

PORT OF SILVERDALE  
RESOLUTION 2002-09

RE: REALLOCATION OF BUDGETED FUNDS

**WHEREAS**, the Port Commission of the Port of Silverdale has met and reviewed its budget for the calendar year 2002; and

**WHEREAS**, the Port Commission determined that reallocation of budgeted funds is appropriate to reflect adjustments in expenditures during the year 2002; and

**WHEREAS**, to properly reflect actual and anticipated expenditures for calendar year 2002, the sum of \$4,200.00 should be reallocated from account number 733.90 Marina Maintenance:Other (Reserves) to the following accounts:

\$ 200.00 to 763.70 Property Lease/Rental:General and Administrative; and

\$ 1,500.00 to 781.40 General Administrative Direct:Supplies and Office Equipment; and

\$ 2,500.00 to 789.10 Economic Development;

**NOW, THEREFORE, BE IT RESOLVED** by the Port Commission of the Port of Silverdale that the above referenced fund reallocations take place and the 2002 Budget be amended accordingly.

**ADOPTED** by the Port Commission of the Port of Silverdale, Kitsap County, Washington at a regular open public meeting thereof held on the 19<sup>th</sup> day of December 2002.

PORT OF SILVERDALE  
KITSAP COUNTY, WASHINGTON

By Harry Kopp

By Scott G. Hall

By Lawrence C. Greaves

ATTEST:

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Secretary

PORT OF SILVERDALE  
RESOLUTION NO. 2002-08

RE: ADOPTION OF THE 2003 FINAL BUDGET

**WHEREAS**, the Port Commission of the Port of Silverdale has reviewed the fiscal requirements of the Port District, the anticipated revenues and expenditures of the District; and

**WHEREAS**, the 2003 Preliminary Budget was prepared and approved as required by law.

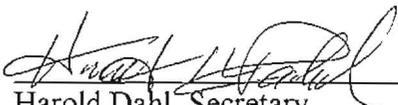
**NOW, THEREFORE, BE IT RESOLVED** by the Port Commission of the Port of Silverdale that the final budget of the Port of Silverdale be adopted for the tax year 2003 in the amount of \$1,301,162.00 and that a property tax be levied to the Port District property owners in the amount of 101% of the 2002 taxes plus allowance for new construction to total approximately \$450,694.00 and to be assessed the property owners of the Port District for the tax year 2003.

**ADOPTED** by the Port Commission of the Port of Silverdale, Kitsap County, Washington at a regular open public meeting thereof held on the 21<sup>st</sup> day of November 2002.

PORT OF SILVERDALE  
KITSAP COUNTY, WASHINGTON

By:

  
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Harry Knapp, Chairman

  
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Harold Dahl, Secretary

  
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Lawrence Greaves, Commissioner

