

PORT OF SILVERDALE
RESOLUTION NO. 2011- 08

**ADOPTING RULES FOR INSPECTION AND COPYING OF
PUBLIC RECORDS**

WHEREAS, it is the policy of the Port of Silverdale ("Port"), pursuant of Washington's Public Records Act as codified in Chapter 42.56 RCW, to ensure the public has free and unfettered access to the Port's public records, except as expressly exempted by appropriate Washington statutes, pursuant to the terms of this resolution; and

WHEREAS, the purpose of this resolution is to provide procedure and rules for the public and the Port to follow, in the identification and release of all nonexempt Port public records as may be requested by members of the public;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Commissioners of the Port, that the following are adopted as the rules and procedures of the Port governing public inspection and copying of its public records and an appeal process when document requests are denied, as established by Washington law:

1. PUBLIC RECORDS AVAILABLE. All public records of the Port are deemed to be available for public inspection and copying, except as otherwise provided by applicable Washington law and the terms of this resolution.

Pursuant to RCW 42.56.010(3), the Port's public records consist of any writings containing information relating to the conduct of the Port or the performance of any of its governmental or proprietary functions which are prepared, owned, used, or retained by the Port, regardless of physical form or characteristics. Provided, however, the following records are exempted from public disclosure:

A. Public personnel information. Pursuant to RCW 42.56.230(3), personal information in files maintained for employees, appointees, or elected officials to the extent that disclosure would violate their right to privacy.

B. Real Estate Appraisals and Negotiations. Pursuant to RCW 45.56.260, the contents of any real estate appraisals made for or by the Port relative to the purchase or sale of property, until the earlier of three years from the appraisal's date or such time as the contemplated transaction has been completed or abandoned.

C. Preliminary Records. Pursuant to RCW 45.56.280, preliminary drafts, notes, recommendations, and intra-Port memorandums in which opinions or policies are formulated or recommended (unless publicly cited by the Port in connection with Port action).

D. Security sensitive information. Pursuant to RCW 42.56.420(4) information regarding the infrastructure and security of computer and telecommunications networks; and

E. Other Records protected by Statute. Other records as referenced in this resolution and/or Washington law that are protected and exempt from public disclosure by law shall not be subject to public inspection.

2. PUBLIC RECORDS OFFICER. The Port's Auditor/Administrator is designated as person in charge of the Port's public records ("Public Records Officer"). In the event that the Auditor/Administrator cannot so act, then the Port's Attorney is as designated as the alternate Public Records Officer. The Public Records Officer shall be responsible for implementation of the Port's rules regarding release of public records, and insuring compliance with the public records disclosure requirements of Chapter 42.56 RCW.

3. HOURS FOR RECORDS INSPECTION AND COPYING. Public records shall be available for inspection and copying upon appointment by calling the Port office at 360-698-4918.

4. REQUEST FOR PUBLIC RECORDS. In accordance with the requirements of Chapter 42.17 and 42.56 RCW directing that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the Port, public records may be inspected or copied or copies of such records obtained by members of the public, upon compliance with the following procedures:

A. Request Form. A request shall be made in writing upon the form prescribed by the Port (identified on "EXHIBIT A" of this Resolution) which will be available at its office. The completed form shall be presented to the Port's Public Records Officer. The request shall include the name of the person requesting the record ("requestor"), contact information regarding the requestor, date the request was made, nature of the request, and an appropriate description of the public records(s) requested, including, if reasonably possible, title, subject matter, document date, and any other means to aid the Port in identifying and making the same available.

B. Port Assistance to Requestor. In all cases in which a member of the public makes a public document request it shall be the obligation of the person to whom the request was made to assist the member of the public in appropriately identifying the public records requested. The person to whom the request was made shall refer the member of the public to the Public Records Officer for the Port. In the event the record(s) cannot be identified, the Port shall so advise the requestor and, in the case of a formal request having been made, return the formal request for resubmission with additional description of the requested records necessary for the Public Records Officer to locate the same.

C. Notification if Records Not Readily Available. Public records requested may not be easily available for immediate inspection. If the requested document(s) is/are not readily available, the requestor shall be notified as to the approximate date they should be available and the reason for the delay. Such notification shall occur no later than five (5) business days after the request is initially made, provided that the Public Records Officer has received the request and is not on vacation or absent for medical reasons. In such cases, the notification shall occur no later than five (5) business days after the Public Records Officer has returned to the Port office.

