commissioner Green, Commissioner Rose, Port Accountant Carol Tripp, Melanie Winnett – Harbormaster, John Piccone

**Call to Order 7:00pm**

**Adjourned to a 15-minute Executive session at 7:01pm to discuss the selection of a site or acquisition of real estate by lease by RCW 42.30.110-1B.**

**Call to Order 7:16pm.**

**Commissioner Comments**

Commissioner Singer thanked everyone for participating. Commissioner Rose acknowledged the upcoming restrictions regarding COVID. He thought it was nice that Christmas lights are appearing earlier this year.

**Public Comments**

There were no comments. Please send in any comments ahead of time if unable to attend a meeting.

**Poulsbo Boaters Association**

The association gave their report.

**Consent Agenda**

The minutes were not ready to approve.

**Motion:** Move to approve the remaining consent agenda

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

Motion passed unanimously.

**Old Business Items**

**Breakwater & Boat Ramp Updates**

Mr. Piccone gave his presentation. He said, regarding the breakwater, the Army Corps have continued to be of struggle with their responsiveness. The National Marine Fisheries has been holding up several projects throughout Puget Sound. He and Port Accountant Tripp had a phone conference with the Army Corps in late October about the breakwater and boat ramp. They were told to send emails to encourage responsiveness over the next 3-4 weeks. The next step would include another phone conference with the Army Corps in early December if they haven't moved forward with the review. The next meeting would be an escalation to more senior staff at the Seattle branch. Mr. Piccone said they're being told to put pressure on each step and escalate to higher ranks within the corps. They briefly discussed passing the

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emergency permitting through the corps. Mr. Piccone believes there is justification in doing so on the boat ramp and certainly the breakwater project. It wouldn't negate the review from the corps but would allow them to do their review after the completion of the project. We aren't quite ready to make that decision yet, but it's looking likely to take that route. We will chat with the corps again mid-December and Mr. Piccone will have a report to give in the 2<sup>nd</sup> meeting in December.

Regarding the city permitting for both projects, we are over all hurdles. We are waiting on the WDFD permit, which expected December 4<sup>th</sup>. In terms of the City shoreline permit on the breakwater, the City is reviewing the project now. The public comment period can start in December. Mr. Piccone has told the City, as well as the corps, that we are focused on having permits in hand by the end of the February and proceeding with the project as scheduled. He is doing what he can to cut down the 120-day timeline. Regarding the comprehensive scheme, he has sent out a copy of draft two. Mr. Piccone encouraged having any comments submitted by December 4<sup>th</sup>. That will allow Mr. Piccone to incorporate the comments by December 11<sup>th</sup>. He suggested having an agenda item during the 2<sup>nd</sup> meeting in December to discuss public outreach.

**Resolution #9 – Declaring Local Emergency & Delegation of Authority – Review**

Port Accountant Tripp no action was taken.

**Comprehensive Scheme**

Discussed in Mr. Piccone's report.

**Security Camera Update**

Port Accountant Tripp completed a basic survey that was sent to every tenant at the Port.

*Are security cameras needed at the Port?* 64 answered yes, 58 answered no.

*Would increased monthly costs for cameras create a financial hardship?* 29 answered yes, 97 answered no.

*Would you like security cameras at the Port?* 68 answered yes, 55 answered no.

Commissioner Rose said other Ports have security cameras and believes it would be prudent to have cameras for adequate coverage (security, weather, etc.). Commissioner Singer said if security cameras are installed, the cost should be shared equally for boaters, and not based on the length of the boat. Commission Green didn't think now would be the best time to include security cameras. She would like to see the breakwater completed first.

**Disabled Veterans Program**

There were no updates at this time. Commissioner Rose would like to have a chat with Pam and garner other participants who may be interested in putting a concept together and figuring a phased plan. He's planning on having an update at the second meeting in December.

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**New Items**

**Items for Public Discussion**

Pam would like to see indigenous inclusion. Liberty bay has several sites with tribal names. Contact Marilyn Jones, she's the heritage specialist.

Dave encouraged researching incurred liability for the security cameras around the Port. He also suggesting looking into citizens installing their own security cameras.

**Accounting & Manager's Report**

See attached.

**Harbormaster's Report**

See attached.

**Public Comments/Request for Future Agenda Items**

There were none.

**Commissioner Comments**


Commissioner Rose thanked Port Accountant Tripp and Harbormaster Winnett for being so diligent. He has been working on sideline surveys from Olympia to Port Townsend and is proud of what is being done at the Port of Poulsbo. He sees what isn't being done elsewhere.

Commissioner Singer commented on boat cleanliness. He encouraged going directly to licensees to discuss with tenants the cleanliness of their boats.

**Final Adjournment 8:23pm**

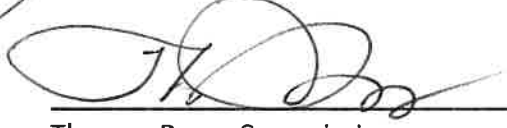
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Mark Singer, Commissioner



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Jamie Green, Commissioner



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Thomas Rose, Commissioner

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7:00 PM

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Cassidy Conners, Recording Secretary (Not in Attendance)



**PORT OF POULSBO**

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA

November 20, 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 \$49,840.55 and from the General Fund, this 20th day of November 2020.

