

Port of Silverdale Regular Meeting Minutes August 14, 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 Segó; Irene Moyer; Vicky Webb; Monica Phillips; Marvel Hunt; Gay McCray; Ken McCray; Josh Matthews; Michael Dekker, Cassandra Farrell, Christy (Kitsap Art); Rick slate; Dave Montoure and Gina Schultz.

Attending via Zoom; No attendance via Zoom.

CONSENT AGENDA

Decided: The following Consent Agenda items were approved:

- 1. Agenda, July 20th 2023 Regular meeting minutes**
- 2. July 24th 2023 Special meeting minutes**
- 3. July 31st 2023 All Ports meeting minutes**
- 4. Approve Electronic Transfer of Payroll Taxes**
- 5. Approve Expenditures**

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

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

ATTENDEES ON AGENDA

1. Greater Kitsap Chamber – Foot ferry September 2nd- 4th, 2023

Steve Segó with Waterman Mitigation discussed having a possible foot ferry that will operate between Bremerton and Silverdale during the blackberry festival. This will be a free foot ferry allowing festival-goers to easily travel between the two locations starting on September 2-4, 2023, with the first ferry departing Bremerton at 9:00 a.m. and the last ferry leaving Silverdale at 8:00 p.m.

Commissioner Scholfield made a motion for Commissioner Reese to sign off on the use of Port Property application and handle all the communication regarding the foot ferry during the Blackberry Festival. (M/S/C-Scholfield/Kitchens/All).

2. Monica Phillips- Farmers Market and Girls night Out

Monica Phillips would like to bring the farmers market back to Oldtown Silverdale for next year. The farmer's market is a re-occurring weekly event that runs from the last Tuesday in April to the last Tuesday in September. She would like to have the last farmers market of the year on Port property which is on September 26, 2023. Monica said the reason for having the farmers market on September 26, 2023 is to let the community know where it is going to be next spring/summer 2024.

Monica would also like to have an event on Port property called Girls Night Out which will take place on September 30, 2023. Girls Night Out will be outdoors on the grass area next to the boat launch on The Port of Silverdale property. Girls Night Out is to help start the holiday shopping season it's like a mini-Whaling Days. Monica discussed it will be free for the public with food booths, food trucks and a live band to play. She also mentioned that Girls Night Out is just the name of the event, it is for everyone not just girls. Commissioner Reese instructed Monica to fill out two different Use of Port Property Applications as they are two different events and we can approve it at the next Port meeting which is September 21, 2023.

3. Vicky Webb -Whaling- days follow up

Vicky Webb discussed Whaling Days 2023, she discussed some of the challenges with moving location in 2023 to a different part of Old Town Silverdale. She expresses gratitude to The Port of Silverdale and all the vendors. Whaling Days is a re-occurring yearly event that normally takes place the last weekend of July and has been going on for the last fifty years.

All the revenue that Whaling Days has made goes back to the budget for next year. Vicky wanted to know how Whaling Days could help the Port financially? Since the event was such a success this Vicky asked how they can help the Port, maybe pay for a project? Vicky can be reached by email at Whalingdayspresident@gmail.com should they keep the same format for next year? She mentioned next year they will strive for better communication and sorry to Port tenants for inconvenience It was also discussed that the Port will send Boy Scout Troop1540 a check for helping clean up the litter and trash during Whaling Day's. Commissioner Scholfield asked about the lights and maybe whaling days can help with that?

PUBLIC INPUT

During the public input session, Gay McCray discussed planting of 2000 daffodils bulbs around Old Town Silverdale on October 23, 2023.

UNFINISHED BUSINESS

Waterfront Center Predesign Project

The port is still looking for funding options at this time, the design is 30 percent complete.

County's Pump Station #3 Project

Commissioner Reese gave an update that there was no meeting this month with the county. They are still looking into different design ideas for the roof of the Pump Station #3, hopefully the new design will be with a lower pitch roof.

