

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

The Port meeting was held in person at the Port office 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, Theresa Haaland (Port Administrator), Greg Jacobs (Kitsap Sailing Foundation), Donna Moore (Clam Island Rowing), Tim Knapp (Tikar Services), Marvel Hunt, Vicki Reese, R.J. Haaland, and Carla Larson (Silverdale Lions). Attending online via Zoom were Phil Best (acting secretary for the meeting), Hank Anderson, and Briene Wagner.

3. CONSENT AGENDA

Decided: The following Consent Agenda items were approved - Nov 17, 2022 Agenda; Oct 17, 2022 Regular meeting minutes; Oct 24, 2022 Kitsap All Ports mtg minutes; Oct 25, 2022 Special meeting minutes; Electronic transfer of payroll taxes; and Port Expenditures (M/S/C-Scholfield/Kitchens/All).

[Note M/S/C means Moved/Seconded/Carried, with commissioner named (or All)]

4. ATTENDEES ON AGENDA - None

5. UNFINISHED BUSINESS

5.1 Waterfront Center Predesign Project – (Reese) Funding options – to be considered at a future meeting.

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

5.3 Grants/Projects

a. *Non-motorized floats* – 60% design done and added to website.

b. *Marina Relocation* – (Reese) Design ready for bids by Jan 1; potable water at all posts; fire suppression non-potable. Power cables need not be in existing conduits but can be at contractor's option. Commissioner Reese will respond to geotechnical questions from consultant. Amy at MSA working on permit for float relocation to submit after get dredging permit signed off – waiting for design to complete permit application by year end and ready for bid in first quarter 2023.

c. *Outer boundary marina expansion area* – Phil and Caleb working to get DNR approval.

d. *Dredge* – (Reese) Corps permit received; Amy at MSA will finish details. Assume mitigation will be done right & on time.

e. *Current grants* – (Reese) No update.

5.4. County's Bayshore/Wahington/Byron Project

– (Scholfield) At 3332 Lowell groundwater overflow is now above door entry level and flooding ruined water heater in crawl space, so county will replace water heater and has temporary bypass to prevent more damage until permanent fix by county.

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 waiting for estimate for permanent fence to replace temporary fence.

5.6. Facilities

a. *Leveling docks* - (Tim-TIKAR) Work on this scheduled for December, in addition to repairing soft beams under the Art Studio on Byron Street and pouring a new concrete ramp

on Lowell Street at the DRC and House of Wax.

b. *Electric upgrade near parking lot* - (Tim) The contractors will be replacing outlets in parking lot with GFCI outlets and installing an electrical circuit for an A/C unit in the Art school building.

c. *Security cameras* – (Scholfield) Cameras are now working on the Port’s website in real time.

d. *Sign on pier needs update to remove three-day maximum stay limit* – (Scholfield) Not done yet.

e. *Handling Floats* – After winter haul-out, agreed **not** to spread out floats on boat trailer lot to deter erratic driving.

f. *Washdown water* – Agreed to turn washdown water back on to allow users to rinse boats.

5.7. Port Properties

a. *9004 Washington* – Not ready yet for punch list work.

b. *3215 Lowell* - (Kitchens) Repair of windows and painting will be done in Spring 2023.

c. *3215 Lowell #191* – (Kitchens) New tenant was in Nov 1, 2022.

d. *3215 Lowell #231* – (Kitchens) Tim (TIKAR) will remove fan before new tenant moves in Dec 1, 2022.

e. *3215 Lowell #261* – (Kitchens) Vacant beginning Dec 31, 2022.

f. *New Leases* – (Kitchens) Commissioner Kitchens said he is working on the new leases; need to have lease require tenant keep 55-degree minimum temperature and do yardwork; Port attorney to review new leases; need notice by Dec 1 to increase rent starting Jan 1.

Decided to use existing leases with change for date and amount of rent increase per decision in October regular meeting [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 – Scholfield/Kitchens/All).

5.8. Use of Port Property

- *Sound Toxins use of Port office* – Port attorney has given OK with indemnity insurance covering Port; preparing contract.

5.9. Strategic Planning & Port Organization – (Reese) Thanks to Marvel Hunt for assisting in interview process for Port staff and archiving Port files.

5.10. 3550 NW Byron Street, Suite A – Upstairs roof leak being fixed, and damages repaired.

6. NEW BUSINESS

6.1. 2023 Final Budget – **Decided: Approve Resolution 2022-06 regarding 2023 Budget and approve Resolution 2022-07 regarding Levy Limit Increase. (M/S/C – Scholfield/Kitchens/All).**

6.2. Port Auditor –Theresa Haaland has been officially removed as Port Auditor because of her resignation from the Port. **Decided: Port Commissioner Caleb Reese will serve as Port Auditor, assuming it is allowed. (M/S/C – Scholfield/Kitchens/All).**

6.3. Cash Report – The Commissioners reviewed and cash report as of Nov 18, 2022, is attached to the agenda; Commissioner Reese and Theresa Haaland counted the cash and initialed the cash amount of \$200.

7. **SAFETY/SECURITY** – (Scholfield/Reece) The Port is not receiving all the patrol reports it should, and Commissioner Reese will talk to Safe Security to get them.

8. PUBLIC INPUT

Carla Larson – Noted that the Port is

sponsoring a bonfire on Nov 26 from 2-4 pm and thanked the Port for that.

Marvel Hunt – Said it has been a joy working with Theresa.

Tim Knapp – Said he appreciates having worked with Theresa for 28 years for the Port.

All – Port Commissioners and guests joined in thanking Theresa and took a short break to honor her with refreshments.

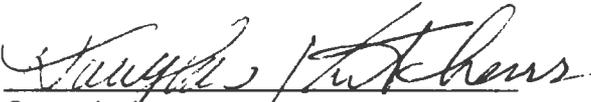
9. EXECUTIVE SESSION

The Port Commission went into executive session from 8:15 pm to 8:25 to consider personnel issues and returned to regular session.

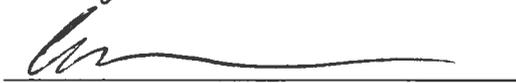
10. ADJOURN – At 8:28 pm the meeting adjourned (M/S/C – Scholfield/Kitchens/All)

Next regular meeting is schedule for Thursday, Dec 15, 2022, at 6:00 pm in the Port Office.

Approved:



Commissioner



Commissioner



Commissioner

