

## **Port of Silverdale Regular Meeting Minutes July 18, 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 6:00pm others attending in person were Commissioner Ed Scholfield; Commissioner Rick Slate; Administrator Jennifer Olson; Carla Larson; Dean Enebo; Jeff Olson; Josh Matthews; Donna Moore; and Tim Knapp. Attending via Zoom: Greg Jacobs; Pat Reese and Briene Wagner

### **CONSENT AGENDA**

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

- 1. Agenda, July 18, 2024**
- 2. June 20, 2024 Regular meeting minutes**
- 3. July 1, 2024 Special meeting minutes**
- 4. Approve Electronic Transfer of Payroll Taxes**
- 5. 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**

#### **Dean Enebo- Silverdale Kiwanis Club**

Dean Enebo, a member of the Silverdale Kiwanis Club, addressed the Port meeting to request the use of the Port meeting room. The Kiwanis Club meets on the 1st and 3rd Monday of each month at 6:30 p.m. Dean provided an overview of the Kiwanis Club, highlighting their contributions to the CK Food Bank and their efforts in maintaining the Clear Creek Trail. The club currently has 11 members. It was decided that Dean will submit an application to use the Port of Silverdale property on the 1st and 3rd Monday of each month. *Commissioner Scholfield made a motion to approve the Silverdale Kiwanis Club to use the Ports meeting room for the selected days pending certificate of liability Insurance (M/S/C –/Scholfield/Slate/ All).*

**PUBLIC INPUT** -- N/A

### **UNFINISHED BUSINESS**

#### **Waterfront Center Predesign Project**

Commissioner Reese stated that the Port is awaiting an estimate from Cushman and Wakefield regarding the cost of conducting a feasibility study for the Waterfront Center Project.

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

Nothing new to report

**Grants/Projects**

**a. Non-motorized float**

Nothing new to report

**b. Marina Relocation**

Nothing new to report

**c. Outer -water boundary expansion**

Nothing new to report

**d. Current Grants**

Commissioner Reese discussed he will write a letter to the RCO (Recreation and Conservation Office) to ask for an extension for the Ports grants due to permitting delays.

**Programs**

**Kitsap Sailing Foundation (KSF) Report June 2024** - No Updates this month.

**Clam Island Rowing (CIR) Report July 2024**

**MASTERS**

**ROWERS**

have enjoyed sculling in Silverdale. Attendance has improved and we have a full class for learn to Scull which is ongoing and ends tonight July 18th( which is why Donna Moore cannot attend the port meeting on 7/18/2024). Many prior rowers have returned to row with us and experienced rowers have found CIR and row regularly with us.

**Equipment/boat maintenance:**

No offers yet on the coho motor boat or on the two motors for sale, no other changes in equipment.

**Safety:**

No safety issues since the last report.

**Membership and possible move to Port of Keyport:**

We appreciate the time and effort displayed by the three port of Silverdale commissioners for Clam Island Rowing. We appreciate their attendance at the 7/1/2024 Port of Keyport meeting regarding Clam Island’s potential move to Keyport . The logistics of the possible move will be discussed further at the next CIR board meeting 7/24/2024 and we will update the Port after that meeting. We are grateful to the Port of Silverdale for their ongoing support.

**Facilities**

**Marina Maintenance Permitting**

Marine Surveys and Assessments (MSA) asked if the Port found mitigation areas? The Port will continue to work on finding mitigation areas.

## **Port of Silverdale schedule of rates and fee**

The Port of Silverdale's Schedule of Rates and fees are being worked on by the Port's attorney.

## **Web Cams on Ports website**

Commissioner Scholfield explained that Wave Cables upload speeds do not change, he will request an alert from them to be notified when system is down so he can reset the cameras.

## **Dillon Corson, ISA Certified Arborist**

Dillon Corson a certified Arborist who recently moved to the Silverdale community volunteered to prune the weeping willow tree by the boat launch. Dillon sent the Port a copy of his contractor registration number, contractor's bond, Washington State business license number and certificate of liability insurance. The Commissioners would like Dillon to start at his earliest convenience, the Administrator will contact him to let him know.

## **Port Properties**

### a. 9004 Washington

Commissioner Slate discussed the tenant improvements at 9004 Washington and his correspondence with the contractor. The contractor is having issues obtaining a performance bond, he is currently out of the state and can only be reached by email. Commissioner Slate stated some concerns as the contract completion date is August 11, 2024.

### b. 3215 NW Lowell Street

A new lobby window was installed at 3215 NW Lowell Street on July 18, 2024.

