

Port of Silverdale Regular Meeting Minutes September 19th , 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 the Port of Silverdale website.

CALL TO ORDER

Commission Chair Ed Scholfield called the meeting to order at 6:00pm others attending in person were Commissioner Caleb Reese; Carla Larson(notetaker); Greg Jacobs; Donna Moore; Josh Matthews; and Tim Knapp. Attending via Zoom: Commissioner Rick Slate; Monica Dowden; Pat Reese and Briene Wagner

CONSENT AGENDA

Decided: The following Consent Agenda items were approved:

1. Agenda
2. August 15th , 2024 Regular meeting minutes
3. August 28th , 2024 Special Meeting Minutes
4. Approve Electronic Transfer of Payroll Taxes
5. Approve Expenditures

(M/S/C –/Reese/ Slate / All)

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

ATTENDEES WHO ASKED TO BE PLACED ON THE AGENDA

Carla Larson with the Silverdale Dandy Lions to talk about the Tree lighting event and Bonfire. It will be November 30th this year. Commissioner Reese Motioned to Give \$500.00 to support the Christmas tree lighting and allow the Bonfire on Port Property again this year.

(M/S/C –/Reese/ Slate / All)

PUBLIC INPUT -

A member of the public requested information on the Tree lighting, the Dandy Lions will reach out to them.

UNFINISHED BUSINESS

Waterfront Center Predesign Project

Commissioner Reese reported that he and Commissioner Slate had attended a Brownfield workshop in Bremerton last week and that there is a possibility some funds are available for site cleanup. Commissioner Slate is reaching out to see what is available for us.

County's Pump Station #3 Project

Commissioner Scholfield stated that he looked at the County's 60% design drawings and that the Ports utilities show being removed, he is going to reach out to the County's contractor.

Grants/Projects

Non-motorized float and Marina Relocation- Still waiting on Permitting

Outer -water boundary expansion- Nothing new to report

Current Grants

Commissioner Reese had a discussion with Brian Carpenter (RCO Grant Manager for our BFP grant), the RCO doesn't give multiple year extensions, a one-year extension is no problem, but we are still a couple years out for permits. One option is to change our current grant from a development grant to a planning grant and then reapply on the next Grant cycle, the BFP grant money is usually pretty solid, the ALEA grant is more competitive, but we would get additional points for having permitting and planning taken care of, so would be in a good position. The commissioners discussed this and agreed that it makes sense to get the one-year extension and work on changing the grants from development to planning and see if we can use some of the planning money to plan for mitigation also. Commissioner Reese to reach out to Brian.

Programs

Kitsap Sailing Foundation (KSF)

KSF Fall season has begun with High School and Middle School Sailing teams both full. They are in their third week of practice.

They would like the sailing float left in the water until October 31st. Scheduled removal on October 18th has been moved.

Clam Island Rowing (CIR) Report September 2024

MASTERS ROWERS have enjoyed sculling in Silverdale. On 9/21/24 a CIR 4-man boat, a quad will compete in the Otter Island Regatta. 5 Junior rowers are rowing at Keyport currently.

Equipment/boat maintenance:

No offers yet on the coho motor boat or on the two motors for sale. The shed in the boat yard needs repair.

Safety:

Damage to two of our boats (the Sol Doc R-0046 and the Grinch(Sunny)R-00467)occurred due to a woman running into our fence. Awaiting word back from Ed Scholfield regarding which insurance company to contact to discuss the damage to the riggers on both boats and the body damage on the Sol Doc that she caused. The woman reported her crash to Safe Security on Friday night 9/13 and we observed the damage Saturday 9/14 and filed another police report. Ed Scholfield notified us Saturday evening that the woman had reported the crash. The fuel storage locker was also damaged but no gas leaked out of the cans stored there. There is damage to at least three of the fence panels.

Also we would like the port of Silverdale commissioners to discuss our use of the CIR safety boat for the juniors program for the rest of September and October in Keyport . We hope we can have an answer at the end of this port meeting 9//19. Enduris representative Joe Davis approved the loan of the boat for two months as it relates to Enduris and the risk pool/insurance. The boat would be locked to the Keyport dock Mon-Thursday for practices in Keyport then trailered to Ellen Strong's private yard for storage over the weekend.

Membership and possible move to Port of Keyport: We have added a few new members and continue to scull. Unclear if the CIR move to Keyport will occur, there are insurance concerns among other issues regarding the move. Discussions will continue.

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

There was discussion by the commissioners, it was decided that the support boats are for use with the Ports Rowing Shells leased to Clam Island Rowing so the support boats should stay in Silverdale unless they are being used in support of a Regatta that Clam Island Rowing is attending.

Facilities

Marina Maintenance Permitting- Commissioner Reese will reach out to MSA to see where we are on the permitting.

Port of Silverdale schedule of rates and fees-Rules and Regulations from Attorney, no fees in the packet, Tabled until next month.

Port Properties

9004 Washington

There were concerns about the work being performed, it was decided to have a *Special Meeting on Monday September 23rd and do a walk through with the contractor.* The contractor also sent an invoice in requesting payment for his Performance Bond, the Commissioners discussed this and all agreed that the Performance bond is the contractor's responsibility.