5. COPYING OF PUBLIC RECORDS. The Public Records Officer shall not charge a fee for an inspection of the public records or for making documents available for copying, but may charge a reasonable fee for producing copies; and for postage and mailing container costs, as follows:

A. Copy Charge. Per page copy charge: FIFTEEN CENTS (\$0.15)

B. Postage / Mailing Containers. Actual postage plus the cost to the Port of any mailing containers/envelopes.

All above fees and expenses shall be paid by the requestor to the Port Records Officer prior to delivery of the public records.

6. DETERMINATION OF PUBLIC RECORDS EXEMPTION STATUS.

A. Determination if exemption applies. The Public Records Officer, and if an appeal be made, the Port Board of Commissioners reserve(s) the right to determine if any records requested, in accordance with the procedures outlined in Section 4 hereof, are exempt from public inspection under the provisions of Chapter 42.56 RCW, the statutes cited in Section 11 hereof, and/or other applicable Washington law.

B. Privacy Concerns -Deletion of Identifying Details. Pursuant to RCW 42.56.070 (1), the Port reserves the right to delete identifying details when it makes available or publishes any public record, in any situation when there is reason to believe disclosure of such details would be an invasion of an individual's privacy rights protected by Chapter 42.56 RCW. The Public Records Officer shall justify such deletion in writing to the requestor.

C. Written explanation of Denials. All denials or requests for Port records by the Port shall be accompanied by a written statement to the requestor specifying the reason(s) for the denial, including a statement of the specific statutory exemption(s) authorizing the withholding of the record and a brief explanation of how the exemption applies to the records withheld.

7. REVIEW OF DENIALS OF PUBLIC RECORDS REQUESTS

A. Finality of Request Denial. A public records request denial shall not be deemed final until the requestor has first appealed the Public Records Officer's decision to the Port Board of Commissioners. The appeal request: shall be in writing; shall be delivered to the President of the Port Commissioners at his or her home address of record within ten (10) days of the requestor being notified of the denial; and it shall concisely explain his or her reasoning as to why the denial was improper. Failure by the requestor to deliver his/her appeal within the ten (10) day time period shall be deemed an acceptance by him/her of the Public Records Officer's denial decision.

B. Final Determination by Board of Commissioners. Upon receiving a timely appeal, the Board of Port Commissioners shall consider the matter at its next regularly scheduled Board of Commissioners meeting and take one of the following actions: affirm the earlier denial; or reverse the earlier decision to deny access. In any case, the requestor shall be notified of the Board's decision and the reason(s) therefore, within five (5) business days following the Board's decision. Upon receiving an unfavorable decision from the Board of Commissioners, the requestor shall then have the ability to seek judicial review of the decision.

8. RECORDS INDEX. In compliance with RCW 42.15,070 (4) regarding maintenance of an index to Port records, it is hereby deemed unduly burdensome to the Port, and unnecessary to assist members of the public in locating records for which inspection and/or copying is/are sought, for the Port to create and maintain an index of all its public records. The Port is sufficiently small that if the requestor notifies the Port of the type of record(s) it seeks, the Port should be able to quickly identify and supply such records(s).

9. RECORD REQUEST FORM. The Port hereby adopts for use by all persons requesting inspection and/or copies of records, the form attached hereto on Exhibit A and by this reference hereby incorporated herein, entitled "Request for Public Records." Prior to the Port acting upon any request, the form shall be fully completed and returned to the Port's Public Records Officer or designee. Upon approval of any request, before copies are delivered to the requestor, he or she must first pay all Port Public Records Officer charges as identified in Section 5 above.

10. RECORDS PRESERVATION. In order that the Port's records may be adequately protected and maintained in an organized fashion, when a member of the public seeks to personally review any Port records, the following rules shall be observed:

A. No original Port records shall be removed from Port offices;

B. Inspection of all requested Port public records shall be conducted in the presence of a designated Port agent;

C. No Port public record may be marked, altered in any fashion, or defaced in any manner during inspection;

D. Records which are maintained in a file or jacket or in chronological order may not be dismantled except for purposes of copying, and then only by the Port Public Records Officer or designee.

E. Access to file cabinets, shelves, vaults and other Port storage area is restricted solely to Port personnel authorized to access such file cabinets, etc.;

F. The Port Public Records Officer or designee may, at any time limit inspection and copying to the extent necessary to prevent such activity from unreasonably disrupting operations.

