

## **Port of Silverdale Regular Meeting Minutes October 19, 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; Marvel Hunt; Josh Matthews; Michael Dekker; Greg Jacobs; Donna Moore; Carla Larson; Attending via Zoom: Commissioner Douglas Kitchens; Hank Anderson and Henry Aus

### **CONSENT AGENDA**

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

- 1. Agenda, October 19, 2023**
- 2. September 21<sup>st</sup> 2023 regular meeting minutes**
- 3. Approve Electronic Transfer of Payroll Taxes**
- 4. Approve Expenditures**

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

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

### **ATTENDEES ON AGENDA**

1. Silverdale Community Christmas Tree- Carla Larson

Carla Larson with the Silverdale Dandy Lions asked for a \$450.00 donation to support the Silverdale Community Christmas Tree. *Motion to make a \$450.00 donation to the Silverdale Dandy Lions for the Silverdale Community Christmas Tree (M/S/C –/Scholfield/ Kitchens/All).*

### **PUBLIC INPUT**

Silverdale Community member Greg Jacobs wanted to let the Commission know about a documentary series that is broadcasted on YouTube about Pump station engineering. Commissioner Reese mentioned that it should be discussed at the Kitsap Community Council Meeting.

### **UNFINISHED BUSINESS**

#### Waterfront Center Predesign Project

##### a. Funding options

The Kitsap Facility district is not accepting new application as this time.

#### County's Pump Station #3 Project

On hold.

## Grants/Projects

a. non-motorized float

Art Anderson is looking into the life expectancy of the Ports dock and pier.

b. Marina Relocation

The Port is still working on.

c. Outer -water boundary expansion

Cailan Nealer with the DNR (Department of Natural Resources) is concerned about the no fee access agreement for the aquatic lease it should include no reservations for day use, first available. The DNR considers day use up to 72 hours. The Port will need to change their moorage policy so they are in compliance with the DNR. If they do not change their moorage policy then the DNR will start charging the Port for the aquatic lease.

Resolution 2023-04 Moorage Term Policy

*Commissioner Scholfield made a motion to accept Resolution 2023-4 Moorage term Policy (M/S/C – /Scholfield/ Kitchens/All).*

d. Dredge/Grants

Commissioner Reese reported that the dredge is complete, he presented a graph to show the other Commissioners how much material was moved and the depth of the dredge. During the dredge the marker buoy piling at the southwest side was slightly bumped. Commissioner Reese showed a picture of the bottom of the piling that was hit, it was clearly eroded as why it came out so easily. Our Marina contractor Tikar will replace the piling. On October 16,2023 a concerned citizen reported to the Army Corps that the Port misplaced the soil from the dredge and did not dispose of the dredge soil properly.

## Programs -

**a. Kitsap Sailing Foundation Report October 2023**

1. **Boat Yard.** No changes to boat yard.
2. **Fleet.** Flattie and trailer have been sold. Red lightning, two lasers and three optis have been donated to the port. One opti remains without numbers - our notes show us donating to the port at the end of last year, we can redonate / adjust as needed. Two FJ's are out for repairs.
3. **Fall Sailing:** Season is underway. Kathy is covering coaching for Dean as he is away.
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

## b. Clam Island Rowing( CIR) Report October 2023

### Programs:

Master rowers are off the water as of 10/10/23.

Junior rowers: will have their last practice 10/26/23/

### Equipment/boat maintenance:

The Coho is listed for sale but no offers.

The other motor will be put up for sale soon.

We are working to schedule a time to move the sheds, possibly 10/22/23.

### Safety:

No new safety concerns.

### Grants:

**Ellen Strong has submitted a grant with Pocock rowing and results are pending.**

We are grateful to the Port of Silverdale for their support.

### Facilities (Tikar)

Commissioner Reese reported on Tikar leveling more docks in the next two weeks and on October 30<sup>th</sup> dock is coming out for sailing.

## 6. Port Properties

### a . 9004 Washington

There was a discussion about the permit at 9004 Washington Ave. and that it was necessary for the contractor to contact the Port and not the tenant since the contract is with the Port. The tenant that is going to rent the building was worried about parts of the fencing being in really bad shape. There was much discussion amongst the Commissioners about the fencing and it was decided to wait until construction started and they will bring up the fencing discussion at a later time. The tenant would also like to paint the exterior of the building but would like the Port to pressure wash it first, especially the hard-to-reach areas like the fiberglass covered porch roof. Commissioner Scholfield said that if the tenant wants to paint the exterior, she can pressure wash it to.

