

# Port of Silverdale Regular Meeting Minutes

November 20<sup>th</sup>, 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; Katie Byrd(administrator); Carla Larson; Hank Anderson; Mary Kunish; Kristin Fabre; Marvel Hunt; Henry Au; Josh Matthews; Donna Moore; Roy Wilde

### **The following Consent Agenda items were approved:**

1. Agenda
2. October 16<sup>th</sup>, 2025 Regular meeting minutes
3. Approve October 27<sup>th</sup>, 2025 All Ports meeting minutes
3. Approve Electronic Transfer of Payroll Taxes
4. Approve Expenditures
6. Approve Authorization of Transfer of funds from General to Investment Pool

*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

### Mary Kunish – Kitsap Art

Mary, with Kitsap Art, requested to be placed on the agenda to address concerns regarding the Port's maintenance process. She first asked for clarification on the procedures for routine and emergency maintenance. Commissioner Scholfield explained that in the event of an emergency, the office administrator should be notified first, and she will then contact one of the commissioners to address the issue. Mary stated that she understood that process but had questions about the expected timeline for maintenance tasks. She explained that the furnace at the Kitsap Art studio had not been serviced in years, and based on her personal experience, it should be serviced annually.

Commissioner Scholfield responded that he had been working on getting the service scheduled, but Peninsula Tank, the company the Port uses, has been backed up and unable to come out.

Community member Marvel Hunt suggested establishing an automated or annual maintenance schedule to ensure routine items are handled consistently. Commissioner Scholfield stated he would contact Peninsula Tank this month to check their availability.

Mary then addressed concerns about the response time for emergency maintenance. She reported notifying the office administrator on Friday morning that she had a major plumbing problem in her bathroom and was unable to use the toilet or sink, which posed a significant issue because classes were scheduled throughout the day. The office administrator contacted Commissioner Scholfield, who initially was unavailable to take the call but was informed of the issue a few hours later and stated he would take care of it. Mary expressed dissatisfaction with the communication she received, noting that she felt the issue was not addressed promptly and that she was not kept updated. She said she was told the problem would not be handled until Monday because assistance from the county was

unavailable over the weekend. Mary spent hours on the phone with the county on Sunday and was eventually able to reach someone and obtain information, which she felt should not have been her responsibility. She also spent significant time trying to locate a plumber and ultimately contacted Clean-n-Rooter, who was able to come out and help move the issue forward. Mary stated she was unhappy that her business was interrupted for three days and felt that the Port's response time and communication were insufficient.

Commissioner Scholfield explained that he did not call Mary because he had no new information to provide and did not contact the county because he believed no one would be available over the weekend to come out and fix the problem. This led to a discussion that the Port needs an on-call maintenance contact available at all times and must improve emergency response times. One public member added that this situation further demonstrated the need for a Port Manager. In conclusion, the sewer issue is scheduled to be addressed on Friday the 21st when CGI will dig up the lines to determine the cause of the problem. Commissioner Slate emphasized the importance of prompt response times in situations like this, and Commissioner Reese noted that had he known Commissioner Scholfield was unable to respond promptly, he would have handled contacting a plumber himself.

## UNFINISHED BUSINESS

### Pub Removal

The demolition process has begun and is currently underway. The building itself has been knocked down, and on Friday, CGI will be removing the excess concrete and placing gravel. Commissioner Reese discovered that the removal of the remaining concrete and the amount of gravel required were not included in the initial bid package and will come at an additional cost. Commissioner Reese plans to meet with CGI in the morning to clarify which concrete should be removed and how much gravel will be needed, based on the commissioners' discussion at tonight's meeting and their review of the site images. The commissioners also discussed potential fencing around the pub. Commissioner Reese will obtain bids for several fencing options and present them at the next meeting.

### Programs

#### **Kitsap Sailing Foundation (KSF)**

No report received

#### **Clam Island Rowing (CIR)**

Programs:

No current on water programs

Looking for a space for Dec – March for winter workouts

Clam Island will be hosting the Bill Richards Regatta in August, exact date TBD.

