

Port of Silverdale Regular Meeting Minutes April 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; Josh Matthews; Greg Jacobs; Donna Moore; Carla Larson; Irene Moyer; Katie Walters; David Emmons; Cathy Cohoon; Tim Knapp; and Mary Kunish. Attending via Zoom: Hank Anderson; Monica Downen; Debra Purcell and Briene Wagner

CONSENT AGENDA

Decided: The following Consent Agenda items were approved:

- 1. Agenda, April 18, 2024**
- 2. March 21, 2024 regular meeting minute**
- 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

Joy Swedin with Old Town Massage

Joy Swedin who owns Old Town Massage asked if she could pay the Port half the monthly rent for the months of May and June 2024. The Ports contractor will be working on the building starting in May and one of Joy's tenants moved out because of the construction work that will be happening. There was some discussion amongst the Commission about what week in May the Contractor will start, the Ports Administrator will reach out to the contractor to clarify the dates that he can start.

Commissioner Scholfield made a motion to take \$600.00 off Old Town Massage monthly rent for the next two months. (M/S/C –/Scholfield/ Slate/ All)

Greater Kitsap Chamber -Irene Moyer and David Emmons

Irene Moyer and David Emmons with the Greater Kitsap Chamber and Kitsap County Commissioner Katie Walters discussed having a pop-up ferry that will operate between Bremerton and Silverdale, like they had last year during the Blackberry festival but would like to add more days throughout the spring and summer. After Much discussion amongst the Commissioners and the representatives for the pop-up ferry, it was decided to allow the use of the Port on the following dates, May 18, June 15, June 29,30, August 31, September 1 and 2, 2024. The use fee to the Port of Silverdale of \$250.00 a day, pay for extra security during the times the ferry will run and absolutely no use of the Port parking lot.

Commissioner Scholfield made a motion to approve the application with the updated dates and contingency's (M/S/C –/Scholfield/ Slate/ All)

PUBLIC INPUT

A community member asked about the cost efficiency of the pop-up ferry and if there are any other boats that will be available that they could use Kitsap County Commissioner Katie Walters explained that there is a feasibility study that has been funded by the state and they will be looking into it.

UNFINISHED BUSINESS

Waterfront Center Predesign Project

Commissioner Reese sent feasibility studies that he received from the Kitsap Public Facilities District to the contractor Cushman Wakefield and they will get back to Commissioner Reese with an estimate of cost for the feasibility study for the Port of Silverdale.

County's Pump Station #3 Project

Nothing to report

Grants/Projects

Non-motorized float & Marina Relocation

Commissioner Reese received an email from Kimberly McClurg with Marine Surveys & Assessments regarding mitigation points and the number of points it would cost the Port for expanding and moving out their dock and floats. It will cost the Port over \$900,000.00 to purchase mitigation credits from Puget Sound Partnership (PSP) the only marine mitigation bank available to the Port. There was much discussion amongst the commissioners the Commissioners agreed they will need to figure out funding to buy credits or reduce the size of dock.

Outer -water boundary expansion

Commissioner Scholfield reported that the Port is still waiting for the dock survey from KPFF Engineers, they expect the dock survey before the next Port meeting on May 16,2024.

Current Grants

Commissioner Reese reported that the RCO (Recreation Conservation Office) will need a progress report and a formal letter regarding time extension by the end of July 2024, for the Port to be able to extend their current grants due to permitting delays.

Programs –

KSF April 2024 - Updates from Kitsap Sailing Foundation as follows:

1. Kitsap Sailing Club is hosting Team Race Qualifier this Saturday and Sunday (4/20 and 4/21) at Silverdale Waterfront. Approximately 70 sailors expected to attend, plus coaches and families for both days.
2. Summer sailing classes are open for registration as previously described. KSF is looking for interested/available volunteers to assist with being a "present adult" during any of the sessions held June 24 thru July 24. Contact KSF members for more information, if interested.

That's all for now! Thanks!

Clam Island Rowing(CIR) Report April 2024

Programs:

Master rowers started on the water 4/16/24, we are primarily doing sculling for the Masters and for the juniors a combination of sculling and sweep. Learn to row sculling courses will be held May 3,4,7 and 9. Also 6/7,8,11 and 13. We are looking for help with launch drivers and coaches. The juniors have been on the water for a few weeks.

Equipment/boat maintenance:

The Clemmer wherry boat and trailer has been delivered, CIR thanks Caleb for his assistance with the trailer and boat to make it ready to travel to Port Angeles. We received a pristine Maas Aero in trade. No offers yet on the coho motor boat or the two motors for sale.

We are hoping to acquire another mass aero single sculler from Kitsap Rowing Association member.

Safety: No new safety concerns.

Membership:

The junior's program has 8 rowers with one from All Saints school and Ellen will be running a clinic in late May/June with All Saints school members.

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

Facilities

Port of Silverdale Schedule of rates and fees-

There was much discussion amongst the Commissioners regarding the new rates and fees for the Port of Silverdale. It was decided that the Port will increase the NSF fee on the new rates and fees sheet from \$ 40.00 to \$50.00 and Commissioner Reese will contact the attorney for review.

