

Port of Silverdale Regular Meeting Minutes March 21, 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; Kenneth McCray; Gay McCray; Vicky Webb; Brenda Kelley; Tim Knapp; Lesli Dullum-Tutterrow; Cassandra Farrell and Marvel Hunt. Attending via Zoom: Hank Anderson; Monica Philips; Joyce Merkel; Ron Gillespie and Briene Wagner

CONSENT AGENDA

Decided: The following Consent Agenda items were approved with adding two items to the agenda

- 1. Agenda, March 21, 2024**
- 2. February 15, 2024 regular meeting minute**
- 3. Approve Electronic Transfer of Payroll Taxes**
- 4. Approve Expenditures**

(M/S/C –/Slate/ Scholfield/ All)

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

ATTENDEES WHO ASKED TO BE PLACED ON THE AGENDA

Monica Phillips-Silverdale Summer Art Market

Monica Phillips discussed date changes for the Silverdale Summer Art Market, new dates are as follows: May 19, 2024, June 16, 2024, July 21, 2024, August 18, 2024, September 15, 2024. The Commissioners approved Monica's Silverdale Summer Art Market with the proposed new dates .

Brenda Kelley & Vicky Webb – Whaling Days Agreement with Port of Silverdale Revised

Vicky Webb and Brenda Kelley discussed changes that they made to the Whaling Days Event Use Agreement with the Port of Silverdale. At the January 18, 2024 Port of Silverdale meeting the Commissioners approved the Whaling Days Event Use Agreement as long as it was the same verbiage as the 2023 Agreement. There was much discussion between the Commissioners and the representatives for Whaling Days. It was decided that the Commissioners would approve the agreement as long as the verbiage is the same as the 2023 Whaling Days Event Use Agreement with the Port of Silverdale.

Gay McCray- Daffodils, Old Town for Fall of 2024

Gay McCray talked about planting daffodils in Old Town Silverdale and made suggestions of Port owned properties that could use daffodils, Gay is requesting \$645.00 for 1560 daffodil bulbs. There was some discussion amongst the Commission, in one of the spots that Gay suggested daffodils could not be planted. In that case the Port will only need 1,040 bulbs, a cost of \$430.00, Gay will send an invoice to the Port before their September 19, 2024 Port meeting.

Commissioner Slate made a motion for the Port to buy 1,040 bulbs for \$430.00 for September 2024.

(M/S/C –/Slate/ Scholfield/ All)

Carla Larson- Silverdale Dandy Lions, Flag Contract

Commissioner Reese read the Flag Contract that Carla Larson with the Silverdale Dandy Lions provided. Each year the Silverdale Dandy Lions agree to install a flag holder with a United States flag on 11 Holidays throughout the year, the fee is \$50.00 per year and the Port has participated in previous years. Commissioner Scholfield made a motion for the Port to continue to participate in the flag program with the Silverdale Dandy Lions. *(M/S/C –/Scholfield/ Slate/ All)*

PUBLIC INPUT

A Community member suggested that Gay McCray should talk to the City of Winslow to see how their daffodil program turned out.

UNFINISHED BUSINESS

Old Town Business Association

At last month's Port Meeting Tim Samuels spoke at the meeting about forming a business association in Old Town called OTB he asked the Port for a \$5,000.00 donation, to help with attorney cost and other fees associated with forming this nonprofit association. Commissioner Reese talked with the Ports attorney and the Port cannot give them money and to refer them to KEDA (Kitsap Economic Development Association).

UCC Financing Statement

There was some discussion amongst the Commission about a UCC Financing Statement they received for one of the contractors the port works with, it was agreed that Commissioner Slate will work with contractor to get this resolved.

Waterfront Center Predesign Project

Commissioner Reese reported that he talked with the Kitsap Facilities district, they are not sure if they will have funds to help with the Waterfront Center Project in 2025. Commissioner Reese asked the other Commissioners if they want him to continue looking into the feasibility study? The Commissioners would like Commissioner Reese to continue to look into the feasibility study.

County's Pump Station #3 Project

Commissioner Reese discussed that at the March 6, 2024 Central Kitsap Community Council meeting, the county is looking to start construction spring of 2026 and still working on the redesign of the building.