**PORT OF SILVERDALE  
2003 FINAL BUDGET**

	REVENUES	RESERVES	TOTALS
TOTAL ESTIMATED BEGINNING BALANCE		743,968.00	
REVENUES:			
621.10 MOORAGE	6,500.00		
695.00 REAL PROPERTY RENTALS			
SUBTOTAL REAL PROPERTY RENTALS	80,000.00		
699.10 INVESTMENT INTEREST	20,000.00		
699.20 PROPERTY TAX	450,694.00		
TOTAL ESTIMATED FUNDS AVAILABLE	<u>\$ 557,194.00</u>	<u>\$ 743,968.00</u>	<u>\$ 1,301,162.00</u>
	EXPENSES	RESERVES	TOTALS
EXPENDITURES:			
721.00 MARINA OPERATING			
721.30 OUTSIDE SERVICES			
SUBTOTAL MARINA OPERATING	72,000.00		
721.80 UTILITIES			
SUBTOTAL MARINA OPERATING	8,000.00		
MARINA OPERATING SUBTOTAL	<u>80,000.00</u>		80,000.00
723.00 MARINA MAINTENANCE			
723.30 OUTSIDE SERVICES (MAINTENANCE)			
SUBTOTAL MARINA MAINTENANCE	100,000.00		
723.40 SUPPLIES			
SUBTOTAL SUPPLIES	10,000.00		
723.50 EQUIPMENT RENTALS			
SUBTOTAL EQUIPMENT RENTALS	3,000.00		
723.90 OTHER (RESERVES)		371,233.00	
MARINA MAINTENANCE SUBTOTAL	<u>113,000.00</u>	<u>371,233.00</u>	484,233.00
761.00 PROPERTY LEASE/RENTAL			
761.30 OUTSIDE SERVICES	30,000.00		
PROPERTY LEASE/RENTAL SUBTOTAL	<u>30,000.00</u>		30,000.00
763.00 PROPERTY LEASE/RENTAL MAINTENANCE			
763.50 EQUIPMENT RENTALS			
SUBTOTAL PROPERTY LEASE/RENTAL EQUIPMENT	3,000.00		
763.60 FACILITY MAINTENANCE			
SUBTOTAL PROPERTY LEASE/RENTAL MAINTENANCE	50,000.00		
763.70 GENERAL AND ADMINISTRATIVE			
SUBTOTAL PROPERTY LEASE/RENTAL G&A	10,000.00		
763.80 UTILITIES			
SUBTOTAL PROPERTY LEASE/RENTAL UTILITIES	11,000.00		
PROPERTY LEASE/RENTAL MAINTENANCE SUBTOTAL	<u>74,000.00</u>		74,000.00
771.00 DEBT REDEMPTION			
771.50 OTHER NOTE/CONTRACTS	31,000.00		
DEBT REDEMPTION SUBTOTAL	<u>31,000.00</u>		31,000.00
772.00 INVESTMENT DISBURSEMENTS			
772.10 PURCHASE OF INVESTMENTS	20,000.00		
INVESTMENT DISBURSEMENTS SUBTOTAL	<u>20,000.00</u>		20,000.00
773.00 FIXED ASSET DISBURSEMENT			
773.30 PURCHASE OF FIXED ASSET	350,000.00		
773.50 PROPERTY IMPROVEMENTS	28,000.00		
FIXED ASSET DISBURSEMENT SUBTOTAL	<u>378,000.00</u>		378,000.00
780.00 GENERAL AND ADMINISTRATIVE			
781.10 COMMISSIONERS COMPENSATION			
SUBTOTAL G&A COMMISSIONERS COMPENSATION	8,400.00		
781.20 COMMISSIONERS REIMBURSEMENTS			
SUBTOTAL G&A COMMISSIONERS REIMBURSEMENTS	3,000.00		
781.30 OUTSIDE SERVICES			
SUBTOTAL G&A OUTSIDE SERVICES	60,000.00		
781.40 SUPPLIES			
SUBTOTAL G&A SUPPLIES	2,000.00		
781.60 FACILITY RENTALS			
SUBTOTAL G&A FACILITY RENTALS	32,000.00		
781.70 G&A OPERATIONS			
SUBTOTAL G&A OPERATIONS	24,000.00		
781.80 UTILITIES			
SUBTOTAL G&A UTILITIES	7,000.00		
GENERAL AND ADMINISTRATIVE SUBTOTAL	<u>136,400.00</u>		136,400.00
789.00 GENERAL AND ADMINISTRATIVE OTHER			
789.10 ECONOMIC DEVELOPMENT	4,529.00		
SUBTOTAL G&A OTHER ECONOMIC DEVELOPMENT	<u>4,529.00</u>		4,529.00
799.90 NON-OPERATING EXPENSES			
799.91 INTEREST EXPENSE			
SUBTOTAL NON-OPERATING INTEREST EXPENSES	46,000.00		
799.92 ELECTION EXPENSE			
SUBTOTAL NON-OPERATING ELECTION EXPENSE	4,500.00		
799.98 BARKER CREEK RESTORATION PROJECT			
SUBTOTAL NON-OPERATING BARKER CREEK	12,500.00		
NON-OPERATING EXPENSES SUBTOTAL	<u>63,000.00</u>		63,000.00
TOTAL ESTIMATED RESERVES / EXPENDITURES:	<u>\$ 929,929.00</u>	<u>\$ 371,233.00</u>	<u>\$ 1,301,162.00</u>

Submitted:

  
Port Auditor

Approved:

  
Commissioner

  
Commissioner

  
Commissioner

PORT OF SILVERDALE  
RESOLUTION NO. 2002-07

RE: INCREASING PROPERTY TAX REVENUE BY 1%

**WHEREAS**, the Port Commission of the Port of Silverdale has properly given notice of the public hearing held November 21, 2002 to consider the Port District's current expense budget for the 2003 calendar year, pursuant to RCW 84.55.120; and

**WHEREAS**, the Port Commission, after hearing, and after duly considering all relevant evidence and testimony presented, has determined that the Port District requires an increase in property tax revenue from the previous year, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of the Port District and in the best interest of the Port District; and

**WHEREAS**, the population of the Port District is over 10,000;

**NOW, THEREFORE, BE IT RESOLVED** by the Port Commission of the Port of Silverdale that an increase in the regular property tax levy, in addition to any amount resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, is hereby authorized for the 2003 levy in the amount of \$4,423.00, which is a percentage increase of 1% from the previous year.