11. EXEMPTIONS TO PUBLIC DISCLOSURE. In addition to other document exemptions identified in this Resolution, information concerning any of the following areas contained in Port documents, in whatever form, is/are exempt from Public Disclosure:

- A. Attorney/Client privilege RCW 5.60.060.
- B. Criminal background checks RCW 43.43
- C. Criminal Records Privacy Act RCW 10.97
- D. Uniform Health Care Information Act (medical records) RCW 70.02
- E. The American with Disabilities Act (medical records) 42 USC Sec. 12112; and
- F. Alcohol and drug abuse patient records. RCW 70.96, 42 CFR Sec. 2.

ADOPTED, by the Port Commission of the Port of Silverdale, Kitsap County, Washington at a regular open public meeting thereof held on Dec. 15, 2011.

PORT OF SILVERDALE
KITSAP COUNTY, WASHINGTON


Lawrence Greaves
Commissioner


Ed Scholfield,
Commissioner


Henry Aus,
Commissioner

Return To:
Port of Silverdale
PO Box 310
Silverdale, WA 98383
(360) 698-4918

**PORT OF SILVERDALE
REQUEST FOR PUBLIC RECORDS**

Date: _____

| | |
|---------------------------|--|
| Name of Requesting Person | |
| Mailing Address | |
| Contact Phone Number | |

Description of Records sought (please be as specific as possible):

If I have requested a list of individuals, I certify that the information obtained through this public disclosure request will not be used for commercial purposes. RCW 42.56.070(9).

Signature: _____

FOR PORT USE ONLY:

Date and Time Request Received by Port: Date: _____ Time _____

Action taken on request and reason taken on action if request denied in whole or part:

Person taking action: _____

Date Action Taken: _____

Number of copies _____

Total copy charge at 15 cents per page _____

PORT OF SILVERDALE
RESOLUTION NO. 2011- 07

WHEREAS, RCW 29.70.100 requires port districts to periodically redistrict, based on population information from the most recent federal decennial census, and to prepare a plan for redistricting consistent with specified criteria, to wit: (a) Each internal district shall be as nearly equal in population as possible to each and every other such district, (b) Each district shall be as compact as possible, (c) Each district shall consist of geographically contiguous area, and (d) Population data may not be used for purposes of favoring or disfavoring any racial group or political party; and

WHEREAS, upon receipt of the federal decennial census data, the Port of Silverdale obtained a map with sufficient detail to establish the population of each census block within the Port's boundaries and applied the above criteria to produce a redistricting plan which was the subject of a public hearing at the regular Port of Silverdale meeting on November 17, 2011; and

WHEREAS, on November 15, 2011 a notice was published in the Kitsap Sun of a public hearing on November 17 to consider redistricting the Port into three nearly equally populated Port commissioner districts; and the Port commissioners held the public hearing on November 17 2011 and thereupon directed the preparation of a proposed redistricting plan to be considered at its next meeting on December 15, 2011 with an invitation to the public to review the proposed plan prior to the meeting; and

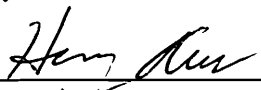
WHEREAS, on December 15, 2011 a public meeting was held with all port commissioners present and any person who wanted to address the redistricting plan was given an opportunity to be heard, and a motion was passed adopting this resolution;

NOW, THEREFORE, BE IT RESOLVED, by the Port Commission of the Port of Silverdale that the internal boundary lines of the Port of Silverdale be and hereby are adjusted according to the proposed redistricting plan, which results in a population deviation for each of the three commissioner districts of less than one percent from the ideal district size, and the new internal district boundaries for the three districts shall be as set forth in the attached legal descriptions and map.

ADOPTED, by the Port Commission of the Port of Silverdale, Kitsap County, Washington at a regular open public meeting thereof held on December 15, 2011.

PORT OF SILVERDALE
KITSAP COUNTY, WASHINGTON

By:



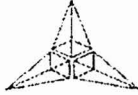
Henry Aus,
Commissioner



Lawrence Greaves,
Commissioner



Ed Scholfield,
Commissioner



AES
CONSULTANTS, INC.

