

Port of Silverdale Regular Meeting Minutes

April 17th, 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 6:02pm, others attending in person were Commissioner Caleb Reese; Commissioner Rick Slate; Katie Byrd(administrator); Marvel Hunt; Josh Matthews; Hank Anderson; Mary Kunish; Gay McCray; Ken McCray; Roy Wildes

The following Consent Agenda items were approved:

1. Agenda
2. March 20th, 2025 Regular meeting minutes
3. April 7th, 2025 Special Meeting Minutes
4. Approve Electronic Transfer of Payroll Taxes
5. Approve Expenditures
6. Approve adjustments on March Electronic Transfer *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

Gay McCray – Daffodils

Gay McCray attended the Port meeting to request the purchase of an additional 1000 daffodils to help fill in empty areas around Port properties. The proposed planting areas include spots around the waterfront bench, along the walking path, and possibly in large planters on Byron where the soil isn't ideal for in-ground planting. Both the Port commissioners and members of the public suggested considering a mix of flowers instead of just daffodils to add more variety. Gay said she would look into other types of flowers that could thrive in the area. After much discussion, the commissioners agreed to purchase an addition 500 daffodils for the Port.

She also shared that the Daffodil Festival was a success, drawing over 400 attendees, and that planning is already underway for next year's event.

Commissioner Slate made a motion that the port purchase an addition 500 flowers. Commissioner Reese seconded the motion. All in favor.

UNFINISHED BUSINESS

Grants/Projects

BFP Grant -

We received the final report for the BFP grant that shows a break down of the funds. We received a total of 310 thousand dollars for this grant and it assisted the port by paying for the dredging, planning and permits.

Pub Removal -

Commissioner Reese spoke with the Abatement Specialist, who recommended that the Port look for a contractor capable of handling both the building demolition and asbestos disposal as a combined service. It's important that the Port selects a company with experience in this area due to the significant risks involved with asbestos removal. The chosen contractor must have a clear and proper process for safe asbestos disposal, as the Port remains liable if the disposal is not done correctly. Commissioner Reese and the office administrator began searching for qualified contractors through the MRSC and, so far, have only found one vendor on the certified list with the necessary asbestos certification. They also spoke with an MRSC representative, who explained the proper steps for identifying a contractor with the required credentials. After further review, it appears that the best course of action will be to put the project out for bid.

Programs

Kitsap Sailing Foundation (KSF)

KSF attended their gold fleet in Port Angelas last weekend. 7/9 of their teams qualified for regionals which is being held at the gorge.

Clam Island Rowing (CIR)

A check has been printed to purchase a new rowing shell to replace one of the shells that was damaged in an accident last year. The boat is being purchased from Vespoli.

Facilities

Marina Maintenance Permitting - Still working on permitting

Port of Silverdale Rules and Regulations Resolution –

The rules and regulations draft has been approved by the commissioners. The new rules and regulations will be posted on the website for the public to review and open for public comment at the next Port meeting on May 15th, 2025. If there are no objections or changes, the new rules and regulations will be sent to the Port Attorney for final review next month.

Light Replacement with LED's –

The Port has decided to move forward with the quote received from Koivou Electric based out of Poulsbo. The company is a certified business on the MRSC.

Commissioner Slate motioned that we move forward with Koivou Electric to replace the lights in the parking lot with LED's purchased from North Coast Electric. Commissioner Reese seconded the motion. All in favor.

Port Properties

3421 NW Byron (Old Town Mercantile) –

Commissioner Scholfield installed a new thermostat and fixed the front door at Old Town Mercantile. The new thermostat did not fix the furnace problem and it was discovered that we would need to put in a new circuit board. The new circuit board will be installed on Wednesday, April 23rd, next week.

It was determined that we will need to reroof the section of the roof that is lacking gutters.

3421, 3423, 3425 NW Byron –

TIKAR will begin installing the wheel chair ramps on May 12th.

Maintenance Inspection –

Commissioner Scholfield plans on taking on some of the smaller maintenance issues outlined in the inspection while we search for a contractor to take care of our maintenance permanently on the MRSC.

