**Present:** Commissioner Singer, Commissioner Green, Port Accountant Carol Tripp, Melanie Winnett – Harbormaster, Pamela Benson – Poulsbo Boater’s Association, Council Person Connie Lord, Council Person David Musgrove, Kim Singer, Peter Horner, Damien Clark

**Call to Order 7:00pm**

**Public Comments**  
There were none.

**Commissioner Comments**

Commissioner Green said it’s been beautiful out. She has been enjoying the docks and seeing the wonderful projects come to fruition by the staff. She thanked everyone for helping make the Port safe and beautiful.

Commissioner Singer said he has been sailing and it’s been great. He was walking down the docks and encountered people standing and talking. He mentioned social distancing as a reminder and the people reflected how they loved what was happening at the Port and were sharing general admiration for the Port.

**Poulsbo Boaters Association**

The association gave their report.

**Announcement of Port Commissioner Position #2**

Commissioner Singer thanked the applicants applying for the position. He stated that, as Commissioners, they were pleased with the interest shown by the community to be involved with the success of one of the most desired ports in the area. After reviewing the applications and interviews, he believes Mr. Kenneth Thompson would be the best candidate and bringing the most experience.

Commissioner Green welcomed Ken to the meeting, to Port of Poulsbo Commissioners, and was glad he got to hear the report on the selection.

**Motion:** Move to appoint Kenneth Thomas as Port Commissioner #2

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

Port Accountant Tripp will put together a document required for the Commissioners to sign, then she will notarize it, and a resolution will be provided at the next meeting. After that, everything will be official. She’s aware that Mr. Thomas will have to make some travel arrangements and will contact him to learn more about that. Mr. Thomas said he appreciates the confidence in him. He reflected there were a lot of applicants that were qualified. He is humbled that he was chosen to fill the position and will give this his utmost participation.

**Consent Agenda**

The minutes of 08/12/2020 and 08/20/2020 will be delayed until the next meeting.

**Motion:** Move to approve the warrants

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

Motion passed unanimously.

**Motion:** Move to approve Resolution 2020-11 authorizing limited free parking to support downtown businesses during COVID

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

Motion passed unanimously.

**Old Business Items**

**Breakwater & Boat Ramp Updates**

Port Accountant Tripp reported there’s not much new other than the last of the documents were submitted to the planning department last week and everything being reviewed. The Port has submitted fees and we’re waiting to hear back to see if there’s any additional information the City needs at this time. The same goes for the boat ramp; we’re currently in the phase of waiting

Commissioner Singer summated that we’re there, ready, and have spent a lot of money to get the engineering taken care of. Next, we will need to get permits done. He reflected how stagnant and dirty the water is on the waterfront. The pilings are preventing the water from moving. A floating break water will help with water flow and improving water quality. He reiterated the importance of pushing forward with unity with the City as the Port is very interested in having the new breakwater put in.

**Resolution #9 – Delegation of Authority**

Per the resolution put into place at the beginning of the pandemic in March, Port Accountant Tripp has since opened all slips at the Port, along with the bathrooms. Employees were cleaning the restrooms three times a day, and then that was changed to once a day. The current cleaning schedule is not working at all and the state of the restrooms are not sufficient. Port Accountant Tripp let the board know she’s moving forward with cleaning the restrooms twice a day based on their current conditions. She also reminded the Commissioners they could rescind the resolution at any time. The Commissioners agreed to read through the resolution, and it will be discussed further at the next meeting.

**New Items**

**Items for Public Discussion**

David Musgrove requested the Commissioners revisit the concept of the parking lot. He suggested encouraging downtown workers and employees to use the lot instead to free up downtown parking for paying customers. This would better benefit the merchants. Port Accountant Tripp briefly mentioned the reason the arrangements are as described is the agreement must be tied into COVID to avoid gift of public funds. Commissioner Green wanted to know how the public will be notified of the free parking lot. Port Accountant Tripp said she didn’t want to invest any money into notifications because of the budget. She wants to take advantage of all the free routes (Facebook page, the chamber, etc.). She’s also thinking of covering the actual pay box with a laminated “free parking to support downtown businesses” sign.

**Commissioner Rules and Procedures**

Commissioner Green reflected on a meeting when the board discussed rules of decorum for public comment and the Commissioners agreed to listen with respect and not interrupt. She said the Commissioners never got around to motion for the approval of these rules of decorum. Commissioner Singer didn’t feel there was a need for a resolution or a vote. He said it was an item the Commissioners understand, accept, and can go read the handbook if necessary. He said the commissioners can move forward with that understanding but didn’t feel a vote was necessary.

**Employee Mental Health Days**

Commissioner Green wished to discuss consideration of incorporating any need for mental health services to employees given current circumstances that have taken place this year. Harbormaster Winnett touched briefly on the excellent health plans currently in place, as well as the wellness programs that are available. Port Accountant Tripp said she would have a difficult time endorsing a program with the current generous leave policy. Commissioner Green said it sounds like the current plan is well versed in caring for the employees and the mental health and PTO days are sufficient. She requested the topic be brought back to attention if additional needs are required.

**Review Comprehensive Scheme Calendar**

Port Accountant Tripp emailed the calendar to both Commissioners earlier in the week. The calendar provides a basic plan and maintenance goals. Come the first part of October she will be looking for input from the Commissioners. A draft will be created mid-October and then public meetings will be scheduled to discus the draft. Port Accountant Tripp did reach out to the PBA for input. She wants to include everyone within the taxing district for their input. There will need to be a minimum of two public meetings for the comprehensive plan. The comprehensive plan is a four-year plan, but it would be a good idea to look out ten years (or farther). There are a lot of projects that still need done (docks and electrical replaced, to name a few) and those items need to be on a schedule.

**Accounting & Manager’s Report**  
There was no report.

**Harbormaster’s Report**  
See attached.

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

Commissioner Green wished to add to the next agenda: scheduling workshops and discussing the next chairman position.

**Commissioner Comments**

Commissioner Singer wished to continue bringing attention to the budget because there are priorities that need completed. The breakwater will aid the community, Poulsbo, and bring people to the Port that will spend money downtown. The moorage supports the Port. It is critical that the projects are moving forward because these will keep the Port running and make it possible to do projects in the future.

Commissioner Singer also mentioned the boating accident that happened recently. There were new boat owners and accidentally ran into a piling, consequently destroying the boat. He said the Port handled the boat for them and the individuals were pleased the Port stepped in.

**Final Adjournment 8:10pm**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Mark Singer, Commissioner

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Jamie Green, Commissioner

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Cassidy Conners, Recording Secretary (Not in Attendance)