PROFESSIONAL LAND SURVEYORS

PO. BOX 910 • 1472 N.W. LOWELL "OLD TOWN" • SILVERDALE, WA 98283 • TEL: 360-692-8400 • FAX: 360-692-8927

PORT OF SILVERDALE

DISTRICT 1

SECTIONS 1, 12, 13 AND 24, TOWNSHIP 25 NORTH, RANGE 1 WEST, W.M.;

AND

SECTIONS 6, 7, 8, 18 AND 19, TOWNSHIP 25 NORTH, RANGE 1 EAST, W.M.;

AND

THE NORTH HALVES OF SECTIONS 29 AND 30, TOWNSHIP 25 NORTH, RANGE 1 EAST, W.M.;

AND

THE NORTH HALF OF SECTION 25, TOWNSHIP 25 NORTH, RANGE 1 WEST, W.M.;

AND

THAT PORTION OF SECTION 17, TOWNSHIP 25 NORTH, RANGE 1 EAST, W.M., LYING NORTHERLY AND WESTERLY OF THE FOLLOWING DESCRIBED LINE: BEGINNING AT THE INTERSECTION OF THE SOUTH LINE OF SAID SECTION 17 WITH THE CENTERLINE OF THE US NAVAL RAILROAD; THENCE NORTHERLY ALONG SAID CENTERLINE TO ITS INTERSECTION WITH THE CENTERLINE OF NW ANDERSON HILL ROAD; THENCE EASTERLY ALONG SAID CENTERLINE TO ITS INTERSECTION WITH THE CENTERLINE OF STATE HIGHWAY NO. 3; THENCE NORTHERLY ALONG SAID CENTERLINE TO ITS INTERSECTION WITH THE EAST LINE OF SAID SECTION 17 AND THE POINT OF TERMINATION OF THIS LINE;

AND

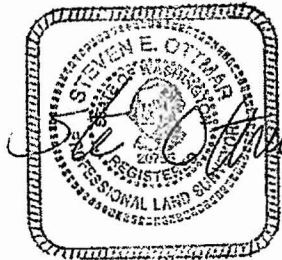
THAT PORTION OF SECTION 20, TOWNSHIP 25 NORTH, RANGE 1 EAST, W.M., LYING WESTERLY OF THE CENTERLINE OF THE US NAVAL RAILROAD;

AND

THAT PORTION OF SECTION 9, TOWNSHIP 25 NORTH, RANGE 1 EAST, W.M., LYING WESTERLY OF THE CENTERLINE OF CLEAR CREEK ROAD NW;

ALL SITUATE IN KITSAP COUNTY, WASHINGTON.

12-12-2011 SEO



12-12-2011



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PORT OF SILVERDALE

DISTRICT 2

SECTIONS 4 AND 5, TOWNSHIP 25 NORTH, RANGE 1 EAST, W.M.;
AND

SECTION 9, TOWNSHIP 25 NORTH, RANGE 1 EAST, W.M.;
EXCEPT THAT PORTION LYING WESTERLY OF THE CENTERLINE OF CLEAR
CREEK ROAD NW;

AND

SECTION 10, TOWNSHIP 25 NORTH, RANGE 1 EAST, W.M.;
EXCEPT THAT PORTION LYING EASTERLY OF THE CENTERLINE OF RIDGETOP
BOULEVARD NW;

AND

THAT PORTION OF SECTION 15, TOWNSHIP 25 NORTH, RANGE 1 EAST,
W.M., DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID SECTION 15; THENCE SOUTH
ALONG THE WEST LINE THEREOF 773.00 FEET TO THE NORTHWEST CORNER OF
LOT 17, PLAT OF SOUTHRIDGE, AS PER PLAT RECORDED IN VOLUME 26 OF
PLATS, PAGES 176 THROUGH 180; THENCE EASTERLY ALONG THE NORTH LINE
OF SAID LOT 17 AND 16 TO THE SOUTHWESTERLY CORNER OF LOT 9, SAID PLAT
OF SOUTHRIDGE; THENCE EASTERLY ALONG THE COMMON LINE BETWEEN
LOTS 9 AND 10 AND ITS EASTERLY EXTENSION TO THE CENTERLINE OF
RIDGETOP BOULEVARD NW; THENCE NORTHERLY ALONG SAID CENTERLINE TO
ITS INTERSECTION WITH THE NORTH LINE OF SAID SECTION 15; THENCE WEST
ALONG SAID NORTH SECTION LINE TO THE POINT OF BEGINNING;

AND

THAT PORTION OF SECTION 16, TOWNSHIP 25 NORTH, RANGE 1 EAST, W.M.,
LYING WESTERLY OF THE CENTERLINE OF CLEAR CREEK;