Mark Singer, Commissioner

ATTEST:

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas Rose, Commissioner

Voucher #	Claimant	Amount
16982	Puget Sound Energy	3,801.16
16983	Melanie Winnett	107.92
16984	Edward Jones	2,502.69
16985	Bank of America	2,562.40
16986	Consolidated Electrical Distr	258.11
16987	Coast to Coast Hardware	7.39
16988	Fisheries Supply	523.85
16989	Home Depot	72.80
16990	Olympic Springs Inc	52.82
16991	PetroCard	11,159.40
16992	Platt	37.13
16993	Propane Northwest	171.36
16994	Soundwest Engineering Assoc Inc	28,526.25
16995	CenturyLink	57.27
<b>TOTAL</b>		<b>\$ 49,840.55</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 [Signature]  
Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA

November 13, 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 \$362.35 and from the General Fund, this 13th day of November 2020.

Mark Singer, Commissioner

ATTEST:

Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas Rose, Commissioner

Voucher #	Claimant	Amount
16980	VOID	
16981	Christopher Henry	362.35
TOTAL		\$ 362.35

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.

Carol Druff  
Port Auditor



PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370


Kitsap County, WA

November 13, 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 \$10,422.52 and from the General Fund, this 13th day of November 2020.

Mark Singer, Commissioner

  
Jamie Green, Commissioner

  
Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P12872	Richard Stice	1,259.65
P12873	Brian Smith	1,028.86
P12874	Eugene Madayag	1,317.49
P12875	Jannese Hunt	1,285.90
P12876	Carol Tripp	2,461.25
P12877	Melanie Winnett	1,736.19
P12878	Kelli Hodges	1,333.18
TOTAL		\$ 10,422.52

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 November 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 November 2020

  
Thomas Rose, Commissioner

ATTEST:


Mark Singer, Commissioner

Cassidy Conners, Recording Secretary

  
Jamie Green, Commissioner

| Voucher #    | Claimant                   | Amount      |
|--------------|----------------------------|-------------|
| EFT 11/10/20 | WA Teamsters Welfare Trust | \$11,099.20 |
|              | TOTAL                      | \$11,099.20 |

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 November 13, 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 \$3,269.36 and from the General Fund, this 13th day of November 2020.

Mark Singer, Commissioner

ATTEST:

Jamie Green  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

Thomas Rose  
Thomas Rose, Commissioner

| Voucher #    | Claimant                    | Amount            |
|--------------|-----------------------------|-------------------|
| EFT 11/13/20 | US Treasury/Financial Agent | \$3,269.36        |
| TOTAL        |                             | <b>\$3,269.36</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 Supp  
Port Auditor

~~~ EFT ~~~

HM 11/19/20

Maintenance has been working on the monthly checklist. No boats dragging anchor in or near our perimeter. Still receiving fair amount of calls about the sailboat on Lemolo Shore.

During my daily walks of the docks, these last several storms everyone's vessels have been pretty secure, only had to adjust a few lines and a couple of bumpers. There are still a handful of the same dinghies and canoes that we are contacting to have them pumped out. Just wanted to remind them if maintenance has to pump out these vessels its \$50 per man hour w 1 hour minimum. So please when you see how the weather has been and delivered please be proactive and pump them out. If you were to put them aboard your vessel or upland then that would elevate the task of repeated pumping out and our phone calls during the fall/winter months.

Permanent moorage is at 95% occupancy, and currently we have 23 winter moorage vessels.

Sent in the annual pumpout gallonage report and request for reimbursement for parts. (\$1,174.87)

Usage up - Fuel dock pumpout gallons almost 73k gallons - C dock 13k gallons

The increase is more than likely because the free pumpout service boat is no longer & since Covid more boats coming into our marina more frequently since they cant travel to other neighboring countries for their trips.

Have been researching on inspections in surrounding marina throughout Puget Sound and up to Port Angeles. Kingston has been the only marina thus far that has a few more items they conduct on their inspections. Bremerton, Liberty bay, Brownsville, John Wayne in PA, Olympia/Swantown, Elliot Bay, Roach Harbor either do not conduct safety inspections, or only does a visual inspection, and others does minimal only operability and electrical.

I talked with maintenance staff and we have agreed on some of the items that would be helpful to add to our checklist. So I'll be revamping our operations inspection checklist and start implementing first of the year.

Wanted to bring up the re inspection of vessels in our marina and the registration tabs. Right now there is 5 vessels with no current registrations tabs. 1 because they are in a home and their relatives are having a hard time traveling during covid to get power of attorney to update his registration. Another has paid for it back in May but never received in mail and hasn't taken the time to check on where they are, 2 of them just haven't put them on their vessel, and the last one I haven't heard back from him. Would like to remind the board that people have become very creative with the posting of their tabs. Sometimes you literally have to look all over the boat. I have found them in normal area near the WN's, in their front or side window, on the base of their mast, in plastic cover on their bow rail. Also some of the vessels that are documented will not display tabs per RCW 88.02.550 as long as they have the registration with their documented certificate aboard to show when asked.

While walking docks I have updated my list from a couple months ago with vessels in need of reinspection. Carol and I spoke about how far back we should go from the vessels last inspection. Keeping in mind the last ALL marina inspection was conducted in mid 2014 finished in early 2015. It was decided to re inspect vessels of concern that have not been inspected within four years. My list has 38 questionable vessels and 22 have not been inspected for over 4 years. So, I will be sending out letters explaining purpose for inspections and to set up date & time for inspections.

Troller Point Fisheries/Ocean Oasis will be in Marina on D dock on November 29<sup>th</sup> - Dec. 1<sup>st</sup>.

Melanie Winkler