Grants/Projects

a. non-motorized float

Nothing new to report at this time .

b. Marina Relocation

c. Outer -water boundary expansion

Commissioner Reese discussed an email that he had with Cailan at the DNR (Department of Natural Resources) to update the survey with more information, show pump out station in existing and new location, show shed where it is existing but it will not go back up.

d. Dredge

The Port received the HPA permit for Mitigation and Dredging.

e. Current grants

Commissioner Reese talked with Henry Smith with RCO (Recreation and Conservation Office) he said, no need to get an extension at this time and is aware of the permitting issues. Phil Best is checking on the Cultural Assessment dredge permit, as the Port is waiting to hear if the need to hire a Cultural Observer, a person to watch for artifacts when the dredging is being performed. American Construction Co. INC., has not given an approximate start date for when the dredge will start. The dredging has to occur during the fish window which is any time from September 1, 2023 – October 15, 2023. Commissioner Reese spoke with Henry regarding no power on the dock and pier and Henry told him that the grant money cannot be used for anything temporary. Commissioner Reese to reach to American Construction to see if they will be able to move the docks without removing finger piers.

Programs -

a. Kitsap Sailing Foundation Report August 2023

1. **Summer sailing:** is completed and all boats are off the dock.
2. **Boat Yard.** Reorganization of the yard will happen in spurts as we are mostly shut down for August.
3. **Fleet.** No changes to the fleet at this time. We are working on selling the flattie and trailer.
4. **Fall Sailing:** We are adding a youth sailing program this fall. Both the teen and youth sailing programs has been quickly filled with only a single space remaining on each.
5. **Schedule** at Silverdale looking ahead a few months
 - a. Fall sailing formally starts August 29th
 - b. Regatta planned at Silverdale October 21-22

b. Clam Island Rowing(CIR) Report August 2023

Programs:

Master rowers continue to row 2 or 3 times per week. Bridget Burke has taken a leave as President of Clam Island Rowing and Ellen Strong is taking over that position.

Junior rowers: There was one camp in early August run by Ellen Strong, it was well attended and the junior rowers had a great time including a trip to Clam Island.

Equipment/boat maintenance:

Two new Maas Aero single sculling boats were acquired and we appreciate the port reimbursing us out of the funds we acquired from selling boats. The coho power boat will be on the market soon.

Safety:

No safety concerns. The dock box is no longer a safety hazard on the dock and we thank the port for help with removal. We await word from the port regarding whether we can replace the box.

It is very helpful to store the life jackets and safety equipment on the dock in the box as we need to carry these items in the chase boat when we row. It is a long walk from the boatyard to the boat especially since we often have to carry other items like fuel.

Regattas:

Bill Richards Regatta is planned for Dyes inlet on 8/19/23. We have 32 rowers signed up so far and are working with the Kitsap Sailing Foundation to use their chase boats for the event.

Report regarding our safety boat: The Boston whaler is fixed. The cost of fixing the steering was \$360. When they took the housing apart, they found stripped bolts holding (or not) the console in place. An additional \$300. Todd is picking it up. We need to work out payment with the port of Silverdale.

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

c. Boat Storage Area

Commissioner Reese reported that only two personal boats are left to move and is currently working with the owners of those boats.

An individual from the community inquired about the responsibility of the Port regarding the life jackets that are currently displayed on a rack near the dock. They wanted to know who is accountable for ensuring that these life jackets are in proper working condition and functional. Commissioner Scholfield responded that Kitsap Fire and Rescue are responsible for them.

Facilities (Tikar)

We did not receive a report from Tikar this month about leveling the docks.

6. Port Properties

Scholfield a . 9004 Washington – Progress on painting the parking blocks

Commissioner Scholfield reported that he is going to paint the parking blocks white.

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

b. 9004/9020 Washington – New Handrail Status

Nothing to report

c. 3215 Lowell – Break-in

Exterior lighting? Repairs?

Servpro sent in a new bill for the most recent sewage backup damage in the basement of 3215 NW Lowell. Still no word from the county about the first Claim for Damages form the Port still needs to fill out a new Claim for Damages form for the most recent sewage backup cause by the county.

3481 Byron Street - Bids for paint?

There was discussion amongst the Commissioners about using the MRSC (Municipal Research Service Center) Call the Port Administrator to run a search on their website.

7. Commercial Lease Template

Commissioner Kitchens talked about the Commercial Lease Template but noticed that there was no rent rider addendum attached to the template. He said, the reason you have a rent rider addendum, is so you can give a multi-year lease. After much discussion with all the Commissioners it was decided that Commissioner Kitchens is going to work with the Port Administrator to provide a Rent Rider Template at the next meeting for the Commission to review.

