

## Port of Silverdale Regular Meeting Minutes May 18, 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 Doug Kitchens, Administrator Jennifer Olson, Greg Jacobs, John Bouck, Marvel Hunt, Jeff Olson, Donna Moore and Elizabeth Barnes. Attending via Zoom were Hank Anderson, Briene Wagner, and Carla Larson.

### CONSENT AGENDA

**Decided: The following Consent Agenda items were approved:**

**Agenda, March 16, 2023 Regular meeting minutes, Electronic Transfer of Payroll Taxes, Expenditures.**

- (M/S/C- Kitchens/Scholfield All).

**Public Input-** Marvel Hunt would like to know if Kitsap County is going to have a public meeting regarding the Pump Station # 3 project. Commissioner Reese responded the County does not have one scheduled at this time.

### UNFINISHED BUSINESS

Waterfront Center Predesign Project – (Reese)  
Funding options to be considered at a future meeting.

County's Pump Station #3 Project – (Reese)  
County presented some design ideas, they have gone ahead from where we were at the last meeting and have an almost complete design. Commissioner Reese will get a copy of the Inter Local Agreement to Tim Schermetzler to review and give the Port some options. Public is concerned that the county will only involve them at the end of the design process when it's too late to change.

### Grants/Projects (Reese)

a. *non-motorized floats / Marina Relocation* – The Port received final drawings from Art Anderson

b. *Outer boundary marina expansion area* – No change.

c. *Dredge* – MSA bid documents are at the Port's attorneys for review.

d. *Current grants* – No update. Reese will be sending in invoices for reimbursement by June.

### Programs -

a. *Sailing* 1. **Spring season.** The spring season is winding down. The championship regatta is this coming weekend - both Saturday and Sunday. We are shifting to recreational sailing over the next few weeks in preparation of the summer program.

2. **Opening day sailing celebration.** We launched all of our larger boats and spent the day taking anyone on the water who had an interest. Most of the sailing team was present along with many of us

volunteers and parents. A couple new people showed up but turnout was poor, likely due to the cold and wet weather. We thank the coast guard for showing up and participating.

3. **Boat Yard.** The fencing is greatly appreciated and makes access easier. We look forward to better organizing the boatyard when the public rental spaces are shifted.

4. **Fleet.** Three optis' have been added to the program as a donation from Poulsbo Yacht club. We thank them for their support. In addition, KSF has purchased two lasers and a second lightning and trailer.

Donation paperwork will be completed shortly. We consider the fleet to be complete and do not anticipate adding additional boats.

5. **Summer program** Registration has been slow for the summer programs. Based upon feedback we are shifting from ½ day camps to full day camps. We continue to expect to run youth sailing camps for four weeks starting July 10. We are looking to provide several adult and community sailing



opportunities in June and July but these are not yet scheduled.

6. **Schedule** at Silverdale looking ahead a few months

a. Championship regatta in Silverdale planned for May 20-21

b. Start of summer programs July 10

John Bouck added that they have been asked to possibly host the National Sailing Competition it is between Silverdale and Oak Harbor, they are looking at historical wind data.

b. **Rowing May 2023**

**Programs:**

Master rowers have had many nice days on the water.

Many boats and a trailer have been sold and Bridget has provided details to Caleb.

Junior rowers: The season will end May 20TH.

All 14 junior rowers will row in the regional competition on the 20th of May.

**Equipment/boat maintenance**

Ongoing maintenance is required to keep the boats on the water and covered work space would be helpful.

**Safety:** No safety concerns.

Bill Richards Regatta is planned for Dyes inlet on 8/19/23.

The John Lind scholarship is a reality and 3 junior rowers that were invited to US Rowing sanctioned camps have requested funding through the scholarship fund.

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

c. **Boat storage area-** Tikar added some gravel to fill hole. Commissioner Reese will work on contacting private boat owners.

d. Purple Martins

Cathy Cohoon let us know that we have Purple Martins here now in the new nests. She took some pictures of Purple Martins flying around the Silverdale pier area.

Facilities (Tikar)

a. **Leveling docks** – Tikar has ordered floats for the leveling. Commissioner Reese reported that the MV Creole left its gangway down when leaving the dock today and damaged one of the power pedestals.

