

MINUTES OF SILVERDALE PORT SPECIAL MEETING ON OCTOBER 25, 2022

The Port meeting was held in person and the public was also allowed to attend via ZOOM. Notice of the Special Meeting was posted to the Port office door days prior to the meeting and notice was also added to the Port's website along with the link to the meeting.

CALL TO ORDER

Commissioner Caleb Reese called the meeting to order at 10:17AM. Others attending in person were: Commissioner Ed Scholfield; Administrator, Theresa Haaland; Marvel Hunt; and Carla Larson.

Those attending via ZOOM were: Commissioner Doug Kitchens; and Hank Anderson

PLEDGE OF ALLEGIANCE was recited.

CONSENT AGENDA

It was agreed to approve the following Consent Agenda items: October 25, 2022 Special Meeting Agenda; Authorization for Electronic Transfer of Payroll Taxes #2022-10 to the U.S. Treasury in the amount of \$3,521.20; and the October 25, 2022 Voucher Approval for checks numbering 13173 through 13204 totaling \$139,026.67, which is attached to these minutes (motion by Scholfield; second by Kitchens; unanimous).

PUBIC WHO REQUESTED TO BE ON THE AGENDA

Marvel Hunt explained that although losing Port staff is a bit of a jolt the Commissioners should use this time as an opportunity to move the Port forward. Although in the past there have been some really good and forward-thinking Commissioners, the Port has outgrown the old ways of operating. Many of the Port-owned buildings are getting older and to the point of disrepair. She suggested there be a reallocation of funds to support a Port Manager and Administrative Assistant. She provided handouts to the Commissioners. One was outlining the duties of a Port Commissioner and a Commissioner Resource Guide. She explained that the Commissioners should not be micromanaging Port staff, but rather hire a manager to take on such responsibilities. As outlined in one of the handouts – the Commissioners are responsible in the hiring process and then they delegate the responsibilities and respects the delegated authority. She explained that she notices items on the agenda continually reoccurring, as if they are not getting completed. With a Port manager the Commissioners could delegate such items. She wanted it known that this was not a slam against anyone's past or present actions. It's just that the Port has changed and grown and it seems to be the perfect time to consider reorganizing duties.

NEW BUSINESS

Commissioners agreed that with the recent notification of Port staff's resignation, hiring a replacement is an emergent issue. Currently, the Port has two applicants. One of whom was recommended and encouraged to apply by Donna Moore of Clam Island Rowing (CIR), so is aware the position is full time. The second applicant applied for the part-time administrative assistant position that is currently posted on Work Source. Commissioner Kitchens requested that the two applicants be immediately interviewed. There was discussion of pay and benefits. With at least three evening meetings per month the hours would be a bit flexible. It was agreed the administrative position would be fulltime, paying between \$25 to \$35 an hour depending on experience and include five days of paid time off allotted immediately upon employment with an additional eight hours per month accrued starting at the sixth month of employment. The closing date was set for November 2nd. Commissioner Scholfield will update the website and the Work Source account will be changed. *The authority to hire to fill the administrative position upon satisfactory interview and in review of the applicant's qualifications was delegated to Commissioner Reese* (motion by Kitchens; second by Scholfield; unanimous).

Commissioners agreed that having two employees, a Port Manager and an Administrator, would be adequate. Hiring a Port Manger was discussed. It was agreed that the employee that fills the administrative position may eventually be given the opportunity for promotion to Port Manager; otherwise, that position will be advertised. First the duties, description and employment details of the Port Manager position will need to be determined. It was agreed that beginning in January 2023 Special meetings will be scheduled for this purpose.

Ms. Hunt recommended a member of the public be included with the interview process. Those in attendance were given the opportunity, but declined.

Commissioner Reese explained that due to this emergent situation and the need to keep Port business moving along, there may be times when he as a Commissioner must reach out to the other Commissioners outside of a regularly scheduled meeting. He mentioned the situation with the Port's attorney, Tim Schermetzler, and was told that as long as the minutes reflect the situation that should be adequate.

The meeting adjourned at 11:45AM (motion by Scholfield; second by Kitchens; unanimous).

Approved:



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 \$139,026.87 and from the General Fund, this 25th day of October, 2022.


Auditor


Port Commissioner



Port Commissioner

Port Commissioner

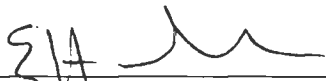
Number	Name	Amount
13173	CALEB A. REESE	\$707.70
13174	DOUGLAS G. KITCHENS	\$235.66
13175	ED SCHOLFIELD	\$657.28
13176	THERESA R. HAALAND	\$4,884.90
13177	ASTOUND BUSINESS SOLUTIONS	\$241.04
13178	CASCADE NATURAL GAS	\$89.82
13179	CRYSTAL SPRINGS	\$27.26
13180	KITSAP COUNTY PUBLIC WORKS	\$882.70
13181	FUJETA SOUND ENERGY	\$427.24
13182	SILVERDALE WATER DISTRICT	\$4,525.67
13183	VERIZON WIRELESS	\$121.19
13184	WASTE MANAGEMENT - BREM AIR DISPOSAL	\$185.68
13185	ASTOUND BUSINESS SOLUTIONS	\$174.60
13186	VISA	\$1,208.50
13187	WASHINGTON STATE DEPARTMENT OF L & I	\$380.70
13188	WASHINGTON STATE EMPLOYMENT SECURITY DEPT	\$101.58
13189	WASHINGTON STATE DEPARTMENT OF REVENUE	\$3,828.57
13190	AES CONSULTANTS, INC.	\$1,120.00
13191	ART ANDERSON ASSOCIATES, INC.	\$38,828.00
13192	CAMELICK SITKIN & DAVIS	\$1,124.69
13193	ESHERICK ROMSEY DODGE AND DAVIS	\$17,000.06
13194	H&S HANDS LAWN CARE & SERVICES	\$1,088.88
13195	PENINSULA FIRE INC.	\$78.02
13196	KEN STORM	\$420.00
13197	TERI ORR	\$280.00
13198	GREATER KITSAP CHAMBER FOUNDATION	\$800.00
13199	QUALITY COATING ENTERPRISES, LLC	\$48,410.00
13200	SAFE SECURITY	\$3,253.00
13201	SHONS FAMILY LIMITED PARTNERSHIP	\$3,578.25
13202	TIKAR SERVICE, LLC	\$6,112.56
13203	CALEB REESE -	\$221.70
13204	ED SCHOLFIELD -	\$371.87

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 Oct. 25, 2022, at 10:00AM Port office, are present at such 3550 NW Byron Street meeting and agree to the conduct of the Port business as announced by the President/Chairman in calling this meeting.



Commissioner



Commissioner



Commissioner

SPECIAL MEETING OF THE PORT OF SILVERDALE

WILL BE HELD AT THE PORT OFFICE – 3550 NW BYRON STREET, SILVERDALE

ON Tuesday, October 25th, 2022 @ 10:00AM

Meeting to approve Electronic transfer of Payroll Taxes,

Approve Expenditures, Pay bills,

and discuss Personnel Replacement

ATTENDANCE WILL ALSO BE AVAILABLE VIA ZOOM

The link to the meeting can be found on the Port's website (portofsilverdale.com)
under the "Port Commission" / "Meeting Notice" tabs