AND

THAT PORTION OF SECTION 17, TOWNSHIP 25 NORTH, RANGE 1 EAST, W.M.,
LYING SOUTHERLY AND EASTERLY OF THE FOLLOWING DESCRIBED LINE:
BEGINNING AT THE INTERSECTION OF THE SOUTH LINE OF SAID SECTION 17
WITH THE CENTERLINE OF THE US NAVAL RAILROAD; THENCE NORTHERLY
ALONG SAID CENTERLINE TO ITS INTERSECTION WITH THE CENTERLINE OF NW
ANDERSON HILL ROAD; THENCE EASTERLY ALONG SAID CENTERLINE TO IT'S
INTERSECTION WITH THE CENTERLINE OF STATE HIGHWAY NO. 3; THENCE
NORTHERLY ALONG SAID CENTERLINE TO ITS INTERSECTION WITH THE EAST
LINE OF SAID SECTION 17 AND THE POINT OF TERMINATION OF THIS LINE;

AND

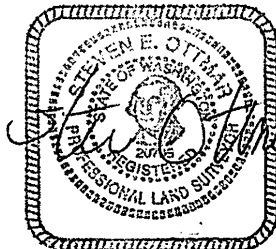
THAT PORTION OF SECTION 20, TOWNSHIP 25 NORTH, RANGE 1 EAST, W.M.,
LYING EASTERLY OF THE CENTERLINE OF THE US NAVAL RAILROAD;

AND

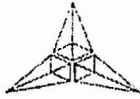
THAT PORTION OF SECTION 21, TOWNSHIP 25 NORTH, RANGE 1 EAST, W.M.,
LYING WESTERLY OF THE CENTERLINE OF CLEAR CREEK;

ALL SITUATE IN KITSAP COUNTY, WASHINGTON.

12-12-2011 SEO



12-12-2011



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CONSULTANTS, INC.

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PORT OF SILVERDALE

DISTRICT 3

SECTION 10, TOWNSHIP 25 NORTH, RANGE 1 EAST, W.M.; EXCEPT THAT PORTION LYING WESTERLY OF THE CENTERLINE OF RIDGETOP BOULEVARD NW;
AND

SECTION 15, TOWNSHIP 25 NORTH, RANGE 1 EAST, W.M.; EXCEPT THE NORTHEAST QUARTER;

AND EXCEPT THAT PORTION DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID SECTION 15; THENCE SOUTH ALONG THE WEST LINE THEREOF 773.00 FEET TO THE NORTHWEST CORNER OF LOT 17, PLAT OF SOUTHRIDGE, AS PER PLAT RECORDED IN VOLUME 26 OF PLATS, PAGES 176 THROUGH 180; THENCE EASTERLY ALONG THE NORTH LINE OF SAID LOT 17 AND 16 TO THE SOUTHWESTERLY CORNER OF LOT 9, SAID PLAT OF SOUTHRIDGE; THENCE EASTERLY ALONG THE COMMON LINE BETWEEN LOTS 9 AND 10 AND ITS EASTERLY EXTENSION TO THE CENTERLINE OF RIDGETOP BOULEVARD NW; THENCE NORTHERLY ALONG SAID CENTERLINE TO ITS INTERSECTION WITH THE NORTH LINE OF SAID SECTION 15; THENCE WEST ALONG SAID NORTH SECTION LINE TO THE POINT OF BEGINNING;

AND

THAT PORTION OF SECTION 16, TOWNSHIP 25 NORTH, RANGE 1 EAST, W.M., LYING EASTERLY OF THE CENTERLINE OF CLEAR CREEK;

AND

THAT PORTION OF SECTION 21, TOWNSHIP 25 NORTH, RANGE 1 EAST, W.M., LYING EASTERLY OF THE CENTERLINE OF CLEAR CREEK;

AND

SECTION 22, TOWNSHIP 25 NORTH, RANGE 1 EAST, W.M.;

ALL SITUATE IN KITSAP COUNTY, WASHINGTON.

12-12-2011 SEO



12-12-2011



Ordinance / Resolution No. 2011-06
RCW 84.55.120

WHEREAS, the Port Commission of the Port of Silverdale has met and considered
(Governing body of the taxing district) (Name of the taxing district)
its budget for the calendar year 2012; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 534,111.00; and,
(Previous year's levy amount)

WHEREAS, the population of this district is more than or less than 10,000; and now, therefore,
(Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy
is hereby authorized for the levy to be collected in the 2012 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 5,102.00
which is a percentage increase of .96 % from the previous year. This increase is exclusive of
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines,
any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 17 day of November, 2011.

