

Port of Silverdale Regular Meeting Minutes June 20, 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 6:00pm others attending in person were Commissioner Ed Scholfield; Commissioner Rick Slate; Administrator Jennifer Olson; Mike Vasquez; Carla Larson and Francine Rope. Attending via Zoom: Greg Jacobs; Donna Moore; Mary Kunish and Briene Wagner

CONSENT AGENDA

Decided: The following Consent Agenda items were approved:

- 1. Agenda, June 20, 2024**
- 2. May 16, 2024 Regular meeting minutes**
- 3. May 24, 2024 Special meeting minutes**
- 4. Approve Electronic Transfer of Payroll Taxes**
- 5. Approve Expenditures**
- 6. Approve Electronic Transfer from General Fund to Investment Pool**

- (M/S/C –/Slate/ Scholfield/ All)

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

Application for Use of Port Property

Studio Three Six Om would like to give free yoga classes on the lawn between the boat launch and the sewer building, the classes will be on Monday & Tuesday from 5:30-6:30 p.m. and on Fridays at 6:00 a.m., starting on July 1, 2024 with the last class ending on August 30,2024. Two of the dates in July will not work as they are the same dates that are reserved for Whaling Days, the two dates that are not approved are, July 26 & 29, 2024.

Commissioner Slate made a motion to approve Studio Six OM use of Port Property with removal of the following dates, July 26, 29,2024 (M/S/C –/Slate/ Scholfield/ All).

PUBLIC INPUT

None at this time.

UNFINISHED BUSINESS

Waterfront Center Predesign Project

Commissioner Reese explained that the Port is waiting for an estimate from Cushman and Wakefield to see what they would charge for a feasibility study of the Waterfront Center Project.

County's Pump Station #3 Project

Nothing new to report

Grants/Projects

a. Non-motorized float

Nothing new to report

b. Marina Relocation

Nothing new to report

c. Outer -water boundary expansion

The Commissioners received the dock survey from KPFF Engineers, the survey mentioned that the floating dock structure will remain serviceable for the next 10 to 15 Years with some recommend repairs.

d. Current Grants

Grant reimbursement funds received in June 2024, for dredging the boat launch .

Programs –

Kitsap Sailing Foundation (KSF) Report June 2024 - No Updates this month.

Commissioner Reese mentioned that he talked to Rich Arper with the Silverdale Rotary Duck Race, he asked if he donates to Kitsap Sailing Foundation, will someone from the sailing club take him out in one of their boats so he can attach the oil booms for the Duck Race during Whaling Days on July 28, 2024. Commissioner Reese said he will talk to Kitsap Sailing Foundation.

Clam Island Rowing(CIR) Report June 2024

MASTERS ROWERS enjoyed rowing at Keyport and are now back at Silverdale. Attendance has been low for Master’s rowers typically 2-3 rowers per session. There was a Learn to Scull class in early June.

Juniors Report The juniors program is over for the season and the juniors enjoyed rowing at Keyport. Two former Junior rowers from Clam Island went to National Competition in Florida in June as Part of Sasquatch club and did well in a doubles competition. Another former CIR rower also went to Nationals as a cox for Bainbridge Island and did well.

Equipment/boat maintenance:

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

Safety:

No safety issues since the last report.

Membership: for the Masters is low. We are only rowing as a Sculling program now and do little sweep rowing in the 8-person boat. We have done some combined rowing with the juniors.

Clam Island is talking to the Port of Keyport about potentially rowing there instead of Dyes Inlet as the wind is less of a factor there but we want to make it clear the Port of Silverdale has been extremely supportive and this potential move would in no way reflect negatively on our experience with the Port of Silverdale. The Port of Keyport has requested that one of the Port of Silverdale Commissioners attend a meeting to discuss this issue on July 1st.

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

Commissioner Reese mentioned that Ellen from Clam Island Rowing contacted him about going to the Port of Keyport's meeting on July 1, 2024, to discuss financials of the rowing club with the Port of Keyport. Commissioner Reese asked the other Commissioners if they are okay with him going to the Port of Keyport meeting, Commissioner Scholfield and Slate are okay with Commissioner Reese attending and discussing financials of Clam Island Rowing.

Facilities

Marina Maintenance Permitting

There was much discussion amongst the Commissioners regarding the maintenance permitting and if the Port needs a SEPA (State Environmental Policy Act). SEPA is a process that identifies and analyzes environmental impacts associated with governmental decisions. These decisions may be related to issuing permits for private projects, constructing public facilities, or adopting regulations, policies, and plans. It is not clear if the Port needs a SEPA, Commissioner Reese will contact Marine Survey and Assessments.

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 explained that he ordered new equipment to update the web cam on the Ports website and he will contact Astound Business Solutions to increase the Ports upload speed.

Port Properties

a. 9004 Washington

Contract between the Port of Silverdale and Damage Control Solutions LLC, for tenant improvements located at 9004 Washington Avenue was signed. It was decided for change orders costing between \$5,000 - \$10,000 to delegate authority to Commissioner Slate to approve those changes.