Grants/Projects

a. non-motorized float

The Port is still waiting on permits. Commissioner Reese Spoke with Henry Smith with the RCO (Recreation and Conservation Office) he will need 6 months for the grant extension. All documentation regarding the grant extension will need to be turned into the RCO by June, 2024.

b. Marina Relocation

The Port is still waiting on permits.

c. Outer -water boundary expansion

Commissioner Scholfield reported that the dock survey from KPFF Engineers will take about five to six weeks. Commissioner Reese discussed that Cailan from the DNR (Department of Natural Resources) moved to a new position, the Port will be working with her boss till Calin's position is filled.

Programs –

KSF March 2024 - Just a few updates from the Kitsap Sailing Foundation:

1. On the night of March 14, our safety boat was stolen from the Silverdale dock. It was recovered the next day with minor damage and actions are being taken to deter future incidents.
2. The Peninsula Regional Scrimmage Regatta scheduled for March 9th was cancelled due to severe weather. We thank the Port Office for their willingness to open the public bathrooms for this event.
3. There is an upcoming Open Team Race Qualifier event on April 20 and 21. We are expecting approximately 90 guests from various clubs, in addition to our own team.
4. KSF Summer Sailing Program is now open for registration for ages 8 to 18 and will take place June 24 thru July 24 at Silverdale Port. Additional sessions will be available at Bremerton Yacht Club for an additional 5 weeks after Silverdale program wraps up. Our program continues to look for candidates to assist with our Summer Sailing Program and need community support in filling this role. Any leads would be welcome and appreciated.

Clam Island Rowing(CIR) Report March 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 going to be on the water soon, weather and equipment permitting.

No offers yet on the coho motor boat or the two motors for sale. The trailer permit issue for the Clemmer is being addressed in anticipation of a sale.

We are hoping to acquire another Maas Aero single scull from Kitsap Rowing Association member.

Safety:

The issue of how to keep Rowing and Sailing Safety boats safe needs to be discussed further, there will be representatives of Rowing and Sailing at the next port meeting. Also, the damage to the roof of the storage shed will need a more permanent repair.

Membership:

We are grateful to the Port of Silverdale for their support and help in managing some of these difficult issues especially regarding damage to the boats.

Facilities

Tim Knapp with Tikar provided a Project list and a time line for projects.

3/27/24	Work on parking lot storm drain,	3/28/24	Install boat launch handling pier
3/28/24	Pressure wash boat launch	3/29/24	Pressure wash restroom area
4/08/24	Repair spalling on boat launch	4/15/24	Repair freeze damage in restrooms
4/22/24	Replace pier lighting working with electrician	4/23-26/24	Fire and domestic line repairs
5/01/24	Open boat launch restrooms	6/03/24	Pressure wash pier and main floats
6/04/24	Sealer on main floats	6/05-07/24	Replace cleats on main floats
6/10-12/24	Replace failing bolts on main floats	6/13,14/24	Remove boat and sunken tubs under main float
6/18-21/24	Replace utility struts under pier	8/19/24	Boat launch maintenance / bottom of launch
8/20/24	Boat launch maintenance /under top of launch	10/18/24	Remove boat launch handling pier
10/18/24	Remove sail boat pier	12/16/24	Decking on pier

Port of Silverdale Schedule of rates and fees-

There was much discussion amongst the Commissioners about the schedule of rates and fees that were presented at Thursday's Port meeting. Some of the changes in fees that were discussed; NSF check charge \$50.00, changing the nightly moorage rate from \$10.00 to \$15.00 for boats under 28', for boats over 28' rate will change from \$20.00 to \$30.00. A temporary tie up fee for boats/dinghy's tied up over 4 and up to 8 hours being charged \$5.00 with anything over 8 hours will be charged the full nightly moorage rate. Commissioner Scholfield will update the schedule of rates and fees and send it to the Ports administrator who will distribute to the rest of the Commission.

There was more discussion amongst the Commission about the need to update and rewrite the Ports Resolution 2021-1 to include the security fencing charge and the change in parking fees. It was decided that Commissioner Reese will work with the Ports Administrator to present a new Resolution at the April 18, 2024 Port meeting.

Tim Knapp with Tikar mentioned that people were sticking their household garbage in the Ports dumpster. It was decided amongst the Commission that Commissioner Reese will work with the Ports Administrator to make a new Resolution about no household or personal garbage in Ports dumpster and make signage that can be attached to the dumpster.

