

**Port of Silverdale Regular Meeting Minutes
July 20, 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, Greg Jacobs, Donna Moore, Carla Larson, Cassandra Farrell, Tim Knapp, Jeff Olson, Marc Boutet, Mike McCown, Michael Dekker and Josh Mathews

Rich Harper, Attending via Zoom were Hank Anderson, Henry Aus, Briene Wagner, Paul Kramer, Julie Jablonski

CONSENT AGENDA

Decided: The following Consent Agenda items were approved:

- Agenda June 15 2023 Regular Meeting Minutes,
- Electronic Transfer of Payroll Taxes,
- Expenditures
- (M/S/C- Kitchens/Scholfield/All)

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

ATTENDEES ON AGENDA

Public Input- 1.Mike McCown

During a recent incident, Mike McCown, a local business owner, was enjoying his lunch inside his parked car along the curb in the boat launch parking area. At that time, a Safe Security guard approached him and requested that he move along. Mr. McCown explained that he had been doing this regularly for the past twenty-five years, even attending committee meetings and discussing the issue with the Port in the past. He mentioned that during the summer, when the "Towing in Progress" signs are displayed, he often gets asked to move, even when the area is

not overly busy. Mr. McCown expressed his curiosity about the decision-making process behind putting out the towing signs and who is responsible for making that decision. He acknowledged that he appreciates the availability of the boat launch as a boater himself, but he has never witnessed someone obstructing the launch while parked and enjoying the view.

Commissioner Reese responded by suggesting that Mr. McCown should contact the Port office the next time he faces a similar situation so that the Port can engage in a discussion with Safe Security regarding the matter. There was a discussion about the red curb by the boat ramp, and it was agreed to paint it white.

2. Mark Boutet ROVP

Mark Boutet, a representative from a local ROV (Remotely Operated Vehicle) company specializing in underwater inspections, shared information about their services. The company utilizes robots to conduct inspections, capture images, and perform hull inspections of boats. Mark mentioned that anyone interested could sign up for their services to have their boat hulls inspected. To raise awareness, the suggestion of distributing flyers within the community was proposed. Commissioner Reese raised a point about the lack of permanent moorage, indicating a potential challenge for boat owners in utilizing the services offered by ROVP Inspection Service. Mark also mentioned that their company is involved in dock and pier inspections.

PUBLIC INPUT

During the public input session, Paul Kramer, a community member participating via Zoom, made a suggestion about doing a land swap with the county, for the land they need from the Port for the Pump Station and the old gravel pit by Barker Creek on Tracyton Blvd.

UNFINISHED BUSINESS

1. County's Pump Station #3 Project

Commissioner Reese provided an update on the County's Pump Station #3 Project, discussing a

recent county meeting he attended. He mentioned that the county plans to redesign the roof of the pump station, opting for a lower sloping roof. This decision requires going back to the drawing table for the redesign process. During the meeting, community member Greg Jacobs raised a question about the dry moat surrounding the pump station. He inquired why the County chose to use a dry moat system instead of opting for higher ground. In response, Commissioner Reese explained that environmental experts assessed the situation and determined that it would be too expensive to accommodate sea level rise by raising the ground level. This led to discussion about the redesign of the pump station.

2. Grants/Projects

Commissioner Reese had a meeting with Cailan from the Department of Natural Resources (DNR) on Tuesday, July 18, 2023 to talk about the proposed DNR lease expansion. During the meeting, Cailan said that dock boxes on the float is not a water dependent use. If the Port intends to keep the dock boxes, they will be required to pay the full price for the leased land. Cailan investigated the situation and the boxes may not be on leased land at this time but once the dock is moved out, they will be situated on DNR leased land. Clam Island Rowing raised concerns about the practicality of carrying boats, oars, and equipment without the dock boxes. Kitsap Sailing Foundation mentioned that this situation impacts their program, which serves over 100 students. Commissioner Reese clarified that their concern is not limited to public or private use but rather serves as a warning of potential future challenges. Commissioner Reese has reached out to the RCO (Recreation and Conservation Office) concerning the time line of the grant.

b. Marina Relocation

The permitting work for the marina relocation is still being worked on.

c. Outer-water boundary expansion

A survey has been conducted for the outer water boundary expansion, and the necessary permitting work is underway

* d. Dredge

The Port received two bids for the project. The first bid, from American Construction Co., amounted to \$187,761.10, while the second bid, from Pacific Pile and Marine, was \$353,593.10. The primary difference between the two bids was related to the removal of mitigation material. Both companies plan to transport the mitigation material away from the site by truck. Commissioner Reese mentioned that the higher bid was still lower than the forecasted amount in 2018. There were concerns about how long the dredging would take. Commissioner Reese responded it should only take a few days. *Commissioner Scholfield proposed a motion to accept the bid from American Marine Co., Inc. and instructed the Administrator to inform them of the bid acceptance.*

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

Programs -

1. **Summer season:** Our second of four weeks of summer youth/teen sailing is underway. So far, all our camps have been sold out. We have 6 hired instructors to support the various youth, teen, and adult sailing sessions. The second and third set of adult sailing lessons are underway. These have also been sold out and will conclude next week. The community interest in youth and adult sailing at the Silverdale waterfront remains high and we are limited by experienced instructors and volunteers.

