

Port of Silverdale Regular Meeting Minutes

September 18th, 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 Rick Slate; Commissioner Caleb Reese; Katie Byrd(administrator); Marvel Hunt; Carla Larson; Hank Anderson; Mary Kunish; Kristin Fabry

The following Consent Agenda items were approved:

1. Agenda
2. August 21st, 2025 Regular meeting minutes
3. Approve Electronic Transfer of Payroll Taxes
4. Approve Expenditures

Commissioner Slate Motioned to accept the consent agenda items.

(M/S/C –/Slate/Reese/All)

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

PUBLIC INPUT

Carla Larson – Silverdale Christmas Tree

Carla Larson, on the Silverdale Christmas Tree Committee, expressed that the committee was in need of donations to begin taking care of some of the major needs of the tree and get it ready before the Christmas season.

UNFINISHED BUSINESS

Pub Removal

Utilities are in the process of being disconnected at Old Town Pub, with completion expected within about a week. Tikar will disconnect the water outside the pub and reconnect it after demolition to avoid extra fees. Commissioner Reese is coordinating demolition dates with Construction Group International, targeting the second week of October, pending completion of permitting. The Asbestos Abatement permit has been applied for and is currently pending.

The commissioners discussed the possibility of putting up a permanent fence around the lot, once the pub has been torn down but no final decisions have been made.

Programs

Kitsap Sailing Foundation (KSF)

KSF has a full team for the new season with 21 in the High School Program and 8 in the Middle School program. The Port worked with KSF and Tikar to determine the best dates to pull out the handling pier and floats. It was determined that the pier will be pulled out on October 23rd and the float on November 7th.

Clam Island Rowing (CIR)

Programs:

Current membership stands at 27

Fall session – ends 9/30

Alumni Row was replaced with a work party. Lunch was at Bee Hill Bakery.

Pub demolition:

We hope to get as much warning as possible before we need to move. Oct 18 & 19 are optimal for CIR as we can get other rowing clubs to help.

A plan has been drawn up – subject to Port approval – and is attached. CIR boats and equipment will be relocated to the over-flow trailer parking.

We may decide to sell or dispose of several boats before the move

CIR requests that one gate be placed for access to equipment.

CIR requests that jersey barriers be placed along the traffic side of the fences.

Equipment:

The blue Whaler's transmission cable is being worked on by volunteers.

The sailing club may trade one of their trailers with us so that it fits the white Whaler better.

Boats to be disposed of are the Cherry Luna and Eckman (4+) and the National (single). Still in process.

One of the singles ("Solitary") has a loose skeg and can't be rowed until repaired.

Launches are being pulled every two weeks. Fuel is being stored in the sailing locker.

A donated single is in the process of being refurbished; may be transferred to the Port by September.

Club business:

Patti Miele is the new president and Summer Beasley-Hoffman is secretary.

Insurance: the club will pay the Port for property coverage once the use agreement with the Port is updated.

The board is still actively trying to recruit coaches and more board members. A junior coach is needed to run a junior program.

The commissioners discussed the some of the options on where to store the rowing boats during the demolition process. Commissioner Reese spoke with Patti early this week who informed him the last day for the rowing season is September 30th however, it was noted the club would still like access to the boats in case they have a nice day in October to get them on the water. The commissioners are considering putting the boats in the laydown yard next to the Port office and then a few of the longer boats in the overflow lot using up about 3 spaces. To ensure the boats are secured, they would put up a fence around the boats stored in the overflow lot that would be installed by Tikar.

Port Properties

9004 Washington –

Commissioner Reese is working on getting a quote from Finnelly Construction to get the 3 doors painted discussed at the special meeting. It is likely to cost somewhere around \$300 to get the doors painted. It is expected the painting will be done somewhere around the 18th of October. He will also be fixing the drywall from the plumbing repair at Shynes building, 3481 NW Byron.

Commissioner Scholfield is going to work on getting locks placed on the interior doors. Elizabeth would prefer it to be a standard lock, similar to what you would find on a bathroom door. It is likely the locks will have to be special ordered due to the measurements of the door.

NEW BUSINESS

Budget Discussion -

The commissioners reviewed the current budget and agreed it looks strong overall, with the Port on track to remain well within the Fiscal Year 2025 budget. Commissioner Reese noted that a few corrections were made to the budget review prior to the meeting.

Items to consider for the 2026 budget include:

- Marina relocation project: \$756,000 will be required.
- Dredging: Increase by \$40,000 per year to ensure sufficient savings.
- Property remodels: \$150,000 was set aside for the remodel of 9004 Washington, but much of the unused funds will be redirected to repairs and improvements needed at 9020 Washington before it can return to the rental market. The commissioners also plan to schedule a special meeting and walkthrough of 9020 Washington once Elizabeth vacates and moves into 9004 Washington.
- Security: Budget to increase by approximately 10% in 2026 due to added sales tax on services.

Commissioner Scholfield requested that the office administrator provide the ending balances for the past five fiscal years to give the commissioners a clearer picture of the Port's financial position.