Resolution 2024-02 Charges for Overnight Use of Parking Area

Commissioner Scholfield made a motion to approve Resolution 2024-02 Charges for Overnight Use of Parking Area (M/S/C –/Scholfield/Slate/All).

Port Properties

a. 9004 Washington

The Port is close to receiving the permit for 9004 Washington Ave, they are number 67 out of 128 permits in review.

b. 9004/9020 Washington

The Commissioners looked over an estimate for the metal handrails located between 9004 & 9020 Washington Ave., that Tim Knapp with Tikar submitted. The estimate is from Money Wrench Fabricators of Metal for \$8,698.00 plus sales tax, Tim let the Commissioners know that Monkey Wrench waived the 50% down payment deposit and the Port will be able to pay the invoice when the work is completed.

Commissioner Scholfield made a motion to accept the estimate for the handrails (M/S/C –/Scholfield/ Slate/ All).

3423 Byron Street

There was much discussion amongst the Commission about the door that was replaced and the roof estimate to fix the damaged areas of the roof at 3423 Byron Street, it was decided that Commissioner Slate will meet with the contractor to clarify what parts of the roof that he is proposing to fix and if he will be able to start on the floor structure of the building on May 4, 2024.

3215 NW Lowell

Commissioner Scholfield received a bid proposal from Northwest Electrical Solutions regarding removal of the existing electrical mast and installation of new electrical mast and service wire at 3215 NW Lowell Street.

Commissioner Scholfield made a motion to accept the bid proposal from Northwest Electrical Solutions (M/S/C –/Scholfield/ Slate/ All).

Strategic Planning of Port Organization New Job Description –Future Port Manager

It was decided to discuss the Future Port Manager job when the Commissioners look over the 2024 budget review later in the meeting.

Revised Kitsap Peninsula National Water Trails- Revised 10th Anniversary Celebration

There was some discussion amongst the Commission regarding the revised times of the Peninsula National Water Trails event, the revised times on June 8, 2024 for the use of the Port of Silverdale property are from 6:00 a.m. to 9:00 a.m., the Commissioners approved the event with the new proposed time.

NEW BUSINESS

Western Display Fireworks Event - During Whaling Days – July 26, 2024

Western Display Fireworks submitted an application to use Port property on July 26, 2024 for the fireworks show during Whaling Days like they did last year, they will moor the 100' landing craft overnight at the Port of Silverdale dock and pick up the morning of July 27, 2024.

Commissioner Scholfield made a motion to approve the Western Display Firework event on July 26, 2024 (M/S/C –/Scholfield/ Slate/ All).

Kitsap Art School Event - May 11, 2024 from 3:00 p.m. to 5:00 p.m.

Kitsap Art School is having an Art Show event on May 11, 2024 from 3:00 p.m. to 5:00 p.m. which they may have a pop-up tent that will be outside of their building weather permitting.

2024 Budget Review VS Actual – Annual Report Submitted to the State Auditor's Office

The Commissioners looked through the 2024 budget verses actually to see what the Port has spent so far in 2024. There was some discussion amongst the Commissioners regarding if the Port has enough money in the budget to hire a Port manager. It was decided that Commissioner Slate and the Administrator will look on the MRSC (Municipal Research and Service Center) to create RFQ's (Request for Qualifications) for a headhunter or an employment agency to see how much the yearly anticipated income is for a Port Manager Position. Commissioner Slate will provide the options at the next Port of Silverdale meeting on May 16, 2024.

Commissioner Slate made a motion for approval to create RFQ's for either a headhunter or employment agency through the MRSC (M/S/C – /Slate /Scholfield/ All)

EXECUTIVE SESSION – 8:14 p.m. (begin Executive Session) it was announced that the meeting would be going into Executive Session for **21 minutes** under RCW 42.30.110: To consider the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price . Returned from executive session at **8:35 p.m. (End Executive Session)** It was decided to contact the property owner and let them know the Port is not interested at this time.

SAFETY/SECURITY -

PUBLIC INPUT

Commissioner Reese thanked community member Cathy Cohoon for hosting Purple Martins.

ADJOURN – At 8:45 p.m. the meeting adjourned (M/S/C –/Scholfield/Slate/ All)

Regular meeting – Thursday, May 16, 2024 6:00PM – Port office

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



Commissioner

Commissioner



Commissioner



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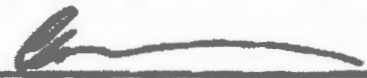
Commissioner Doug Kitchens
Commissioner Caleb Reese
Commissioner Ed Scholfield

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 \$2,481.04 and from the General Fund on the 18th day of April 2024.



 Commissioner

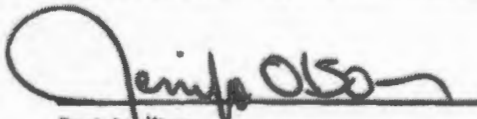


 Commissioner



 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>
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