

## Port of Silverdale Regular Meeting Minutes June 15, 2023

The meeting was held in person at the Port of Silverdale office. The option of attending via Zoom was offered and the link posted on [portofsilverdale.com](http://portofsilverdale.com)

### CALL TO ORDER

Commission Chair Caleb Reese called the meeting to order at 6:00 pm others attending in person were Commissioner Ed Scholfield, Tim Knapp, Lee Knapp, John Kuntz, Jeff Olson and Elizabeth Barnes. Attending via Zoom were Commissioner Doug Kitchens, Hank Anderson, Henry Aus, Greg Jacobs , and Jennifer Olson.

### CONSENT AGENDA

**Decided: The following Consent Agenda items were approved:**

**Agenda, May 18, 2023 Regular meeting minutes, Electronic Transfer of Payroll Taxes, Expenditures.**

**- (M/S/C- Scholfield/ Kitchens/All).**

### ATTENDEES ON AGENDA

#### Studio Three Six Om-

Application for use of Port Property  
Studio Three Six Om would like to give free yoga classes on Tuesday evenings at 5:30 p.m. starting on June 27, 2023. They also want to have classes on Thursday and Friday Mornings at 6:00 a.m. starting on June 29, 2023 running all summer until the week of September 5, 2023. Nobody from Studio Three attended the Port meeting. Commissioner Scholfield said he will have to adjust the sprinklers so they don't come on during class.

Motion was made to approve Studio Three Om to use the grass area for yoga classes and accept the days they wanted. **(M/S/C – Scholfield / Kitchens/All)**

#### **Public Input-**

John Kuntz talked about the 10<sup>th</sup> Anniversary Celebration of Kitsap Peninsula National Water Trails happening on June 8, 2024, the name of this year's event is called Ride the Tide Paddling. He mentioned the event is an opportunity to recognize

the contributions of our partners and volunteers, and to showcase the unique beauty and recreational opportunities that the water trails offer the Kitsap Peninsula. To find out more information on this event go to [kitsappeninsulawatertrails.com](http://kitsappeninsulawatertrails.com) Commissioner Reese will send John Kuntz a usage agreement to use Port Property which will include use of the boat ramp and beach. John would like to have a big tent 20x30 on the grass area. Commissioner Scholfield suggested to Mr. Kuntz to check if the pavilion at the park to see if its available. John mentioned this year there will be a new Logo and signage.

### Grants/Projects

*a. non-motorized floats / Marina Relocation –MSA is still working on permitting.*

*b. Outer boundary marina expansion area – Commissioner Reese received all the information on the expansion from Mr. Best, questions concerning whether to extend the existing lease or get a new one. Commissioner Reese is evaluating how to proceed.*

*c. Dredge – Commissioner Reese reported that MSA posted a bid request on June 9, 2023 from that post we have interest from five companies wanting to bid on the project. On June 21, 2023 Commissioner Reese and MSA will be having a pre-bid meeting for contractors to walk through the project area and will be there answer any questions about the project. Commissioner Reese asked Commissioner Scholfield and Commissioner Kitchens if they would like to be present to open the bids. It was decided that Commissioner Reese will open up the bid packets on July 10, 2023 @ 12:00 p.m.*

### Programs -

*a. Sailing Spring season. Kitsap Sailing Update - June 15, 2023*

**1. Spring season.** The championship regatta was a huge success. The two-day event brought about 100 sailors to the area. Silverdale waterfront continues to be recognized as a premier location for sailing regattas in the greater Seattle area. The racing season has officially ended for spring.

2. **Boat Yard.** Remains a bit of a mess due to the shuffling of spaces. We look forward to better organizing the boatyard when the public rental spaces are shifted. Work days are scheduled for later this week and early July to re-organize for the summer.

3. **Fleet.** We consider the fleet to be complete and do not anticipate adding additional boats. Hull numbers for recent acquisitions are being sent separately.

4. **Summer program** Registration picked up for the summer programs. Our adult sailing starts next week and the youth sailing camp launches the week after July 4th. We are looking to provide several open sailing adult and community sailing opportunities in June and July but these are not yet scheduled.

5. **Opportunities** We continue to seek ways to support the organizational needs of the sailing program including hiring a manager for periods of time. Anyone interested in volunteering and/or potentially working with the program is encouraged to contact John Bouck or another of the directors of the Kitsap Sailing Foundation for more information.

6. **Schedule** at Silverdale looking ahead a few months

a. First adult lessons June 20

b. Start of youth summer programs July 10

.Commissioner Reese asked if anyone had any questions. Greg Jacobs

b. Rowing **Clam Island Rowing( CIR) Report June 2023**

**Master rowers** have had many nice days on the water, learn to row in May and June have brought in new rowers. We have 19 master rowers. Rowing for masters will be year-round with ergometer work/yoga( Row-ga) during the off-water months.

**Junior rowers:** Three junior rowers are in US Rowing camps( two in Tennessee and one in Seattle) currently with some support from the recently started John Lind Scholarship Fund.

