

Port of Silverdale Regular Meeting Minutes November 21st, 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; Commissioner Rick Slate; Katie Byrd(administrator); Clayton LaFontaine; Elizabeth Hamre; Hank Anderson; Carla Larson; Donna Moore; Josh Matthews; Henry Aus was present via Zoom.

The following Consent Agenda items were approved:

1. Agenda
2. October 17th, 2024 Regular meeting minutes
3. October 28th, 2024 Special Meeting Minutes
4. Approve Electronic Transfer of Payroll Taxes
5. Approve Expenditures

Commissioner Reese Motioned to accept the consent agenda items.

(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

Damage Control Solutions –

Clayton, with Damage Control Solutions, provided an update on the ongoing remodel of 9004 Washington Ave. He reported that an electrician has been secured for the project. The selected company is All Spark Electric based in Poulsbo. The commissioners inquired about the expected completion date for the remodel. Clayton indicated that the timeline largely depends on the electrician's progress. Depending on when the electricians get the rough-in done, Clayton anticipates the project will be finished by December 31st, 2024.

Public Input

Carla Larson – The Annual Silverdale Christmas tree lighting will be held on Saturday, December 30th, 2024 from 3:00PM – 5:30PM. There will be tractor rides and a bonfire from 2:00PM-4:00PM, Santa will arrive at 4pm and the Christmas tree will be lit at 5:00PM.

UNFINISHED BUSINESS

County's Pump Station #3 Project

After discussion, it was decided to terminate the ILA with the County regarding Pump Station #3. *Commissioner Slate made a motion to terminate the ILA and delegate authority to Commissioner Reese to send a letter notifying the County of the termination.*

(M/S/C –/Slate/Reese/All)

Grants/Projects

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

Outer -water boundary expansion- Nothing new to report

Programs

Kitsap Sailing Foundation (KSF)

KSF attended the High School Fall Championship regatta in Oak Harbor last month and came in 8th place. He also reported having a lot of interest for the spring.

Clam Island Rowing (CIR)

Clam Island Rowing (CIR) Report Nov 2024

Programs:

MASTERS ROWERS we are off the water for the winter.

JUNIOR ROWERS, we have no junior rowers or junior's coach at this time.

EQUIPMENT: The coho, trailer and motor were sold. We appreciate Caleb Reese's work in the sale and title exchange. We would appreciate updates regarding potential demolition of the bar next to our boat yard storage, if and when they are available to help us be proactive. We hope to sell some of our surplus boats.

Thanks to Ed Scholfield for helping with the insurance claim on the two boats (Sol Doc R-0046 and the Grinch R-00467)damaged when a driver hit our boat yard fence. The insurance settlement will be discussed later in this meeting.

The shed in the boat yard has a temporary fix that should get us through the winter.

SAFETY: We appreciate Rick Slate's work at securing speed bumps to help with safety for all that use the waterfront.

MEMBERSHIP and possible move to Port of Keyport: An email went out to the Keyport Commissioners earlier this week regarding setting up a meeting ,with all involved parties, to discuss the possible move of CIR to Keyport with potential transfer of all equipment to Port of Keyport. I have spoken with Mitch Eaden from Enduris Company regarding Enduris's concerns about risk pool /insurance costs and liability if we transferred the shells/chase boats to Keyport.

We appreciate the Port of Silverdale's help and support of our rowing program and would appreciate updates regarding possible demolition of the old Bar building next to our boat yard storage unit.

Donna Moore MD

Insurance Claim Settlement

The insurance company has provided a settlement for the 2 shells damaged in the accident on 9/13/2024. As of now, no settlement offer has been made for the damage to the fencing and storage rack. CIR hopes to use the funds from the settlement to purchase a new boat to replace the two that were totaled. *Commissioner Reese motioned to accept the settlement offer for the shells.*

(M/S/C --/Reese/Slate/All)

Facilities

Marina Maintenance Permitting - Still working on permitting

Port of Silverdale Rules and Regulations Resolution – Postponed Discussion

Speed bumps in parking lot

Marvel sent an email expressing gratitude to the commissioners for their efforts in getting the speed bumps placed at the boat ramp. The community has provided positive feedback, with many residents noting a significant reduction in noise levels in Old Town since the installation was completed.