2. **Boat Yard.** Remains a bit of a mess due to the shuffling of spaces. The new shed will allow the metal shed to be removed and allows us to get more sailing gear out of sight and out of the sun.

3. **Fleet.** We consider the fleet to be complete and do not anticipate adding additional boats.

4. **Fall Sailing:** We are looking to expand the fall sailing to include middle school youth competing in

Opti's. More information can be found on our website (www.kitsapsailing.org). If this is

successful, we will try to also expand the spring sailing for this group.

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

- a. Fall sailing starts August 29th
- b. Regatta planned at Silverdale October 21-22

Clam Island Rowing(CIR) Report July 2023

Programs:

Master rowers are having a great time on the water. We had one well attended Learn to Row class in July.

Junior rowers: A one-week junior rowing camp will occur at the beginning of August 2023. Junior rowers returned from National rowing camps and shared knowledge with the rest of us as we had a combined juniors and master row session. One of our junior rowers went to a coxswain camp and eagerly volunteers to cox for our boats when necessary.

Equipment/boat maintenance:

Two new Maas Aero single sculling boats were acquired and are used often.

Safety:

No safety concerns.

Regattas:

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

Olympic Peninsula Rowing Association from Port Angeles held a Coastal Rowing Clinic on Dyes Inlet 7/15/23 in conjunction with Clam Island Rowing Support and they appreciated the Port's help. Coastal Rowing equipment is newer technology and is used in rougher coastal conditions.

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

Facilities (Tikar)

a. Leveling docks

Tikar provided the Port with a schedule for the dock leveling project. The water line upgrade is

scheduled to take place on July 24th and 25th. Following that, the dock leveling work is planned for July 26th, 31st, and August 1st, 2nd, 3rd, and 4th. On August 1st, the boat ramp will be cleaned off, and from August 28th to 30th, there will be a clearing of the gravel.

Port Properties

a. 9004 Washington –

Commissioner Reese mentioned that Elizabeth Barnes the proposed tenant at 9004 Washington Ave., NW, suggested to paint the parking blocks in order to enhance the visibility for customers and clearly indicate the designated parking areas.

b. 9004/9020 Washington –

The status of the new handrail for 9004 and 9020 Washington Ave. is as follows: TC Welding Tech is scheduled to come next week.

c. 3215 Lowell –

Tikar is still working on completing the doors.

d. 3423 Byron Street –

Doors are complete.

**e. 3481 Byron Street - Color*

The tenant at 3481 Byron Street has chosen a color scheme for their building. They have selected Pure Turquoise, which is a seaish green color, for the main body of the building. The trim will be white, and the door will be painted in Art Nouveau Glass, a grey color. This color combination is intended to blend nicely with the sailing shed located across the street, which is a darker blue color with a white door and white trim around the window (#pp61142-5 King Triten).

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

During the discussion on strategic planning, there was a significant focus on determining the appropriate wages for the future Port Manager position. Commissioner Scholfield proposed breaking down the WPPA (Washington Public Ports Association) list by budget and revenue to gain a better understanding of the financial

aspects involved. The aim was to align the budget with the requirements of the new job description for the Port Manager role. Commissioner Scholfield will create a condensed version of the WPPA form, making it more concise and easier to read for all the Commissioners. Once completed, the document will be forwarded to the office administrator for distribution among the Commissioners.

NEW BUSINESS

1. Bid opening and selection

a. 9004 Washington Ave.

Damage Control Solutions submitted a bid for \$85,802.00, along with an additional cost of \$105 per hour. The Commissioners expressed the need for a Special meeting on July 24th at 10:00a.m. to discuss whether the tenant is willing to share the cost and negotiate the lease terms before accepting the bid.

b. Building maintenance and repair

The Port received a bid from Damage Control Solutions. Commissioner Scholfield recommended that Damage Control Solutions sign up for the MRSC (Municipal Research and Services Center) and utilize their small works roster. This suggestion was made because the Port of Silverdale is in the process of joining the MRSC, which would grant them access to the MRSC small works roster. By doing so, the Port would be able to post a bid proposal on the website, specifically seeking bids from maintenance and repair contractors for building-related projects. This bid proposal would be listed on the MRSC small works roster.

c. Landscaping maintenance

Two bids were received: Pro Lawn Care offered a bid of \$1275.00, while Pacific Landscape bid \$1180.00 with an additional \$88.00 per hour charge. Currently, Pacific Landscape holds the contract for landscaping maintenance. Commissioner Scholfield expressed concerns

about Pacific Landscape's performance, stating that they do not show up as scheduled. Commissioner Reese suggested that the port office should have been notified of their absence to avoid payment. The contract with Pacific Landscape expired in April 2023. Initially, the landscaping company was called "In His Hands" when the contract was signed, but ownership was subsequently transferred with six months remaining on the contract. Considering the past experiences with Pacific Landscape, Commissioner Scholfield motioned to accept the bid from Pro Lawn Care Etc., **(M/S/C-Scholfield/Kitchens/All)**.

