

**Port of Silverdale
Minutes of Regular Meeting
October 17, 2022**

The Port meeting was held in person and the public was also allowed to attend via Zoom. The link to the meeting was posted on the Port's website – portofsilverdale.com.

1. CALL TO ORDER

Commission President/Chair Caleb Reese called the meeting to order at 6:00 pm. Others attending in person were Commissioner Ed Scholfield, Commissioner Doug Kitchens, Phil Best (acting secretary for the meeting), Greg Jacobs (Kitsap Sailing Foundation), Donna Moore (Clam Island Rowing), Elizabeth Barnes (Port tenant), David Holman (Port tenant), and Carla Larson (Silverdale Lions). Attending online via Zoom were Hank Anderson, Breanne Wagner, and Lee Knapp (Tikar Services).

3. CONSENT AGENDA

The following Consent Agenda items were approved: October Meeting Agenda and September 15, 2022, Regular Meeting Minutes. (M/S/C-Scholfield/Kitchens/All).

[Note M/S/C means Moved/Seconded/Carried, with commissioner named (or All commissioners) for each stage].

4. ATTENDEES PUT ON AGENDA

Carla Larson (for Silverdale Lions) said the annual Christmas Tree lighting would take place the Saturday after Thanksgiving and requested a donation from the Port and for the Port to provide a bonfire. **Approved \$500 donation and bonfire for Christmas Tree lighting event (M/S/C – Scholfield/Kitchens/All).**

5. UNFINISHED BUSINESS

5.1 Waterfront Center Predesign Project – (Reese) More design details will be furnished by consultant Patano later.

5.2 County's Pump Station #3 Project – (Reese) Project now on hold while county is working on emergencies at other pumpstations.

5.3 Grants/Projects

- a. *Non-motorized floats* – (Reese) 60% design was added to Port's website
- b. *Marina Relocation* – (Reese) Electrical plan 60% drawing is in agenda attachments and consultant is waiting for Port input to decide where power stations will be located on floats.
- c. *Outer boundary marina expansion area* – (Phil) Working with DNR to get approval.
- d. *Dredge* – (Reese) State permit was obtained from WDFW, and federal Corps permit is expected any time.
- e. *Current grants* – (Reese) No update.

5.4. County's Bayshore/Washington/Byron Project – (Scholfield) Test wells on Port property have all been removed for the Bayshore project.

5.5. Programs -

- a. *Sailing* – Monthly report by John Bouck (included in agenda packet) was read.
- b. *Rowing* – Monthly report by Donna Moore (included in agenda packet) was read.
- c. *Boat storage area* – (Reese/Scholfield) Port is getting estimate for permanent fence to replace temporary fence.
- d. *2023 Program Equipment and Use Agreements* – (All) Discussion: Programs should be self-funded; the Port owns the boats, motors, and trailers. The sailing and rowing user groups should pay for maintenance on them; will need to revise agreements for next year.

5.6. Facilities

- a. *Restrooms* – Repair and maintenance work is complete and accepted; now waiting for billing to pay next month.
- b. *Leveling docks* - (Lee) Work will start later this week, also includes replacing spigots and incidental repairs.
- c. *Electric upgrade near parking lot* - (Lee) Tikar will do upgrade and Art School AC unit.
- d. *Security cameras* – (Scholfield) Now working with Square Space on problems recording and retaining data.
- e. *Hydraulic Project Approval (HPA) permit* – (Scholfield) Completed.
- f. *Boat launch handling float annual removal* – (Scholfield) Scheduled for 10/27/2022
- g. *Pay box painted* – (Reese) Done.
- h. *Sign on pier needs update to remove three-day minimum stay limit* – (Scholfield) Will do.

5.7. Port Properties

- a. *9004 Washington* – Elizabeth Barnes will take DRC space; discussed need to repair for inspection and occupancy (windows, flooring, AC fixed, basement cleaned up, and repair items list).
- b. *3215 Lowell #191* - (Kitchens) Present tenant gave 30 notice to vacate; inspected and OK to reimburse deposit. **Decided: Port will grant 2-month lease to new tenant on same basis as prior tenant for Nov and Dec 2022 and then new lease for 2023 on new lease terms being developed. (M/S/C – Kitchens/Scholfield/All)**
- c. *Leases*
 - Lease Terms: Commissioner Kitchens said the Port should change lease terms to use standard real estate lease forms modified to fit Port needs. Consensus to have port attorney's advice first.