Port Properties

a . 9004 Washington

The Port is still waiting on permits, Commissioner Slate discussed that the contractor needs to make two modifications to the plans regarding the temporary walls, after the county receives and accepts the modifications they will issue a building permit.

b. 9004/9020 Washington

The Commissioners went over the revised estimate from Morgan Steel, Tim with Tikar will work with getting a lower estimate to present at the April 18th Port meeting.

c. 3215 Lowell

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

d. 3423 Byron Street

It was discussed that the contractor is going to start on the first phase of replacing the door on April 1, 2024.

e. Strategic Planning of Port Organization - New Job Description –Future Port Manager

There was some discussion amongst the Commissioners about if they have enough money in the budget to hire a Port manager. It was decided that the Administrator will include the 2024 budget and complete a budget verses actual review to include in the Commissioners packet at the April 18, 2024 Port meeting.

NEW BUSINESS

Live well Kitsap event for June 23, 2024

Lesli Dullum-Tutterrow with Live Well Kitsap would like to use Port Property for an event on June 23,2024.The Live Well Kitsap Event that focuses on wellness and will have food trucks and vendors. There was some discussion about parking and where food trucks could park, Commissioner Reese said he did not see a problem with a few food trucks being parked on the far end of the overflow parking, the other Commissioners agreed and approved Lesli’s event for June 23,2024. The Administrator will email Lesli a signed copy of her use of Port property application.

Staff Wages / Port Auditor

There was much discussion amongst the Commissioner about the Administrator’s pay and making her the Port Auditor, as she handles all of the Ports Finances.
Commissioner Reese made a motion for the Administrators pay to go from \$26.00 an hour to \$30.00 an hour beginning on April 1,2024. (M/S/C –/Reese/Slate/ All)

Commissioner Scholfield made a motion to make the Administrator the Auditor of the Port of Silverdale (M/S/C –/Scholfield/Slate/ All)

SAFETY/SECURITY -

PUBLIC INPUT

ADJOURN – At 8:45 p.m. the meeting adjourned (M/S/C –/Scholfield/Slate/ All)

Regular meeting – Thursday, April 18, 2024 6:00PM – Port office
All Ports Meeting – Monday, April 29, 2024 @ 6:30PM – Brownsville

Commissioner

Commissioner

Commissioner



PORT OF SILVERDALE
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 SILVERDALE, WA 98283
 (360) 698-4818
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Commissioner Doug Kitchens
 - Commissioner Caleb Reese
 Commissioner Ed Schollfeld

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 \$2,628.02 and from the General Fund on the 23rd day of March, 2024.

[Signature]
 Commissioner

[Signature]
 Commissioner

[Signature]
 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.

[Signature]
 Port Auditor

Port Assigned Transfer #	Claimant	Amount
2024-03	US Treasury	\$2,628.02

VOUCHER APPROVAL

We, the undersigned Board of Commissioners of the Port of Skamania, 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 \$36,953.19 and from the General Fund, this 21st day of March, 2024

_____ Auditor	_____ Port Commissioner
_____ Port Commissioner	_____ Port Commissioner

Number	Description	Amount
12627	CALLIE A. KEENE	\$133.38
12628	ED SCHOLFIELD	\$437.50
12627	JENNIFER L. OLSON	\$4,896.19
12628	RICHARD A. SLATE	\$181.80
12629	ASTOUND BUSINESS SOLUTIONS	\$485.00
12630	ED SCHOLFIELD	\$117.50
12631	CASCADE NATURAL GAS	\$482.00
12632	HONEY BUCKET	\$84.50
12633	KITSAP COUNTY PUBLIC WORKS	\$2,892.78
12634	KITAP COUNTY INSURANCE	\$775.00
12635	LOWE'S	\$25.00
12636	PROCLAIM CARE ETC.	\$1,363.00
12637	PURETY SOUND ENERGY	\$429.50
12638	SAFE SECURITY	\$3,280.00
12639	SIBICKI FAMILY LIMITED PARTNERSHIP	\$3,808.00
12640	TECH CHX	\$293.00
12641	TRON SERVICE LLC	\$12,848.44
12642	VERION WIRELESS	\$121.50
12643	WGA	\$1,428.15
12644	WASTE MANAGEMENT - BRYAN AIR DISPOSAL	\$172.40