#### 1. Electrical bid

Commissioner Scholfield is working on obtaining a bid to replace the electrical mast on the roof. One of the Ports contractors mentioned that KC Electric has a bucket truck, who he recently used for electrical work on another Port property.

#### 2. Tenant Parking issues

One the tenants that rents two of the office suites in the building sent the Port an email regarding problems finding parking spaces for her and her clients, Commissioner Scholfield explained that the parking in question is county property and anyone can park there.

### c. Strategic Planning of Port Organization –

Commissioner Slate provided an update on the steps taken by the Port in the hiring process for the Office Administrator position:

The office Administrator job description has been posted on the Ports website. The description has also been posted on the Washington Public Ports Association (WPPA) website. An announcement regarding the hiring has been posted on the Port office door.

The Commissioners discussed the next steps in the hiring process. They will monitor the applications received through the postings on the Port's and WPPA's websites. If no qualified applicants are identified, they will consider posting the job on additional job boards or reaching out to employment agencies next month. Commissioner Slate will form an interview panel comprising several community members, the current Administrator, and himself.

I. Whaling Days July 26<sup>th</sup> – 29<sup>th</sup>, 2024

Whaling Days is scheduled for July 26<sup>h</sup> – 29<sup>th</sup>, 2024. The certificate of liability insurance and Special Occasion License has been received.

**Commissioner Reports**

**Commissioner Reese**

Announced his resignation as President of the Port of Silverdale Commission.

**Commissioner Scholfield**

Collaborated with the Port's landscaper to delineate the maintenance areas.

Initiated the development of new Port signs to include the area code for office contact purposes.

Addressed a water leak issue at 3215 NW Lowell.

**Commissioner Slate**

Coordinated with the roofer to ensure compliance with the 3-hour training video on the L&I website.

Ensured that the contractor working on one of the Ports buildings, secured the necessary Performance Bond

**NEW BUSINESS**

**Application to use Port Property - Silverdale Pee Wees**

The Silverdale Pee Wees Association has requested to use the grassy area by the boat launch for flag football practice during the months of August, September, and October, Monday – Friday, from 5:30-7:30 p.m. Commissioner Scholfield will coordinate with the Pee Wees to ensure that Friday evening practices do not conflict with the scheduled Yoga classes.

*Commissioner Slate made a motion to approve the flag football practice for the Silverdale Pee Wees (M/S/C – /Slate/Scholfield/All)*

**Thank you, card from Oldtimers Northwest Inc**

The Port Commissioners received a thank you card from Oldtimers Northwest Inc. in appreciation of their support for the pre-Father's Day car show held in the Port parking lot on July 15, 2024. Commissioner Reese noted that for next year, there is consideration to move the event back by one week to potentially benefit from improved weather conditions.

## **Port Rules- new signs**

The Commissioners engaged in extensive discussion regarding the new signs that will display the Port's Rules. Commissioner Scholfield highlighted the necessity for the Port to draft a resolution for the Kitsap County Sheriff's Department, which must include a legal description of all Port properties. Commissioner Scholfield will initiate this task. The Commission agreed to wait until the Port's attorney finalizes the tariffs to ensure accuracy before proceeding with the resolution for the Sheriff's Department.

## **Kitsap Derelict & abandoned Vessel Removal Program**

Commissioner Reese attended the inaugural meeting on June 27, 2024, alongside representatives from various agencies within Kitsap County and Washington State. Key discussion points included:

- The importance of incorporating education and prevention strategies for derelict and abandoned vessels into meeting discussion.
- The development and utilization of tools, such as a mapping application, to track the movement and status of derelict vessels across different jurisdictions
- Auction of Vessels is a major issue.

## **Port Auditor Resolution – How to Proceed**

The Commission discussed the resolution for appointing a Port Auditor, and it was decided that Commissioner Scholfield will draft the resolution.

## **Proposed 2025 budget work session meeting**

The Commission scheduled a special meeting to address the 2025 budget on August 28, 9:00 a.m.

## **Road Closures in Old Town for Whaling Days 2024, July 26<sup>th</sup>-July 28<sup>th</sup>**

Representatives from Whaling Days visited the Port's tenants and businesses in Old Town to inform them of road closures and traffic disruptions during the event. The affected streets include NW Byron Street, Washington Avenue NW, McConnell Avenue NW (south to the dead end), and NW Lowell Street (east to the dead end). Additionally, the Port's boat launch and adjacent parking lot will be closed.

