

## MINUTES OF SILVERDALE PORT SPECIAL MEETING ON June 26, 2023

Commissioner Reese called the meeting to order at 10:00 a.m. at 9004 Washington Ave. NW, Silverdale, WA. Also, in attendance were: Commissioner Kitchens; Commissioner Scholfield; Administrator Jennifer Olson; Elizabeth Barnes (Elizabeth House of Wax) Marvel Hunt; Hank Anderson; Carla Larson; Cheyenne Lee (Blue Collar Home Remodeling LLC) Notice of the Special Meeting was placed on the Port office door days prior to the meeting and a Waiver of Notice of Special Meeting was signed by all Commissioners and is attached to these minutes.

Commissioner Reese made introductions and Elizabeth Barnes discussed what improvements she would like to see done to the Property. After much discussion amongst all of the Commissioners it was decided that Elizabeth get updated prints showing where outlets, overhead lighting and window placement are a few of the items that need to be addressed. Including a materials list with specifications. The Commissioners all agreed to remove the popcorn ceiling, new flooring on main floor, remove kitchen, remove tile and refinish bathroom, including removing second sink and replacing the two windows on the east wall and the ten-foot sliding glass door on the south wall and the window over the existing sink. The NE corner room replace the window with the air conditioning unit in it and the NW corner room replace the window. In the entry room replace existing railing in front of the windows for a more aesthetic material. Also replace all exterior doors to out swing on the main level. Once Elizabeth gets the specifications to the Port, we will send it out to contractors to bid on two separate bid packages one with the original agreed upon items and one with the upgraded items that Elizabeth wanted. Once we receive the bids back the Commissioners will decide on what upgrades the Port will pay for.

The Commissioners next went to inspect 3481 NW Byron Street after inspecting the building the Commissioners agreed to have Commissioner Scholfield inspect the roof and deep clean the awning. The Commissioners also agreed to send out a bid package to have the building repainted, the windows reglazed and caulked.

After finishing with 3481 NW Byron Street, the Commissioners walked to the Port office where they continued to tackle the next item on the agenda which is to discuss a Job description for a future Port manager. The Commissioners were looking over Commissioner Reese's Port Manager job description and it was decided that the Office Administrator would contact the WPPA and get the list of salaries and benefit packages for Public Port Managers and send the information to the Commissioners. Commissioner Scholfield asked for the discussion to be put on the agenda at the next port meeting.



Commissioner Scholfield will send out updated bid packages for building maintenance and landscaping. He will also post the bid packages on the Port of Silverdale website. The bids are due no later than July 18, 2023 @ 12:00 p.m.

There is an Internal meeting with Kitsap County to discuss the Pump Station 3 design the meeting will take place later this Summer or early next fall. The meeting is going to be between BHC Engineers, The Port Commissioners and Public Utilities division of Kitsap County. They will be discussing two different design options, design option #1 Organic Plaza with Metal Embed or design option #2 Rectangular Plaza with Pave Bands. The Commissioners were looking over the designs and agreed that they liked option # 2 better.

The public in attendance provided input.

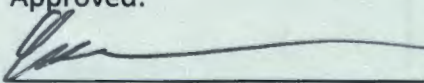
What permits do we have to get for 9004 Washington NW? Commissioner Scholfield responded Tenant Improvement Permit , Occupancy Permit.

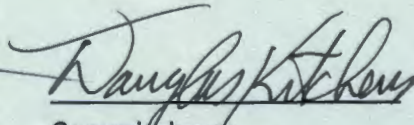
Do we need a different Permit to replace windows? Commissioner Scholfield responded that you don't have to get a building permit to replace windows, but will need it for the demolition of kitchen and putting up walls. He also said the County could stop you from getting an Occupancy Permit if all rules and laws were not followed.

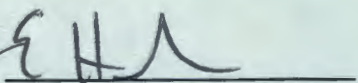
It was also mentioned that we should be making two different lists one Port done improvements and tenant done improvements. Once we receive the bids back the Commissioners will decide on what upgrades the Port will pay for and what upgrades the tenant will pay for.

At 12:45 p.m. the meeting adjourned (motion by Commissioner Kitchens; second by Commissioner Scholfield; unanimous )

Approved:

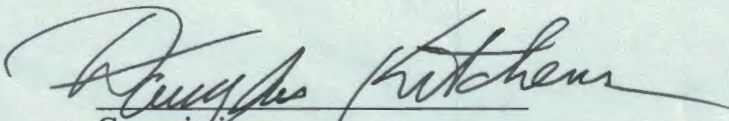
  
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Commissioner

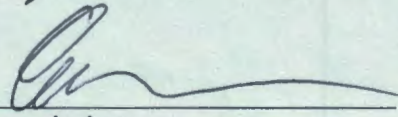
  
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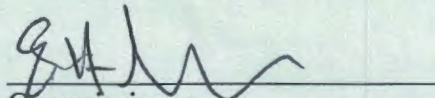
  
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## WAIVER OF NOTICE OF SPECIAL MEETING

The undersigned, Port Commissioners for the Port of Silverdale, hereby waive the requirement of notice in writing of the special meeting of the Port of Silverdale held on June 26, 2023, at 10:00 a.m., 9004 Washington Ave NW, 3481 Byron, 3550 Byron, Silverdale, WA 98383, are present at such meeting and agree to the conduct of the Port business as announced by the President/Chairman in calling this meeting.

  
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Commissioner

  
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Commissioner

  
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Commissioner



# SPECIAL MEETING OF THE PORT OF SILVERDALE

WILL BE HELD AT PORT PROPERTIES , STARTING AT  
9004 WASHINGTON AVE NW, THEN MOVING TO THE  
EXTERIOR OF 3481 NW BYRON STREET  
FINISHING UP AT 3550 NW BYRON STREET, SILVERDALE

On Monday June 26, 2023 @ 10:00AM

Meeting to negotiate building renovation  
and lease terms at 9004 Washington Ave NW

Discuss exterior repairs to Port Properties

Job description for future Port Manager

Bid documents for building maintenance and landscaping

PUMP STATION 3 DESIGN DRAWINGS

THIS MEETING IS NOT AVAILABLE VIA ZOOM

DUE TO MEETING BEING MOBILE

ADDED 6/23/2023

POSTED 6/26/2023