COMMISSIONER REPORTS

Commissioner Slate:

The window replacements included in the original scope of work for the 9004 Washington remodel have been installed by Clayton's servicer. Clayton and his team are now working to level the drop by the front door. Commissioner Slate also reported that the soft washes on the building have been completed. He inquired about the status of the roof cleaning, and Commissioner Scholfield confirmed he had requested Ken Storm to perform the work and would follow up for an update. Lastly, Commissioner Slate reported that a quote to repair the upstairs leak at 9004 Washington has been received and repairs are in progress.

Commissioner Reese:

The Port received a request from Linden Salvage to use the Port Marina parking lot to dismantle a derelict sailboat. The sailboat owner has been located and is taking financial responsibility for disposal. The commissioners agreed to set a fee of \$500 per day for use of the lot, along with requiring proof of insurance.

Commissioner Scholfield:

Commissioner Scholfield reported that the FBI and Poulsbo Police conducted a sting operation on Port property and arrested an individual docked at the marina. As part of the investigation, Poulsbo Police arranged with the Port to temporarily store several boats at the dock. Commissioner Reese added that he observed the suspect's boat being driven away from the dock last week, reported it to police, and officers were able to stop the vessel and return it to the dock.

PUBLIC INPUT

Marvel Hunt requested the opportunity to address the ongoing discussion regarding hiring a Port Manager. She noted that this idea had been in the works for some time but seems to have dropped off the commissioners' radar. Marvel provided a written statement outlining her views on the needs of the Port of Silverdale and why she believes hiring a Port Manager is essential. She stated that the Port has outgrown its old way of operating. The Port has acquired more properties that require near-constant attention and is managing numerous projects, such as the Old Town Pub demolition and the goal of building the Waterfront Center, without sufficient staff to keep up. Her statement also reviewed the official roles and responsibilities of commissioners. She emphasized that, according to their defined duties, Port commissioners are not intended to be involved in the daily operations of running the Port; those responsibilities are meant for staff. Currently, the Port of Silverdale has only one official employee, the office administrator, not including Commissioner Scholfield's paid maintenance contract. At present, the only other person capable of performing the office administrator's duties is Commissioner Reese. Marvel noted that Commissioner Reese is up for re-election this year. If he were to leave office, there would be no backup for the office administrator, placing the Port in a vulnerable position with only one individual knowledgeable about day-to-day operations. She also expressed concern that Commissioner Scholfield's paid maintenance contract for work on rental properties could be seen as a conflict of interest. Marvel concluded that hiring a Port Manager would allow commissioners to focus on their true responsibilities and projects, rather than the daily operations intended for Port staff. She emphasized the clear distinction between the roles of commissioners and staff, and stressed that commissioners should not be running the office or interfering with staff duties. Marvel also noted that with a Port Manager, the commissioners would

have more time to focus on the big issues and projects to improve the Port. The Commissioners agreed that her points were valid. Commissioner Slate expressed that with the growing needs of the Port and its properties, a port manager would be an excellent addition to keep things running smoothly. Commissioner Reese stated that we would need to get a committee together who would handle the hiring process for a Port Manager. Marvel plans to begin putting together the hiring committee to make hiring a Port Manager a reality.

ADJOURN – At 7:05 p.m. the meeting adjourned

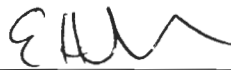
(M/S/C –Scholfield/ Slate/All)

Regular meeting – October 16th , 2025 @ 6:00 PM – Port Office

All Ports Meeting – Monday, October 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

\$70,454.91 and from the General Fund, this 18th day of September 2025

Auditor

Port Commissioner

Port Commissioner

Port Commissioner

Number	Name	Amount
14058	CALEB A. REESE	\$1,485.13
14059	ED SCHOLFIELD	\$449.43
14060	KATIE S BYRD	\$2,486.29
14061	RICHARD A. SLATE	\$296.83
14063	ASTOUND BUSINESS SOLUTIONS	\$319.80
14064	B&G PLUMBING	\$636.31
14065	CASCADE NATURAL GAS	\$80.00
14066	CSD ATTORNEYS AT LAW	\$792.00
14067	ED SCHOLFIELD -	\$292.60
14068	ENDURIS	\$34,529.00
14069	JR HOME SERVICES	\$289.38
14070	KEN STORM	\$2,455.00
14071	KITSAP COUNTY PUBLIC WORKS	\$1,069.88
14072	LOWE'S	\$48.84
14073	PRO-LAWN CARE ETC.	\$5,569.20
14074	PUGET SOUND ENERGY	\$789.73
14075	SAFE SECURITY	\$4,566.00
14076	SCOUT TROOP 1540, BSA	\$1,000.00
14077	SIMONS FAMILY LIMITED PARTNERSHIP	\$7,332.62
14078	SOUND PEST CONTROL	\$174.72
14079	TERI ORR	\$200.00
14080	TIKAR SERVICE, LLC	\$3,595.66
14081	VISA	\$1,812.20
14082	WASTE MANAGEMENT - BREM AIR DISPOSAL	\$204.29



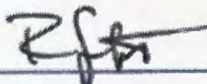
PORT OF SILVERDALE

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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 \$2,297.20 and from the General Fund on the 16th day of September 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

<u>Port Assigned Transfer #</u>	<u>Claimant</u>	<u>Amount</u>
2025-09	US Treasury	\$ 2,297.20