Commissioner Reports

Commissioner Slate has been reviewing documents related to the Pub, specifically regarding the presence of asbestos and the costs associated with its removal. The asbestos will need to be removed before any further work is done to the Pub. Commissioner Slate also raised concerns about the building's ability to withstand the harsh winter conditions. However, Commissioner Scholfield noted that the county's assessment did not reveal any structural issues that would raise concern. The commissioners are considering applying for a grant to assist in the process of either demolishing or replacing the building. There was discussion about consulting with a grant writer to provide guidance on the best course of action.

Commissioner Reese requested that the Sailing and Rowing Clubs review and update their boat list in preparation for a new agreement. He asked that this be completed before the next meeting, scheduled for December 19th, 2024, so that the new 2-year agreement can be signed at that time.

Commissioner Scholfield also mentioned there is more graffiti/vandalism in the showers.

NEW BUSINESS

2025 Final Budget

There was discussion about the 2025 budget. *Commissioner Reese made a motion to adopt Resolution 2024-02 and the Final 2025 budget.*

(M/S/C –/Reese/Slate/All)

Commissioner Reese made a motion to accept Resolution 2024-03 Ordinance Resolution and the Levy Certification.

(M/S/C –/Reese/Slate/All)

Leases

There was discussion concerning the leases and increased expenses. *Commissioner Reese motioned for a 3% increase in rent for all tenants.*

(M/S/C – Reese/Scholfield/All)

CPA/Accountant

Commissioner Reese suggested hiring a CPA or accountant with expertise in QuickBooks and government agencies to help the Port correct errors in our QuickBooks system and ensure proper setup. Commissioner Slate motioned to delegate authority to Commissioner Reese to hire an Accountant/CPA.

(M/S/C – Slate/Scholfield/All)

Safety/Security

There was a lot of garbage left behind 3481 NW Byron Street one night.

ADJOURN – At 7:13 p.m. the meeting adjourned

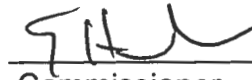
(M/S/C –Reese/Slate/All)

Regular meeting – Thursday, December 19th, 2024 @ 6:00 PM – Port Office

All Ports Meeting – Monday, January 27th, 2025@ 6:30PM – Brownsville



Commissioner




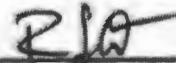


Commissioner



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 \$52,029.57 and from the General Fund, this 21st day of November 2024

 _____ Auditor	 _____ Port Commissioner  _____ Port Commissioner  _____ Port Commissioner
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Number	Name	Amount
13818	CALEB A. REESE	\$3,280.81
13819	ED SCHOLFIELD	\$817.08
13820	KATIE S BYRD	\$2,387.45
13821	RICHARD A. SLATE	\$738.42
13822	ASTOUND BUSINESS SOLUTIONS	\$498.28
13823	BEAR CREEK ASPHALT PAVING LLC	\$9,073.70
13824	CALEB REESE -	\$332.32
13825	CASCADE NATURAL GAS	\$125.71
13828	DAMAGE CONTROL SOLUTIONS LLC	\$9,407.34
13827	ED SCHOLFIELD -	\$432.82
13828	EMPLOYMENT SECURITY DEPARTMENT (ESD)	\$25.00
13829	GREATER KITSAP CHAMBER FOUNDATION	\$325.00
13830	HONEY BUCKEY	\$285.55
13831	KEN STORM	\$2,940.00
13832	KITSAP COUNTY PUBLIC WORKS	\$1,080.94
13833	LOWE'S	\$174.20
13834	MARINE SURVEYS & ASSESSMENTS	\$234.15
13835	PRO-LAWN CARE ETC.	\$1,392.30
13838	PUGET SOUND ENERGY	\$411.40
13837	RICK SLATE	\$308.20
13838	SAFE SECURITY	\$3,350.00
13839	SIMONS FAMILY LIMITED PARTNERSHIP	\$3,838.00
13840	TERI ORR	\$250.00
13841	TIKAR SERVICE, LLC	\$7,841.64
13842	VERIZON WIRELESS	\$211.64
13843	VISA	\$2,138.83
13844	WASTE MANAGEMENT - BREM AIR DISPOSAL	\$200.93
13845	WPPA	\$150.00

PORT OF SILVERDALE

P. O. BOX 330
SILVERDALE, WA 98383
(360) 696-4818
(360) 696-3402 - fax

Commissioner Rick Slets
Commissioner Caleb Reese
Commissioner Ed Schofield

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 3,099.41 and from the General Fund on the 21st day of November 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

Port Assigned Transfer #	Claimant	Amount
2024-11	US Treasury	\$3,099.41