There will be three junior rowing camps the weeks of July 10<sup>th</sup>, 17<sup>th</sup> and 24<sup>th</sup>.

**Equipment/boat maintenance**

Ongoing maintenance issues are being addressed.

**Safety:**

No safety concerns but float test done for 14 rowers recently at the Bremerton Tennis and Athletic Club pool.

**Regattas:**

Bill Richards Regatta is planned for Dyes inlet on 8/19/23.

Two master rowers participated in a regional camp in Port Angeles 6/10/23 and regional regatta in Port Angeles is scheduled for 8/12 and 8/13/23.

We are grateful for the Port of Silverdale's support for rowing.

c. Status of boat storage area-Commissioner Reese still working on getting privately owned boats moved.

Facilities (Tikar)

a. *Leveling docks* – Tim Knapp from Tikar said they are going to move the floats this month to level the dock. He also said the waterlines need to be reinstalled.

Port Properties

a. *9004 Washington* –

Elisabeth Barnes would like to rent 9004 Washington Ave, asked for a Special Meeting with all three Commissioners present at the building on Washington Ave to determine what part of the upgrades the Port is responsible for and what part she is responsible for.

Elizabeth also said that she would like a protocol put in place for future tenants who would like to rent from the Port, as she has been having a difficult time trying to expedite the process. The special meeting will start at 9004 Washington Ave at 10:00 a.m. on June 26, 2023.

b. *9004/9020 Washington* –

Tim from Tikar said he is still looking for a solution for the handrails. Commissioner Reese asked when he would have the handrails finished by? Tim replied that they should be done by the end of the month.

c. *3215 Lowell* –

Commissioner Scholfield will send an estimate bill to Kitsap County for repairs of the sewer damaged by the end of the month. The water heater is supposed to be installed on June 16, 2023 from 8:00 a.m. to 12:00 p.m. by Serve Pro.

d. *3423 Byron Street* –

Tikar to finish painting.

e. *3245 Byron Street*- The Art Studio would like to thank the Port of Silverdale for the help with the A/C unit.

Strategic Planning of Port Organization -

New Job Description -Future Port Manager

Commissioner Kitchens suggested hiring an employment agency that has experience with Ports and hiring Port Managers. Commissioner Scholfield added you have to look at the size of the Port. Further discussion about the future Port Manager will resume at the Special meeting on June 26, 2023.

### **New Business**

#### 1. 3481 NW Byron Street-

Commissioner Reese is concerned about the exterior of the building and what repairs are needed. Tenant was not sure when the building was painted if the right paint was used. Commissioner Reese said we owe it to the tenant, to make the building more presentable. Commissioner Kitchens volunteered to help with painting and cleaning of window sills. This is on the agenda for the Special Meeting on June 26, 2023 to look at the building's exterior and discuss options on what to do next.

#### 2. Applications for use of Port Property

Western Display Fireworks LTD  
Motion was made to approve Western Display Fireworks.

**(M/S/C – Scholfield/Kitchens/All)**

Party at the Pier

Motion was made to approve

Party at the Pier. **(M/S/C – Scholfield / Kitchens/All)**

#### 3. Bid opening and selections

9004 Washington Ave

no bids received at this time

will discuss next plan of action during the Special meeting on June 26, 2023.

Building maintenance and repair

b. No bids received at this time will discuss next step during the Special meeting on June 26, 2023.

c. Landscaping maintenance

No bids received at this time will

discuss next step during the

Special meeting on June 26, 2023.

d. Waterfront maintenance and repair

Tikar Services is the only contractor who sent in a bid for Waterfront maintenance and repair. Motion was made to accept Tikar's bid package. **(M/S/C – Scholfield / Kitchens/All)**

e. security Services

Five security companies sent in a bid packet.

#### **1. National Security & Protection Services**

Fees: Hourly \$58.00 Monthly \$22,794.

#### **2. Safe Passage Protection Services**

Fees: Hourly \$35.00 Monthly \$2.

#### **3. Services of America LLC**

Fees: Hourly \$48.50 Monthly \$22,000.

#### **4. Friedley Protective Services**

Fees: Hourly \$44.00 Monthly \$23,250.

#### **5. North Point Protective Services**

Fees: Hourly \$45.00 Monthly not given.

#### **6. Safe Security Services**

Fees: Hourly \$27.50 Monthly \$3,250.

**Good thru June 30, 2024**

Fees: Hourly \$30.00 Monthly \$3,350.

**Good thru June 30, 2025**

Fees: Hourly \$31.000 Monthly \$3,450.

