

## **Port of Silverdale Regular Meeting Minutes February 15, 2024**

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 Rick Slate; Administrator Jennifer Olson; Josh Matthews; Greg Jacobs; Carla Larson; Tim Samuels; Ken Perry; Clayton LaFontaine; Shontel Sutton Heim; Mike Vasquez; Tim Knapp; Steve Slaton; Mary Kunish; Attending via Zoom: Hank Anderson; Henry Aus; David Holman; Monica Philips; Scott Shoemaker; Seth Ableman and Briene Wagner

### **CONSENT AGENDA**

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

- 1. Agenda, February 15, 2024**
- 2. January 18, 2024 regular meeting minute**
- 3. January 22, 2024 Special meeting minutes**
- 4. January 29, 2024 All Ports meeting minutes**
- 5. Approve Electronic Transfer of Payroll Taxes**
- 6. Approve Expenditures**

**(M/S/C –/Scholfield/ Slate/ All )**

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

### **ATTENDEES WHO ASKED TO BE PLACED ON THE AGENDA**

#### **WAV-C (Washington Autonomous Vehicle Cluster)**

WAV-C asked to use Port Property for their event on June 22, 2024 called WAV-c Connect, Autonomous Technology Expo 2024, UUV, AUV, ROV demo's booths. The Commissioners approved the event but wanted to make sure to let Seth Ableman with Wav-c know, they cannot reserve spots on the dock its first come first serve.

#### **Elizabeth Barnes – 9004 Washington**

Elizabeth Barnes has a list of items that she would like to be taken care of before she moves into 9004 Washington. The Commissioners decided to table this partly because the renovations have not started yet at 9004 and wanted to discuss the issues with Elizabeth in person.

#### **Tim Samuels- Forming a Business Association in old town OTB**

Tim Samuels would like the Ports Support with a donation, so he can start up a non-profit for local Businesses in Old Town Silverdale, the nonprofit would be called OTB. OTB would help with Business Promotion by facilitating Partnerships and collaborative initiatives among Old Town businesses to boost local commerce and improve economic sustainability. OTB will be implementing strategies to enhance the aesthetic appeal and functionality of Old Town district, fostering a sense of community and encouraging public participation. They will also organize a diverse array of events and activities to attract attention to the Old Town district.

Tim asked the Port for a Donation of \$5,000 so he could legally form a nonprofit with an attorney, which the attorney would keep the funds in an escrow account. The Port will need to talk to their attorney to see if money can be put in an escrow account legally. The money would also be used for advertising and hiring a grant writer. The Commissioners suggested to form a nonprofit first and have clear numbers to how many businesses are committed to join; then they will revisit this option with OTB.

## **Monica Phillips – Girls Night Out, Night Market, Farmers Market 2024**

Monica Phillips has three events that she would like to use Port Property for.

### **1. Farmers Market on April 30, 2024 and repeating every Tuesday till September 24, 2024.**

The Farmers Market will start at 10:00 a.m. and close at 2:00 p.m. and be held in the Port Parking and grassy area by the boat launch.

### **2. Girls Night Out on August 10, 2024,**

Girls Night Out is to help start the holiday shopping season it's like a mini-Whaling Days. Monica discussed that 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.

### **3. Silverdale Summer Art Market**

Silverdale Summer Art Market will be held on the second Saturday of the month starting on May 11<sup>th</sup>, 2024 and ending on September 14, 2024. There was much discussion amongst the Commission about the event being held on Saturdays in the Port parking lot with it being boating season and one of the dates on June 8<sup>th</sup>, the Port has another all-day event for that day that was preapproved at the June 15, 2023 Port meeting, the events could overlap each other by a couple of hours.

All three of Monica Phillips events were approved with an exception on June 8<sup>th</sup>, The Commissioners suggested she call John Kunts who has an event that day from 8:00 a.m. to 6:00p.m. to discuss the overlapping of times and try and work the details out, so both parties can have their events.

