

Port of Silverdale Regular Meeting Minutes

December 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); Carla Larson; Hank Anderson; Mary Kunish; Patti Miele

The following Consent Agenda items were approved:

1. Agenda
2. November 20th, 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)

UNFINISHED BUSINESS

Pub Removal

Commissioner Reese reported that three bids were obtained for installing fencing around the vacant lot where the pub previously stood. Of the three bidders, only one company followed the provided instructions thoroughly, and that company also submitted the lowest bid. Commissioner Reese reviewed the cost options for completing either a partial fencing project or the full fencing project. After discussion, it was decided to install a divider in the center of the lot to separate the rowing spaces from the area that could potentially be used for another purpose.

The Rowing Club also expressed interest in adding a walk-in gate, which would cost approximately \$500 to install. Commissioner Reese asked Patty from Clam Island Rowing for her thoughts on the additional cost. Patty shared that the Rowing Club is also considering installing a carport at the entrance off Byron. She stated that she will need to discuss these options with the Rowing Club and does not yet know what they will decide. At this time, she indicated that they are likely not going to move forward with the walk-in gate.

Programs

Agreements

The Port received the new use agreements for Clam Island Rowing and the Kitsap Sailing Foundation from the Port's attorney. The Commissioners reviewed the agreements and agreed that they looked good. The majority of the content remains the same; however, the updated agreements provide

additional protection for both the Clubs and the Port, along with more clearly defined procedures and policies. The effective date of the agreements is January 1, 2026, and they will be signed in January.

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

Now that we have the dimensions of our space we are looking at a portable car port to house the shells. If permitted, the shelter will be paid for by the insurance proceeds. No exact date for the move back has been determined, but before March at the latest.

Club business

Spring season will begin mid-April.

Port Manager Progress –

Commissioner Slate met with Marvel and Kristen regarding the port manager hiring process. They believe they have all the information needed to create the position, minus a few additional items which were developed with the help of Kingston and Poulsbo's staff.

Port Properties

9004 Washington –

There has been significant progress made on the property at 9004 Washington. Rick's contractor plans to repair the pocket door that was reported by Elizabeth as not closing properly. Commissioner Reese replaced the mailbox lock system and worked with both the manufacturer and the postal service to have the locks replaced. Tim is currently working on painting the building's siding, which is expected to be completed within the next month, weather permitting. Commissioner Schofield also had someone address electrical concerns at the building; while additional issues were discovered during the process, the overall repair ultimately turned out to be an easy fix.**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.

3215 NW Lowell –

One of the tenants at 3215 Lowell Street, the brick building, reported several concerns in the bathroom. These included a knob that was falling off, issues with the shutters, and a paperclip that

was believed to be holding the chain in the toilet. Commissioner Schofield went to the property and addressed all three concerns. The handle was glued back on, which is hoped to be a permanent fix. He removed the paperclips from the shutters and evaluated the reported toilet issue. Upon inspection, he determined that there was no paperclip on the toilet, the correct item was in place holding the chain.

3423 NW Byron –

The door at 3423 Northwest Byron is currently being addressed. It was determined that the existing door is the incorrect type and will need to be fully replaced rather than repaired. Tim is currently working on this issue, and it is expected to be resolved relatively soon.

3421 NW Byron –

Brett with Old Town Mercantile at 3421 Northwest Byron reported cracks in the pavement within the parking area. He stated that a customer tripped and expressed concerns regarding potential liability related to the condition of the pavement. Brett requested that the Commissioners review the cracks and determine how they should be addressed. Commissioner Slate stated that he did not feel comfortable commenting without first seeing the area. Commissioner Slate and Commissioner Reese planned to visit the site to review the cracks and assess what actions may be needed. Commissioner Reese suggested having Tikar fill the cracks if needed.

NEW BUSINESS

New Credit Cards –

Commissioner Schofield reported that he has been working on obtaining new credit cards for the Commissioners. He stated that he was unable to receive a response or the necessary information to open an account with KeyBank, and as a result, decided to proceed with Wells Fargo instead. He visited Wells Fargo earlier this month, was approved, and is currently awaiting the arrival of the credit cards. Commissioner Schofield stated that he will keep the Commissioners updated and plans to distribute the cards once they are received.

Non-Motorized Boat Storage –

The non-motorized boat storage rates have remained unchanged for approximately the past decade. It was decided that the annual kayak storage fee will increase from \$75 per year to \$100 per year beginning in 2026. The lot combinations will be changed, and the new combinations will not be provided until payment for 2026 has been received. This decision is in response to ongoing issues with individuals abusing the system by not paying for storage or failing to notify the Port when boats have been permanently removed. The Commissioners expressed hope that a better system for managing non-motorized boat storage can be developed in the coming year

Swearing in-

Commissioner Scholfield swore in Commissioner Reese for his second term.

COMMISSIONER REPORTS

Commissioner Reese:

Commissioner Reese reported that the Port currently has three boats in its possession that need to be disposed of. He also noted that there is an additional boat and trailer in the marina parking lot with stolen license plates. Commissioner Reese asked the other Commissioners for their input on how to proceed regarding the trailer and boat with the stolen plates. He contacted a towing company to inquire about the cost to have the boat and trailer towed, and the quoted cost was \$2,500. Due to the high cost, it was decided that the boat and trailer would be disposed of along with the other boats. Commissioner Reese stated that he plans to post notice on that boat later this week.

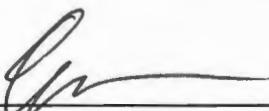
Commissioner Reese also reported that the Christmas event ended up using a portion of Port property for the firetruck with Santa Claus. Mary with Kitsap Art stated that this was not part of the original plan, but significantly more people attended the event than anticipated and they were not fully prepared. It was noted that additional preparation will be needed for next year's event to accommodate a larger turnout. Mary shared that they had expected approximately 10 cars, but a total of 24 cars attended. She also noted that it is hoped the street can be fully closed next year for safety reasons.

ADJOURN – At 7:03 p.m. the meeting adjourned

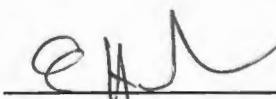
(M/S/C –Reese/ Slate/All)

Regular meeting – January 15th , 2026 @ 6:00 PM – Port Office

All Ports Meeting – Monday, January 26th, 2026@ 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

\$95,867.77 and from the General Fund, this 18th day of December 2025.

AUDITOR

Port Commissioner

Port Commissioner

Port Commissioner



PORT OF SILVERDALE

P. O. BOX 310
SILVERDALE, WA 98383
(360) 699-4918
(360) 699-2402 - fax

**Commissioner Rick Slate
Commissioner Caleb Reese
Commissioner Ed Schoffield**

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 \$2,304.40 and from the General Fund on the 16th day of December 2015.

250

Complaints

10

Commissioner

1960

Comments

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>
2025-12	U.S. Treasury	\$2,354.00