

Port of Silverdale Regular Meeting Minutes September 21, 2023

The meeting was held in person at the Port of Silverdale office. The option of attending via Zoom was offered and the link posted on portofsilverdale.com.

CALL TO ORDER

Commission Chair Caleb Reese called the meeting to order at 6:00 pm others attending in person were Commissioner Ed Scholfield; Commissioner Douglas Kitchens; Administrator Jennifer Olson; Steve Sego; Alex Sego; John Bouck; Irene Moyer; Marvel Hunt; Josh Matthews; Michael Dekker; Mary Kunish; Rick slate; Gina Schultz; Greg Jacobs; Donna Moore; Carla Larson; Nate Johnson; David Emmons and Henry Aus. Attending via Zoom: Hank Anderson; Kristy (Kitsap Art)

CONSENT AGENDA

Decided: The following Consent Agenda items were approved:

- 1. Agenda, September 21, 2023**
- 2. August 14th 2023 regular meeting minutes**
- 3. Approve Electronic Transfer of Payroll Taxes**
- 4. Approve Expenditures**
- (M/S/C- Kitchens/Scholfield/All)

Note M/S/C means Motioned/Seconded/Carried, with commissioner named (or All)

ATTENDEES ON AGENDA

Greater Kitsap Chamber – Steve Sego & David Emmons

Foot ferry Pop up 9/2 - 9/4/23 – follow up

Steve Sego and David Emmons expressed their gratitude to the Port of Silverdale for their assistance with the pop-up ferry and for allowing use of the Ports dock. The ferry had 2,300 passenger trips over the 3-day weekend. The ferry that was used was the Carlisle II and had a capacity of 140 people and took approximately an hour each way. The extra foot traffic that was generated from the pop-up ferry had a positive impact on retail businesses and restaurants in Old Town Silverdale. The QR Code survey that was done had some positive responses from members of the community like: “ I really enjoyed the ride and it was great to read about the history of the boat”, “This was my first ferry experience! I had a great time! ‘Like the idea of pop - up ferry options to local events” “Wish it was shorter” “ The “Silverdale ferry does not offer me anything more than busses. Would love route to Bainbridge” a lot of the people surveyed asked wouldn’t a ferry to Bainbridge make more sense than to Bremerton? A member of the Silverdale community asked about the economics of the ferry and if they were trying to make this a permanent ferry route? Steve Sego did not know the answer to the question and mentioned it was above his pay grade. Some of the community members asked wouldn’t it be faster by car than by ferry?

PUBLIC INPUT

During the public input session, Carla Larson discussed the Silverdale Community Christmas Tree Lighting, that was happening on the Saturday after Thanksgiving November 25, 2023. Carla asked if she could get a donation from the Port for \$50.00 to the Greater Kitsap Chamber for the Silverdale Community Tree Lighting 2023? **Motion made by Commissioner Scholfield to donate \$50.00 to the Silverdale Community Tree Lighting event. (M/S/C –/Scholfield/ Kitchens/All)**

UNFINISHED BUSINESS

Waterfront Center Predesign Project

Commissioner Reese asked for permission from Commissioner Scholfield and Commissioner Kitchens to explore funding options through the Kitsap Public Facility's District which is an independent municipal corporation managing Washington state sales tax rebate funds allocated to Kitsap County. It partners with other public entities (Cities or County) to build public facilities for the benefit of the residents of the county and to generate revenue for the County through taxes and use fees. The Commissioners both gave Commissioner Reese permission to explore this option.

County's Pump Station #3 Project

Commissioner Reese gave an update that Kitsap County is still working on the design for the pump station.

Grants/Projects

a. non-motorized float

Commissioner Reese discussed that the Port is still waiting on permitting.

b. Marina Relocation

c. Outer -water boundary expansion

Commissioner Reese discussed having a new 30-year lease with the DNR (Department of Natural Resources) versus amending the existing lease which expires in 10 years and has two 12-year renewals. Commissioner Reese explained that the existing lease was written wrong, lease land is all bedlands should have only been a 30-year lease with no extensions. If the Port goes ahead with the new lease the DNR wants stipulations that dock will be replaced in 15 years (this is their projection of the life span of the existing dock) we could get an engineering report to show that it should have a longer life span. Commissioner Scholfield recommended getting a new 30-year lease and having an engineering firm let the Port know how long the life expectancy of the dock is. Commissioners Reese and Kitchens agreed. Commissioner Reese will notify the DNR of the Ports decision.

d. Dredge/Grants

Commissioner Reese discussed that on Friday September 29, 2023 the pre-dredge meeting will occur with American Construction, U.S. Army Corps of Engineers, DNR(Department of Natural Resources) MSA (Marine Surveys and Assessments) and The Port of Silverdale. American Construction will start dredging on October 2, 2023 and plan to complete it by October 5, 2023. Commissioner Reese mentioned that they will most likely not have to move money for the dredge bill but will do a progress report with the RCO (Recreation Conservation Office) as soon as the dredging is complete so the Port can be reimbursed for their portion of the grant money.