[Signature]
[Signature]
Lawrence C. Atreaves

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

For tax assistance, visit <http://dor.wa.gov/content/taxes/property/default.aspx> or call (360) 570-5900. To inquire about the availability of this document in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users may call 1-800-451-7985.

PORT OF SILVERDALE
RESOLUTION NO. 2011-05

RE: ADOPTION OF THE 2012 FINAL BUDGET

WHEREAS, the Port Commission of the Port of Silverdale has reviewed the fiscal requirements of the Port District, the anticipated revenues and expenditures of the District; and

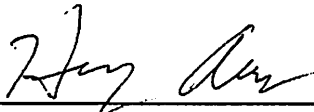
WHEREAS, the 2012 Preliminary Budget was prepared and approved as required by law.

NOW, THEREFORE, BE IT RESOLVED by the Port Commission of the Port of Silverdale that the final budget of the Port of Silverdale be adopted for the tax year 2012 as attached hereto, in the total amount of \$2,170,186.00

ADOPTED by the Port Commission of the Port of Silverdale, Kitsap County, Washington at the regular open public meeting thereof held on the 17th day of November 2011.

PORT OF SILVERDALE
KITSAP COUNTY, WASHINGTON

By:



Henry Aus, Commission Chairman/President



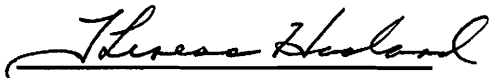
Ed Scholfield, Commissioner



Lawrence Greaves, Commissioner

**PORT OF SILVERDALE
2012 FINAL BUDGET**

| | DETAIL | TOTALS |
|---|--------------|--------------|
| TOTAL ESTIMATED BEGINNING BALANCE | | 1,519,238.00 |
| REVENUES: | | |
| 621 Marina - User Charges | | |
| 621.01 Moorage fees | 12,000.00 | |
| 621.02 Reservation fees | 225.00 | |
| 621.04 Boat Showers/laundry | 200.00 | |
| 695.00 Real Property Rentals | 80,000.00 | |
| 699.10 Investment Interest | 12,000.00 | |
| 699.20 Property Tax | 546,523.00 | |
| TOTAL ESTIMATED REVENUES: | 650,948.00 | 650,948.00 |
| TOTAL ESTIMATED FUNDS AVAILABLE: | | 2,170,186.00 |
| EXPENDITURES: | | |
| 721.00 MARINA OPERATING | | |
| 721.30 Outside Services | 5,000.00 | |
| 721.80 Utilities | 14,000.00 | |
| 721.90 Other | 500.00 | |
| 723.00 MARINA MAINTENANCE | | |
| 723.30 Outside Services | 85,000.00 | |
| 723.40 Supplies | 25,000.00 | |
| 723.50 Equipment Rentals | 2,000.00 | |
| 761.00 PROPERTY LEASE/RENTAL | | |
| 761.30 Outside Servies | 5,000.00 | |
| 763.00 PROPERTY LEASE/RENTAL MAINTENANCE | | |
| 763.50 Equipment Rentals | 2,000.00 | |
| 763.60 Facility Maintenance | 25,000.00 | |
| 763.70 General and Administrative | 2,000.00 | |
| 763.80 Utilities | 5,000.00 | |
| 773.00 FIXED ASSET DISBURSEMENT | | |
| 773.30 Purchase of fixed asset | 400,000.00 | |
| 773.50 Property improvements | 50,000.00 | |
| 774.00 WATERFRONT | | |
| 774.20 Sailboat Float Project | 50,000.00 | |
| 774.30 Security Upgrade Project | 25,000.00 | |
| 780.00 GENERAL AND ADMINISTRATIVE | | |
| 781.10 Commissioner/Employee compensation | 60,000.00 | |
| 781.20 Commissioner/Employee reimbursement and taxes | 9,000.00 | |
| 781.30 Outside services | 35,000.00 | |
| 781.40 Supplies | 5,000.00 | |
| 781.60 Facility rentals | 34,000.00 | |
| 781.70 G&A Operations | 25,000.00 | |
| 781.80 Utilities | 10,000.00 | |
| 789.00 GENERAL AND ADMINISTRATIVE OTHER | | |
| 789.10 Economic development | 10,000.00 | |
| 799.90 NON OPERATING EXPENSE | | |
| 799.98.03 Environmental expense: Petersen Farm Pledge | 25,000.00 | |
| TOTAL ESTIMATED EXPENDITURES: | (908,500.00) | (908,500.00) |
| TOTAL ESTIMATED ENDING BALANCE: | | 1,261,686.00 |
| RESERVES: | | |
| 723.00 Marina Maintenance:Other:Major Repair/Replace | 600,000.00 | |
| 763.00 Property Lease/Rental Maintenance:Other Repair/Replace | 200,000.00 | |
| 773.90 Fixed Asset Disbursement:Other Phase I of Comp Plan | 300,000.00 | |
| Unallocated Reserve Funds | 161,686.00 | |
| TOTAL ESTIMATED END OF YEAR RESERVE: | | 1,261,686.00 |