### b. 9004/9020 Washington – New Handrail Status

Tikar is meeting with Morgan Steel on October 21, 2023 to discuss design of the handrail and when they can start.

### c. 3215 Lowell – Break-in

Exterior lighting? Repairs?

Tikar is planning on getting over there to finish repairs on the door, Tikar is to contact Commissioner Scholfield on this.

### d. 3481 Byron Street -

1.Finnery Construction has completed the painting at 3481 NW Byron Street, Silverdale, WA 98383.

During the painting Commissioner Reese signed a changed order to replace trim, siding and caulking.

**Commissioner Scholfield made a motion to authorize the change order that Commissioner Reese signed (M/S/C –/Scholfield/ Kitchens/ All).**

2 Proposal for new window at 3481 Byron Street –

Finnery Construction submitted a proposal to put in a new window and remove the existing one at 3481 Byron Street. The amount for the window replacement is \$1,656.plus sales tax for Washington state.

**Commissioner Scholfield made a motion to accept the proposal from Finnery Construction for the new window install (M/S/C –/Scholfield/ Kitchens/ All).**

Strategic Planning of Port Organization – Future Port Manager WPPA Condensed Version & Combined Job Description .

Commission Scholfield explained it can't be so detailed and needs to trim it down. Commissioner Scholfield will combine and trim down the job description and send it to the Administrator so she can send it to the Commissioners.

## **NEW BUSINES**

1. The 2024 Preliminary Budget - Motion necessary

**Commissioner Scholfield made a motion to accept the 2024 preliminary budget (M/S/C –/Scholfield/ Kitchens/ All).**

The preliminary budget will be posted in the Kitsap Sun newspaper. At the next Port meeting Commissioners will accept the final budget and tax levy for 2024.

## **SAFETY/SECURITY -**

The Port has been having issues with people sleeping in their bathroom facility's and vandalizing them. Commissioner Reese has contacted the supervisor for Safe Security but has not heard back from him yet. Commissioner Reese suggested to lock the bathrooms up for the winter and put a Porta Potty there, it would be cheaper than paying the Ports marina contractor. Commissioner Scholfield will check into getting an ADA Porta Potty because the vandalism is only going to get worse during the winter months.

## **PUBLIC INPUT-**

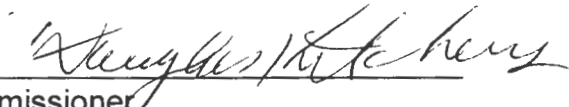
There was much discussion about the Ports parking lot and why so many cars are parking there in the morning and mid- morning when only 1 or 2 boats at the dock. Commissioner Reese is going to make this his project and come down to the Port parking on a week day and watch where the people are going. It was suggested to mark certain parking spots off and charge a fee for them, the Port will need to notify The Department of Community Development to let them know about this change before the Port can start charging or marking off spots to charge for parking.


**EXECUTIVE SESSION** – At 7:41 p.m. it was announced that the meeting would be going into Executive Session for 15 minutes 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 7:52p.m.

As the Commission was coming out of executive session Commissioner Kitchens is going to continue to discuss the property the Port might be interested in with the property owners.

**ADJOURN – At 8:00 p.m. the meeting adjourned (M/S/C –/Scholfield/ Kitchens/ All)**

Regular meeting – Thursday, November 16, 2023 6:00PM – Port office  
Small Ports Seminar- Thursday October 26<sup>th</sup> -October 27<sup>th</sup>- Lake Chelan  
All Ports Meeting – Monday, October 30, 2023 @ 6:30PM – Brownsville

  
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Commissioner

  
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Commissioner

  
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Commissioner





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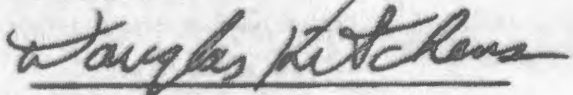
Commissioner Doug Kitchens  
 Commissioner Caleb Reese  
 Commissioner Ed Scholfield

**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 \$ 2,495.02 and from the General Fund on the 19<sup>th</sup> day of October 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

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Port Assigned Transfer #	Claimant	Amount
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