

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	May 21, 2020
Recorder	Cassidy Conners	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: N/A B. Warrants: 16707 – 16740, P12764 – P12768, EFT5/11/2020, EFT5/15/2020, EFT5/26/2020 in the amount of \$54,488.36.	
4.	Breakwater Updates – John Piccone Soundwest Engineering	
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/82160917548>

Meeting ID: 821 6091 7548

One tap mobile

+12532158782,,82160917548# US (Tacoma)

+13462487799,,82160917548# US (Houston)

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
MAY 21, 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 Green thanked the staff for keeping up with the current demands and hopes everyone stays safe. Commissioner Singer said everything is looking good, the water is looking better, and he is looking forward to the summer. Commissioner DeSalvo stated the meeting is being held via Zoom again and this is probably how the meetings will go for a while. If the public wants anything read into the record, please email any and all comments. Boaters have been out and about self-isolating with their families. He thanked everybody supporting local businesses in all possible ways during this time. He asked the public to continue rotating downtown businesses to support, and then thanked the staff for everything they are doing.

Consent Agenda

The meeting minutes have been tabled until the next meeting for corrections.

Motion: Move to approve the warrants

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

Motion passed unanimously.

Breakwater Updates – John Piccone Soundwest Engineering

Mr. Piccone started with the breakwater review for a refresher; the 30% design completion was done in late February and reviewed in early March. The 60% design has now been completed and he will be passing on the drawings and documents to Port Accountant Tripp to review. Late last month Mr. Piccone was finally able to get ahold of the Seattle District Chief and there will be a new project manager assigned. That should help get the process moving forward.

Regarding DNR, those discussions are an on-going part of the process and he is looking at revisions to PMA and the current lease, which is essential for the project. The permitting requirement with the City of Poulsbo continues to present challenges. He is working in tandem with the 60% design and getting all the documents submitted that the City has requested.

One of those documents is a dive survey that cannot be done until June. The dive survey is currently scheduled for June 11th or 12th. As soon as that is completed, Mr. Piccone will have everything gathered for submittal to the City and we will see what the City is requiring at that point. Regarding funding, we are still waiting for a reply from RCO regarding the BIG grant.

PORT OF POULSBO
REMOTE REGULAR MEETING MINUTES
MAY 21, 2020
7:00 PM

Typically, that would arrive in April, but due to remote working requirements they are a little delayed. Mr. Piccone delivered today, along with the 60% completion packet, the schedule for the project. They are working on having a contract awarded by February 2021 with the work completed by the end of that year. Recall that the Port is working around several constraining dates, and the schedule is complicated.

The next step on the breakwater is working with Port Accountant Tripp to go over the 60% completion and review all the documents. There have been questions related to potential phases and that is something we will want to decide within the month of June. The next steps on permitting are to continue working with the new Army Corps project manager. Another item that remains unclear is the timeline of the City permitting. Getting that permit package to the City and start engaging them in discussions about concerns is priority as soon as the dive survey is complete.

Commissioner Singer inquired about what the City wants to do regarding their own engineering. Mr. Piccone clarified that the City will take all the documents that the Port submits and send them to a third-party consultant for review (Anchor Environmental in Seattle). The reviewed documents will then go back to the City and the City will discuss the results with the Port. Mr. Piccone added to the memo a delay regarding the boat ramp. He does not have an answer as to why there is a delay. What he knows is that there are people reaching out to other agencies for guidance on the permitting pathway as they do not have a complete understanding of the aspects and roles involved with this specific project; they are figuring it out as they go.

The boat ramp project achieved 60% design completion back in late 2019. We are delayed with Army Corps and the JARPA application was submitted in December 2019 with no correspondence despite repeated attempts. We will hopefully see a change now with a different project manager. The Port submitted a Shoreline Substantial Development Exemption request to the City December 2nd and it took until April 15th to get any response back, and essentially the reply was that they are uncertain on the permit pathway and requested substantial additional information to make a decision. Mr. Piccone has been working on that documentation and it should be ready to go in a couple weeks. The next steps in the process are with the Army Corps and the City for permitting, then based on the forecast of those two permits, prepare final paperwork for bidding on the appropriate fish window. He anticipates allowing 5-6 months in the schedule once there is a bid for the project. There will be a 2-3-month material procurement period and a couple of months to do the in-water work. The schedule perspective is that the opportunity to do the boat ramp in 2020 is rapidly closing.

