

Port of Silverdale Regular Meeting Minutes December 21, 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.

CALL TO ORDER

Commission Chair Caleb Reese called the meeting to order at 6:00 pm others attending in person were Commissioner Ed Scholfield; Administrator; Rick Slate Elijah Dekker; Michael Dekker; Greg Jacobs; Donna Moore; Carla Larson; Attending via Zoom: Commissioner Douglas Kitchens; Henry Aus and Hank Anderson

CONSENT AGENDA

Decided: The following Consent Agenda items were approved:

- 1. Agenda, December 21, 2023**
- 2. November 16, 2023 regular meeting minutes**
- 3. Approve Electronic Transfer of Payroll Taxes**
- 4. Approve Expenditures**

(M/S/C –/Scholfield/ Kitchens/ All)

***Note M/S/C means Motioned/Seconded/Carried, with commissioner named (or All)**

PUBLIC INPUT

A Community member wished everyone a Merry Christmas.

UNFINISHED BUSINESS

Waterfront Center Predesign Project

Commissioner Reese reported that the Port is still working on funding options.

County's Pump Station #3 Project

Commissioner Reese has not received an update from Kitsap County.

Grants/Projects

a. non-motorized float

The Port is still waiting on permits.

b. Marina Relocation

The Port is still waiting on permits.

c. Outer -water boundary expansion

The Port is still working with the DNR (Department of Natural Resources) on finishing up their aquatic lease. There was much discussion amongst the Commission about updating the aquatic lease. It was discussed that Commissioner Scholfield will look into the RCO (Recreation & Conservative Office) grant paper work for verbiage regarding the aquatic lease and will be looking for a surveyor through the MRSC vendor roster for possible options in getting the Ports dock and pier surveyed.

d. Dredge/Grants

The dredge is complete, Port received an invoice from the DNR regarding an over dredge fee and a fee for the Elliot Bay disposal site. American Construction Co. (Dredge contractor) paid the portion of the invoice that pertains to the over dredge, they paid the fee directly to the Port.

Next step is for Commissioner Reese to complete a progress report with the RCO.

Programs -

a. **Kitsap Sailing Foundation Report December 2023**

Kitsap Sailing Foundation Report

1. No on water activity planned until the spring season starts the end of February / beginning of March.

2. Fleet. No changes since last meeting.

Most importantly, we would like to thank the port for their partnership in helping bring sailing to Silverdale throughout the last year. We know the sailing program adds complexity to the port operations and we appreciate the support to keep this activity thriving. While the economic impact of the sailing program is hard to measure, the increased activity, especially during regattas, must help the area to some degree. In addition, our community is a more interesting and vibrant place because of the sailing program that the port helps make happen.

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

Programs:

Master and junior rowers are off the water .

Rowing and yoga program at the Erg room in the Silverdale mall will start in January open to the public.

Equipment/boat maintenance:

No offers yet on the coho motor boats or the two motors for sale.

We appreciate all the help from Caleb Reese including his driving of the forklift in moving the sheds.

Safety:

No new safety concerns.

Membership:

We viewed "The Boys in the Boat" on 12/13 in Poulsbo, 11 days prior to the general public release scheduled for Christmas Day.

We have several local family members of the 9 people in the boat and their coaches in this community.

This was not a fundraiser, as per MGM who made the movie but hopefully CIR will benefit with new rowers come the spring season.

We are grateful to the Port of Silverdale for their support.

6. Port Properties

a . 9004 Washington

The Port is still waiting on permits, Commissioner Scholfield looked on the Kitsap County website and the county is waiting for documents from the contractor, without these documents the permit will be delayed. It was discussed that the Administrator will Reach out to the Contractor Clayton LaFontaine to ask about the documents not submitted and to find out when they will be submitted.

b. 9004/9020 Washington – New Handrail Status

Morgan Steel to contact the Ports Administrator regarding the handrail.

c. 3215 Lowell – Break-in

Exterior lighting? Repairs?

Commissioner Scholfield is in the Process of ordering a new interior door for the building. The sewer was clogged and water pooling in the basement in early December. Robedeau Plumbing came and

inspected stating there were roots in the pipe, they cleaned some of the roots out but recommend digging and replacing a section of the mainline. Administrator to call Robedeau and ask when the Port should expect to receive the estimate to replace a section of the mainline where a root ball has formed.

d. 3481 Byron Street -

Glass is installed, the Port held 10 percent back from the contractors check for painting the window trim which cannot be painted until the spring 2024.

e.3423 Byron Street-

Commissioner Reese reported on the condition of the building, the floor structure shifted and has sunk some more. There was much discussion amongst the Commissioners about the building safety and what the next steps should be. The Port is treating the building as an emergency situation and Commissioner Scholfield will reach out to Clayton LaFontaine to get an estimate on the repairs.

