

Port of Silverdale Regular Meeting Minutes

June 19th, 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; Roy Wildes; Hank Anderson; Cassandra Ferrall; David Emmons; Dean Enebo; James Longmate; Brenda Kelley; Carla Larson

The following Consent Agenda items were approved:

1. Agenda
2. May 15th, 2025 Regular meeting minutes
3. April 28th All Port 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)

PUBLIC INPUT

Use of Port Property Application – Kiwanis Club, James Longmate

The Silverdale Kiwanis club is looking for a meeting space for their organization on the 1st, 3rd and 4th Monday of every month. They previously used the old fire station which has plans to be demolished in the near future.

Commissioner Reese made a motion to allow the Kiwanis Club to use the Port office for their meeting space on the 1st, 3rd and 4th Mondays of each month. Commissioner Slate seconded the motion. All in favor.

David Emmons – Pop-up Ferry

The Kitsap Community Council is planning a pop-up ferry event for Labor Day weekend, with service running between Silverdale and Bremerton. The ferry will offer a convenient way for people to travel to and from the Blackberry Festival and other events happening throughout the weekend. While the final cost for passengers has not yet been determined, it will not exceed \$5.00 per person. The pop-up ferry has been a successful event in the past, and the Council hopes it will one day lead to a permanent foot ferry between Silverdale and Bremerton. Commissioner Scholfield expressed concerns about the Department of Natural Resources' (DNR) policy and whether the \$5.00 charge might pose an issue. Commissioner Reese shared that he had previously spoken with the DNR when the fare was expected to be \$2.00, and at that time, they had no objections. However, he

acknowledged that the increased cost may push the event past the threshold of what the DNR would allow. He plans to follow up with the DNR to confirm whether the event can proceed with the updated fare.

Commissioner Slate made a motion to allow the Foot Ferry Event to take place pending DNR's approval of the event. Commissioner Reese seconded the motion. All in favor.

Whaling Days – Use of Parking lot for 3481 and 3475 NW Byron

Whaling Days staff have requested to use the gravel parking lot located behind 3475 and 3481 NW Byron St during the Whaling Days weekend. Commissioner Scholfield stated that since this lot is currently being leased to the tenants of 3475 and 3481, the Council cannot grant permission to use it without tenant approval. Brenda mentioned she was under the impression that both businesses are typically closed during Whaling Days and emphasized that she does not want to create any issues for them, but also noted that there would be no vehicle access to the gravel lot for their customers during the event. The group discussed whether it was accurate that customers would have no way to access the lot by car during Whaling Days. Public member Marvel Hunt voiced her concern, stating it was unfair to expect these businesses to give up their parking, especially given their ongoing parking challenges. Commissioner Reese followed up with the tenants about the request, and one expressed concern, as she plans to keep her business open during the event and wants her customers to have access to the lot. Commissioner Reese also raised concerns about inconsistencies in previous email communications between the Port, Whaling Days, and the Kitsap Sailing Foundation. Commissioner Scholfield advised Brenda that the only viable path forward would be for her to enter into an agreement with the tenants to sublease the lot for the event, the sublease would have to be approved at our next meeting. Brenda expressed her commitment to supporting local Old Town Silverdale businesses and said she would talk with the tenants to find a solution that works for everyone.

Carla Larson – Christmas Tree Group

Carla requested to use the Port Office for the Silverdale Community Christmas Tree Committee meeting on July 14th. They will be discussing goals and plans for the future of the tree.

Commissioner Reese made a motion to allow the Silverdale Community Christmas Tree Committee to use the Port office for their meeting on July 14th. Commissioner Slate seconded the motion. All in favor.

UNFINISHED BUSINESS

Grants/Projects

Pub Removal -

Commissioner Reese and the Office Administrator have completed the Bid Package and Contract for the removal of Old Town Pub. The documents have been reviewed and revised by the Port Attorney and approved for release to bidders. Initially, the bid process was scheduled to open on Monday, June 9th, with a pre-bid walk-through planned for June 26th for any interested parties. However, due to unforeseen technical difficulties with the Port's email system, these dates have been delayed by a couple of weeks. New dates for the bid opening and walk-through have not yet been officially set.

It is expected that bids will be opened up before the next meeting.

Programs

Kitsap Sailing Foundation (KSF)

KSF was not in attendance at this meeting.

Clam Island Rowing (CIR)

The Port has been working with their attorney's as well as Enduris to come to a resolution on how the programs insurance should be handled. Commissioner Reese informed the group that after discussion with the Ports Attorney, it would be best to keep the programs boats insured on the Ports insurance policy and they can pay the total to insure the boats directly to the port. The Port needs the hull numbers for the 2 new boats CIR purchased last month.

CIR is working on identifying the hull numbers for their new boats but have been unsuccessful in obtaining it for one of the boats due to it being an older boat. Patti has reached out to the boat manufacture for assistance on this matter but has not received a response.

Facilities

Marina Maintenance Permitting -

Port of Silverdale Rules and Regulations Resolution –

Resolution 2025-02 has been signed and approved by the commissioners implementing the new rules and fee schedule. Commissioner Reese informed the Port that before they can begin charging boaters the new rates, all signs need to be updated and posted. Commissioner Scholfield will get the new signs made and posted before the next meeting.