2. Resolution 2023-03 MRSC Rosters Small Public Works, Consultant, and Vendor Rosters Resolution Commission Scholfield motioned to accept the Resolution - **(M/S/C-Scholfield/Kitchens/All)**.

3. 3425 NW Byron Street

There was much discussion amongst the Commission regarding a new lease template. It was decided not to use the lease template and the Port will use the existing lease until the Commission approves a new one. Kitsap Art is under new ownership as of August 1, 2023.

SAFETY/SECURITY -

Nothing to report.

PUBLIC INPUT-

Clam Island Rowing wanted to thank the Port for opening the bathrooms up at 6: 00 a.m.

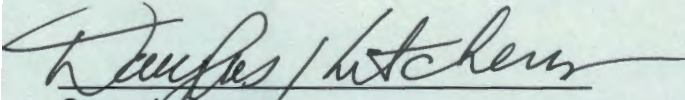
Commissioner Reese to meet with Steve Sego with Waterman Mitigation Partners on Friday July 21, 2023.

Commissioner Scholfield let the Commission know that the Kitsap County Sheriff's Department would be having a photo shoot at the boat ramp parking lot on Friday July 21,2023.

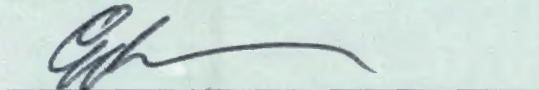
**ADJOURN – At 8:37 pm the meeting
adjourned (M/S/C –/Scholfield/ Kitchens/ All)**

All Ports meeting – Monday, July 31, 2023@6:30pm
– Brownsville (5:00 Pm) Potluck
Regular meeting Monday, August 14, 2023 6:00 p.m.

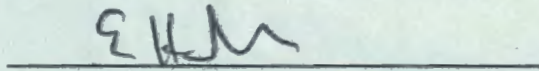
Approved:



Commissioner



Commissioner



Commissioner




PORT OF SILVERDALE

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SILVERDALE, WA 98383
(360) 698-4918
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Commissioner Doug Kitchens
Commissioner Caleb Reese
Commissioner Ed Scholfield

AUTHORIZATION FOR ELECTRONIC TRANSFER

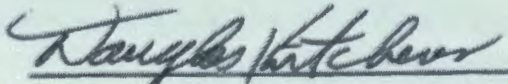
We, the undersigned Board of Commissioners of the Port of Silverdale, Kitsap County, Washington, do hereby certify that the payment hereinafter specified is due and payable and that the electronic transfer listed below is approved for payment in the amount of \$2,828.46 and from the General Fund on the 20th day of July 2023.



Commissioner




Commissioner



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.

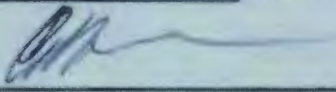


Port Auditor

<u>Port Assigned Transfer #</u>	<u>Claimant</u>	<u>Amount</u>
2023-07	U.S. Treasury	\$ 2,828.46

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 \$71,656.87 and from the General Fund, this 20 day of July 2023



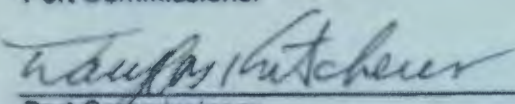
Auditor



Port Commissioner



Port Commissioner



Port Commissioner

Number	Name	Amount
13413	CALEB A REESE	\$825.62
13414	DOUGLAS G. KITCHENS	\$235.87
13415	ED SCHOLFIELD	\$550.10
13416	JENNIFER L OLSON	\$4,307.80
13417	SIMONS FAMILY LIMITED PARTNERSHIP	\$3,608.00
13418	AES CONSULTANTS, INC.	\$350.00
13419	ASTOUND BUSINESS SOLUTIONS	\$296.95
13420	CASCADE NATURAL GAS	\$62.05
13421	CRYSTAL SPRINGS	\$5.45
13422	CSD ATTORNEYS AT LAW	\$2,880.00
13423	DAILY JOURNAL OF COMMERCE	\$685.60
13424	ED SCHOLFIELD -	\$173.57
13425	KEN STORM	\$475.00
13426	KITSAP COUNTY PUBLIC WORKS	\$1,017.51
13427	LOWE'S	\$487.10
13428	MARINE SURVEYS & ASSESSMENTS	\$6,449.10
13429	PACIFIC LANDSCAPE MAINTENANCE	\$1,171.72
13430	PUGET SOUND ENERGY	\$499.36
13431	SAFE SECURITY	\$6,990.00
13432	SERVPRO OF KITSAP COUNTY	\$25,647.00
13433	TERI ORR	\$250.00
13434	TIKAR SERVICE, LLC	\$6,912.60
13435	VERIZON WIRELESS	\$60.80
13436	VISA	\$3,159.05
13437	WASHINGTON STATE DEPARTMENT OF L & I	\$359.98
13438	WASHINGTON STATE DEPARTMENT OF REVENUE	\$3,706.83
13439	WASHINGTON STATE EMPLOYMENT SECURITY DEPT	\$94.45
13440	WASTE MANAGEMENT - BREM AIR DISPOSAL	\$197.56