Mr. Piccone explained there are two paths of permitting: typical and emergency. If a project is permitted under emergency authorization through the Corps (if the boat ramp is closed because it poses a safety risk), it will move much faster at the federal level. If the

PORT OF POULSBO
REMOTE REGULAR MEETING MINUTES
MAY 21, 2020
7:00 PM

Commissioners feel, there's a safety risk with the current condition Mr. Piccone can prepare a memo on how the permitting path works. If the Corps agree, it will accelerate the project. After brief discussion, the board agreed to wait a month to see how communication goes to determine what the next steps should be in the permitting process. There are a lot of things happening and Mr. Piccone has been working on the breakwater primarily and the boat ramp secondarily. He will be wrapping up the internal review process over the next three months and then he will be ready to set a schedule for public input for the remainder of the year so the Port can update their Comprehensive Plan. Port Accountant Tripp said the current Comprehensive Plan expired this year. She wants to remind Mr. Piccone about possibly organizing another workshop with the Commissioners. Mr. Piccone said he would talk with her to figure something out that would follow guidelines with social distancing restrictions. Next, he wanted to circle back on wanting to go through the 60% design on the breakwater and review in detail. Not a lot has changed regarding the design, but he wants to make a decision related to how the board will move forward and how things will be funded. He wants to keep on schedule and see decisions being made at the second meeting in June or the first meeting in July. He will meet with Port Accountant Tripp to discuss the preliminary review.

Accounting & Manager's Report

Port Accountant Tripp reported that the 2018-2019 audit is complete with a few final documents to be exchanged with the Auditor's office. No findings were issued.

Summary Financial Statements through April 30, 2020 were emailed to all Commissioners for review.

There was discussion about an employee incentive program and a memo from the Port's attorney was forwarded to the Commission. The Port Accountant will be purchasing 4 - \$150 gift cards to local merchants to compensate the current working employees for the additional workload and extra duties that they have been doing since we reduced our staffing levels.

Harbormaster's Report

See attached.

Public Comment & Request for Future Agenda Items

There were none.

Commissioner Comments

Commissioner Green hopes everyone will stay safe going into summer holiday season.

Commissioner DeSalvo said everyone is doing a good job. He wanted to reiterate to be patient with staff and send emails in for any issues. The policies are set by the Commission and the staff is doing their job and doing well. Thank you for your patience in advance with the staff. Please

PORT OF POULSBO
REMOTE REGULAR MEETING MINUTES
MAY 21, 2020
7:00 PM

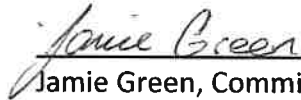
be careful on the boats and use the lifejackets that are provided. This chapter will come to an end and the Port will offer everything they have always offered to boaters without adding to the parking. Stay safe and thank you for all the support and patience. He advised caution on the boats and encouraged use of the lifejackets available.

Final Adjournment 7:48pm



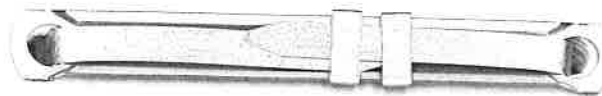
Mark DeSalvo, Chairman & Commissioner

Mark Singer, Commissioner



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

May 22, 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 \$32,663.92 and from the General Fund, this 22nd day of April 2020.