## **WPPA Seminar Discussion, Ports & Housing**

The administrator shared an article received at the Washington Public Ports Association (WPPA) seminar and was asked to distribute it to the Commissioners. The article discussed whether Ports should partner to address housing demand and promote housing stability. Opinions at the seminar were divided, with approximately half of the attendees opposing Ports' involvement and the other half supporting it.

## **Election of officers**

*It was agreed that Commissioner Scholfield will serve as Chairman. (M/S/C – /Slate/Reese/All)*

*It was agreed that Commissioner Slate will serve as Secretary. (M/S/C – /Reese/Scholfield/All)*

**SAFETY/SECURITY**

The Administrator will Check with Safe Security to see how many security officers will be working Whaling Days for the Port.

**PUBLIC INPUT**

A member of Clam Island Rowing expressed concerns about cars racing while they are carrying rowing shells, noting that the noise is very loud and distracting. She inquired if the Port could install speed bumps along McConnell Street by the old pub. The Commissioners advised her to continue calling 911 for such incidents.

There was extensive discussion about the Ports trash cans, It was suggested that a different lid be used to address the issue of it frequently overflowing with garbage and emitting unpleasant odors. However, it was noted that a different lid cannot be used due to the high cost.

The Port's marina contractor commended Port Host Armon from Safe Security for his outstanding performance. The Commissioners and other community members concurred. It was decided to send a letter to Safe Security acknowledging the excellent work of the Port Host, Commissioner Scholfield and the Administrator will draft a letter.

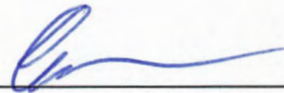
***ADJOURN – At 7:26 p.m. the meeting adjourned (M/S/C –/Scholfield/Slate/ All)***

Regular meeting – Thursday, August 15, 2024 6:00PM – Port office

All Ports Meeting – Monday, October 28, 2024 @ 6:30PM – Brownsville



\_\_\_\_\_  
Commissioner



\_\_\_\_\_  
Commissioner



\_\_\_\_\_  
Commissioner



**PORT OF SILVERDALE**

P. O. BOX 810  
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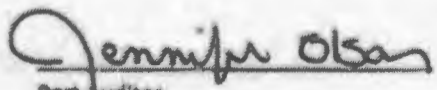
Commissioner **Rick Slob**  
Commissioner **Caleb Reese**  
Commissioner **Ed Scholfield**

**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 \$2,605.52 and from the General Fund on the 18<sup>th</sup> day of July 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

Port Assigned Transfer #	Claimant	Amount
2024-07	US Treasury	\$2,605.52

## 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 \$46,051.68 and from the General Fund, this 18th day of July 2024

Jennifer Olson  
Auditor

RJA  
Port Commissioner

[Signature]  
Port Commissioner

[Signature]  
Port Commissioner

Number	Name	Amount
13721	CALEB A REESE	\$589.74
13722	ED SCHOLFIELD	\$558.31
13723	JENNIFER L OLSON	\$4,008.12
13724	RICHARD A SLATE	\$236.42
13725	ASTOUND BUSINESS SOLUTIONS	\$303.91
13726	CASCADE NATURAL GAS	\$105.03
13727	CSD ATTORNEYS AT LAW	\$256.00
13728	ED SCHOLFIELD -	\$128.38
13729	JENNIFER OLSON	\$1,089.01
13730	KC ELECTRIC INC	\$423.15
13731	KEA STORM	\$325.00
13732	KITSAP COUNTY PUBLIC WORKS	\$1,060.94
13733	KPFF INC	\$4,392.01
13734	MRSC ROSTERS	\$135.00
13735	PRO-LAWN CARE ETC	\$1,392.30
13736	PUGET SOUND ENERGY	\$404.28
13737	SAFE SECURITY	\$7,190.00
13738	SIMONS FAMILY LIMITED PARTNERSHIP	\$3,636.00
13739	TERI ORR	\$200.00
13740	TIKAR SERVICE, LLC	\$11,003.88
13741	VERIZON WIRELESS	\$60.70
13742	VISA	\$2,805.81
13743	WA STATE EMPLOYMENT SECURITY DEPARTMENT	\$121.06
13744	WASHINGTON STATE DEPARTMENT OF L & I	\$291.52
13745	WASHINGTON STATE DEPARTMENT OF REVENUE	\$3,862.88
13746	WASHINGTON STATE EMPLOYMENT SECURITY DEPT	\$110.32
13747	WASTE MANAGEMENT - BREM AIR DISPOSAL	\$261.93