Port Properties

a. **9004 Washington** – DRC moved out on April 30, 2023. Commissioner Scholfield said there are not a lot of contractors to bid on this project. He is extending the acceptance of bids until June 13, 2023 of this year. Commissioner Reese said a contract between Elizabeth's House of Wax and the Port of Silverdale is needed. The Port will be working on improvements she has requested and if she changes her mind then what. The verbal agreement is that she will pay for certain items and the Port will pay for bringing the building up to code. Commissioner Kitchens said we can't do any leases till the improvements are done.

There was much discussion back and forth between Commissioner Scholfield, Commissioner Kitchens and Elizabeth Barnes about who is eligible to work on Port Property as a contractor. Commissioner Scholfield stated if the contractor has never worked on a Public Works Project before they need to take a Public Works Webinar Class through Kitsap County before the Port will be able to accept bids on that project. Elizabeth asked if she could start on non-structural items painting, landscaping, etc.

Commissioners Scholfield agreed to pay for and have the property inspected first before moving on with anything else. The previous tenant was in the building for over twenty years. Commissioner Kitchens wanted to know if we should have the Fire Marshall inspect the property? Commissioner Scholfield didn't feel that was necessary. A home inspection or commercial inspection would be the best route to go.

Elizabeth asked if there was anything she needed to address with all three Commissioners present? Commissioner Scholfield said that all calls should be made directly to the Port office and the administrator will forward all correspondence to the



Commissioners. Commissioner Scholfield will see about getting an inspector in the property and make an appointment.

Commissioner Reese asked when do we establish rate? Commissioner Kitchens stated rent was determined on January 1, 2023. Commissioner Scholfield stated it should be close to the rate that The DRC was paying because Elizabeth is an established tenant. Commissioner Reese wants to make sure the amount is determined. Is leasehold charged on top of DRC's rent? Commissioners Scholfield stated that it should be close to the rate that the DRC was paying in rent.

Commissioner Reese asked should we have a contract between Elizabeth and The Port of Silverdale? What if Elizabeth decides she doesn't want to rent the property anymore? Commissioner Kitchens stated we need a value first.

Commissioner Scholfield summarized that he will extend the bid from contractors for this project until June 13<sup>th</sup>. The next step for this property is to do inspection then revise the punch list and accept a contractor and have a contract written between the Port of Silverdale and Elizabeth House of Wax.

*b. 9004/9020 Washington –*  
Tikar has not finished the handrails.

*c. 3215 Lowell – (Kitchens),*  
Commissioner Scholfield is having a difficult time getting a hold of the landscaper to remove the hedges because he only works weekends. There is only one light out at this time and Commissioner Scholfield said he would get it replaced before the next port meeting in June. Commissioner Scholfield is going to send the county a claim for damages form, so they can pay for the damages caused by their sewer crew.

*d. 3423 Byron Street –*  
Tikar to finish painting.

*e. 3245 Byron Street- Air Conditioning unit is on order. Tikar will install once The Art studio has the unit.*

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

Commissioner Kitchens asked if we need a full-time maintenance man? His big concern is that while Commissioner Scholfield is doing the maintenance, Commissioner Kitchens cannot speak or converse with him about it otherwise it would be in violation of The Public Meetings Act. Commissioner Scholfield stated he is just filling in and doing the maintenance temporarily until the Port can get a maintenance contract with a qualified company.

#### **New Business**

##### 1.OPM question to CSD

Commissioner Reese bought up the fact that Commissioner Kitchens has made call to the attorney for questions that have already been answered or can be answered by the MRSC attorney for free. The fact that a commissioner is calling the Port attorney without an okay from the other two commissioners was discussed. The last statement made on this conversation was from Commissioner Kitchens who said "I will call the attorney anytime I have a question."

Marvel Hunt would like the Port of Silverdale to consider hiring a port manager. The main reason being that maintenance, construction projects like the handrails, doors at the brick building, and other jobs are not being started or finished in a reasonable amount of time. The fact that commissioners should not be Port employees. The need is for a port manager that is hands on. This subject has been on the agenda since January 5, 2023, when you were asked to put together a list of what you see the Port needs in a manager. Commissioner Scholfield said we are not to that point yet and the port only brings in \$600K a year. Marvel



countered, this topic has been going on for months and it is time to get something done. Commissioner Kitchens commented let's drain the swamp to get rid of the alligators. John Bouck said it's been put off; the sailing club thinks it would be a benefit.