## Pub demolition

All boats & sheds have been relocated to temporary sites. Thanks to the Port for all their help with the move!

The demolition was very exciting to watch!

When can we move back in? *The port does not have an exact date for this yet but will keep the club updated.*

What is our new footprint? We would like a North/South orientation along the art studio. Can we get a plot plan so we can design our space? Will the surface be graveled? *Commissioner Reese agreed to help the club take measurements and plan for their new space. The new space will be gravel.*

Will we have water/lighting/power in the new location? *The club will have access to water but power is unknown.*

We would like to have a man-gate entrance on Byron Street in addition to our main south opening.

What is happening to the other side of the lot? *Potentially a fence will be installed.*

Equipment – No change since the last report

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

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.

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

## Club business

The West Marine form will be submitted to the Port by the end of the week.

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.

CIR will submit its annual report in December.

CIR members and the board appreciate all the support given by the Port of Silverdale!

## Port Properties

### 9004 Washington –

The occupancy permit for 9004 has been issued, and Elizabeth can now move into her new building. As a follow-up to the concerns raised last month, it was confirmed that the ADA parking space does not need to be paved. Commissioner Scholfield improved the parking lot and brought it up to standard. Commissioner Slate spoke with an arborist regarding Elizabeth's concerns about the large

trees outside 9004 that had not been maintained. After inspecting the situation, the arborist advised against cutting or trimming the trees, explaining that doing so could cause the trees to fill out improperly and become top-heavy. Commissioner Scholfield also obtained a quote for tree removal, which came in at \$7,000. Based on the arborist's recommendation, the commissioners decided not to trim the trees at this time. Tim with TIKAR will be tackling the siding on the building during the 2–3 weeks of December. Commissioner Scholfield informed that he has been in contact with Tim from Tikar and they are currently painting the siding and are on track to have it finished by the 3<sup>rd</sup> week in December as planned.

Commissioner Reese suggested doing a 13-month lease for Elizabeth so she does not have to sign new leases back to back. All three commissioners agreed this was a good plan.

**3215 Lowell** – Commissioner Scholfield went to investigate a concern reported about wood rotting and chipped paint around a window on the building. He was unable to locate a problem. The window on the door has not been repaired but is still on Tikar's agenda. Tenants have requested the carpets to be cleaned. Office Administrator has been instructed to contact Dons Carpet Cleaning and have them come out to take care of the building.

## **Port Manager Progress**

Commissioner Slate has formed a hiring committee for the Port Manager position. Public members Marvel Hunt and Kristin Fabre will be assisting him with this task. Over the past month, the hiring committee has held two meetings to discuss the position and review port maintenance, contracts, and existing costs. Commissioner Slate also connected with James Weaver with Port of Poulsbo, who stated he is available to provide their documents and information regarding their Port Manager position to help guide the development of ours.

## **NEW BUSINESS**

### **New Credit Cards –**

Commissioner Scholfield has been working with the county and Key Bank to get new credit cards after the reoccurring issues with bank of America. Commissioner Reese and Scholfield are currently without credit cards and purchasing for the port for reimbursement until new cards are issued. Commissioner Scholfield requested the office manager have the required documentation ready for pick up on Monday morning so he can get the new cards issued and distributed.

Commissioner Reese also mentioned that the Port Website was currently down due to no card on file for payment. Commissioner Scholfield said he would do what he has to get the website back up and running asap.

## **Final Budget -**

The commissioners reviewed the final budget and accepted it for the 2026 fiscal year.

*Commissioner Reese made a motion to accept Resolution 2025-02 Adoption of the 2026 Budget. Second by Commissioner Slate. All in favor.*

*Commissioner Slate made a motion to accept Resolution 2025-03 Ordinance Resolution and Levy Certification. Seconded by Commissioner Reese. All in favor.*

## **2026 Rental Reviews and Increases -**

There has been a 7% increase in sewer prices and a 3% increase in water prices. Due to the rising cost, all 3 commissioners agreed they needed to do a small raise in rent. Commissioner Slate noted that the properties current rates are far below the market value but due to many of the difficult circumstances the tenants have recently faced, a 4% raise might be sufficient. Both Commissioner Reese and Commissioner Scholfield agreed with this amount.

