

**Poulsbo Port District – Port Commission
Poulsbo Marina – 18809 Front Street
Multi-purpose Room on “E” Dock**

Subject	Regular Meeting Agenda	Date	February 20, 2020
Recorder	Cassidy Connors	Start Time	7:00 PM
Commission Chair	Mark DeSalvo	End Time	9:00 PM
Commission Members	Mark Singer		
Staff Present	Carol Tripp, Port Accountant & Mgr. - Melanie Winnett, Harbormaster		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	PUBLIC COMMENTS (limit 3 minutes)	
3.	COMMISSIONER COMMENTS	
4.	CONSENT AGENDA ITEMS (Next Res: 2020-01) 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: February 6, 2020 B. Warrants: P12707 – P12714, EFT 2/21/20 in the amount of \$14,881.56	
5.	OLD BUSINESS ITEMS	
	A. Breakwater & Boat Ramp Updates	
	B. Commissioner Appointment	
	C. Mobile Pump Out Update	
6.	NEW BUSINESS ITEMS	
	A. Items for public comments/discussions	
	B. Poulsbo Boater’s Association Report	
	C. Accounting & Manager’s Report	
	D. Harbormaster Report	
7.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
8.	COMMISSIONER COMMENTS	
9.	EXECUTIVE SESSION	
10.	ADJOURNMENT	

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.

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REGULAR MEETING MINUTES
FEBRUARY 20, 2020
7:00 PM

STWGM
Present: Commissioner ~~Swann~~, Commissioner DeSalvo, Melanie Winnett - Harbormaster *JMD*

Call to Order 7:00pm

Public Comments

There were none.

Commissioner Comments

Commissioner Singer walked the docks and looked around. He noted there are other things to do, but those projects can be discussed over summertime. There is a dock out there leaning, and the crossing dock needs to be addressed.

Commissioner DeSalvo stated we're now approaching the public outreach phase of the breakwater project. The Port is also going after the BIG grant. The next Port meeting will be at City Hall so there's enough room to accommodate the public. The public outreach discussion will be at 6:30pm, and then the regular meeting will roll into 7:00pm.

Consent Agenda

Motion: Move to approve the meeting minutes 02/06/20

Moved by: Commissioner Singer **Seconded by:** Commissioner DeSalvo

Motion passed unanimously.

Motion: Move to approve the warrants

Moved by: Commissioner DeSalvo **Seconded by:** Commissioner Singer

Motion passed unanimously.

Old Business Items

Breakwater & Boat Ramp Updates

There were no updates to present at this time.

Commissioner Appointment

The board will be discussing potential candidates during the executive session. No decision will be made.

Mobile Pump Out Update

Commissioner DeSalvo said there is someone in Gig Harbor who will come out, for \$25 per pump out, for up to a certain number of gallons per week. While that isn't the solution the Port

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is looking for, that is what has been discovered while in the process of discussing alternative arrangements. There were no other updates at this time.

New Business Items

Items for Public Comments/Discussion

There were none.

Poulsbo Boaters Association

There was no report.

Accounting & Manager's Report

There was no report.

Harbormaster's Report

See attached.

Public Comment & Request for Future Agenda Items

There was a suggestion to address policies to public access to the E and F docks because of the potential for danger and risk for people's safety. Commissioner DeSalvo said we also need to explore what the Port can legally say what we can and cannot do.

Commissioner Singer wished to address the issue with the cleanliness of the boats and harbor.

Commissioner Comments

There were none.

Executive Session

The board will go into a 45-minute executive session to discuss Commissioner candidates. No decisions will be made.

Going into Executive Session at 7:50

Final Adjournment 8:27pm



Stephen Swann, Commissioner





Mark DeSalvo, Commissioner

PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA February 21, 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 \$3,291.36 and from the General Fund, this 21st day of February 2020.


