

MINUTES OF SILVERDALE PORT SPECIAL MEETING September 23rd , 2024
The meeting started with a walkthrough of construction at 9004 Washington Avenue
then moved to the Port of Silverdale Office

Commissioner Chair Ed Scholfield called the meeting to order at 12:00 pm. Also, in attendance were: Commissioner Rick Slate; Commissioner Caleb Reese; Carla Larson(notetaker); Marvel Hunt, Elizabeth Hamre, and Clayton LaFontaine(Damage Control solutions LLC)

Notice of the Special meeting was placed on the Port office door days prior to the meeting.

A motion was made to approve the Special Meeting Agenda (M/S/C –/Slate/Reese/ All)

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

9004 Washington Avenue

There was discussion about the construction work with input from Elizabeth, Clayton and the Commissioners

Elizabeth wanted to know if the Port would be willing to remove the yard debris from the back yard, Commissioner Scholfield said he would get ahold of Ken Storm to have it removed. (Later in the meeting when commissioners were going over to-do items Clayton's employee had already begun loading the debris into a trailer so the Commissioners agreed to go ahead and have Damage Control Solutions LLC remove the debris.)

Paving over old swimming pool and adding ADA parking? Commissioners will have to discuss further. Agreed to remove old power pole at SE corner of area.

Yes, the Port wants pocket doors as specified in the plan.

Clayton to reflash large window on South wall

Fencing to the east, cut posts off and fill with concrete or mortar.

Clayton to get estimates for change orders to; (1)Replace rotting ADA Ramp to front door.
(2)Replace siding on 2 south walls to the peak with Hardie Plank.

Discussion about billing, monthly receipts and progress reports. Agreed to do progress billing monthly. Bond is Contractor's responsibility not the Ports.

Meeting moved to the Port Office, 3550 NW Byron Street at 1:00pm

Elizabeth and Clayton left the meeting, Donna Moore joined the meeting.

Commissioner Reese made a motion to pay Damage Control Solutions an adjusted amount of \$8822.19 for materials and work completed up to now. See attached Voucher approval. **(M/S/C –Reese/ Slate / All)**

Administrator Job Duties and Description

There was discussion concerning the Office Administrator position, it was decided that it would be a full-time position, with a minimum of 2-3 after hours meetings a month, the job description was updated and will be sent out today, Commissioner Scholfield to put on the website. It was agreed to post the job until October 12th, Commissioner Slate, Marvel Hunt and Donna Moore will be working on interviewing the prospective applicants. Commissioner Slate to post job opening on Indeed.

Issues to solve, Cash deposit verification, moorage payment verification.

Need actual versus budgeted report every quarter.

6 and 12-week evaluations, then quarterly for first year and annually after that.

Open office hours 10-3 Monday-Friday

Speed bumps/tables

Three bids for speed tables were received, \$12,837.00, \$9073.70 and \$7820.00.

Commissioner Reese made a motion to accept the low bid of \$7820.00 from Seal Tech. **(M/S/C –Reese/ Slate / All)** Commissioner Slate to contact seal Tech.

Public Comment

Need to update office need a comment book with duplicate so that if a message is left by someone walking in it will get to the correct person. Discussion of public walk in Communication to Commissioners.

Mail slots for each Commissioner.

Port Manager to do the business, Commissioners to provide the "Vision"

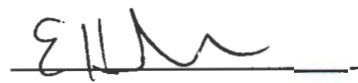
ADJOURN At 2:57 PM the meeting adjourned **(M/S/C –/Slate/Reese/ All)**



Commissioner



Commissioner



Commissioner

Port of Silverdale

Special meeting Notice

Meeting will start as a walk-through of 9004 Washington Avenue with the Contractor at 12 Noon Monday September 23rd , 2024 there will be no Zoom available for this part of the meeting and no public input.

Meeting will move back to the Port Office at 3550 NW Byron Street, Silverdale at 1:00 PM to take any actions on items from the walk-through and have a Work Session on the Administrator job duties, description, and to start working through the Port of Silverdale Rules and Regulations Resolutions.

Zoom will be available at 1:00 PM

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11:45 AM QR