Programs -

a. Kitsap Sailing Foundation Report September 2023

1. **Boat Yard.** We thank the port for helping re-arrange the boatyard making it more efficient and easier to maintain.
2. **Fleet.** We have an agreement to sell the flattie and trailer.
3. **Fall Sailing:** Season is underway. Dean Smith is coaching the fall program and has started a middle school program in addition to the high school program. We remain fully subscribed and the middle school program appears to be filling an unmet need for this area.
4. **Schedule** at Silverdale looking ahead a few months
 - a. Fall Ranking Regatta planned at Silverdale October 21-22
 - b. Fall season ends early November (2nd is last scheduled practice)

The Sailing club will need to access the Finger Piers to put Signs up on the Friday before the Sailing Regatta on October 21st and 22nd.

b. Clam Island Rowing(CIR) Report September 2023

Programs:

Master rowers continue to row 2 or 3 times per week but are rowing earlier as the light fades.

Junior rowers: 4 students are signed up

Equipment/boat maintenance:

Two launch boats are at Aqua Tech for repairs and engine swap. The goal is to sell the coho boat with a motor and also sell one additional motor, 2 stroke motor we used previously.

The 8x10 foot aluminum shed donated to rowing by sailing is appreciated, we need to determine if it will be effective for our needs. We spoke with Caleb about potential locations and reconfigurations of our yard to accommodate this new shed. We have discussed with Caleb the Wherry(Clemmer) boat and need to talk to sailing about options in their yard, if possible, if we take the shed.

Safety:

Two issues this month, the gas tank on the launch boat was stolen just after Labor Day. Unfortunately, this resulted in our safety launch stalling on the water and requiring that it be towed in (as the motor contained enough gas to travel about 1000 meters despite no gas tank). No injuries resulted. Also, on 9/19/23, the launch boat battery was stolen and battery cables cut. We have been in contact with rowing to potentially store our launch boat on their floating dock during the week.

Regattas:

Rowers from CIR are participating in regional regattas.

We are grateful for the Port of Silverdale's support for rowing.

c. Boat Storage Area

Commissioner Reese reported that the boat storage area is redone. He mentioned that the Sailing club will need to leave a row open so the rowing club can get their boats in the area allotted.

Facilities (Tikar)

Commissioner Reese reported on Tikar leveling more docks in the next week or two. There was much discussion amongst the Commission about where to put the floats this year? It was decided to put the floats back in the same spot they were last year. A community member asked about the boats being anchored in the bay and Commissioner Scholfield talk to the Sheriff's department they said to call or email the County Commissioners on this issue. Tikar plans on removing the pier on October 30, 2023.

6. Port Properties

a . 9004 Washington

Damage Control Solutions is working on the permit and is waiting to hear back from the county.

b. 9004/9020 Washington – New Handrail Status

Tikar was not at the Port meeting, not sure where they are at with this.

c. 3215 Lowell – Break-in

Exterior lighting? Repairs?

During repairs to the basement the door handle was damaged and the Port needs to put in a new door handle. The Commission discussed the appraiser who use to rent a closet from the Port, he has not paid since last year and the Port cannot locate him by phone or email. The Port might have to check with their attorney on how to proceed with removing the appraiser's paper work and other things left behind in the closet so we follow the correct procedure. It was agreed to table this until October's Port meeting.

d. 3481 Byron Street - Bids for paint?

The Port received three bids for painting the exterior of 3481 Byron. The company's name and the amounts proposed by each company is below:

1. Sablehaus West, Inc. Bid amount \$6,899.
2. Rhizor Painting Bid amount \$11,375.
3. Finnelly Construction, Inc. Bid amount \$4,063.

After opening the bid proposals, it was discovered that Finnelly Construction was the lowest bidder.

Motion to accept Finnelly Construction, Inc. as lowest bid (M/S/C –/Scholfield/ Kitchens/ All)

Commercial Lease Template

Commissioner Kitchens provided a new lease template with a rent rider attached, he noticed that on the first page of the lease still had a rent amount and lease hold amount which should not be on the first page it should be on the rent rider that is attached. The administrator will take that section on the first page out of the lease and keep the lease template with attached rent rider as the commercial lease that will be used by the Port of Silverdale. Motion to accept the lease template with rent rider for future Port of Silverdale leases ***(M/S/C – Kitchens /Scholfield/ All)***

Strategic Planning of Port Organization - New Job Description -Future Port Manager

Commissioner Scholfield mentioned the two Port Manager job descriptions that Commissioner Scholfield and Commissioner Reese made. Commissioner Scholfield discussed that he will merge the two job descriptions together to make one, he will have it ready for the October 19th Port meeting.

Application for use of Port Property- Silverdale Farmers Market

Motion to approve application for use of Port Property was approved pending Liability Insurance received (M/S/C –/Scholfield/ Kitchens/ All).

