

Port of Silverdale Regular Meeting Minutes January 18, 2024

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; Commissioner Rick Slate; Administrator Jennifer Olson; Marvel Hunt; Michael Dekker; Josh Matthews; Greg Jacobs; Donna Moore; Carla Larson; Elizabeth Barnes; Vicky Webb; Don Parsons; Tim Samuels; Gus Housen; Nicole Whitener; Steve Whitener; Kristy from Rotary; Attending via Zoom: Monica D. and Hank Anderson

CONSENT AGENDA

Decided: The following Consent Agenda items were approved:

- 1. Agenda, January 18, 2024**
- 2. December 21, 2023 regular meeting minutes**
- 3. Approve Electronic Transfer of Payroll Taxes**
- 4. Approve Expenditures**

(M/S/C –/Scholfield/ Slate/ All)

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

ATTENDEES WHO ASKED TO BE PLACED ON THE AGENDA

Whaling Days Festival; 2024- Don Patson, Vicky Webb

Vicky Webb from Whaling Days asked for the Ports permission to use Port property for the Whaling Days Festival 2024. The days that were proposed are July 24 through July 30, 2024, these dates will cover set up, tear down and cleanup for the festival. The Commissioners agreed to let Whaling Days use Port Property during the dates asked as long as the agreement terms are the same as last years. The Ports Administrator will send Vicky Webb a copy of last year's agreement.

Nicole Whitener- His Ohana Shave Ice *Nota A Snow Cone – Possible Future Port Tenant

Nicole Whitener from His Ohana Shave Ice presented to the Commissioners about her family business and how she could be possibly a draw to bring people to Old Town Silverdale, if or when a Port property comes available. Nicole made her famous Malasadas (beignet type of donut) and distributed them around the room, the Commissioners and community members thought they were fantastic. Nicole would like to be put on the waiting list when a property comes available and would even be willing to give a deposit to reserve a property.

PUBLIC INPUT

A community member said she likes Ohana Shave Ice.

UNFINISHED BUSINESS

Waterfront Center Predesign Project

Commissioner Reese reported that he met with the Kitsap Facilities District to discuss possible funding for the Ports Waterfront Actives Center, he received a list of everything the Port needs to accomplish before be considered. Commissioner Reese did learn that Kitsap Facilities District will not fund the retail portion of the Waterfront Activities Center. The Kitsap Facilities District will be having a meeting on February 26,2024.

County's Pump Station #3 Project

Commissioner Reese has not received an update from Kitsap County regarding the Pump Station #3 project.

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

Commissioner Scholfield contacted Ian Frank with KPFF Engineers who will be starting the survey process of the Ports dock and pier which will determine its life expectancy. The Survey should be completed within a month weather permitting. Commissioner Reese will contact Cailan from the DNR (Department of Natural Resources) to let her know the Port will be having their dock and pier surveyed for its life expectancy and will not be signing the new aquatic lease at this time.

Commissioner Reese met with Commissioner Katy Walters one of the Kitsap County Commissioners about possibilities for a Pop-up ferry 2024 that will sail from Bremerton to Silverdale. Some of the dates Commissioner Walters mentioned for 2024 were May 18th, June 15th, sometime in August for the Wine Festival and Labor Day Weekend.

Programs –

Kitsap Sailing Update – January 18,2024

Spring season begins the week of February 26 and will run for 13 weeks.

High School Practices will be Tuesdays 3pm to 6pm and Thursday 2pm to 6pm.

Middle School Practices will be Wednesdays 3pm to 6pm beginning April 10th

The cost for the season is \$370 for High School Sailors and \$100 for Middle School Sailors, and we anticipate a full roster of Sailors returning from Fall Season.

On April 20-21 we will be hosting a Team Race Seeding Regatta here in Silverdale.

At our January 10th board meeting we elected the following new slate of officers:

Treasurer – Cindy Faragalli

Secretary – Greg Justice

Vice President – Josh Matthews

President – Michael Dekker

A special thanks to our outgoing officers who have served diligently to maintain sailing opportunities for our youth and community here in Silverdale. John Bouck our outgoing President and Julie Jablonski our outgoing Treasurer, have each served over seven years. With dedication, skill and knowledge they have helped build the program into what it is today.

Clam Island Rowing--Report January 2024

There are no significant changes since last month's report.

Donna Moore MD

6. Port Properties

a . 9004 Washington

The Port is still waiting on permits.

b. 9004/9020 Washington – New Handrail status the Port has not heard anything at this time.

c. 3215 Lowell – There are a couple of vacancies in the brick building on Lowell Street, the Ports Administrator will contact potential future tenants that are interested.

d. 3481 Byron Street -

There was no running water at 3481 Byron Street due to frozen pipes this happened because of the cold temperature around the middle of January 2024. Currently there is running water and no leaks so far.

e. 3423 Byron Street-

Damage Control Solutions presented an estimate for the first phase of repairs for 3423 Byron Street. *Commissioner Scholfield made a motion to accept the estimate for the first phase of repairs at 3423 Byron Street (M/S/C –/Scholfield/Slate/ All).*

f. Leases

The Administrator has all the 2024 leases signed for Port properties except for the vacant ones at 3215 NW Lowell Street.

