

Port of Silverdale Regular Meeting Minutes May 16, 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 6:05 pm others attending in person were Commissioner Ed Scholfield; Administrator Jennifer Olson; Marvel Hunt; Joy Swedin; Josh Matthews; Greg Jacobs; Donna Moore; Tim Knapp; and Mary Kunish. Attending via Zoom: Commissioner Rick Slate; Hank Anderson; Monica Downen; Henry Aus and Briene Wagner

CONSENT AGENDA

Decided: The following Consent Agenda items were approved:

- 1. Agenda, May 16, 2024**
- 2. April 18, 2024 regular meeting minutes**
- 3. April 29, 2024 All Ports 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)

PUBLIC INPUT

None at this time.

UNFINISHED BUSINESS

Waterfront Center Predesign Project

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

County's Pump Station #3 Project

Nothing new to report

Grants/Projects

Non-motorized float & Marina Relocation

Nothing new to report

Outer -water boundary expansion

Commissioner Scholfield discussed that the Port is still waiting for the dock survey from KPFF Engineers, the Administrator will email KPFF and ask for status report.

Current Grants

Nothing new to report

Programs –

Kitsap Sailing Foundation (KSF) Report May 2024 -

1. High School Sailing team is wrapping up our Spring season. In early May, our Gold teams competed in our regional Fleet Race Championship in Anacortes, WA. We finished 11th out of 20 teams, which we were proud of since many of our “veteran” sailors are 10 or 11th grade and several team-mates are first year sailors - most of whom were recruited from our summer camp program. Which brings us to our second point...
2. We have solidified our plans to staff the summer sailing program and are looking forward to its start in late June. We have created flyers to promote the camps and would appreciate any support in spreading these out via our Silverdale Port partners (a.k.a. please take and post a flyer 🍷)
3. That’s all for now!

Clam Island Rowing(CIR) Report May 2024

Programs:

Master rowers and Junior rowers have been on the water at Keyport since the end of April, the juniors have been on the water there 7 of 8 potential practice times and Masters have been on the water 5-6 times. Cancelling practice due to high wind velocity has been less of a factor at Keyport compared with Dyes Inlet. The plan is to return to Dyes Inlet after the regional regatta and a local scrimmage, the boats will return May 25th to Silverdale. There is a plan for a learn to scull clinic in June, May was cancelled due to lack of attendance.

Equipment/boat maintenance:

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

Safety:

One of the junior single sculls flipped over being careless but there was no injury to the rower or boat.

Membership:

The junior’s program has 8 rowers and has been having a great season.

We are grateful to the Port of Silverdale for their support

Facilities

Marina Maintenance Permitting

There was much discussion amongst the Commissioners regarding the maintenance permitting for the Port. *Commissioner Scholfield made a motion to send the maintenance permit application to Marine Surveys and Assessments (MSA) for them to complete. - (M/S/C –/Scholfield/ Slate/ All)*

Port of Silverdale schedule of rates and fee

The Port of Silverdale’s Schedule of Rates and fees are being worked on by the Port’s attorney.

Web Cams on Ports website

Commissioner Scholfield will work on the cameras on the Ports website, to get them up and operational.

Port Properties

9004 Washington

The Port received the tenant improvement permit for 9004 Washington Ave., construction is estimated to start on June 1, 2024.

9004/9020 Washington

The handrails for 9004/9020 are almost complete and are expected to be installed by May 24, 2024. The Administrator will reach out to the tenant and let her know when the handrails will be installed

3423 Byron Street

There was much discussion amongst the Commission about the floor structure and construction delays of 3423 Byron.

Commissioner Scholfield made a motion to give the tenant at 3423 NW Byron free rent for the next two months, June and July 2024 (M/S/C –/Scholfield/ Slate/ All).

3330 NW Lowell

There was some discussion about a possible new owner and tenant of Sugar Studios

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

It was decided to have a Special Meeting / Work Session to work on the Job Description for the Port Manager on May 24, 2024 at 10:00 a.m.

NEW BUSINESS

Boy Scout Troop 1540

A letter dated April 15, 2024 from the Boy Scout Troop 1540 hoping to provide cleanup services on Port property during and after Whaling Days as in years past.

Commissioner Scholfield made a motion to contract to Troop 1540 for garbage clean up before and after Whaling Day as in years past. (M/S/C –/Scholfield/ Slate/ All).