**ADOPTED** by the Port Commission of the Port of Silverdale, Kitsap County, Washington at a regular open public meeting thereof held on the 21<sup>st</sup> day of November 2002.

PORT OF SILVERDALE  
KITSAP COUNTY, WASHINGTON

By:

  
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Harry Knapp, Chairman

  
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Harold Dahl, Secretary

  
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Lawrence Greaves, Commissioner

PORT OF SILVERDALE  
RESOLUTION 2002-06

RE: REALLOCATION OF BUDGETED FUNDS

**WHEREAS**, the Port Commission of the Port of Silverdale has met and reviewed its budget for the calendar year 2002; and

**WHEREAS**, the Port Commission determined that reallocation of budgeted funds is appropriate to reflect adjustments in expenditures during the year 2002; and

**WHEREAS**, to properly reflect actual and anticipated expenditures for calendar year 2002, the sum of \$20,000.00 should be reallocated from account number 732.90 Marina Maintenance:Other (Reserves) to the following accounts:

\$ 5,000.00 to 723.40 Marina Maintenance Supplies; and

\$ 2,000.00 to 763.60 Property Lease/Rental:Facility Maintenance; and

\$ 1,000.00 to 763.70 Property Lease/Rental:General and Administrative; and

\$ 4,000.00 to 781.30 General Administrative Direct:Outside Services; and

\$ 8,000.00 to a new account 789.10 Economic Development;

**NOW, THEREFORE, BE IT RESOLVED** by the Port Commission of the Port of Silverdale that the above referenced fund reallocations take place and the 2002 Budget be amended accordingly.

**ADOPTED** by the Port Commission of the Port of Silverdale, Kitsap County, Washington at a regular open public meeting thereof held on the 21<sup>st</sup> day of November 2002.

PORT OF SILVERDALE  
KITSAP COUNTY, WASHINGTON

By Harry King

By Lawrence C. Greaves

By Ann H. Fall

ATTEST:

\_\_\_\_\_  
Secretary

## 12. BFP: Authorizing Resolution

Local Agencies only--You may reproduce on your own paper; text may not change.

Organization Name Port of Silverdale Resolution No. 2002-04  
Project Name(s) Silverdale Waterfront, Phase 4

A resolution authorizing application(s) for funding assistance for a Boating Facilities Program (BFP) project to the Interagency Committee for Outdoor Recreation (IAC) as provided in Chapter 79A.25 RCW, Boating Facilities Program.

WHEREAS, our organization has approved a comprehensive plan that includes this project area; and

WHEREAS, under the provisions of BFP, state funding assistance is requested to aid in financing the cost of planning, land acquisition and/or facility development; and

WHEREAS, our organization considers it in the best public interest to complete the planning, land acquisition, and/or development project described in the application;

NOW, THEREFORE, BE IT RESOLVED, that:

1. The Chairman [MAYOR, DIRECTOR, PRESIDENT, ETC ] be authorized to make formal application to IAC for funding assistance;
2. Any fund assistance received be used for implementation of the project referenced above;
3. Our organization hereby certifies that its share of project funding is committed and will be derived from Local Sources (Tax revenues, moorage fees, rental receipts) [ SPONSOR MATCHING RESOURCES ];
4. We acknowledge that we are responsible for supporting all non-cash commitments to the sponsor share should they not materialize; [if applicable ]
5. We acknowledge that any property acquired or facility developed with IAC financial aid must be placed in use as an outdoor recreation facility and be retained in such use in perpetuity unless otherwise provided and agreed to by our organization and IAC (generally, IAC approves removing facilities from the perpetuity requirement when the facilities have reached their designed life expectancy, or because of extraordinary vandalism, acts of nature, fire, etc.) [ if applicable ];
6. This resolution becomes part of a formal application to IAC; and
7. We provided appropriate opportunity for public comment on this application.