Mark DeSalvo, Commissioner

ATTEST:

Mary Ringer, Commissioner

Cassidy Conners, Recording Secretary

Jamie Green, Commissioner

Voucher #	Claimant	Amount
16707	Puget Sound Energy	4,110.25
16708	Melanie Winnett	94.24
16709	Auburn Sports & Marine, Inc	606.07
16710	Duane Carlson	356.82
16711	Holly Christy	174.25
16712	Stuart Scadron-Wattles	373.04
16713	Aimee Bonnain	175.00
16714	Rachel or Brenden Messerschmidt	431.03
16715	Robert Christian	349.98
16716	Robert Alexander	309.87
16717	Tim Haddox	449.45
16718	Shane Knode	433.28
16719	John McBeath	285.51
16720	Ross Wilson	386.82
16721	Edward Jones	816.82
16722	Phil Bolstad	301.62
16723	US Department of Transportation	15.00
16724	Davis Financial	725.00
16725	Bank of America	536.22
16726	VOID	
16727	Coast to Coast Hardware	29.40
16728	Home Depot	330.13
16729	New Pig Corporation	139.42
16730	Office Depot Credit Plan	133.99
16731	Olympic Springs Inc	34.67
16732	Masco Petroleum	12,862.45
16733	Propane Northwest	142.01
16734	SME Solutions	1,950.00
16735	CenturyLink	64.42
16736	State Auditor's Office	5,682.00
16737	Sunbelt Rentals	294.25
16738	Kitsap Sun	6.31
16739	CHS Inc/Cenex	43.92
16740	Coast to Coast Hardware	20.68
TOTAL		\$ 32,663.92

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 15, 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 \$8,755.63 and from the General Fund, this 15th day of May 2020.


Mark DeSalvo, Commissioner


Mark Singer, Commissioner


Jamie Green, Commissioner

Voucher #	Claimant	Amount
P12764	Richard Stice	1,623.17
P12765	Eugene Madayag	1,333.46
P12766	Carol Tripp	2,225.67
P12767	Melanie Winnett	2,138.17
P12768	Kelli Hodges	1,435.16
TOTAL		\$ 8,755.63

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 11, 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 11th day of May 2020.

  
Mark DeSalvo, Commissioner

ATTEST:


  
Mark Singer, Commissioner

  
Cassidy Conners, Recording Secretary

  
Vacant

| Voucher #     | Claimant                   | Amount            |
|---------------|----------------------------|-------------------|
| EFT 5/11/2020 | 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 ~~~



PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA May 15, 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 \$2,501.35 and from the General Fund, this 15th day of May 2020.


Mark DeSalvo, Commissioner

ATTEST:


Mark Singer, Commissioner


Cassidy Conners, Recording Secretary


Jamie Green, Commissioner

| Voucher # | Claimant | Amount |
|---------------|-----------------------------|-------------------|
| EFT 5/15/2020 | US Treasury/Financial Agent | \$2,501.35 |
| | TOTAL | \$2,501.35 |

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

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA May 26, 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 \$2,639.46 and from the General Fund, this 26th day of May 2020.

  
Mark DeSalvo, Commissioner

ATTEST:


  
Mark Singer, Commissioner

  
Cassidy Conners, Recording Secretary

  
Jamie Green, Commissioner

| Voucher #     | Claimant                         | Amount            |
|---------------|----------------------------------|-------------------|
| EFT 5/26/2020 | Washington State Dept of Revenue | \$2,639.46        |
|               | TOTAL                            | <b>\$2,639.46</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 ~~~

5.21.20

Would like to welcome back Rodney McVicker Captain of Sundancer

We are at 100% occupancy.

Boat nights are 219

I feel I need to address the recent increase in the disregard of The Port's Rules & Regs & to their fellow marina neighbors to give everyone at the Marina a safe and enjoyable environment.

I also need to reiterate, when there is an open slip no licensee has permission to be in that open slip unless you have that permission from the Harbormaster or Port Manager. One slip one boat.

Just because a slip is empty does not mean that it is open for the taking, after people obtain their slips they sometimes take their time for various reasons to get their boat in the slip.

Also, there is absolutely no sailing in or out of the Marina. You may not even have your sails up in or out of the marina. You must leave the marina under power.

Im asking every licensee to please Re read the Port's Rules & Regulations. You can find them on our website or come on down and we can hand you one.