NEW BUSINESS

1. Commissioner Scholfield made a motion to approve Tacoma Mountaineers Sea Kayak Committee for use of Port Property on May 4th and 5th, 2024 as long as they pay \$10.00 a parking spot, there are 19 parking spots *(M/S/C –/Scholfield/Slate/ All)*.

2. Commissioner Scholfield made a motion to approve the Oldtimers Northwest Inc. Father's Day car show event on June 15, 2024 *(M/S/C –/Scholfield/Slate/ All)*.

3. Bid Openings-

The two companies that submitted bid proposals for Building Maintenance and repair of Port Properties are: Damage Control Solutions LLC with a rate of \$125. Per hour and Berry Lake Home Service with a rate of \$400. Per hour. There was no decision made at the Port meeting, the Commissioners would like references from prior clients that Damage Control Solutions has worked with before making a decision.

4. Resolution 2024-01- Establishing the 2024 Regular Meeting Schedule

Commissioner Scholfield made a motion to approve Resolution 2024-01 (M/S/C –/Scholfield/Slate/ All)

5. Port Bathroom Closures

There was much discussion amongst the Commission about when the Port bathrooms will reopen, it was decided that the Port Bathrooms will reopen on May 1, 2024. It was also decided that the Ports Administrator will call the porta-a potty company and have them switch out the port-a potty unit for a smaller one, in hopes of discouraging people from sleeping in them and using drugs inside them.

6. Schedule Special Meeting-

There will be a special meeting on January 22, 2024 @10:00 a.m. starting at the Port Office then tour Port Properties for Commissioner Slate. There will be some strategic planning on future job description of the Port manager at the Special Meeting.

SAFETY/SECURITY -

PUBLIC INPUT

Marvel Hunt who volunteers at the Port office asked if someone at the Port can help clean up the upstairs garage to make room for all the boxes she has of archived files. Marvel also asked about the old electronics that no longer work, Commissioner Scholfield responded he will make sure that gets cleaned out and will make enough room for all the boxes of files.

A community member mentioned there is a lot of new people at the Port meetings, it might be a good idea to have a sign in sheet.

There was a comment to have a white board at the meeting with all the acronym meanings or to put it at the bottom of the agenda.

A community member suggested having drones take security pictures of what is happening at the pier and boat launch at night time.

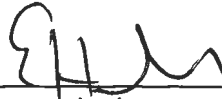
ADJOURN – At 7:55 p.m. the meeting adjourned (M/S/C –/Scholfield/Slate/ All)

Regular meeting – Thursday, February 15, 2024 6:00PM – Port office

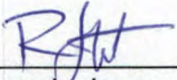
All Ports Meeting – Monday, January 29, 2024 @ 6:30PM – Brownsville



Commissioner



Commissioner



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 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 \$2,411.34 and from the General Fund on the 18th day of January 2024.



 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


<u>Port Assigned Transfer #</u>	<u>Claimant</u>	<u>Amount</u>
2024 - 01		

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

\$24,458.36 and from the General Fund, this 18 day of January 2024


Auditor


Port Commissioner


Port Commissioner


Port Commissioner

Number	Name	Amount
13577	CALEB A. REESE	\$471.78
13578	ED SCROFIELD	\$452.45
13579	JENNIFER L OLSON	\$3,648.66
13580	RICHARD A SLATE	\$118.20
13581	ASTOUND BUSINESS SOLUTIONS	\$303.74
13582	CASCADE NATURAL GAS	\$464.48
13583	HONEY BUCKET	\$293.85
13584	KATLYN CARTER	\$300.00
13585	KEN STORM	\$325.00
13586	KITSAP COUNTY PUBLIC WORKS	\$1,017.51
13587	LOWE'S	\$88.85
13588	PUGET SOUND ENERGY	\$468.31
13589	SAFE SECURITY	\$3,250.00
13590	SHONS FAMILY LIMITED PARTNERSHIP	\$3,638.00
13591	TEAM ORN	\$200.00
13592	TIKAR SERVICE, LLC	\$1,818.18
13593	VISA	\$825.81
13594	WA STATE AUDITOR	\$448.35
13595	WA STATE EMPLOYMENT SECURITY DEPARTMENT	\$108.57
13596	WASHINGTON STATE DEPARTMENT OF L & I	\$325.05
13597	WASHINGTON STATE DEPARTMENT OF REVENUE	\$3,803.87
13598	WASHINGTON STATE EMPLOYMENT SECURITY DEPT	\$108.36
13599	WASTE MANAGEMENT - BREM AIR DISPOSAL	\$383.12
13600	WPPA	\$1,608.00
13601	ED SCROFIELD -	\$88.25