**Present:** Commissioner Singer, Commissioner Green, Commissioner Rose, Port Accountant Carol Tripp, Melanie Winnett – Harbormaster, Pamela Benson - PBA, Peter Horner, Councilman David Musgrove, Mary Ellen Salen, John Piccone

**Call to Order 7:00pm**

**Commissioner Comments**

Commissioner Rose commented that it is time to start prepping boats, utilities, etc. for winter. Also, be sure to check on your neighbors and support the crew. He recognized and thanked Commissioner Singer and Commissioner Green for what they have been through the last few months. Zoom meetings are difficult, and they make it hard to get to know each other. He wanted to add a few points about how he comes to the Port. Commissioner Rose wants to move forward in partnership and feels everyone needs to harness their differences that may get in the way of the focus. He wants to center on purpose, collectively, and be encouraging and supportive of staff, and of each other. He thinks they all need to get to a point to celebrate being stewards of the Port and everything that surrounds it.

Commissioner Green provided an update on the workshop. It is tentatively scheduled for Tuesday October 13th at 1pm and should take roughly an hour. The goal of the workshop is for the committee to explore activities and events that will encourage boaters and community members to utilize the marina. The marina is often thought of as an extension of the waterfront park and we want to encourage citizens to visit the Port. Commissioners and anyone within the community are welcome. Commissioner Green also shared the Port has been trying otter.ai and everyone is impressed with it. It transcribes audio and time stamps are placed when the person speaks. The transcribing highlights the words as it goes on and tracks keywords, which will be beneficial when searching for something in previous minutes.

Commissioner Singer had Port Accountant Tripp clarify that commissioners may all attend a workshop if there are no decisions made. If there are decisions made, the workshop must be advertised as a special meeting. Commissioner Singer welcome everybody and recognized how busy everyone is. He has walked the docks, and maintenance and everyone is doing a great job. Winter moorage is now open, and he hopes there will be better attendance in that regard.

**Public Comments**

David Musgrove said it was nice see a full complement of commissioners who are ready to make a dent in everything they have been tasked to do. He believes the current board will make a lot of head way for the people of Poulsbo and within the Port.

**Poulsbo Boaters Association**

The association gave their report.

**Consent Agenda**

**Motion:** Move to approve the meeting minutes of 09/17/2020

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

Motion passed unanimously.

**Motion:** Move to approve the warrants

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

Motion passed unanimously.

**Old Business Items**

**Breakwater & Boat Ramp Updates – John Piccone**

Mr. Piccone started the update with the breakwater replacement project. Nothing has changed regarding the planned schedule. He is shooting for a goal of bidding the project early next year in the February - April timeframe. He believes there will then follow a seven-month construction process, and he would like to see it started with a time frame of June – August 2021. The exact timeline is unknown, but the closer we get the more we will be able to hone in. We are now ready to start the final design process and there are two components: final engineering and preparing the bid documents. If the schedule gets stretch out on permits and we don’t have the permits but want to push forward with the schedule by January 2021, we should have conversation about either pushing the bid date back, or carry forward but contingent on issuance of any pending permits. We can talk more in detail about that come January.

Speaking to the permits at the federal level, the corps has been much more responsive. The NMFS has been delaying projects all throughout Puget Sound and we cannot get any kind of feedback from them on how long it may take. Mr. Piccone said he will continue to push and let them know there’s urgency on this project. Regarding permitting the breakwater addition, the Suquamish Tribe has generalized concerns about the project. Over the past few months Mr. Piccone has made several attempts to reach out for detailed feedback to the tribal fisheries manager and she has not been responsive at all. Mr. Piccone has made comments to the city directly, and still their responses have been too generalized to specifically respond and know exactly what we want to do regarding workable solutions. His next step is to reach out to someone in the tribal department head for an in-person meeting. Mr. Piccone encouraged one commissioner to attend the meeting, once it’s scheduled, hopefully in October.