A discussion followed about the original lists and the need to combine them for an outline of a port manager job description. Commissioner Kitchens said he was not ready to talk about this yet, because he wants to talk to other ports with managers. Commissioner Reese asked Commissioner Kitchens how many ports he had talked to in the last five months since they started discussing this in January, 2023?

Carla Larson said for the commissioners to quit sitting on your hands waiting. Commissioner Scholfield said we have to take a look at the budget.

The three commissioners agreed that Commissioner Reese will give back their lists so they can update them and give them to the Office Administrator to distribute to the other commissioners for reference. Commissioner Scholfield would like every correspondence between the commissioners to go through the Port office to be forwarded on to the other commissioners.

Commissioner Reese said a Port Manger will increase the Port of Silverdale's revenue. Marvel asked for a meeting to be set up to discuss what happens next. Commissioner Reese set the June 2023 meeting as the time the subject of hiring a Port Manager will be discussed.

2. Restoring Puget Sound Outdoor Displays  
This is Restoring Puget Sound outdoor display. It is displayed in 60 different locations across the Puget Sound region. The purpose is to educate the public on a healthy, sustainable Puget Sound. The sponsors help keep this environmental outreach going. It's a collaborative effort with different groups and

agencies partnering and contributing the content based on their focus area.

The Port will advertise with them to attract more visitors to the marina. The fee for this is \$1860.00 for 23 months.

Motion was made to renew the Puget Sound Outdoor display (**M/S/C – Scholfield / Kitchens/All**)

**SAFETY/SECURITY** -Commissioner Reese said there was an RV parked in the handicap spot and that he contacted the Sheriff about it. The Sheriff came and verified it was there. Commissioner Scholfield said he will have it towed.

MV Creole damaged the power Pedestal on the dock. Tikar will do the repair and Commissioner Reese will send the vessel's owner the bill.

#### **PUBLIC INPUT**

Briene Wagner would like a copy of the meeting minutes. Commissioner Reese said we put them on our website after they are approved. Briene asked if she could get a copy of the draft minutes from tonight's meeting. Commissioner Reese said he will have the administrator forward the draft minutes when they are typed up. Carla Larson couldn't find any minutes on the website from 2023. Commissioner Reese said he would check to make sure they were on there. Marvel Hunt asked if Safe Security can alter what time they go through the Port Properties? Commissioner Reese replied that they do alter their time. Marvel said the cars seem to know. Commissioner Reese said the cars come back 10 minutes later. Marvel said she called the sheriff twice and the cars left before the sheriff got there.

Commissioner Scholfield asked about Airlift Coverage. Commissioner Reese is the only employee that doesn't need airlift coverage. Commissioner Scholfield will sign everyone up.



Briene asked if the Port of Silverdale would be interested in having the Farmers Market on Port Property like it was a few years ago. The Commissioners agreed that there would be no problem with that. Briene is going to try and sweet talk the people at the Farmers Market to bring it back to old town which would help the local businesses thrive.

Commissioner Scholfield asked the commissioners about updating his TWIC card? The Commissioners agreed that he should.

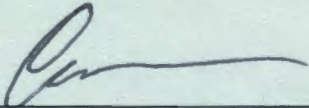
Hank Anderson Congratulated Commissioner Reese on his appointment to the Central Kitsap Community Council.

**ADJOURN – At 7:47 pm the meeting adjourned (M/S/C – Scholfield / Kitchens/All)**

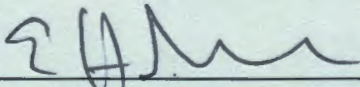
Next regular meeting - Thursday, June 15, 2023 @ 6:00PM – Port office

All Ports meeting – Monday, July 31, 2023 @ 6:30pm – Brownsville (5:00 Pm)

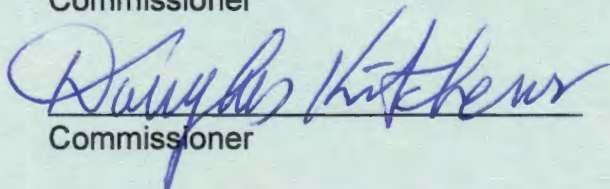
Approved:



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Commissioner



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