Commissioner Scholfield is still working on a condensed version of the WPPA (Washington Public Ports) report.

NEW BUSINES

1. Bid opening and selections
 - a. 3481 NW Byron Exterior Repairs
No bid responses at this time.
2. Fire Extinguishers – Maintenance

There was discussion about fire extinguisher maintenance, it was decided for the Administrator to send an email to all Port tenants reminding them that it was their responsibility.

SAFETY/SECURITY -

No safety concerns, new cameras in place,

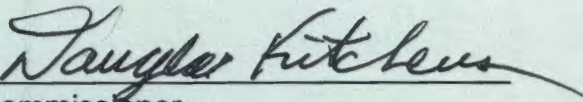
PUBLIC INPUT-

There was discussion about speeding through Old Town and doing donuts. The Commissioners response was to call 911 and report it, there is nothing the Port can do after the fact.

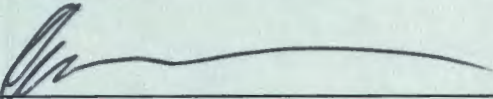
ADJOURN – At 7:37 p.m. the meeting adjourned (M/S/C –/Scholfield/ Kitchens/ All)

Regular meeting Thursday, September 21, 2023 6:00 p.m.
All Ports meeting – Monday, October 30, 2023 @ 6:30pm

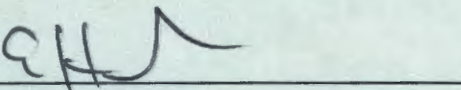
Approved:



Commissioner



Commissioner



Commissioner

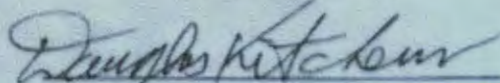


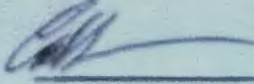
PORT OF SILVERDALE
 P. O. BOX 310
 SILVERDALE, WA 98383
 (360) 698-4918
 (360) 698-2402 - fax

Commissioner Doug Kitchens
 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 \$2,441.50 and from the General Fund on the 14th day of August 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>
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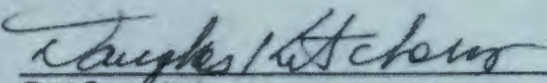
VOUCHER APPROVAL

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


\$81,497.46 and from the General Fund, this 14 day of August 2023



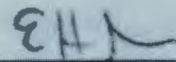
Auditor



Port Commissioner



Port Commissioner



Port Commissioner

Number	Name	Amount
13441	CALEB A. REESE	\$943.56
13442	DOUGLAS G. KITCHENS	\$353.85
13443	ED SCHOLFIELD	\$653.72
13444	JENNIFER L OLSON	\$3,151.45
13445	AES CONSULTANTS, INC.	\$325.00
13446	ALLIANT	\$50.00
13447	ASTOUND BUSINESS SOLUTIONS	\$121.92
13448	CASCADE NATURAL GAS	\$59.55
13449	CLAM ISLAND ROWING	\$3,050.00
13450	CSD ATTORNEYS AT LAW	\$480.00
13451	ED SCHOLFIELD -	\$154.58
13452	ENDURIS	\$30,036.00
13453	HERDMAN PLUMBING	\$1,419.60
13454	KEN STORM	\$660.00
13455	KITSAP COUNTY PUBLIC WORKS	\$1,570.95
13456	LOWE'S	\$105.79
13457	MARINE SURVEYS & ASSESSMENTS	\$4,252.50
13458	PACIFIC LANDSCAPE MAINTENANCE	\$1,171.72
13459	PUGET SOUND ENERGY	\$535.62
13460	SAFE SECURITY	\$5,890.00
13461	SILVERDALE WATER DISTRICT	\$4,821.00
13462	SIMONS FAMILY LIMITED PARTNERSHIP	\$3,606.00
13463	TERI ORR	\$200.00
13464	TIKAR SERVICE, LLC	\$17,272.18
13465	VERIZON WIRELESS	\$60.60
13466	WASTE MANAGEMENT - BREM AIR DISPOSAL	\$331.87
13467	WHALING DAYS	\$200.00