This resolution was adopted by our organization during the meeting held:

Location Silverdale, Washington Date 8-15-02

Signed and approved by the following authorized representative:

Signed Harry Kapp

Title Chairman Date 9-6-02

Attest: Philip M. Best, Attorney

Approved as to form Philip M. Best

PORT OF SILVERDALE  
RESOLUTION NO. 2002- 03

ESTABLISHING COLLECTION FEE FOR MOORAGE NONPAYMENT

WHEREAS, some boaters who use the Silverdale Port moorage overnight do not pay their moorage fee; and

WHEREAS, there is an expense to the Port for obtaining the boat identification, the name and address of the boat owner, and corresponding with the boat owner to request payment;

NOW, THEREFORE, BE IT RESOLVED, by the Port Commission of the Port of Silverdale that a \$25.00 collection fee shall be added to any moorage remaining unpaid by 5:00 pm on the day after the night for which moorage is due; and

BE IT FURTHER RESOLVED, that a warning notice shall be placed on the pier or payment location warning boaters that nonpayment of moorage is subject to a \$25.00 collection fee.

ADOPTED, by the Port Commission of the Port of Silverdale, Kitsap County, Washington at a regular open public meeting thereof held on July 18, 2002.

PORT OF SILVERDALE  
KITSAP COUNTY, WASHINGTON

By:

  
Harry Krapp, Chairman

  
Harold Dahl, Commissioner

  
Lawrence Greaves, Commissioner

PORT OF SILVERDALE  
RESOLUTION NO. 2002- 02  
Appointing an agent to receive claims for damages

WHEREAS, State law (RCW 4.96.020) requires that each local government appoint an agent to receive any claim for damages made under Chapter 4.96 RCW

NOW THEREFORE, BE IT RESOLVED BY THE PORT OF SILVERDALE:

Section 1. The Port's attorney is hereby designated as the agent to receive all claims for damages filed against the Port of Silverdale.

Section 2. All claims for damages filed against the Port of Silverdale shall be presented to:

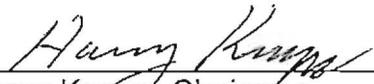
Philip M. Best, Attorney  
3550 NW Byron Street  
PO Box 310  
Silverdale, WA 98383

Section 3. A copy of this resolution shall be recorded with the Kitsap County Auditor.

ADOPTED, by the Port of Silverdale Board of Commissioners at a regular open public meeting thereof held on February 21, 2002.

PORT OF SILVERDALE  
KITSAP COUNTY, WASHINGTON

By:

  
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Harry Knapp, Chairman

  
\_\_\_\_\_  
Harold Dahl, Commissioner

  
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Lawrence Greaves, Commissioner

**Port of Silverdale**  
Resolution 2002 - 01

**Small Works Roster Contract Policy**

**WHEREAS**, the Port of Silverdale has established and utilized a small works roster and related procedures for awarding small works contracts under previously applicable statutory provisions; and

**WHEREAS**, current law requires that the Port of Silverdale adopt a resolution establishing specific procedures for implementing the use of its small works roster;

**NOW, THEREFORE, THE COMMISSION OF THE PORT OF SILVERDALE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

The following small works roster procedures are established for use by the Port of Silverdale pursuant to RCW 53.08.120, 53.08.135, and Chapter 39.04 RCW.

1. **Cost.** Unless otherwise directed by the Port of Silverdale Commission, the Port of Silverdale need not comply with formal sealed bidding requirements for the construction, building, renovation, remodeling, alteration, repair or improvement of real property where the estimated cost does not exceed two hundred thousand dollars (\$200,000.00), including the costs of labor, material, equipment and sales and/or use taxes as applicable. Instead, the Port of Silverdale may use its small works roster and procedures for public works projects as set forth herein, or as further detailed in the Port's policies and procedures manual. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.
2. **Number of Rosters.** The Port of Silverdale may create a single general small works roster or may create a small works roster for different specialties or categories of anticipated work. Said small works rosters may make distinctions between contractors based upon different geographic areas served by the contractor.
3. **Contractors on Small Works Roster(s).** The small works roster(s) shall consist of all responsible contractors who have requested to be on the roster(s), and are properly licensed or registered to perform such work in this state. Contractors desiring to be placed on a roster or rosters must provide, upon request, current records of any applicable licenses, certifications, registrations, bonding, insurance, or other appropriate matters, as a condition of being placed on a roster or rosters.
4. **Responsibility Defined.** The Port Commission Chairman may determine contractors are not eligible for placement on a small works roster if the contractor does not meet one or more of the following requirements.

