

Port of Silverdale Regular Meeting Minutes

January 16th, 2025

The meeting was held in person at the Port of Silverdale office.

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; Marvel Hunt; Greg Jacobs; Hank Anderson; Shontel Sutton Heim; Clayton LaFontaine

The following Consent Agenda items were approved:

1. Agenda
2. December 19th, 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

1. Clayton LaFontaine – 9004 Washington Ave

Clayton attended the meeting to provide an update on the remodel of 9004 Washington. He mentioned that he's been having difficulty getting the inspections approved by the county, but once they are passed, he expects the remodel to be completed within 10 days.

2. Shontel Sutton Heim – Rent Increases

Shontel attended the meeting to voice her concerns regarding a rent increase of \$10.55 for Suite 191, which occurred between her tenancy and Bob Gardinos. Shontel took over Bob's lease for Suite 191 in 2022. She expressed that she believed the rent increase was unethical, as Bob's rent had been raised just the month before. Shontel requested a reduction of \$10.55 in her current rent, as well as a credit for the difference in rent she had paid over the last two years. The commissioners discussed the matter and ultimately concluded that the rent increase was not unethical, as it was still below the market rate. Commissioner Scholfield explained that the gradual increase was part of the plan to bring the rent in line with market value.

Shontel brought up a previous event in which Stephanie Perez received a credit on her rent in exchange for painting her units. Shontel stated that she also painted one of her units but was not offered the same arrangement. The commissioners explained that

Stephanie had made prior arrangements with them for this credit, and since Shontel did not consult with the commissioners before painting her unit, they would not be able to offer her the same credit.

Shontel raised concerns regarding the upkeep of maintenance within the building, particularly in the bathrooms. Commissioner Scholfield will address these concerns moving forward as well as the current issues brought to our attention at this meeting.

3. Carla Larson – Christmas Tree Meeting

Carla provided an update on the Silverdale Christmas tree meeting, stating that the event went well. They are planning to raise funds to replace the lights on the tree and repair the star that has fallen from the top. Currently, there is a shortfall of \$7,000 to complete the necessary maintenance, and efforts are underway to raise the required funds.

UNFINISHED BUSINESS

Grants/Projects

ALEA - The ALEA grant has been closed

BFP – No new updates. Still waiting on responses.

Programs

Kitsap Sailing Foundation (KSF)

Practice for KSF will begin on February 17th, and they have requested that the Port install the floating dock prior to that date. Additionally, KSF will be hosting a Regional Regatta on March 8th and 9th, followed by a Team Race Regatta on April 12th and 13th. There will also be a scrimmage on March 28th but because this event is so small, they don't expect there to be a large impact on Dyes Inlet.

Clam Island Rowing (CIR)

CIR has a meeting with Commissioner Reese scheduled for Monday, January 20th.

Facilities

Marina Maintenance Permitting - Still working on permitting

Port of Silverdale Rules and Regulations Resolution – Postponed Discussion

Port Properties

9004 Washinton Ave –

Addressed in public comments.

3421 NW Byron St –

Ken Storm will be taking care of the tree trimming; it has not yet been completed.

3484 NW Byron St –

The roof leak at the property has been repaired by JR Home Services. The plumbing issue was identified as a large hair clog under the sink. The plumber unclogged the line, and the bill for the repair is expected to be sent to the tenant, as the clog was caused by hair within the building.

3423 NW Byron –

The gap beneath the door at this unit which was causing a draft has been temporarily fixed until the spring. The patio lights have also been fixed and are working.

Leases –

All 2025 leases have been signed other than 3421 NW Byron because this tenant has decided to go month to month.

Pacific High –

We sent in the reimbursement information to the DNR to recover the \$95,845.45 we spent on the handling of the M/V Pacific High.

Whimsy –

The S/V *Whimsy*, which had broken loose during a windstorm last month and ended up under the Ports pier was recovered by the Port, has been removed from the property by the owner. The owner has also paid the outstanding balance owed to the port in full and has initiated the process of demolishing the boat independently.

Maintenance Complaint Letter –

The Port received an email this week from a concerned community member regarding the upkeep and maintenance of Port property, as well as security measures at the marina. The complaint referenced a previous email from 2018 about the need for a comprehensive Preventative Maintenance Program, specifically addressing recurring maintenance tasks such as the inspection of piling zincs, removal and installation of seasonal docks, building gutter cleaning, freeze protection, and routine parking lot and boat ramp cleaning. The individual expressed concern that no such program has been implemented, despite earlier promises, and emphasized the importance of a software system like MAXIMO or PROJECT TRACK for tracking and managing these activities.

Additionally, the complaint highlighted the current state of the property, describing it as “unkept, sloppy, cluttered, and beyond unorganized,” with particular mention of the land around the Port Office resembling a scrap yard. Vandalism in the boat ramp parking area was also raised, with frustration expressed over non-functioning parking lot lights, which the complainant believes contributes to the issue. The complainant strongly urged the Port Commissioners to address these concerns, emphasizing the need for improved maintenance, a focus on the community’s needs, and increased collaboration with taxpayers in the district.