9020 Washington

Commissioner Scholfield has arranged to have the roofs and gutters on all the Port buildings on Washington and Lowell cleaned.

3215 NW Lowell- Electrical bid status, it is on the schedule.

Preliminary Budget

2025 preliminary budget was reviewed by Commissioners.

Strategic Planning of Port Organization

Marvel, Donna and Commissioner Slate had a meeting to possibly re-evaluate the Manager/Administrator job duties. They have done 2 interviews and have one more candidate. After discussion it was decided to continue the Special Meeting after the walk through with the contractor at the Port Office at 1:00PM to discuss the Administrator duties in detail.

Commissioner Reports

Commissioner Slate

Has reached out to EPA/Department of Ecology to start Phase 1 of the Grant process for the Pub removal and cleanup.

Will have 3 bids for speed humps in parking lot for Monday's Special Meeting.

Feels that the Port should reimburse Commissioner Reese for duties as Administrator since September 28th, working Daily Monday- Friday. Commissioner Scholfield said they would have to look into what the maximum allowed is.

Commissioner Reese

Commissioner Reese reported that he has been doing Admin for the Port.

Commissioner Scholfield

Commissioner Schofield Pier issue, closing overflow parking lot with floats for the winter, Jersey Barriers to protect fence by Rowing Shells. Will repaint stripes in Parking lot, Saturday 9/21 pressure wash, Sunday 9/22 Repaint stripes.

Occupancy permit for 3215 NW Lowell -191, 10 months in, will reach out to the tenant to discuss the Occupancy permit.

NEW BUSINESS

Commissioner Reese stated that due to emergent circumstances as he is filling in as Administrator that he will be in contact with the other Commissioners from time to time, will not be making decisions, just passing along information. Will try to utilize email as much as possible so there is a record of the communication.

SAFETY/SECURITY

Commissioner Scholfield was meeting with KCSO Saturday afternoon about the motor vehicle that ran into the Clam Island rowing fence on Friday evening. While waiting he observed a white pickup do a 180 at a high speed, when he went to take pictures of the vehicle the driver threatened him, when KCSO arrived they verbally trespassed the individual. Then on Sunday Commissioner Scholfield witnessed a Ford Ranger with a girl driving doing 360's in the boat trailer lot trying to throw the three girls in the bed of the truck out. Would like Administrator to prepare trespass paperwork for both drivers. Also need to look at the Trespass in the Rules and Regs to see what the appeal process is.

PUBLIC INPUT

A community member inquired about possibly having a larger one-way sign at the intersection of McConnell and the Ports parking lot.

Tikar reported that they have done a repair to the railing on the Pier, they will get a plan together for replacement of some of the structural members of the railing.

ADJOURN – At 7:14 p.m. the meeting adjourned (M/S/C –Reese/Slate/All)

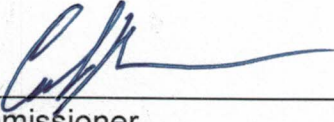
Special Meeting – Monday, September 23, 2024@Noon, 9004 Washington

Regular meeting – Thursday, October 17, 2024 @ 6:00 PM – Port office

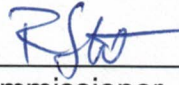
WPPA Small Ports Convention October 23-25, 2024-Chelan

All Ports Meeting – Monday, October 28, 2024 @ 6:30PM – Brownsville

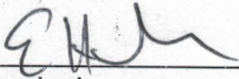
Thank you to Carla Larson for the help with the minutes



Commissioner



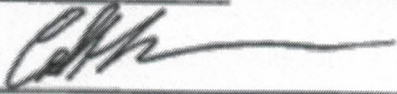
Commissioner



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 \$26,489.30 and from the General Fund, this 19th day of September 2024



Auditor



Port Commissioner



Port Commissioner



Port Commissioner

Number	Name	Amount
13771	CALEB A. REESE	\$589.74
13772	ED SCHOLFIELD	\$475.51
13773	JENNIFER L OLSON	\$2,370.24
13774	RICHARD A. SLATE	\$350.12
13775	ASTOUND BUSINESS SOLUTIONS	\$491.38
13776	CASCADE NATURAL GAS	\$52.00
13777	CSD ATTORNEYS AT LAW	\$160.00
13778	ED SCHOLFIELD -	\$119.93
13779	KITSAP COUNTY PUBLIC WORKS	\$1,050.94
13780	LOWE'S	\$107.64
13781	PRO-LAWN CARE ETC.	\$1,392.30
13782	PUGET SOUND ENERGY	\$458.19
13783	SAFE SECURITY	\$4,670.00
13784	SCOUT TROOP 1540, BSA	\$1,000.00
13785	SIMONS FAMILY LIMITED PARTNERSHIP	\$3,636.00
13786	TERI ORR	\$250.00
13787	TIKAR SERVICE, LLC	\$7,538.33
13788	VERIZON WIRELESS	\$237.57
13789	VISA	\$1,308.48
13790	WASTE MANAGEMENT - BREM AIR DISPOSAL	\$200.93

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 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 \$ 2182.62 and from the General Fund on the 19th day of SEPTEMBER 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>
2024-09	US TREASURY	\$ 2182.62