There was also discussion about safety of pedestrians and boat traffic, a suggestion was made for Monica to call Kitsap County and make a Resolution to close some of Washington for safety of the pedestrians.

### **Ken Perry - Stormwater Controls**

Ken Perry with Stormwater Controls presented one his Retain Drain-with disposable filters to show the Commissioners how it works and to answer any questions, the retain drain is a product that Ken invented and got patented. Some of the key advantages of using one of the retain drains are:

- Protects the environment
- Removes contaminants such as copper, zinc, hydrocarbons and organic debris from the stormwater.
- Installation can be completed in minutes
- Dirty filters can go directly into the trash and are not considered hazardous waste.

Ken mentioned that the Port would need four catch basins and cost between \$599. to \$699, filters are \$18. apiece and can be thrown away in the trash when done. The Commissioners said this product would be something to consider in the future.

## **UNFINISHED BUSINESS**

### **Waterfront Center Predesign Project**

Commissioner Reese reported that he is still working on the feasibility study.

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

Commissioner Reese has not received an update from Kitsap County regarding the Pump Station #3 project.

## **Grants/Projects**

### **a. non-motorized float**

The Port is still waiting on permits.

### **b. Marina Relocation**

The Port is still waiting on permits.

### **c. Outer -water boundary expansion**

Commissioner Scholfield is still waiting for the bid from KPFF Engineers on the dock survey, if the bid comes in lower than \$15,000. he will tell KPFF to start the dock survey process.

Commissioner Reese contacted Cailan from the DNR ( Department of Natural Resources) to let her know the Port will be having their dock and pier surveyed for its life expectancy and will not be signing the new aquatic lease at this time.

## **Programs –**

### **Kitsap Sailing Update – February 18, 2024**

After many years of generous service to our foundation, the entire KSF board has resigned, or is in the process of doing so. The former board is looking forward to their much-deserved retirements and have opted to pass the torch to a new team of eager leaders. The new board of directors was approved in January and is looking forward to furthering the success of this amazing organization. The summer “Learn to Sail” Program Dates have been set. We will be offering 5 one-week sessions starting on June 24 and ending July 24. There will be 5 additional weekly sessions located at, and hosted by, Bremerton Yacht Club. Enrollment will open February 24<sup>th</sup>. We are currently looking for a Summer Director position and are actively seeking candidates to implement and lead this much-loved summer program. Spring Sailing season for High School teams begins Feb 27 with practices on Tuesdays and Thursdays. We have a full roster of 20, with an extensive waiting list of hopeful sailors. Upcoming local events will include a regional Scrimmage/regatta on March 9, and another Team Race Seeding Regatta on April 20-21, where we will host about 75 sailors plus their entourage.

### **Clam Island Rowing--Report February 2024**

#### **Programs:**

Master rowers will be on the water 4/9/24. Learn to row courses will be held May 3,4,7 and 9. Also 6/7,8,11 and 13.

We are looking for help with launch drivers and coaches.

Juniors are talking to All Saints school in Silverdale. The school has expressed interest in having their student's row with CIR.

#### **Equipment/boat maintenance:**

No offers yet on the coho motor boats or the two motors for sale. We are hoping to acquire another mass aero single sculler from Kitsap Rowing Association member.

#### **Safety:**

No new safety concerns.

#### **Membership:**

Work parties 2/11 and 3/10. Still need to weatherproof the shed.

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

## **5. Facilities**

Tim Knapp from Tikar presented the Commissioners with a proposed 2024 Water front projects list: Provided a Project list and will get back to the Port next month with estimates and a time line for other projects.

2/22/24 Repair gangway roller bearing and install larger roller (waiting for parts)

2/23/24 Install sail boat pier

5/1/24 Open boat launch restrooms

3/06/24 Work on parking lot storm drain

3/28/24 Install boat launch handling pier

0/18/24 Remove Handling Pier and Sailboat Float

## **6. Port Properties**

### **a . 9004 Washington**

The Port is still waiting on permits. Clayton with Damage control solutions to make an appointment with the county and bring one of the Commissioners with him.