Responsible contractors must:

- a. Have the ability, capacity and skill to perform work in the area covered by the roster or rosters;
  - b. Have performed quality work on previous contracts or service agreements;
  - c. Be able to demonstrate previous and existing compliance with laws relating to public works, or the type of work or service covered by the roster or rosters; and
  - d. Have maintained a civil and professional work climate, free from harassment and intimidation, on job sites and with Port staff.
5. **Publication.** At least once a year, the Port of Silverdale shall publish in a newspaper of general circulation within the jurisdiction a notice of the existence of the roster or rosters and solicit the names of contractors for such roster or rosters. Responsible contractors shall be added to an appropriate roster or rosters at any time that they submit a written request, up to and including requests accompanying their bids. An inter-local contract or agreement between the Port of Silverdale and other local governments establishing a small works roster or rosters to be used by the parties of the contract or agreement must clearly identify the lead entity that is responsible for implementing the small works roster provisions.
6. **Telephone, Written or Electronic Quotations.** The Port of Silverdale shall obtain telephone, written or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to the lowest responsible bidder as defined in RCW 43.19.1911 and paragraph 7 of this resolution. The detailed procedures under this paragraph are as follows:
- a. A contract awarded from a small work roster need not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation. This paragraph does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes, or other statutory requirements; e.g., for appropriate contract documents, bid bond, performance bond, retainage, or compliance with Chapter 39.12 RCW, the prevailing wage law.
  - b. Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of

work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. If there are fewer than five contractors on the appropriate roster, contractors from a roster with a broader skill range may be invited to bid. Alternatively, the Port may encourage additional applications for inclusion on the appropriate roster.

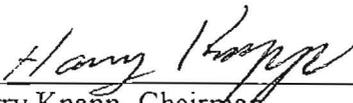
- c. For purposes of this resolution, "equitably distribute" means that the Port of Silverdale may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services. Until all bids are opened or published, and/or the bidding process is closed, the Port of Silverdale representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project.
- d. A written record shall be made by the Port of Silverdale's representative, of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry. A list of bid awards shall be posted and available to the public at least bi-monthly.
- e. At least once every year a list of contracts awarded under that process is to be furnished to the Port of Silverdale Commission and made available to the general public. The list shall contain the name of the contractor awarded the contract, the amount of the contract, a brief description of the type of work performed, and the date it was awarded. The list shall also state the location where the bid quotations for these contracts are available for public inspection.

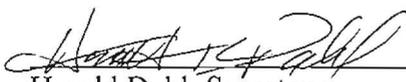
7. **Determining Lowest Responsible Bidder.** The Port of Silverdale Commission or its designee shall award the contract for the public works project to the lowest responsible responsive bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the Port of Silverdale Commission or its designee may call for new bids. In addition to price, the Port of Silverdale Commission or its designee shall take into account the following, as provided by RCW 43.19.1911 adopted by reference in RCW 39.04.155;

- a. The ability, capacity, and skill of the bidder to perform the contract;
- b. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- c. Whether the bidder can perform the contract within the time specified by the Port of Silverdale;
- d. The quality of the bidder's performance of previous contracts or services;

- e. The previous and existing compliance by the bidder with laws relating to the contract and services;
  - f. Such other information as may be secured having a bearing on the decision to award the contract.
8. **Award.** The Port Commission Chairman or his designee shall present all quotations/bids and recommendation for award of the contract to the lowest responsible bidder to the Port of Silverdale Commission. However, for public works projects of \$25,000.00 or less, the Port Commission Chairman shall have the authority to award public works contracts without the Port of Silverdale Commission's prior approval: Provided that the work is within Capital Budget authorized limits, and all requirements of the Port's Policies and Procedures manual and statutory procedures are followed; and Provided further that the Port of Silverdale Commission shall ratify the Port Commission Chairman's approval at the next scheduled Port of Silverdale Commission meeting by means of the consent agenda. Public works projects over \$25,000.00 shall require the Port of Silverdale's prior approval, as provided in the Port's Policies and Procedures manual.

ADOPTED by the Port Commission of the Port of Silverdale this 21<sup>st</sup> day of February, 2002.

  
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Harry Knapp, Chairman  
Port of Silverdale Commission

  
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Harold Dahl, Secretary  
Port of Silverdale Commission

  
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Lawrence Greaves  
Port of Silverdale Commission