Mark DeSalvo, Commissioner

ATTEST:


Mark Singer, Commissioner


Cassidy Conners, Recording Secretary


Vacant

Voucher #	Claimant	Amount
EFT 2/21/2020	US Treasury/Financial Agent	\$3,291.36
TOTAL		\$3,291.36

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

February 21, 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 \$11,590.20 and from the General Fund, this 21st day of February 2020.


Mark DeSalvo, Commissioner


Mark Singer, Commissioner

Vacant

Voucher #	Claimant	Amount
P12707	Richard Stice	1,366.20
P12708	Grant Hlebechuk	1,176.20
P12709	Eugene Madayag	1,336.47
P12710	Jannese Hunt	1,244.12
P12711	Carol Tripp	2,250.23
P12712	Melanie Winnett	1,757.17
P12713	Kelli Hodges	1,434.95
P12714	Miriam Stevens	1,024.86
	TOTAL	\$ 11,590.20

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

~~~DIRECT DEPOSIT ADVICES~~~

02/20/20 - Harbormaster

FWF 82 boat nights, 52 boats, 85 bead stringing. Wild winds had staff and boaters helping each other, staff were out helping. During 3pm-5pm Jannese & Kathy from HDPa handed out the bling bags With Handkerchiefs and explained the how the scavenger hunt is done. Word is out that Frosty Winter Fest was a success, and everyone had a great weekend, and many enjoyed the scavenger hunt because it led people into stores they have never visited before when they have come into Poulsbo. Even though the winds were challenging only one person fell in and had to be rescued and handful of