**b. 9004/9020 Washington** – The Commissioners went over the estimate from Morgan Steel that seemed quite high and decided to reach out to other companies for bids.

**c. 3215 Lowell** – The brick building is fully rented and was agreed to give Stephanie Perez 2 months free rent in exchange for her painting the unit a neutral color. One of the tenants that just rented suite #191 wanted the Port to pay for the fireplace to be cleaned out, Commissioner Scholfield responded that the chimney has been sealed from the top and does not need to be cleaned.

Commissioner Scholfield shared an email from Kitsap County about the Ports claim for damages owed to the Port from Kitsap County about sewage leakage into the basement of the brick building at 3215 NW Lowell. Per the email the County will send the check by the end of February.

### **d. 3423 Byron Street-**

Damage Control Solutions presented an estimate for the second phase of repairs for 3423 Byron Street. *Commissioners accepted the estimate for the second phase of repairs at 3423 Byron Street*

### **e. Building Maintenance Contract**

The Building Maintenance contract was awarded to Damage Control Solutions for a three year contract. *Commissioner Scholfield made a motion to approve and accept the Building Maintenance Contract (M/S/C –/Scholfield/ Slate/ All )*

## **NEW BUSINESS**

1. Visit Kitsap Peninsula – Kitsap Peninsula National Water Trails June 8, 2024  
The Kitsap Peninsula National Water Trails event for June 8, 2024 was approved by the Commissioners, the event will start at 8:00 a.m. and end by 6:00p.m.
2. Rotary Club of Silverdale- Silverdale Rotary Duck Race July 25<sup>th</sup> through July 28<sup>th</sup> 2024  
The Silverdale Rotary duck race event was approved by the Commissioners.
3. Commissioner Reese shared a letter from the Puget Sound Regional Council about the Washington State Ferry system crisis. They would like the elected officials from the Port of Silverdale to sign the letter. *Commissioner Slate made a motion to approve and sign the letter (M/S/C –/Slate/Reese/ All)*



4. Commissioner Scholfield had a list of Port Fees that he would like to implement and would like the other Commissioners to look over and talk about any changes they would want and discuss it at next month's meeting.

5. Meydenbauer Bay Yacht Club- Donation for a Memorial Wall

There was an email sent to the Port email about receiving a donation for two nights moorage at the Port of Silverdale for the Meydenbauer Bay Yacht Clubs Memorial Wall. Commissioner Scholfield made a motion to give the Meydenbauer Bay Yacht Club a gift certificate for two nights moorage at the Port of Silverdale. (M/S/C –/Scholfield/Slate/ All) Administrator to email gift certificate.

**SAFETY/SECURITY -**

Saint Micheals Homeless camp is being closed on February 28,2024, Commissioner Scholfield to notify Safe Security so they are aware.

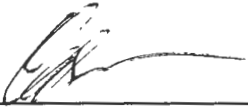
Commissioner Reese to contact County Commissioner Katie Walters regarding the Derelict Boats.

**PUBLIC INPUT**

**ADJOURN – At 9:15 p.m. the meeting adjourned (M/S/C –/Scholfield/Slate/ All)**

Regular meeting – Thursday, March 21, 2024 6:00PM – Port office

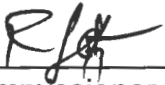
All Ports Meeting – Monday, April 29, 2024 @ 6:30PM – Brownsville



Commissioner



Commissioner



Commissioner





**PORT OF SILVERDALE**  
 P. O. BOX 310  
 SILVERDALE, WA 98089  
 (360) 688-4918  
 (360) 688-2402 - Fax


Commissioner Doug Kitchens  
 Commissioner Caleb Reese  
 Commissioner Ed Schaffield

**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 \$2,411.34 and from the General Fund on the 18<sup>th</sup> day of January 2024

  
 \_\_\_\_\_  
 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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<u>Port Assigned Transfer #</u>	<u>Claimant</u>	<u>Amount</u>
2024-01		

