

MINUTES OF SILVERDALE PORT MEETING ON JANUARY 8, 2019

A Special Meeting of the Silverdale Port Commission to discuss the future administration of the Sailing and Rowing Programs was held at 3:00PM at the Port office – 3550 NW Byron Street, Silverdale, WA. The Waiver of Notice of Special Meeting was signed by all three Commissioners and a Notice of the Special Meeting was taped to the Port office door a day prior to the meeting, both of which are attached hereto. Also in attendance were Attorney Phil Best; Administrator Theresa Haaland; Steve and Sheila Trunkey, Greg Jacobs and John Bouck of Kitsap Sailing and Rowing Foundation (KSRF); and Bridget Burke of Clam Island Rowing (CIR) and Randy Hunt arrived after the meeting began.

Phil explained that he can find no evidence of another Port running similar programs as the sailing and rowing programs but the statutes allow Ports to construct, maintain and operate facilities as long as it is outlined within the comprehensive plan and prior approval is received from Kitsap County and the State Parks and Recreation Commissioner director. Steve Trunkey explained that the Port has already received the okay from Kitsap County when the County transferred the administration and operation of the programs over to the Port and conveyed all the County's rights, title and interest in the boats and equipment to the Port via County Resolution 017-2014. To be eligible for possible Recreation Conservation Office (RCO) funding the applicant must have a current comp plan. Phil explained that prior to applying for the RCO Aquatic Lands Enhancement Account (ALEA) grant for the sailboat float the Port updated its comp plan, which was approved by the County and accepted by the RCO. Every six years the plan is required to be updated. The Port's comp plan is currently out-of-date and doesn't include the operation of the Sailing and Rowing programs. Rice Fergus Miller (RFM) was hired to update the Port's comp plan. Commissioner Scholfield questioned the legality of the Port actually running the programs since the statute states the Port is allowed to operate "facilities" versus "programs." He sees facilities and programs as two totally different items. Phil said that the definition of operating a facility needs to be determined. Mr. Trunkey said that technically the volunteers would still operate and manage the programs. John Bouck added that there is not a standard to follow; this is a unique situation.

The details of the programs were discussed. KSRF and CIR personnel would be considered the Program Managers and would be the go-between for the Port and contractors, etc. It was agreed that all paid instructor positions would be via contract and no employees would be hired. The Port would pay the Labor and Industries (L&I) tax for those contractors. The Program Managers would perform the hiring and obtain all the contractor's necessary paperwork (i.e. background checks, W-4's, proof of qualification, copy of driver's license) and give the Port copies of everything. Greg Jacobs asked at what point does a Port decide to hire a harbormaster. It was thought that Port's with permanent moorage are more apt to have a harbormaster. Commissioner Scholfield reminded that a weekend Port Host is hired through

Safe Security from Memorial Day weekend through Labor Day weekend. Mr. Trunkey explained that Sportsites is a recreation management software program that he suggests the Port use for registration. He was quoted a flat \$2,000 fee for the season. Bridget Burke explained that she would like to continue with the software they currently use as it works well and everything is set up including receiving payments through Paypal. Commissioner Scholfield has experience working with the Pee Wee Association and said that they use Blue Sombrero through Dick's Sporting Goods and it's free. He said it's a great program and he'd be happy to sit down with the program reps to review it.

It was agreed to proceed with the Port administering the operating of the Sailing and Rowing Programs contingent that the programs continue as a revenue neutral operation (motion by Aus, second by Scholfield, unanimous). Phil will prepare a Program Manager Agreement and forward the draft to Ms. Burke, Mr. Turnkey and the Commissioners via e-mail prior to the January meeting so that it can be reviewed prior to the meeting.

Mr. Trunkey explained that the sailing season starts on February 2, 2019. Phil questioned if the transfer of the operation of the program could be completed in time. Insurance was discussed. Once an agreement is in place Enduris will be notified that it is officially a Port program. Enduris had been contacted and was told via e-mail dated November 29, 2018 from Joe Davis that Enduris rates liability on labor hours of employees and volunteers. The total estimated annual employee and volunteer hours is 7,000 and was provided to Mr. Davis. He replied that the Port should budget for an approximate \$5,500 to \$6,000 premium increase. This is higher than what the programs currently pay by nearly \$2,500, but will be offset by registration fees. The County will need to be contacted to determine any requirements in accepting credit cards and from there the Port will need to talk to a financial institution. Mr. Trunkey suggested that the Port look into obtaining two prepaid debit cards each having a \$500 limit for Program Managers to use to maintain and run the programs.

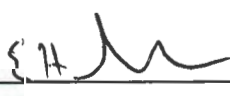
At 4:35PM it was announced that the meeting would be going into Executive Session for approximately ten minutes to discuss insurance and a possible claim.

At 4:44PM the meeting returned to Regular Session

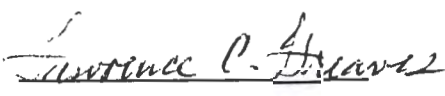
At 4:45PM the meeting adjourned (motion by Aus, second by Scholfield, unanimous).



Commissioner



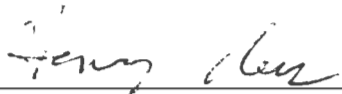
Commissioner



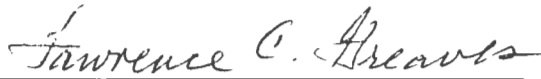
Commissioner

WAIVER OF NOTICE OF SPECIAL MEETING

The undersigned, Port Commissioners for the Port of Silverdale, hereby waive the requirement of notice in writing of the Special Meeting of the Port of Silverdale held on 1/8/2019, at 3:00PM - Port Office, are present at such meeting, and agree to the conduct of the Port business as announced by the Chairman/President in calling this meeting.



Commissioner



Commissioner



Commissioner

THERE WILL BE A SPECIAL MEETING
OF THE PORT OF SILVERDALE
AT THE PORT OFFICE
ON TUESDAY, JANUARY 8TH, 2019
AT 3:00 PM
TO DISCUSS
FUTURE ADMINISTRATION OF THE
SAILING AND ROWING PROGRAMS

Posted on
door -
Port office
1/7/2019