

Port of Silverdale Regular Meeting Minutes

December 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; Commissioner Rick Slate; Katie Byrd(administrator); Carla Larson; Donna Moore; Esmett Perez; Marvel Hunt; Greg Jacobs; Hank Anderson was present via Zoom.

The following Consent Agenda items were approved:

1. Agenda
2. November 21st, 2024 Regular meeting minutes
3. Approve Electronic Transfer of Payroll Taxes
4. 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)

PUBLIC INPUT

Carla Larson expressed her gratitude to the Port for their support and assistance with the Bonfire and Tree Lighting event held on November 30th. She also announced a meeting scheduled for January 13, 2025, for those interested in volunteering for next year's Tree Lighting. The primary objective for the meeting is to coordinate efforts to replace all the lights on the tree.

UNFINISHED BUSINESS

County's Pump Station #3 Project

Commissioner Reese sent the letter to terminate the ILA with the County regarding Pump Station #3.

Grants/Projects

ALEA - Commissioner Reese is currently working on the final report for this grant. It was recently confirmed that it is highly unlikely we will be required to repay any portion of the grant. Initially, it was believed that the entire amount would need to be reimbursed, so this development is a positive outcome. A definitive answer is expected within the next few weeks.

BFP – It is expected that we will only have to pay back around \$18,000 for this grant.

Programs

Kitsap Sailing Foundation (KSF)

KSF has stored their boats away for the season.

Clam Island Rowing (CIR)

CIR has completed their Annual Report, which highlights their goals and plans for the upcoming year. They are focusing on growing the Juniors program and are exploring ways to get more juniors involved in the rowing club. There have also been discussions about merging CIR with the Keyport Rowing Club, but this will not be possible due to insurance concerns.

Commissioner Reese requested a year-end synopsis from CIR to provide more details on their activities and finances.

Insurance Claim Settlement

Commissioner Reese has dedicated considerable time over the past month working with the insurance adjuster on the Rowing Shells claims. There have been some challenges in determining the correct forms and documentation required for the claim, but efforts are ongoing to resolve these issues promptly.

Use Agreements

Commissioner Slate made a motion to accept the use agreements for CIR and KSF.

(M/S/C –/Slate/Reese/All)

Facilities

Marina Maintenance Permitting - Still working on permitting

Port of Silverdale Rules and Regulations Resolution – Postponed Discussion

Port Properties

9004 Washinton Ave –

Commissioner Reese identified a discrepancy in the recent invoice from Damage Control Solutions LLC, as it reflects a lower payment than what has actually been made. Additionally, the framing and insulation inspection did not pass and will require reinspection next week before work can continue. To date, 69% of the project has been paid, and the remodel will not be completed by the previously established deadline of December 31st.

9020 Washington Ave –

Kristina of Flora's Favors has expressed interest in leasing 9020 Washington. Kristina is an intimacy coach who also sells handcrafted gifts and decorations, with plans to potentially add a small coffee bar/shop. She is requesting approval to make her own tenant improvements to the building. The proposed rent amount is expected to range between \$850 and \$1,000, though the final figure has yet to be determined.

3421 NW Byron St –

Ken Storm will be taking care of the tree trimming.

3484 NW Byron St –

The roof leak at the property is scheduled to be repaired next week. It was a minor issue, and the cost to fix it will be under \$400. Additionally, the Port is contacting a plumber to investigate several plumbing concerns, including backed-up sinks and an unpleasant odor coming from the washing machine. The plumber will conduct a thorough inspection to determine the cause of the problems

3423 NW Byron –

There is a gap beneath the door at the rental unit, causing a draft and leading to a significant increase in the renter's electric bill due to heat loss. It was decided to implement a temporary solution by using foam to seal the gap. Since this is not the ideal time of year to replace the door, the foam will serve as a short-term fix until spring.

Additionally, the patio light is not functioning, and Commissioner Scholfield will address this issue.

Leases –

We are currently working on getting all of the leases renewed and signed for 2025. Only 7 out of 18 Leases have not been signed.

Bookkeeper –

Commissioner Reese met with bookkeeper, Bess, from Gintz Warner. After spending a short time evaluating our QuickBooks, she determined that everything looked correct and no further action was needed.

COMMISSIONER REPORTS

Commissioner Slate will meet with James Weaver in January to explore grant options for the demolition of the pub. The primary goal is to secure funding for both demolition and construction, but the Port is open to starting with a grant for demolition to get the project started.

Commissioner Reese received the demolition bill for the Pacific High, totaling \$93,208. A certified letter has been sent to the registered owner informing them of the balance due. If no response is received by 01/15/2025, the DNR will reimburse the Port.

Commissioner Scholfield suggested discontinuing Zoom meetings in the near future. These meetings were initially implemented during COVID to keep the community engaged while ensuring safety.

NEW BUSINESS

Whimsey

The Whimsey (WN4964NU) broke loose during a storm on Friday, 12/13/2024, sustaining damage and becoming lodged under our dock. The Port took emergency possession of the boat and sent letters to the registered owner. If no response is received by January 6th, the Port will take full possession of the Whimsey. Commissioner Reese spoke with Jerry Farmer of the DNR, and \$14,000 has been allocated for the boat's destruction if the owner cannot be located.

SAFETY / SECURITY

There have been ongoing issues with receiving accurate boat reports from Safe Security, including some nights with no reports at all. The issue has been addressed with Jason Mims of Safe Security.

PUBLIC COMMENT

Marvel Hunt mentioned how nice the Holiday decorations looked outside the Port office.

ADJOURN – At 7:15 p.m. the meeting adjourned

(M/S/C –Reese/Slate/All)

Regular meeting – Thursday, January 16th, 2025 @ 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 \$132,807.70 and from the General Fund, this 19th day of December 2024


Auditor


Port Commissioner


Port Commissioner


Port Commissioner

Number	Name	Amount
13846	CALEB A REESE	\$751.37
13847	ED SCHOLFIELD	\$484.82
13848	KATIE S BYRD	\$3,421.14
13849	RICHARD A SLATE	\$152.13
13850	JENNIFER L OLSON	\$0.00
13851	ASTOUND BUSINESS SOLUTIONS	\$314.00
13852	CASCADE NATURAL GAS	\$281.26
13853	CSD ATTORNEYS AT LAW	\$128.00
13854	DAMAGE CONTROL SOLUTIONS LLC	\$17,789.43
13855	ED SCHOLFIELD -	\$80.30
13856	GANNETT WASHINGTON LOCALIQ	\$28.12
13857	HONEY BUCKET	\$180.55
13858	KEN STORM	\$795.00
13859	LOWE'S	\$138.79
13860	MARINE SURVEYS & ASSESSMENTS	\$1,197.50
13861	NRC ENVIRONMENTAL SERVICES INC	\$93,208.48
13862	PRO-LAWN CARE ETC	\$1,362.30
13863	PUGET SOUND ENERGY	\$505.21
13864	SAFE SECURITY	\$3,350.00
13865	SILVERDALE WATER DISTRICT	\$1,822.14
13866	SIMONS FAMILY LIMITED PARTNERSHIP	\$3,686.31
13867	TERI ORR	\$200.00
13868	TIKAR SERVICE, LLC	\$2,057.85
13869	VISA	\$713.28
13870	WASTE MANAGEMENT - BREM AIR DISPOSAL	\$200.93




PORT OF SILVERDALE

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(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 2529.04 and from the General Fund on the 19th day of December 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>
2024-12	US Treasury	\$2529.04