NEW BUSINES

Boy Scout Troop 1540 – Whaling Day’s trash clean up

The Commission discussed the letter that was received from Boy Scout Troop 1540 for cleaning up trash during Whaling Day’s 2023. **Commissioner Scholfield motion to pay Boy Scout Troop 1540 \$1000 donation (M/S/C –/Scholfield/ Kitchens/ All).**

Budget Review Report – 2023 Preliminary Budget is due on October 19th meeting

The Commission discussed the budget review and talked about some items that the Port went over the budget on like equipment rentals and supplies under the marina maintenance portion of the budget. It was also discussed that if the Port is going to hire a Port Manager for the year 2024, they will need to add money to the budget line item 781.10 (employee compensation). If the Commissioners see anything else in the Budget that needs to be addressed to contact the Administrator before October 19th meeting.

Port Showers Vandalized - closed for the season

The Port Showers were vandalized and are closed for the season. It was discussed that when the showers reopen next year, you will not need quarters to use the shower as that is the main reasons the showers were vandalized.

Parking Issue- Port tenants on Byron Street

Some of the Port tenants on Byron Street are having issues with some of the tenants saving parking spaces with a cone and blocking the other tenants that share the common parking area. Commissioner Scholfield discussed that none of the Business at 3421,3423 and 3425 NW Byron Street have designated parking. Commissioner Scholfield told Kitsap Art studio that they can put the cameras they purchased anywhere they would like.

SAFETY/SECURITY -

No safety concerns: Port bathrooms and Clam Island Rowing’s support boats were vandalized, theft in Oldtown has been an issue these past few months.

PUBLIC INPUT-

Carla Larson a member of the Silverdale community mentioned that the Silverdale Waterfront Parks restrooms were locked, Commissioner Scholfield answered that if there is a power blip the bathrooms will not come on until 6:00 a.m. the next morning.

Marvel Hunt a member of Silverdale Community asked instead of address when discussing Port properties if we could give a description or name of the business as it is confusing with just addresses especially to anyone new coming to a Port meeting.

John Bouck from Kitsap Sailing Foundation asked if there is anyway the Port can move a little bit faster on hiring a Port Manager?

There was some discussion about Silverdale becoming a city and the Commission stated they have no control over that issue and to contact the Kitsap County Commissioners.


EXECUTIVE SESSION – At 7:38 p.m. it was announced that the meeting would be going into Executive Session under RCW 42.30.110: To consider the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price . Returned from executive session at 7:45p.m.

As the Commission was coming out of executive session Commissioner Scholfield **Motioned for Commissioner Kitchens to go and talk with the property owner about the property that was discussed in Executive session (M/S/C –/Scholfield/ Kitchens/ All)**


ADJOURN – At 7:55 p.m. the meeting adjourned (M/S/C –/Scholfield/ Kitchens/ All)

Regular meeting Thursday, October 19 2023 6:00 p.m.
Small Ports Seminar- Thursday October 26th -October 27th
All Ports meeting – Monday, October 30, 2023@6:30pm


Approved:



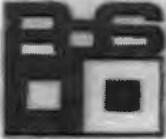
Commissioner



Commissioner



Commissioner



PORT OF SILVERDALE
 P. O. BOX 330
 SILVERDALE, WA 98983
 (360) 698-4918
 (360) 698-3402 - fax

Commissioner Doug Michens
Commissioner Caleb Reese
Commissioner Ed Schofield

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 \$2,760.20 and from the General Fund on the 21st day of September 2023.

Doug Michens
 Commissioner

[Signature]
 Commissioner

EH
 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.

[Signature]
 Port Auditor

Port Account Transfer # Claimant Amount


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


\$57,566.40 and from the General Fund, this 21 day of September 2023



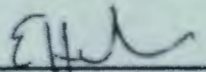
 Auditor



 Port Commissioner



 Port Commissioner



 Port Commissioner

Number	Name	Amount
13468	CALEB A REESE	\$707.68
13469	DOUGLAS G KITCHENS	\$117.94
13470	ED SCHOLFIELD	\$448.58
13471	JENNIFER L OLSON	\$4,720.48
13472	ASTOUND BUSINESS SOLUTIONS	\$597.10
13473	CASCADE NATURAL GAS	\$52.00
13474	CSD ATTORNEYS AT LAW	\$96.00
13475	ED SCHOLFIELD -	\$150.65
13476	KEN STORM	\$870.00
13477	KITSAP COUNTY PUBLIC WORKS	\$1,017.51
13478	LOWE'S	\$163.87
13479	MARINE SURVEYS & ASSESSMENTS	\$2,004.45
13480	PENINSULA FIRE INC	\$114.06
13481	PUGET SOUND ENERGY	\$462.13
13482	SAFE SECURITY	\$4,886.25
13483	SERVPRO OF KITSAP COUNTY	\$1,583.18
13484	SIMONS FAMILY LIMITED PARTNERSHIP	\$3,606.00
13485	TERI ORR	\$250.00
13486	TIKAR SERVICE, LLC	\$30,924.93
13487	VERIZON WIRELESS	\$121.31
13488	VISA	\$2,703.01
13489	WA STATE AUDITOR	\$1,665.30
13490	WASTE MANAGEMENT - BREM AIR DISPOSAL	\$273.97