

Port of Silverdale Regular Meeting Minutes

May 15th, 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 6:13pm, others attending in person were Commissioner Caleb Reese; Commissioner Rick Slate; Katie Byrd(administrator); Josh Matthews; Hank Anderson; Mary Kunish; Kristina Sowers; Mark Duncan; Carla Larson; Patti Miele; Kristin Fabry.

The following Consent Agenda items were approved:

1. Agenda
2. April 17th, 2025 Regular meeting minutes
3. Approve Electronic Transfer of Payroll Taxes
4. Approve Expenditures
5. Approve April 28th All Ports Meeting Minutes

Commissioner Reese Motioned to accept the consent agenda items with the Addition of Kristina Sowers added to "Attendees who asked to be placed on the Agenda".

(M/S/C –/Reese/ Slate / All)

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

PUBLIC INPUT

Kristina Sowers – 9020 Washington Ave

Kristina Sowers plans on renting 9020 Washington Ave for her business, Flora's Favors. She brought along her contractor, Mark Duncan, who will be assisting with tenant improvements. Kristina and Mark raised concerns regarding the structure of the building, specifically the unlevel floors. Mark expressed that if the floors are not leveled, the LVP flooring they plan to install could buckle quickly. The commissioners acknowledged the concern and explained that, due to the age and type of the building, a permanent fix may not be feasible without replacing the foundation, which is not currently within the Port's budget. However, they did suggest the possibility of floating the floor to help mitigate the unevenness. Kristina also brought up concerns about other nearby businesses with similar models, as she plans to include a coffee and pastry component in her store. She asked if the Port could provide an exclusivity clause for selling coffee and pastries. Commissioner Slate responded that he was uncertain if the Port could offer such a clause, given that one of the Port's primary missions is to support small businesses. It was also noted that the Port owns only a small portion of the buildings in the district and therefore does not have control over what other landlords allow in their spaces. Kristina clarified that the exclusivity clause was not a requirement, but she is concerned about not having a move-in date yet and would like enough time to get her business established before facing competition from new businesses in the area. The commissioners agreed to consult the Port's attorney to determine whether an exclusivity clause is possible.

UNFINISHED BUSINESS

Projects

Outer-water boundary expansion/permitting –

Commissioner Reese spoke with a representative regarding the outer-water boundary expansion project. The new lease agreement states that we are required to remove the pilings within 5 years and have a new dock within 10 years. There was discussion amongst the commissioners regarding the cost of these projects and how big of an expense it would be.

There was also discussion about the potential to combine mitigation work with the waterfront improvement projects. The Port is still developing its mitigation plan, which is expected to cost approximately \$900,000.

Given these high costs, the commissioners considered whether it might be best to delay the dock improvements if a full marina replacement ends up being necessary. They plan to further discuss the possibility of building a new marina at the next meeting.

Pub Removal -

Commissioner Reese and the office administrator completed the bid documents and contract this month for the removal of the pub. These have been submitted to the Port's attorney for review, and it is hoped that the reviewed documents will be returned by the next meeting so the bid process can begin.

Programs

Kitsap Sailing Foundation (KSF)

KSF plans on hosting a build-a-boat fundraiser during Whaling Days. Commissioner Reese suggested that the club could potentially use the parking lot behind the salons, next to the boat yard, with the renters' permission. There were concerns about the lack of liability insurance coverage for the parking lot, as it is not currently included in the designated area for Whaling Days. However, Whaling Days organizers recently contacted the Port to request the use of the parking lot as a location for car parking during the drone show, since cars will not be allowed in the marina parking area during that time. If this parking lot is added to the Whaling Days area of use, their existing liability coverage would extend to that location, ensuring the sailing team is covered and eliminating the need for them to obtain a separate event insurance policy.

Clam Island Rowing (CIR)

CIR's new boat is scheduled to arrive on Sunday. They also held their first Learn to Row program, which had three participants. In the near future, they plan to incorporate a bilingual Learn to Row program.

Facilities

Marina Maintenance Permitting - Still working on permitting

Port of Silverdale Rules and Regulations Resolution –

The rules and regulations draft has been sent to the Port's Attorney for review.

Light Replacement with LED's –

Commissioner Reese met with the electrician from Koivu Electric out of Poulsbo and determined that the original quote received for lights from Northcoast did not accurately reflect the Port's needs. The quote has since been adjusted to include the correct number of lights, along with bird strips and a mount. The order has been paid for, and the Port will schedule Koivu to install the equipment once an expected delivery date is provided.

Port Properties

9004 Washington Ave –

Elizabeth Hamre of Elizabeth's House of Wax requested that the Port pave the parking area for her new building. In her letter to the commissioners, she stated that she believes this is an essential need for her business and would help address parking concerns for both her employees and clients. The commissioners discussed the possibility of paving, as well as some alternative options such as installing wheel stops and laying down fresh gravel to level the space. However, they do not feel they can pursue any additional projects at this time until the renovation and permitting process for the building is complete. The commissioners also discussed concerns related to the renovation process. Clayton, of Damage Control Solutions, informed the commissioners that he was completely finished with the renovation, aside from a few finishing touches. Commissioner Reese visited the building prior to the meeting and discovered some concerns about items listed in the scope of work that had not been completed. Commissioner Slate said he would reach out to Clayton to address these concerns.

3421 NW Byron (Old Town Mercantile) –

Commissioner Scholfield reported that maintenance request have been completed.

Brett and Teri Dean, new owners of Old Town Mercantile, presented a plan to add a deck with a seating area to the back of the building. The commissioners had no major concerns but noted that the proposed deck height of two feet may require further review. Commissioner Reese stated that railing requirements and permitting regulations would need to be checked before finalizing the deck height.

3421, 3423, 3425 NW Byron –

TIKAR is working on getting all of the supplies needed to begin on the Wheel Chair Ramps. It is expected that the construction for the ramps will begin the week of the 27th. The ramp will need a one day cure period before being used.

3215 NW Lowell –

A tenant from unit 3215 submitted a complaint regarding parking issues after 5 p.m. The parking lot is being used by a local rowing club during their practices, which has led to a lack of available parking for tenants and their clients on several occasions over the past month. Commissioner Reese has attempted to contact the rowing club multiple times over the last two weeks but has not received a response.

Additionally, a window was broken on the backdoor. The cause is unknown how the window was broken. Commissioner Reese has temporarily patched the broken window and Tikar will be replacing the glass sometime this month.

NEW BUSINESS

Boy Scout Troop 1540

Troop 1540 has volunteered to clean up the port and surrounding areas following Whaling Days, as they do each year. In return, the port provides a donation to the troop in appreciation of their efforts. The commissioners agreed to continue this arrangement and will make a donation to the troop after this year's Whaling Days event.

Budget Report

The Commissioners reviewed the budget and all agreed they were in good standing on the budget.

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


(M/S/C –Slate/Reese/All)

Regular meeting – Thursday, June 19th, 2025 @ 6:00 PM – Port Office

All Ports Meeting – Monday, July 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

\$28,808.11 and from the General Fund, this 15th day of May, 2025

Auditor 

R. Law
Port Commissioner


Port Commissioner


Port Commissioner

[illegible]



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

\$256,940 and from the General Fund on the 15th day of May 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 #

2025-05

Claimant

US Treasury

Amount

\$256,940