Port Auditor

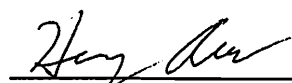
Approved:


Lawrence C. Greaves,
Commissioner

Approved:


Ed Scholfield
Commissioner

Approved:


Henry Aus
Commissioner

PORT OF SILVERDALE
RESOLUTION NO. 2011-04

PLEDGING FUNDS FOR CONSERVATION OF PETERSEN FARM
AND PROTECTION OF CLEAR CREEK

WHEREAS:

- A. A community campaign led by the Great Peninsula Conservancy is underway to purchase a permanent conservation easement from the Gerald Petersen Estate and thereby permanently protect the 167 acre Petersen Farm, located within the Port of Silverdale and the largest farm remaining in Kitsap County, as a productive working farm and to protect the over 3,000 feet of Clear Creek that flows through the farm;
- B. The conservation easement may be obtained with a grant that requires a community match, and the Great Peninsula Conservancy is seeking pledges of funds to be collected from donors if the grant is obtained;
- C. The following statutes authorize the Port of Silverdale to participate in the conservation effort to preserve the Petersen Farm:
- o RCW 53.08.245 Engage in economic development programs – by preserving a large productive working farm as a linchpin in preserving small farm economic enterprises in Kitsap County,
 - o RCW 53.08.060 Improve streams within the Port District – by protecting the numerous springs and creeks originating on the farm that feed Clear Creek, the farm's forests and wetlands that protect the quantity and quality of freshwater flowing into Clear Creek, and over 3,000 feet of Clear Creek that runs through the middle of the farm, and
 - o RCW 35.08.255 Promote tourism – by attracting numerous visitors from throughout the Great Peninsula of Kitsap, Mason and west Pierce counties at annual Petersen Farm Fair events and by preserving the rural landscape highly valued by residents and tourists alike;

NOW, THEREFORE, it is hereby RESOLVED, by the Port Commission of the Port of Silverdale:

The Port of Silverdale hereby pledges the sum of \$25,000 toward a permanent conservation easement on the Petersen Farm to be paid to the Great Peninsula Conservancy upon confirmation that the grant for the conservation easement has been obtained.

ADOPTED, by the Port Commission of the Port of Silverdale, Kitsap County, Washington at an open public meeting thereof held on 9/15/2011.

PORT OF SILVERDALE
KITSAP COUNTY, WASHINGTON

BY:


Henry Ads, Commissioner


Lawrence Greaves, Commissioner


Ed Scholfield, Commissioner

PORT OF SILVERDALE
RESOLUTION NO 2011-03

AGREEING TO MITIGATE FOR SAILBOAT STORAGE FLOAT

WHEREAS, the Port of Silverdale ("Port") intends to construct six floats, each 8 feet by 20 feet in size, to be joined together to create a larger sailboat storage float ("Storage Float") to be moored north of the Port's main float near the fixed pier adjacent to Kitsap County's Silverdale Waterfront Park; and

WHEREAS, grant funds obtained by the Port from Washington State Recreation and Conservation Office to construct the Storage Float must be spent by December 31, 2011; and

WHEREAS, Kitsap County has issued a Substantial Development Permit and a size variance for the Storage Float under the Shoreline Master Program, which includes a condition requiring obtaining a permit from the Washington Department of Fish and Wildlife (WDFW); and


WHEREAS, the Port applied for a Hydraulic Permit Authorization (HPA) permit from WDFW, and the assigned Marine Area Habitat Biologist, Chris Waldbillig, has indicated that shadows from the proposed float (already designed to require surface grating allowing 60% light penetration) could possibly be harmful to fish survival and has proposed mitigation set out below, and that "Once an agreement is in place to do this mitigation, WDFW is willing to remove the hold and issue the HPA;"

NOW, THEREFORE, the Port hereby agrees to do the following mitigation as a condition to satisfy WDFW requirements for the HPA permit for the Storage Float:

1. Remove wood treated with creosote and other chemicals from the Port's recently acquired wetlands between McConnell Avenue and Pacific Avenue just west of the Port's boat launch, as identified on the attached list;
2. Remove rip rap and concrete from the former shoreline armoring spread down the beach, and remove pile stubs to at least beach grade, in the beach area between the Port's boat launch and the Port's fixed pier.