- Rent increases: Commissioner Kitchens compared rent rates in Silverdale, and Port is low (\$2.50-\$3.50/sf market rate vs Port at under \$1.00/sf); Elizabeth Barnes advocated for keeping rates down to keep good tenants and for the Port to justify any rent increase due to costs incurred by Port; commissioners consensus that need to get uniform rates and increase them gradually to cover Port's increased costs; suggestion that Port could help small business tenants be cost effective. **Decided: Effective 1/1/2023, the Port will increase all leases by 5%; and the Port will pay for sewer for tenants now paying their own sewer costs and adjust their rent amount to cover the sewage cost. (M/S/C – Kitchens/Scholfield/All)**

5.8. Use of Port Property

- *Roy Sahali vendor and management* - **Decided: Roy Sahali food truck Concession Vendor Agreement is approved, but the Port will not enter into a Waterfront Use and Management Agreement at this time (M/S/C – Scholfield/Kitchens/All)**

- *Sound Toxins use of Port office* – Discussion: Port's insurer Enduris wants indemnity agreement. Commissioner Reese will contact Port attorney about agreement language.

5.9. Strategic Planning & Port Organization – (Reese) Port has been sending and receiving messages about new staff employment with no result yet.

5.10. Department of Revenue Audit – Discussion: Audit complete and Port will get \$600 back for tax overpayment.

6. NEW BUSINESS

6.1. Fire inspection – Fire inspection of Port office on 9/22/2022 found two violations; Commissioner Scholfield said issue resolved.

6.2. His Hands Landscape Contract – Contractor wants \$75 per month increase, but contract will not change until April 2023 and then may go out for another bid.

6.3. Roof leak at 3550 NW Byron – Discussion: property owner is fixing the leak.

6.4. 2033 Preliminary Budget – **Decided: 2023 Preliminary Budget is approved as presented in attachment to agenda. (M/S/C – Scholfield/Kitchens/All)**

6.5. Theresa Haaland Resignation – **Decided: Resignation of Theresa Haaland as Port Administrator is regrettably accepted. (M/S/C – Scholfield/Kitchens/All)**

6.6. Schedule Special Meeting – **Decided: The Port will hold a special meeting in person at the Port office and by Zoom on Tuesday, October 25, 2022, at 10:00 am to consider electronic transfer of payroll taxes, approval of expenditures, and Port staffing [commissioner Kitchens will attend by phone].**

7. SAFETY/SECURITY – (Scholfield)
Abandoned dinghy/rowboat will be removed and an improperly placed handicapped only parking sign was removed.

8. PUBLIC INPUT

- Question: Where can one see the Port's float design? Answer: on Port's website.
- Comment: Concern if rent in newly constructed building will be too high for sailing/rowing program to afford.

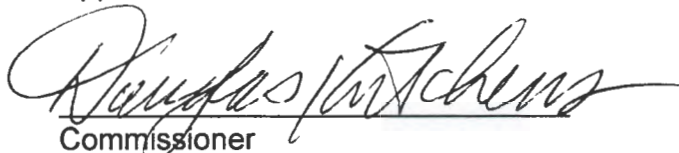
9. EXECUTIVE SESSION

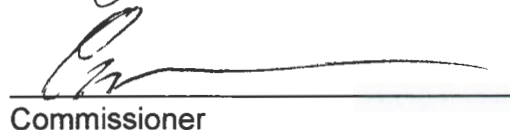
The Port commissioner went into executive session from 8:15 pm to 8:25 to consider litigation and returned to regular session.

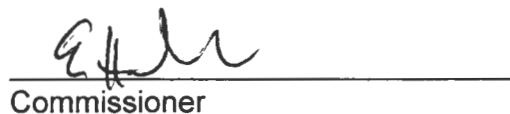
Decided: The Port will obtain attorney assistance to go after assets of derelict boat owner to satisfy the Port's judgment lien. (M/S/C – Scholfield/Kitchens/All)

10. ADJOURN – At 8:28 pm the meeting adjourned (M/S/C – Scholfield/Kitchens/All)

Approved:


Commissioner


Commissioner


Commissioner

CHANGE OF DATE FOR OCTOBER MEETING

**THE REGULARLY SCHEDULED PORT MEETING WILL BE HELD ON
MONDAY, OCTOBER 17, 2022 @ 6:00PM AT THE PORT OFFICE.**

**A QUORUM OF PORT COMMISSIONERS WILL BE ATTENDING THE WASHINGTON
PUBLIC PORTS ASSOCIATION (WPPA) SPONSORED SMALL PORTS SEMINAR
AT THE ENZIAN INN (590 US-2, Leavenworth, WA 98826)
ON OCTOBER 20, 2022 AND OCTOBER 21, 2022**