Commissioner Scholfield made a motion to look into emergency repairs at 3423 Byron Street (M/S/C –/Scholfield/ Kitchens/ All).

f. Leases

It was reported that the majority of the Ports properties have new leases signed for 2024 except for a few properties, the Administrator is working on getting the rest of the leases signed by the January 18, 2024 Port meeting.

NEW BUSINESS

Commissioner Reese asked for approval from the other two Commissioners about having a meeting with Commissioner Katy Walters regarding a Pop-up Ferry for 2024. There was a comment made about not having the Pop-up ferry during whaling days as the Ports dock will be full with recreational boaters that weekend and there will be no room for the ferry.

Thank you to Commissioner Kitchens for serving as the Port of Silverdale Commissioner district 2 since 2021, you will be missed! Commissioner Kitchens wished everyone the best.

Oath of Office administered for Rick Slate new Port of Silverdale Commissioner District No. 2 starting in January 2024, congratulations and welcome!

SAFETY/SECURITY -

Commissioner Scholfield will work with the Administrator to send a trespass letter to the individual that was doing donuts in the Port parking lot earlier in the month.

PUBLIC INPUT

New Commissioner Rick Slate will walk the Port properties with the Commissioners sometime after the January 18, 2024 Port meeting, there was discussion on weather and planning it on a day the weather is decent.

A community member attending via zoom asked the Commission about asking the contractor American Construction Co., who did the Ports dredging because they are reputable and have been in business for decades, ask who they would recommend for the survey of the Ports dock and pier.

ADJOURN – At 7:20 p.m. the meeting adjourned (M/S/C –/Scholfield/ Kitchens/ All)

Regular meeting – Thursday, January 18, 2024 6:00PM – Port office

All Ports Meeting – Monday, January 29, 2024 @ 6:30PM – Brownsville



Commissioner




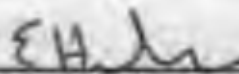

Commissioner



Commissioner

VOUCHER APPROVAL

We, the undersigned Board of Commissioners of the Port of Silverdale, Kitsap County, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$46,859.52 and from the General Fund, this 21 day of December 2023

 Auditor	 Port Commissioner
	Port Commissioner
	 Port Commissioner

Number	Name	Amount
13544	GALE A. REEVE	\$471.77
13545	DOUGLAS & MITCHELS	\$117.98
13546	ED SCHOLFIELD	\$288.45
13547	JENNIFER L OLSON	\$4,263.58
13548	ASTOUND BUSINESS SOLUTIONS	\$308.84
13549	CALIE REESE	\$54.18
13550	CASCADE NATURAL GAS	\$301.37
13551	ED SCHOLFIELD	\$158.88
13552	FINNERY CONSTRUCTION	\$7,818.51
13553	GREATER KITSAP CHAMBER FOUNDATION	\$328.00
13554	HONEY BUCKET	\$283.89
13555	JENNIFER OLSON	\$220.00
13558	KEI STORM	\$840.00
13557	KITSAP COUNTY PUBLIC WORKS	\$1,570.88
13558	KITSAP SUN	\$212.20
13559	LOWE'S	\$58.00
13560	MARINE SURVEYS & ASSESSMENTS	\$75,426.03
13561	PENINSULA FIRE INC	\$118.79
13562	PRO-LAWN CARE ETC	\$7,382.30
13563	PUGET SOUND ENERGY	\$478.62
13564	ROCK SLATE	\$625.24
13565	ROBEDEAU PLUMBING	\$513.30
13566	SAFE SECURITY	\$3,252.00
13567	SILVERDALE WATER DISTRICT	\$1,578.27
13568	SMONS FAMILY LIMITED PARTNERSHIP	\$3,528.00
13569	TEP ORH	\$250.00
13570	TIKAI SERVICE, LLC	\$2,328.41
13571	VENZON WIRECESS	\$121.52
13572	VISA	\$88.42
13573	WA STATE AUDITOR	\$764.55
13574	WA STATE DEPARTMENT OF NATURAL RESOURCES	\$2,970.00
13575	WA STATE EMPLOYMENT SECURITY DEPARTMENT	\$112.01
13576	WASTE MANAGEMENT - GREAT AIR DISPOSAL	\$228.87



PORT OF SILVERDALE

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SILVERDALE, WA 98383
(360) 698-4918
(360) 698-2402 - fax


Commissioner Doug Kitchens
Commissioner Caleb Reese
Commissioner Ed Schofield

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 \$2,688.62 and from the General Fund on the 21st day of December 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

Port Assigned Transfer # Claimant Amount