**Good thru June 30, 2026**

Commissioner Scholfield Made a motion award the contract to Safe Security **(M/S/C – Scholfield/Kitchens/All)**

#### =4. MRSC Small Works roster

There was much discussion amongst the Commissioners about several ports that have adopted using the MRSC roster. One of the many benefits of using the MRSC is they are proactive on issuing notifications or changes to the roster. Commissioner Scholfield made a Motion to notify other Ports that the Port of Silverdale is going to quit updating the Small Works Roster and will be using the MRSC roster. **(M/S/C – Scholfield/Kitchens/All)**

### **M**

#### 5. Juneteenth

Commissioner Reese asked about the federal holiday Juneteenth and wanted the Port of Silverdale to adopt it as one of their observed

holidays. **Motion to adopt resolution 2023-02 establishing the holiday schedule. (M/S/C – Scholfield / Kitchens/All)**

**SAFETY/SECURITY -**

Safe Security reported that they found Graffiti written all over the walls inside the Port of Silverdale's restrooms.

**PUBLIC INPUT-**

Greg Jacobs mentioned the tide schedule for the day after the firework show. Hank Anderson asked for clarification of the Special Meeting on June 26, 2023 @10:00 a.m. starting at location: 9004 Washington Avenue NW, Silverdale, WA

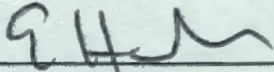
**ADJOURN – At 7:35 pm the meeting adjourned (M/S/C – Scholfield / Reese /All)**

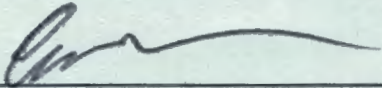
Special Meeting – Monday June 26, 2023 at 10:00 a.m.- 9004 Washington Avenue NW

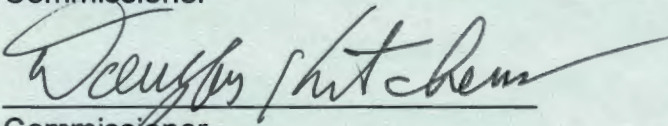
Next regular meeting - Thursday, July 20, 2023 @ 6:00PM – Port office

All Ports meeting – Monday, July 31, 2023 @ 6:30pm – Brownsville (5:00 Pm)

Approved:

  
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Commissioner

  
\_\_\_\_\_  
Commissioner

  
\_\_\_\_\_  
Commissioner

**PORT OF SILVERDALE**  
**RESOLUTION No. 2023-02**  
**Establishing the Holiday Schedule**

**WHEREAS, the Commissioners of the Port of Silverdale (Port) desire to establish the Holiday's which will be recognized for its employees by Resolution;**

**WHEREAS, it is the policy of the Port to observe state and federal holidays in accordance with appropriate state and federal laws and regulations.**

**NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Port of Silverdale that the following list of Holiday's will be recognized as legal Holidays.**

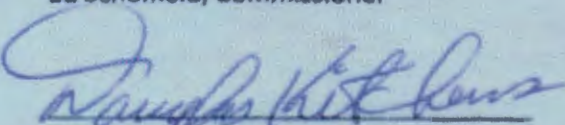
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|-------------------------------|---|
| <b>New Year's Day</b>         | <b>Martin Luther King Jr.'s Day</b>     |
| <b>President's Day</b>        | <b>Memorial Day</b>                     |
| <b>Juneteenth</b>             | <b>Independence Day</b>                 |
| <b>Labor Day</b>              | <b>Columbus/Indigenous People's Day</b> |
| <b>Veteran's Day</b>          | <b>Thanksgiving Day</b>                 |
| <b>Day after Thanksgiving</b> | <b>Christmas Day</b>                    |

**ADOPTED by the Port of Silverdale Commission on 6/15, 2023.**

**PORT OF SILVERDALE  
KITSAP COUNTY, WASHINGTON**

  
\_\_\_\_\_  
**Caleb Reese, Commissioner**

  
\_\_\_\_\_  
**Ed Scholfield, Commissioner**

  
\_\_\_\_\_  
**Douglas Kitchens, Commissioner**





**PORT OF SILVERDALE**


P. O. BOX 310  
SILVERDALE, WA 98383  
(360) 698-4918  
(360) 698-2402 - fax

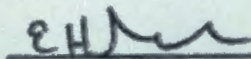
Commissioner Doug Kitchens  
Commissioner Caleb Reese  
Commissioner Ed Scholfield

**AUTHORIZATION FOR ELECTRONIC TRANSFER**

We, the undersigned Board of Commissioners of the Port of Silverdale, Kitsap County, Washington, do hereby certify that the payment hereinafter specified is due and payable and that the electronic transfer listed below is approved for payment in the amount of

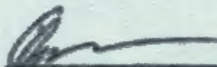
\$ 2,393.49 and from the General Fund on the 15<sup>th</sup> day of June 2023

  
\_\_\_\_\_  
Commissioner

  
\_\_\_\_\_  
Commissioner

  
\_\_\_\_\_  
Commissioner

I, the undersigned do hereby certify, under penalty of perjury, that the payment herein specified is due and payable, and that the claim is a just, due and unpaid obligation against the Port of Silverdale; and that I am authorized to authenticate and certify to said claim.

  
\_\_\_\_\_  
Port Auditor

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<u>Port Assigned Transfer #</u>	<u>Claimant</u>	<u>Amount</u>
2023-06	US Treasury	\$ 2,393.48