boats bumped some pilings. Our first coat drive they brought in 21 coats to keep folks warm and dry. Frosty Winter Fest will be a topic on HDPa's agenda on next meeting March 10<sup>th</sup>. Following weekend with Edmonds yc sweetheart cruise filled 2 barrels of food.

Maintenance has started on the task repairing dock fingers that we have on our list, there are many. Repair time depends what needs to be repaired.

A licensee contacted the office of a Fuel spill within marina. Unfortunately, a small fuel can was left in a compromising position in the sink and because of a heater that was on, the warmth expanded the container and fuel was dripping out of closed caps and vent & spout and went down the drain and straight into the water. Again, I want to take this time to address changing our policies in regard to containment in the marina with fuel cans. I know we cannot prevent all fuel accidents, but if we come up with a better solution than what we currently have I believe it would help keep your marina cleaner & keep us in compliance with other programs the Port is involved with. If you support the goal for a clean marina this would be a modest step forward for the marina.

Fuel Dock roof repaired ... will have to look into new gutter in future.

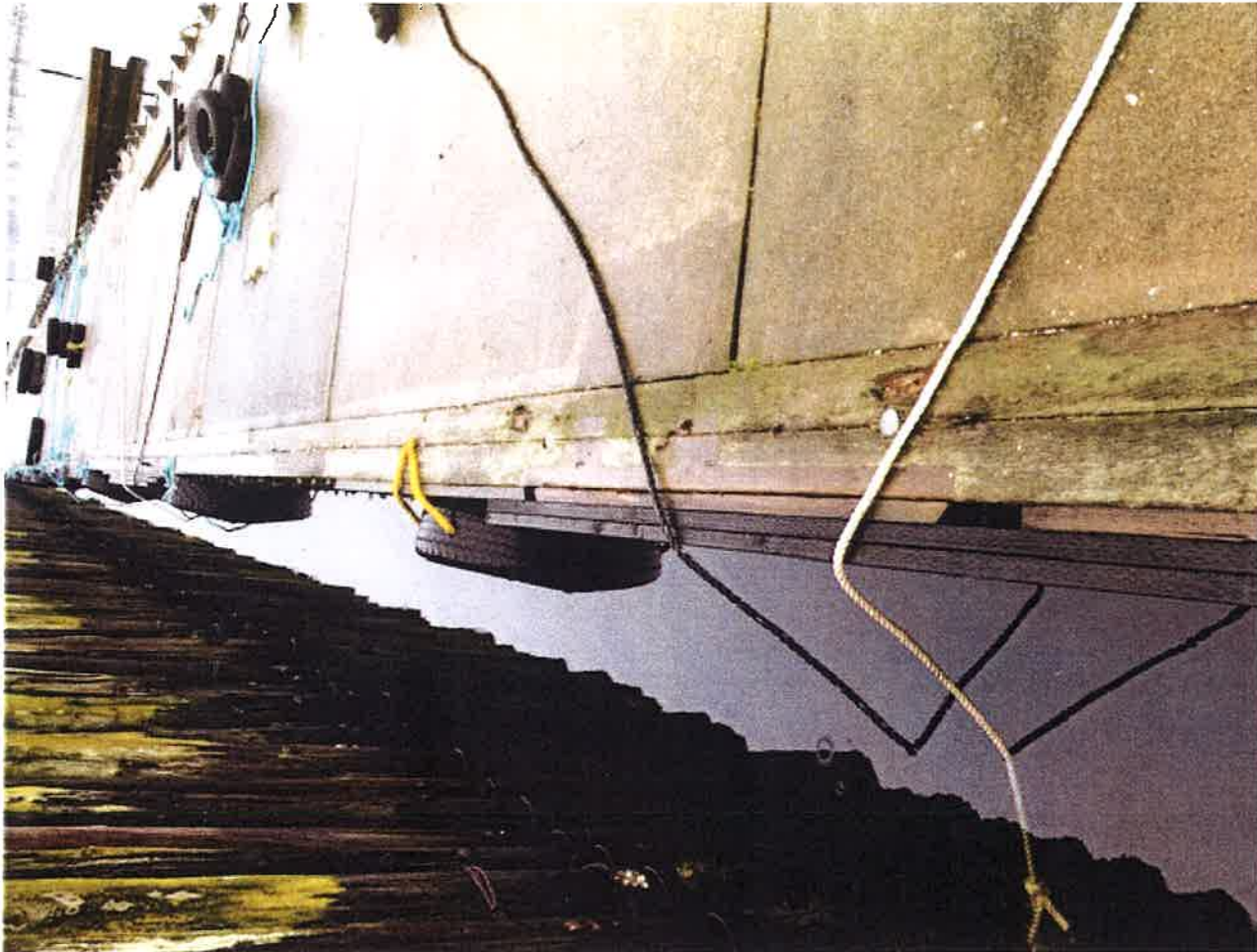
35' Flagpole was sold and was picked up today.

Melanie Wient

• **Poulsbo Harbormaster**

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**From:** MELANIE I WINNETT <  