Elizabeth Barnes the tenant that will be moving into 9004 Washington, sent an email asking the Commissioners if it would be possible to store some equipment that she purchases in the garage of her new building until the tenant improvements are complete? The Commissioners agreed to let Elizabeth store some of her equipment in the garage but would like her to sign a release of liability in case something gets damaged then the Port will not be liable. Commissioner Slate explained that the tenant is adamant about the basement floor needing to be sanitized and asked about the broken window in the basement. It was agreed that Commissioner Scholfield will go and spray the basement and he will have Alex with Tikar take care of the broken window.

b. 9004/9020 Washington

Handrails for 9004/9020 are complete.

c. 3423 Byron Street

Floor structure at 3423 NW Byron is almost complete, the contractor is finishing up trim work and has submitted his intent to pay form along with payment to Washington's Public Works division.

There was much discussion amongst the Commission about the French doors that were installed at 3423 NW Byron, Commissioner Slate will talk to the contractor that installed the French doors and have him re install or fix the doors, so they are level with no gaps at the top or bottom of the doors.

d. 3330 NW Lowell

Sugar Studios is under new ownership, welcome Sherly, Elias and Ronell.

e. 3215 NW Lowell

Commissioner Scholfield will call Dahl Glass and order a new window for the lobby at 3215 NW Lowell. Commissioner Scholfield will check with the electrician to see when he will be replacing the electrical mast on the roof.

f. Strategic Planning of Port Organization – Port Manager

There was much Discussion amongst the Commission regarding the new Port managers pay, job duties and start date. It was decided that the Commissioners will need to have a special meeting to look at a spread sheet of similar size Ports to see what they pay their Port manager and will need to determine additional job duties. The Commissioners think a one-year contract with a review and make adjustments as necessary. The Port first needs to hire an Administrator and train them which could take a few months, Jennifer Olson will send the job description for her current position to Commissioner Slate along with a list of employment agencies from the Municipal Research and Service Center (MRSC). Jennifer is attending two trainings with the Washington Public Ports Association (WPPA) at the end of June and mid-July, 2024.

Commissioner Reports

Commissioner Reese explained that the marine contractor that was going to pick up and destroy a derelict vessel parked at one of the Ports slips, upped their price from the original estimate so the Port went with a different company whose estimate was less. When the Port receives the bill, they can process the paperwork for the Department of Natural Resources (DNR) so the Port can be reimbursed.

Commissioner Slate received an estimate to fix the roof at 3423 NW Byron and will follow up with the contractor about watching the labor and Industries video on their portal.

Commissioner Scholfield discussed that he has been in talks with some of the local land owners about removing nonnative rock to possibly use for mitigation purposes.

NEW BUSINESS

Port Laptops & Cellphones for Commissioners

Commissioner Scholfield explained that the Commissioners should have their own lap top and cell phones. Commissioner Scholfield will order Commissioner Slate a cell phone.

Derelict Sail Boats

Commissioner Scholfield reported that the Kitsap County sheriff can only ticket the boats that are anchored in Dyes for more than 30 days, the Port needs to remove them. There are two boats currently in Dyes Inlet that have been anchored since late fall of 2023, the Port needs to take a picture and tag them so they can have the money earmarked with the Department of Natural Resources (DNR). Commissioner Scholfield will start the Process along with the Administrator so she can learn, while discussing the derelict boat process, Commissioner Slate mentioned he would like to be involved as well to learn the process.

Executive Session – 7:39 p.m. (begin Executive Session)

It was announced that the meeting would be going into Executive Session for 5 minutes under RCW 42.30.110 (1)(f) To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge; Returned from executive session at **7:44 p.m. (End Executive Session)**

No decision made, we all should be aware of how others perceive things.

SAFETY/SECURITY

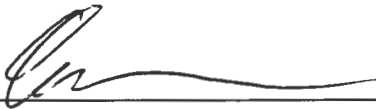
The Port requested extra security from Safe Security for June 18, 2024 (Last day of school) and for July 4, 2024. The Port will order an extra dumpster for July 4, 2024, it will be delivered on July 1, 2024 and picked up on July 5, 2024.

PUBLIC INPUT Not at this time.

ADJOURN – At 8:07 p.m. the meeting adjourned (M/S/C –/Scholfield/Slate/ All)

Regular meeting – Thursday, July 18, 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 Rick Slate
Commissioner Caleb Reese
Commissioner Ed Scholfield

**AUTHORIZATION FOR TRANSFER FROM THE GENERAL FUND
TO THE INVESTMENT POOL**

We, the undersigned Board of Commissioners of the Port of Silverdale, Kitsap County,
Washington, that the electronic transfer listed below is approved

for Transfer from the General fund to the Investment Pool in the amount of:


\$400,000.00 and from the General Fund on the 20th day of June
2024.



Commissioner

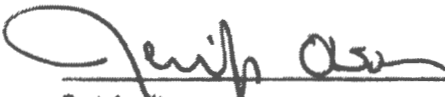


Commissioner



Commissioner

I, the undersigned do hereby certify, under penalty of perjury, that the transfer herein
Specified above is approved, by the Port of Silverdale Commissioners;
and that i am authorized to authenticate the transfer.



Port Auditor



PORT OF SILVERDALE

P. O. BOX 330
SILVERDALE, WA 98383
(360) 696-4918
(360) 696-3402 - fax

Commissioner Rick Slate
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 \$3,095.82 and from the General Fund on the 20th day of June 2024.

RJat
Commissioner

[Signature]
Commissioner

[Signature]
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.

Jennifer Olson
Port Auditor

<u>Port Assigned Transfer #</u>	<u>Claimant</u>	<u>Amount</u>
2024-06	US Treasury	\$3,095.82