Commission Reports

Commissioner Reese suggested the Commissioners give a monthly report on what they have been working on to discuss at the monthly Port meetings.

Commissioner Reese reported that he presented at the Port of Olympia meeting on May 6, 2024 about the process and steps the Port of Silverdale has taken thus far regarding the Silverdale Waterfront Center, he met with Cathy Cahoon regarding the Purple Martins, derelict boat the Patricia Anne currently at the Ports dock, turned their boat into the Department of Natural Resources (DNR), derelict vessel program.

Commissioner Scholfield reported that he is working on getting the Port showers up and operational, he is also working on the Ports pump out, he rescued kids that were locked in the Silverdale Waterfront Parks bathroom which he managed to get the door open.

Commissioner Slate reported that he contacted property owners for a building the Port was interested in, and let them know, the Port is not interested at this time, he also reported that he contacted the property owner of another building the Port is interested in and when they are ready to sell the Port has first right of refusal.

Tracyton Administration Fee

There was much discussion amongst the Commission regarding the Port of Tracyton's \$600 Administration fee that they pay monthly per their Inter Local Agreement (ILA) with the Port of Silverdale, their meeting on May 9th was canceled due to power outage. Commissioner Scholfield made a motion to decrease the Administration fee to \$300 for the month of June which they can pay at their July 11, 2024 meeting.

SAFETY/SECURITY -

PUBLIC INPUT -

Community member discussed attending the Old Town Business Association meeting that she went to regarding the speeding in Old Town and the Port needs to enforce the speeding and parking problems. Commissioner Scholfield responded that after the Old Town Business Association meeting, he sent the Kitsap County Sheriff's department Resolution No. 2007-01 Adopting Rules for Use of Port Property and Requesting Sheriff Enforcement.


Community member brought up the pump station, he noticed that there was a tax increase and people who are sensitive to tax increases are noticing.

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

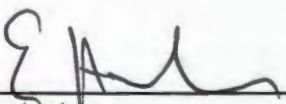
Regular meeting – Thursday, June 20, 2024 6:00PM – Port office
All Ports Meeting – Monday, July 29, 2024 @ 6:30PM – Brownsville



Commissioner



Commissioner



Commissioner




PORT OF SILVERDALE

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

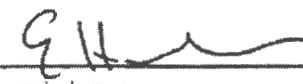
Commissioner Doug Kitchens
Commissioner Caleb Reese
Commissioner Ed Scholfield

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 \$2,585.54 and from the General Fund on the 16th day of May 2024.



Commissioner

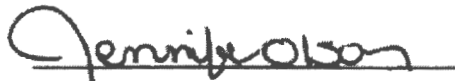


Commissioner



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.

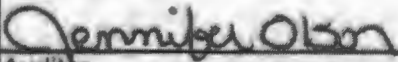


Port Auditor

<u>Port Assigned Transfer #</u>	<u>Claimant</u>	<u>Amount</u>
2024.05	US Treasury	\$2,585.54

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 \$37,064.53 and from the General Fund, this 16th day of May 2024


 Auditor


 Port Commissioner


 Port Commissioner

Port Commissioner

Number	Name	Amount
13671	CALEB A REESE	\$471.80
13672	ED SCHOLFIELD	\$558.42
13673	JENNIFER L OLSON	\$4,005.81
13674	RICHARD A SLATE	\$236.42
13675	ED SCHOLFIELD -	\$87.50
13676	ANYTIME LOCK & SAFE	\$1,132.95
13677	ASTOUND BUSINESS SOLUTIONS	\$308.76
13678	CASCADE NATURAL GAS	\$282.82
13679	FINNERY CONSTRUCTION	\$287.20
13680	HONEY BUCKET	\$102.08
13681	KEN STORM	\$430.00
13682	KITSAP COUNTY PUBLIC WORKS	\$1,080.94
13683	LOWE'S	\$51.85
13684	MARINE SURVEYS & ASSESSMENTS	\$1,722.00
13685	MONKEY WRENCH FABRICATION	\$5,457.82
13686	PRO-LAWN CARE ETC.	\$1,382.30
13687	PUGET SOUND ENERGY	\$388.03
13688	SAFE SECURITY	\$3,250.00
13689	SIMONS FAMILY LIMITED PARTNERSHIP	\$3,636.00
13690	TERI ORR	\$200.00
13691	TIKAR SERVICE LLC	\$10,583.45
13692	VERIZON WIRELESS	\$121.52
13693	VISA	\$1,288.76