**Sent:** Thursday, February 20, 2020 12:50 PM  
**To:** Poulsbo Harbormaster  
**Subject:** Piling floats

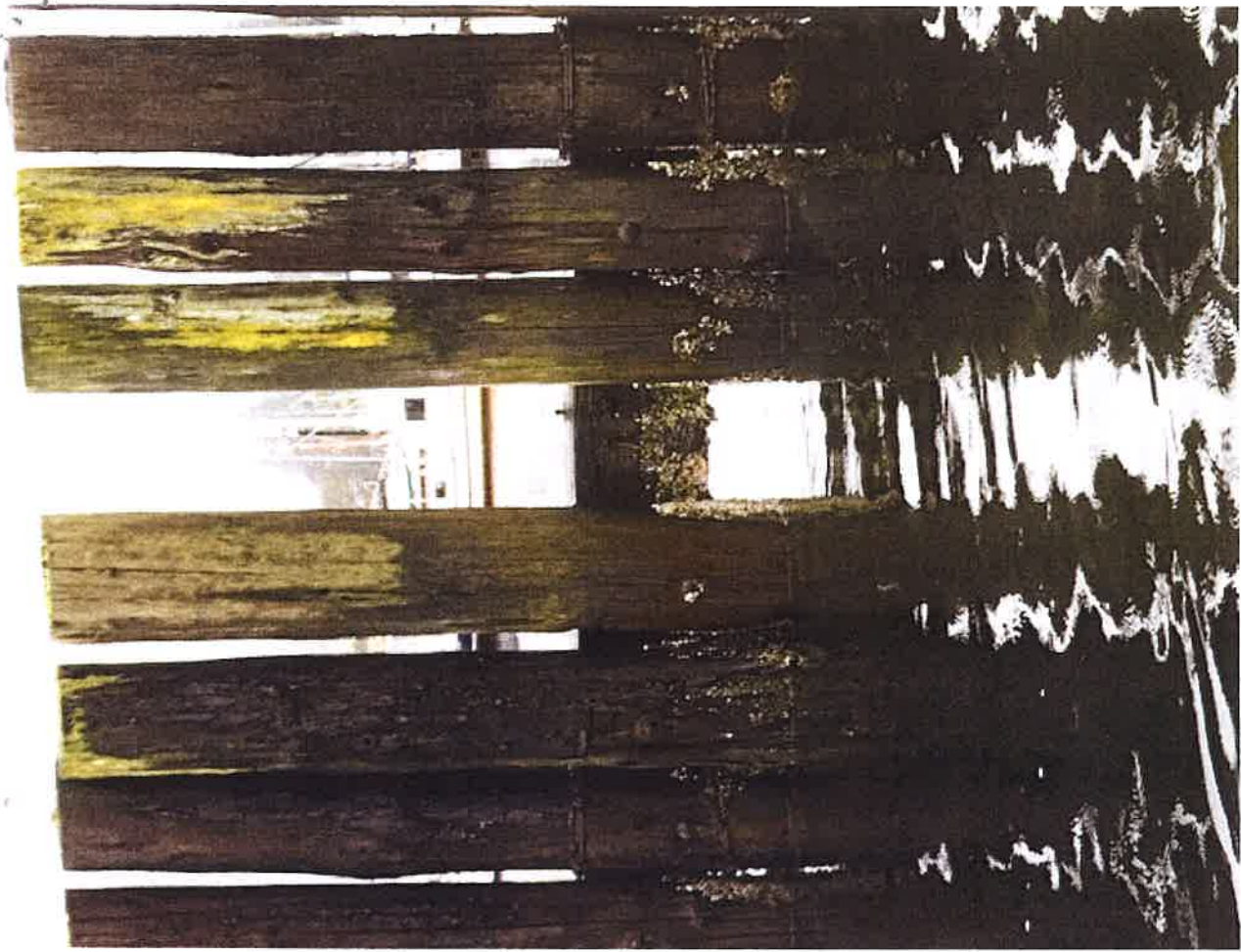












Sent from my iPhone

February 18, 2020

Port of Poulsbo  
Attn: Melanie Winnett  
18809 Front Street  
Poulsbo, WA 98370

Hi Melanie,

Thank you for taking the time to meet with me! I enjoyed meeting with you, and appreciated seeing the marina and getting an update on your activities related to the Clean Marina Washington program.

I found the marina to be in good order, and your Clean Marina certification is renewed as of February 6, 2020. I was happy to see all the work you have done since the previous visit and that you are still working towards your goals despite being so newly appointed! I appreciate your willingness to provide rack cards and spill kits to your tenants. These will help to reinforce clean boating practices, while providing easy to use tools and reminders.

As we discussed, your new goal is:

1. Conduct a hazwaste disposal day for tenants once per year.
2. Address the storage of jerry cans aboard tenant decks to mitigate any potential spills.

Please don't hesitate to contact me with any questions or comments. I can be reached via phone at 206.297.7002 or by email at [Blair@pugetsoundkeeper.org](mailto:Blair@pugetsoundkeeper.org).

Sincerely,

Blair Englebrecht  
Boating Programs Manager  
Puget Soundkeeper Alliance