Light Replacement with LED's –

The Port has received the delivery of the new LED lights for the marina parking lot. Koivu's electrician came by the office to verify we had everything we need to complete the project.

Port Properties

3421 NW Byron (Old Town Mercantile) –

Brett and Teri Dean plan to install a sign at the marina informing boaters that ice is available for purchase at Old Town Mercantile. The commissioners reviewed and approved the submitted sign design and have granted permission for it to be placed at the marina.

9004 Washington –

Commissioner Slate spoke with Clayton from Damage Control Solutions, who explained that the delay in approving the final inspection was due to the water heater permitting issue. According to Clayton, this issue has now been resolved, and the final inspection is scheduled for Monday, June 30th.

Once the final inspection report is received from the county, the commissioners plan to coordinate a walk-through of 9004 Washington with Clayton to review the completed work, address any concerns, and identify any remaining tasks outlined in the contract.

3481, 3475 NW Byron –

Shyne, the tenant at 3481, reported that the concrete pathway between 3481 and 3475 is damaged and cracked. One of her clients tripped and fell due to the uneven surface and has requested that the Port address the issue. Commissioner Reese inspected the area and also discovered that one of the steps in front of the buildings was very loose and required an additional piece of wood beneath it to provide proper support and prevent the tile from flipping when stepped on. Commissioner Reese contacted Tim with Tikar to address both issues, and Tim has confirmed that he will take care of the necessary repairs.

Public member, Marvel Hunt, expressed concern that the ADA ramps for the 3421, 3423 and 3425 was suppose to be completed back on May 27th. She used this point to express her concerns about so many of the maintenance issues and needs within the Port are often getting pushed back and that she believes the Port revisiting the idea to hire a permanent maintenance position to address the concerns as they come along would help us get through them in a timely manner. Commissioner Scholfield responded by stating that sometimes things get pushed back and there is nothing the Port can do about it.

9020 Washington –

Kristina Sowers, the potential tenant who was planning to lease 9020 Washington, has decided not to move forward with the rental. She hired an architect to evaluate the building and assist with planning her tenant improvements. However, after the evaluation, it was determined that the building had significant structural issues, making the project too costly and time-consuming for Kristina and her team to take on. Kristina requested a refund of the deposit she had placed on the building, which the commissioners agreed to return.

Commissioner Reese contacted the Port Attorney regarding some questions Kristina had at the last meeting, specifically about a proposed non-compete agreement that would prevent other Port tenants from operating coffee shops or serving coffee/espresso. The attorney advised that while there is no legal barrier preventing the Port from offering a non-compete agreement, it would not be advisable for the Port to enter into such an arrangement. The Port only owns a small portion of the buildings in Old Town Silverdale, and even if a non-compete agreement were issued, it would not prevent another coffee shop from opening in a building the Port does not own.

Since Kristina has decided not to pursue the lease, 9020 Washington remains available for rent, and the Port will continue efforts to find a new tenant for the building.

Maintenance Inspection –

Commissioner Scholfield is working with Ken Storm to get some of the smaller maintenance issues taken care of.

NEW BUSINESS

Public Records Request

The Port received a very large public records request earlier this month. The port administrator and Commissioner Reese are working with the Port Attorney to address this request.

Port Email Address

The Port encountered a problem with their email address last week when attempting to send out the email inviting businesses to bid on the demolition of the pub. The Port email was blacklisted and marked as spam by the internal reputation service. Unfortunately, even though this was a mistake, there was not quick fix to this problem. Because the Port needed email access quickly, it was decided to create a new email address for the Port rather than spend months trying to recover the old one. The new Port email address is admin@portofsilverdale.com.

COMMISSIONER REPORTS

Commissioner Reese had an abandoned ford explorer towed from the marina parking lot that had been left unattended for over a week. He also reported an incident with a young man sleeping in his truck at the boat launch. Safe security and Commissioner Reese contacted the police to investigate and determined that the man in the truck was fine and he was just having vehicle problems. The gave him until that afternoon to get his truck running and the man was able to vacate the premises.

Commissioner Reese also had a meeting with County Commissioner Katie Walters this month. Walters would like to put together a Christmas tree lighting at Silverdale Waterfront park including a permanent tree. No plans have been set in stone for this project. They currently have not found funding to make this happen.

Commissioner Scholfield advised that there was an incident with a sinking boat right off our dock this month. The boat was removed and the issue was resolved.

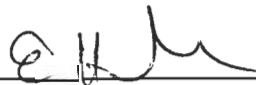
ADJOURN – At 7:15 p.m. the meeting adjourned

(M/S/C –Slate/Reese/All)

Regular meeting – Thursday, Tuesday, July 15th, 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

\$41,246.34 and from the General Fund, this 19th day of June, 2025

Auditor

Port Commissioner

Port Commissioner

Port Commissioner

[illegible]



PORT OF SILVERDALE

P. O. BOX 310
SILVERDALE, WA 98383
(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 2,901.58 and from the General Fund on the 19th day of June 2025.

[Signature]
Commissioner

[Signature]
Commissioner

[Signature]
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

<u>Port Assigned Transfer #</u>	<u>Claimant</u>	<u>Amount</u>
2025-040	US Treasury	\$2,901.58