

**AGENDA FOR PUBLIC MEETING  
PORT OF SILVERDALE COMMISSION  
Monday, October 17, 2022 - 6:00PM  
IN-PERSON MEETING – 3550 NW Byron Street, Silverdale  
ZOOM Meeting – Link located on Port Website  
Meeting ID#366 324 6345 Password: port**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**\*3. CONSENT AGENDA** (motion necessary)

1. Agenda
2. September 15, 2022 Regular meeting minutes

**4. ATTENDEES WHO ASKED TO BE PLACED ON THE AGENDA**

1. Carla Larson to discuss the Silverdale Christmas Tree.

**5. UNFINISHED BUSINESS**

- Reese 1. Waterfront Center Predesign Project
- a. Material details of the roll up doors on the “shed” determined?
  - b. Funding options
- Reese 2. County’s Pump Station #3 Project  
Status
- Reese 3. Grants/Projects
- a. Non-motorized float
    - Status – sixty percent design added to website
  - b. Marina Relocation
    - Status – sixty percent design added to website
  - c. Outer-water boundary expansion
    - Status
  - d. Dredge
    - Status of Sound Action appeal
  - e. Current grants
    - Status
- Scholfield 4. County’s Bayshore/Washington/Byron project  
Status of test wells on Port property
5. Programs –
- KSF \*a. Sailing - monthly report
- CIR \*b. Rowing - monthly report
- Reese/ c. Status of boat storage area, including public non-motorized boat storage, rearrangement -  
Scholfield additional fencing estimates received?
- Reese d. 2023 Program Equipment and Use Agreements – discussion about new leases – any  
changes?
6. Facilities
- Scholfield \*a. Restroom overhaul (paint & new fixtures)
  - Work complete? Acceptable?
- Scholfield/ b. Leveling the docks
  - status
- Knapp
- Scholfield c. Electrical upgrade near vehicle parking lot
  - status
- Scholfield d. Security cameras on website
  - status

**5. UNFINISHED BUSINESS continued**

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6. Facilities continued

- Scholfield e. Hydraulic Project Approval (HPA) permit renewed?  
Scholfield f. Boat launch handling pier scheduled removal October 27<sup>th</sup>  
Reese g. Pay box painted?  
h. Sign on pier needs to be updated as it states three-day maximum stay

7. Port Properties

- Kitchens \*a. 9004 Washington  
- Neighboring tenant, Elizabeth Barnes, interested in renting space upon DRC's move (apx. Oct. 2023). Inspection of the building to be conducted resulting in a punch list of items needing repair to get the building to a rentable condition for a new tenant. Ms. Barnes had suggested the windows of the building possibly be replaced while the DRC is still occupying the space, if they are determined in need of replacement.
- Kitchens \*b. 3215 Lowell Suite 191/Mary-Jo Webster  
- Provided 30-day notice to vacate effective November 1, 2022 – okay to reimburse the deposit? Possible new tenant, Shontel Sutton Heim, massage therapist.
- Kitchens \*c. Leases  
- Many leases are through December 31, 2022 – a new lease format with some changes has been created. Discussion about base rent increases for all Port properties. County increase in sewer charges
- All \*8. Use of Port property  
– Roy Sahali hoping to set up his food truck on Port property via a Concession Vendor Agreement or Waterfront Use and Management Agreement?  
– Sound Toxins hoping to use the Port office – contract needed?
- All 9. Strategic Planning of Port Organization  
Hiring Port staff – messages left for two applicants – one responded, currently out of town. Third resume received – message left to set up an interview – response?
- All 10. Department of Revenue audit is complete – it was determined that the Port overpaid approximately \$600 – will receive reimbursement.

**6. NEW BUSINESS**

- \*1. Kitsap Fire Marshall inspector Karin Olson performed a fire inspection of Port office on 9/22/2022 – 2 violations found - will be rechecked on or after 10/22/2022.
- \*2. His Hands email dated October 5, 2022 from Kevin Malone, Account Manager, with attached 2023 Landscape Budget – \$75 per month increase suggested additional out of contract services.
3. 3550 NW Byron Street upstairs roof leak with damage to Suite A being repaired.
- \*4. 2023 Preliminary Budget for review and approval.
- \*5. Theresa Haaland Resignation
6. Schedule Special Meeting to Approve Electronic Transfer of payroll Taxes, Approve Expenditures and discuss personnel replacement.

**7. SAFETY/SECURITY**

**8. PUBLIC INPUT**

**9. EXECUTIVE SESSION** – litigation

**10. ADJOURN** - Small Ports Seminar – October 20<sup>th</sup> – 21<sup>st</sup> – Leavenworth

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- Kitsap All Ports meeting – Monday, October 24, 2022 @ 6:30PM - Brownsville
- Regular meeting – Thursday, November 17, 2022 @ 6:00PM – Port office