NEW BUSINESS

Delegation of Authority for Small Works

The MRSC requires the Port of have a business utilization plan and a rotation policy in place before hiring a contractor. A delegation of authority would help move the process of hiring a contractor along faster.

Commissioner Slate made a motion to delegate authority to Commissioner Reese to sign any forms needed for the Small Works Roster. Commissioner Scholfield seconded the motion. All in favor.

COMMISSIONER REPORTS

Commissioner Reese and the office administrator had a meeting on Monday, the 14th. Enduris requested copies of both policies from KSF and CIR. It was discovered that CIR does not currently have a policy that covers the boats but KSF does. The Port asked KSF to review their policy to ensure proper coverage, especially since there is concern that the boats may not be fully covered due to the Port retaining ownership of them rather than KSF. Enduris has stated they do not want the Port to insure the boats, as the Port is not the one using them. However, the Port is not comfortable removing the boats from their current insurance until they have confirmation that KSF's policy is sufficient and that CIR can secure hull coverage. Further review is needed to determine the best and

most appropriate course of action for both the Port and the clubs to ensure the boats are properly insured.


Commissioner Scholfield advised that there have been some network issues due to astound and Microsoft not working together anymore as well as a WIFI outage at the Port Office. He is working on fixing this problem.

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

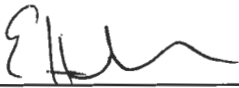
(M/S/C –Slate/Reese/All)

Regular meeting – Thursday, May 15th, 2025 @ 6:00 PM – Port Office


All Ports Meeting – Monday, April 28th, 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

\$49,926.60 and from the General Fund, this 17th day of April, 2025


Auditor


Port Commissioner


Port Commissioner


Port Commissioner

Number	Name	Amount
13947	ASTOUND BUSINESS SOLUTIONS	\$129.84
13948	CASCADE NATURAL GAS	\$555.93
13949	EMPLOYMENT SECURITY DEPARTMENT (ESD)	\$239.44
13950	GREATER KITSAP CHAMBER FOUNDATION	\$50.00
13951	HONEY BUCKET	\$190.55
13952	INSPECTION AND PERMIT SERVICES LLC	\$2,250.00
13953	KATIE BYRD	\$74.90
13954	KITSAP COUNTY PUBLIC WORKS	\$2,762.26
13955	PENINSULA FIRE INC.	\$245.65
13956	POSTMASTER	\$382.00
13957	PRO-LAWN CARE ETC.	\$1,392.30
13958	PUGET SOUND ENERGY	\$724.23
13959	SAFE SECURITY	\$3,350.00
13960	SILVERDALE WATER DISTRICT	\$1,871.86
13961	SIMONS FAMILY LIMITED PARTNERSHIP	\$3,666.31
13962	TACOMA SCREW PRODUCTS	\$449.87
13963	TIKAR SERVICE, LLC	\$8,181.12
13964	VESPOLI USA INC	\$7,500.00
13965	VISA	\$2,625.12
13966	WA STATE EMPLOYMENT SECURITY DEPARTMENT	\$83.23
13967	WASHINGTON STATE DEPARTMENT OF L & I	\$367.54
13968	WASHINGTON STATE DEPARTMENT OF REVENUE	\$5,097.92
13969	WASHINGTON STATE EMPLOYMENT SECURITY DEPT	\$94.42
13970	WASTE MANAGEMENT - BREM AIR DISPOSAL	\$207.65
13971	KITSAP COUNTY PUBLIC WORKS	\$2,040.00
13972	CALEB A. REESE	\$1,038.89
13973	ED SCHOLFIELD	\$611.48
13974	KATIE S BYRD	\$3,447.26
13975	RICHARD A. SLATE	\$296.83



PORT OF SILVERDALE

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(360) 698-4918
(360) 698-2402 - fax

Commissioner Rick Slate
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 \$2572.94 and from the General Fund on the 17th day of April 2025.

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 #
2025-04

Claimant
US Treasury

Amount
\$2572.94