

**Port of Silverdale
Minutes of Regular Meeting
December 15, 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 Douglas Kitchens, Juliana Zacharof-Wagner (Administrator), Greg Jacobs (Kitsap Sailing Foundation), Donna Moore (Clam Island Rowing), Tim Knapp (Tikar Services), Carla Larson (Silverdale Lions) and Jon Bouck; Joy Swedin (Old Town Massage). Attending online via Zoom were, Hank Anderson.

3. CONSENT AGENDA

Decided: The following Consent Agenda items were approved – December 15, 2022 Agenda; November 17, 2022 Regular meeting minutes; Electronic transfer of payroll taxes; and Port Expenditures (M/S/C-Scholfield/Kitchens/All).

4. ATTENDEES ON AGENDA - None

5. UNFINISHED BUSINESS

5.1 Waterfront Center Predesign Project – (Reese) Funding options looking at this

5.2 County's Pump Station #3 Project – (Reese) Nothing to report from County.

5.3 Grants/Projects

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

b. *Marina Relocation* – (Reese) Art Anderson is working on getting the plans completed by the 1st quarter 2023.

c. Outer boundary marina expansion area – Commissioner Reese states this is currently on hold.

d. Dredge – (Reese) Permit received and MSA Consultant Service proposal was discussed. **A motion was made to enter into the Contract with MSA (M/S/C – Scholfield/Kitchens/All).**

e. Current grants – (Reese) A report is due for the ALEA Grant he will complete before the end of the year.

5.4. County's Bayshore/Washington/Byron Project – (Scholfield) At 3332 Lowell gave an update on the By-Pass system, the filtration has been removed and it by-passes straight to the bay and he will talk to Tikar to replace the hot water heater in the future.

5.5. Programs -

a. *Sailing* – Monthly report by John Bouck (included in agenda packet) was read.

b. *Rowing* – Monthly report was presented by Donna Moore (included in agenda packet) was read.

c. Use Agreements – Use agreements for Rosing and Sailing were discussed and signed by the Commissioners with the knowledge that "Attachment A" will not be available until CIR & KSRF get back to Commissioner Reese.

d. Status of boat storage – Commissioner Scholfield hadn't heard back from anybody; Viking Fence's Bid was about \$15,000.00 seemed high. John Bouck volunteered to help locate another fencing business for a bid. Scholfield to provide him with more information.

5.6. Facilities

- a. *Leveling docks* - (Tim-TIKAR) Hoping to level the docks in the next few weeks.
- b. *Electric upgrade near parking lot* - (Tim) Contacting the electrician weekly.
- c. *Sign on pier needs update to remove three-day maximum stay limit* – (Scholfield) Not done yet.

5.7. Port Properties

- a. *9004 Washington* – Punch list will be done in Spring of 2023
- b. *9004/9020 Washington* – Ramp was poured on 12/14/22 and doing temporary hand rails until the permanent metal ones arrive.
- c. *3215 Lowell #191* - (Kitchens) It was approved to sublease. The bottom of the window seems broken Commissioner Scholfield to check.
- d. *3215 Lowell #231* – (Kitchens) New Tenant
- e. *3215 Lowell #261* – (Kitchens) Vacant beginning Dec 31, 2022.
- f. *3423 Byron Street* – Tenant requested rate reduction due to floor not being repaired.

Motion to reduce rent by \$500.00 for the first six months of 2023 by Commissioner Scholfield second by Commissioner Kitchens, all in favor.

- g. *New Leases/Addendums* – (Kitchens) Commissioner Kitchens said all addendums had been written.

5.8. Use of Port Property

- *Sound Toxins use of Port office* – Port Attorney Schermetzler created a contract; Sound Toxins was unable to sign. Thanks to the Port for trying to help.

5.9. Strategic Planning of Port Organization – Special meeting scheduled for January 5, 2023 at 10:00AM to discuss a Port Manager position at the Port Office.

5.10. 3550 NW Byron Street, Suite A – Damages repaired still working on painting.

6. NEW BUSINESS

6.1 Administrator Juliana Zacharof-Wagner Introduced herself and the Employment Letter was signed by the Commissioners.

6.2 Christmas Ship Monica Downen's application to use Port property for a bonfire and viewing Christmas ships was approved.

6.3. Derelict Boat – WN7788LA is scheduled to be destroyed 12/17/22, held up due to Waste Management.

7. **SAFETY/SECURITY** –A white truck ran into the fence around Clam Island rowing's use area.

8. PUBLIC INPUT

Gregg Jacobs asked if the Port could send an email to Sound Toxins letting them know the Key Port Navel Museum might be a place where they could try for doing their samples.

Gregg Jacobs also made a comment that if they use the same model for the pump station here as the one on the other side of Bucklin Hill it will be huge.

9. EXECUTIVE SESSION - None

10. ADJOURN – At 6:56 pm the meeting adjourned (M/S/C – Scholfield/Kitchens/All)

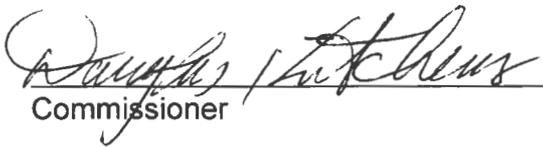
Next regular meeting is scheduled for Thursday, January 19, 2022, at 6:00 pm in the Port Office.

Next Kitsap All Ports Meeting Scheduled for January 30, 2023 at 6:30PM in Brownsville.

Approved:



Commissioner



Commissioner



Commissioner