The Port Commissioners have started discussing ways to address these concerns and ensure that maintenance and security are properly managed moving forward. Regarding the security concerns at the marina, it was decided that the lights would remain on all night to deter mischief and vandalism, with the possibility of installing a 360-degree camera to monitor all parts of the property at all times. Commissioner Scholfield will be looking into camera options. Commissioner Scholfield also suggested we explore replacing the lights with LEDs to help conserve energy. Community member Marvel suggested we reach out to PSE, as there is a program that may assist in replacing the lights with LEDs at no cost. Commissioner Slate will follow up on this.

It was decided by the Commissioners that, as a temporary solution to conceal the area next to the office being used for storage, a fence would be installed to hide the stored items from view of the street until a more suitable storage location can be found.

There was considerable discussion about how to ensure Port maintenance is kept up. It was decided that the maintenance procedure needs to be reorganized to better care for the property and tenants. Several ideas were shared by the commissioners and the public to address this issue. Commissioner Slate suggested hiring an inspector annually to identify any underlying problems around the Port that need attention. Community member Marvel Hunt expressed that the Port should hire a designated maintenance person to handle preventative care and begin addressing current issues. It was also mentioned that Commissioner Scholfield currently has a contract with the Port to provide maintenance when needed, but concerns were raised that this may not be efficient, and other options should be explored.

Commissioner Slate made a motion to hire both an inspector and a maintenance person for the Port; however, the motion was not seconded. Both Commissioner Reese and Commissioner Scholfield felt they needed to investigate the options further before making a decision. Commissioner Reese raised the idea that if the Port is considering hiring an individual, it might be a good idea to revisit the possibility of hiring a Port Manager. Hiring a Port Manager could address maintenance and upkeep concerns, as well as other challenges the Port has faced. The Commissioners acknowledged the various options and agreed that if a maintenance person or Port Manager is hired, it would not need to be a full-time position. For the time being, Commissioner Scholfield will address any maintenance concerns that arise. He will also be adding Office Administrator Katie to the google maintenance log in hopes this will make it easier to keep track of what has and has not been done.

Commissioner Slate then made a new motion to begin the process of reorganizing the maintenance process and identifying an inspector to assess the Port property and identify any problems that need to be addressed.

(M/S/C –Slate/Reese/All)

NEW BUSINESS

Resolution 2025-01 – Establishing the Regular Meeting Schedule

Commissioner Reese will be out of town on what would have been the projected regular meeting date in July and requested that the July meeting be held earlier in the week. The commissioners agreed that the July meeting would be held on Tuesday, July 15th, 2025.

Commissioner Reese made a motion to accept Resolution 2025-01 Establishing the Regular Meeting Schedule as amended.

(M/S/C –Reese/Slate/All)

Northwest Steam Society – Use of Port Property August 15th-17th, 2025

The Northwest Steam Society would like to use Port Property for their event happening on August 15th-17th this year. They plan on needing about 20 boat slips as well as utilizing the grassy area next to the docks to set up tents where they can feed their people. It was acknowledged that we cannot take reservations in advance for boat slips, however, if the moorage is available there would be no problem with them using our marina. *Commissioner Slate made a motion to approve the Northwest Steam Society's application for use of port property.*

(M/S/C –Slate/Reese/All)

Damaged Handling Pier

The handling pier was damaged, but there is no video footage of the incident. There are also tire ruts in the grass and mud and tire tracks in the parking lot. It was decided not to file an insurance claim since the deductible is \$1,000. A quote for repairing the tire ruts has been requested, but we have not received it yet.

COMMISSIONER REPORTS

Commissioner Slate plans to work on securing a grant for the pub's demolition. Commissioner Reese expressed concerns, noting that grants are usually easier to obtain for new construction than for demolition. Commissioner Slate will gather letters of support from the community to help with the effort.

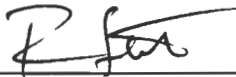
PUBLIC COMMENT

Marvel inquired about the progress of the waterfront center plans. Commissioner Reese updated her that the project is currently at 30% design, but it is on hold until permits and funding are secured. Marvel expressed concern that the plan might be too extensive and suggested the Port should focus on one task at a time, such as demolishing and replacing the pub. Commissioner Reese explained that the decision to pursue the waterfront center is to ensure the space meets all of the Port's needs and goals.

ADJOURN – At 8:15 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



PORT OF SILVERDALE

P. O. BOX 310
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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 2,657.42 and from the General Fund on the 11TH day of JANUARY 2025.

R/Slat

Commissioner

[Signature]

Commissioner

Ellen

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.

[Signature]

Port Auditor

Port Assigned Transfer #
2025 -01

Claimant
US Treasury

Amount
2,657.42