The city permitting package has been submitted to the city. The last couple of the months they have been accommodating and easy to work with, so progress is being made. Mr. Piccone received a memo back from planning department, and they have officially revised and clarified their position on parking demand. The city originally wanted to look at the marina as a whole and now we are just being asked to look at breakwater only for parking. The city has suggested that according to their 17 parking stalls needed, they are willing to accept 17 designated Jensen Way parking stalls to marina liveaboards. There are no changes to funding the breakwater at this time; grants are in good status and money is in holding.

Commissioner Singer had three questions:

1. What’s the risk to taking bids vs waiting until permitting is done?

The risk is when we get bids, we issue documents with conditions and bidders will use conditions to figure a price. Without permits, Mr. Piccone must make a guess about permit conditions. If those are different in a way that affects contracts work, the contractor can say cost+ and it becomes change order driven.

1. NMFS where are they located, servicing from?

The primary office is in Olympia.

1. Why must there be parking spots allocated for marine tenants only when marine tenants have parking passes, and visitors in boats don’t have cars?

If a transient boater comes in and calls friend/family to come on down and visit them, a car is generated. If, during the winter/slow season, the Port wants to use those slips for winter moorage, that’ll generate parking because of the longer stay.

The boat ramp design is on hold at a 60% level, and it is a much simpler project so we can finalize the design quickly. We are currently waiting on the city to determine a permit. We originally requested an exception for the shoreline substantial development permit, and the city denied. We had a third-party consultant look at the permitting nuances of the project and the good news is the city has come back and said yes to an exception for the SSDP permit. The planning department has been good to work with. The permitting for the boat ramp is currently at the comment period and we’re waiting for that to end. Once that is finished, it’ll be submitted to HPA then to WDFW. We are waiting on the corps permit next. The corps permit is much the same as the breakwater; the good news is there doesn’t appear to be any concerns at the tribal level. Mr. Piccone said the project is still on track for a bidding schedule in early next year. The work window is the same as the breakwater: July 2021 through February 2022. The RCO grant is set to expire at the end of this year, beginning 2021. It isn’t uncommon to request a two-year extension agreement and Mr. Piccone is prepared to make that request.

Commissioner Singer asked if the construction of the breakwater will require contractors the use of the boat ramp. Mr. Piccone said it would be ideal to give them the boat ramp as a staging area so long as it’s the old boat ramp. If the boat ramp is new when construction begin,s we will need to make sure it is kept in great conditions.

The comprehensive scheme is moving along well, and the first draft has been completed. Port Accountant Tripp reviewed it this week. A few more things will be added over the next week and next the draft will be sent to each of the commissioners directly. He is encouraging and hoping to be contacted directly by email, zoom, phone, etc. for any feedback. Mr. Piccone will gather feedback between mid-October and the end of October to develop a more refined draft. Moving into November, the expectation is the commissioners will discuss the draft. The public can comment and provide feedback as well. Mr. Piccone said the PBA has already submitted some of their thoughts. End of January 2021 – early February 2021 will be a good time for a public hearing. The open regular meeting can immediately follow the public hearing so as to motion to adopt decisions discussed in the public hearing.

Regarding D Dock, the permitting tasks have been completed, and they’re ready to go and in hand. The necessary engineering is done, and we are currently in the process of soliciting quotes for both fabrication and installation of that dock. The lead time for fabrication of gang way is six weeks.

Commissioner Singer asked what the angle of descent of the new ramp vs the angle of descent of the old ramp at new tide. Mr. Piccone said the new ramp will be better, and at low tide he is guessing there will be about a 20% improvement over the old ramp.

**2021 Budget Presentation**

**Motion:** Move to approve Resolution 2020-13

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

Unanimously approved

**Motion:** Move to approve Resolution 2020-14

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

Unanimously approved

**Motion:** Move to approve Resolution 2020-15

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

Unanimously approved

**New Items**

**Items for Public Discussion**

There were none.

**Accounting & Manager’s Report**

See attached.

**Harbormaster’s Report**  
See attached.

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

Requested for future agenda items were: Recycling at the Port, and Wide Berthing

**Commissioner Comments**

Commissioner Singer thanked everyone for attending the meeting. He suggested Commissioner Green or Commissioner Rose attend the meeting with Mr. Piccone and the tribe.

**Final Adjournment 8:41pm**

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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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Cassidy Conners, Recording Secretary (Not in Attendance)