## **Furloughed Rent Reductions –**

The commissioners discussed the possibility of a rent reduction for the month of December due to the impacts the government shut down had on many businesses. The office Administrator had many of the tenant's express concern regarding their ability to sustain their business and renew their lease due to the loss in revenue during the shutdown. Many of our tenants are services such as hair stylist, massage therapist, etc. who are unfortunately are the first cost to get cut for many of the struggling families and individuals who are furloughed. Government employees are a huge part of the Kitsap County population. Commissioner Scholfield questioned whether the port was allowed to discount rent because he was under the impression that it would be considered gifting funds which government agencies are not allowed to do. Commissioner Reese noted that we have done it multiple times in the past including during Covid and the road construction for impacted businesses.

Commissioner Scholfield responded that we should still double check that this is okay with the State Auditor before confirming but agreed it would be a good idea if allowed. Commissioner Reese and the Office Administrator plan to contact the state auditor's office to find out what is allowed. All 3 Commissioners agreed that pending the confirmation from the state auditor's office, the Port would offer a rent reduction of 30% for the month of December to all tenants to help offset the loss of revenue experienced during the shutdown.

*Commissioner Reese made a motion to reduce rent by 30% for the month of December, pending confirmation that this is allowed from the state auditor. Commissioner Slate second the motion. All in favor.*

## **Exploring Puget Sound Displays -**

Commissioner Reese has been in contract with the Exploring Puget Sound Display representative regarding the new displays going up for 2026. The Port of Silverdale has done this over the years to get our names added onto these displays that are placed in 75 locations all over the Puget sound. This year's cost to add our names to the sign is \$2,260.00. All 3 commissioners agreed that it was a great idea to keep this up and good advertisement for the Port of Silverdale.

### **Derelict Boats –**

There have been multiple derelict boats left at the dock over the last month. We currently have 2 that are chained to the dock and are currently in the process of taking possession of on December 1<sup>st</sup>. They will have until December 31<sup>st</sup> of this year to appeal.

### **Office Lease –**

The office lease is up this year. We typically sign a 5-year commercial lease with our landlord but Commissioner Reese opted to do the one-year extension to keep our possibilities open. The Port has the ability to do 3 one-year extensions before being required to sign another 5-year lease. He wanted to check with the other commissioners before signing and they all agreed.

## **COMMISSIONER REPORTS**

### **Commissioner Scholfield:**

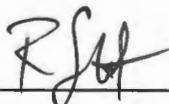
Commissioner Scholfield reported that during an event held at the county park, there was one day this month when the Port's parking lot was filled with non-boaters, leaving boaters with no place to park their trucks and trailers. The Port hopes the county will coordinate more effectively with them on parking needs for future events. Commissioner Scholfield also noted that he plans to close the Marina restrooms during the second week of November and will need a Honey Bucket portable restroom ordered.

### ***ADJOURN – At 8:32 p.m. the meeting adjourned***

(M/S/C –Scholfield/ Slate/All)

Regular meeting – November 20<sup>th</sup> , 2025 @ 6:00 PM – Port Office

All Ports Meeting – Monday, October 27<sup>th</sup>, 2025@ 6:30PM – Brownsville



Commissioner



Commissioner



Commissioner



PORT OF SILVERDALE

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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 \$2,751.30 and from the General Fund on the 20<sup>th</sup> day of November 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

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<u>Port Assigned Transfer #</u>	<u>Claimant</u>	<u>Amount</u>
2025-11	US Treasury	\$ 2,751.30

## 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

**Auditor**

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## Port Commissioner

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## Port Commissioner

## Port Commissioner