ADOPTED, by the Port Commission of the Port of Silverdale, Kitsap County, Washington at an open public meeting thereof held on JULY 21, 2011.


Henry Ais, Commissioner


Lawrence Greaves, Commissioner

Ed Scholfield, Commissioner

PORT OF SILVERDALE
RESOLUTION 2011-02

RE: REALLOCATION OF BUDGETED FUNDS

WHEREAS, the Port Commission of the Port of Silverdale has met and reviewed its budget for the calendar year 2011; and

WHEREAS, the Port Commission determined that reallocation of budgeted funds is appropriate to reflect actual and anticipated revenues and expenditures during the year 2011; and

WHEREAS, the attached 2011 Budget - Receipts, Expenditures, and Adjustment, which properly reflects actual and anticipated revenues and expenditures for calendar year 2011, was reviewed.

NOW, THEREFORE, BE IT RESOLVED by the Port Commission of the Port of Silverdale that the 2011 Budget be amended according to the 2011 Budget Receipts, Expenditures, and Adjustment, attached hereto.

ADOPTED by the Port Commission of the Port of Silverdale, Kitsap County, Washington at a regular open public meeting thereof held on the 16th day of June 2011.

PORT OF SILVERDALE
KITSAP COUNTY, WASHINGTON

By 

By 

By 

PORT OF SPOKES
2011 BUDGET - Receipts, Disbursements, and Adjustment

AS OF JUNE 7, 2011

Beginning (Reserve) Amount as of January 1, 2011:

| | | 1,424,424.00 | | | |
|-------------------------------------|--|--------------|--------------|------------|--------------|
| REVENUES: | | ACTUAL | BUDGET | ADJUSTMENT | REVISED |
| 621.01 | MOORAGE FEES | 844.00 | 12,000.00 | - | 12,000.00 |
| 621.02 | RESERVATION FEES | 150.00 | 225.00 | - | 225.00 |
| 621.04 | BOAT SHOWERS/LAUNDRY | 0.00 | 400.00 | - | 400.00 |
| 693.03 | OPERATING GRANTS: SAILBOAT STORAGE FLOAT PROJECT | 800.00 | - | 36,088.00 | 36,088.00 |
| 695.00 | REAL PROPERTY RENTALS | 40,907.00 | 65,000.00 | - | 65,000.00 |
| 699.10 | INVESTMENT INTEREST | 5,411.00 | 21,000.00 | - | 21,000.00 |
| 699.20 | PROPERTY TAX | 273,830.00 | 534,711.00 | - | 534,711.00 |
| TOTAL REVENUES: | | 321,942.00 | 633,336.00 | 36,088.00 | 669,424.00 |
| EXPENDITURES: | | ACTUAL | BUDGETED | ADJUSTMENT | REVISED |
| 720.00 | MARINA OPERATING | | | | |
| 721.30 | OUTSIDE SERVICES Consultants | 725.00 | 5,000.00 | - | 5,000.00 |
| 721.80 | UTILITIES Garbage, water, sewer | 3,842.00 | 14,000.00 | - | 14,000.00 |
| 721.90 | OTHER Taxes | 142.00 | 500.00 | - | 500.00 |
| 723.00 | MARINA MAINTENANCE | | | | |
| 723.30 | OUTSIDE SERVICES Maintenance | 30,025.00 | 85,000.00 | - | 85,000.00 |
| 723.40 | SUPPLIES Electrical, plumbing, etc. | 9,000.00 | 25,000.00 | - | 25,000.00 |
| 723.50 | EQUIPMENT RENTALS Remove/Replace floats | 1,063.00 | 2,000.00 | - | 2,000.00 |
| 761.00 | PROPERTY LEASE/RENTAL | | | | |
| 761.30 | OUTSIDE SERVICES Appraisers, surveys | 1,237.00 | 5,000.00 | - | 5,000.00 |
| 763.00 | PROPERTY LEASE/RENTAL MAINTENANCE | | | | |
| 763.50 | EQUIPMENT RENTALS | 0.00 | 2,000.00 | - | 2,000.00 |
| 763.60 | FACILITY MAINTENANCE | 9,375.00 | 50,000.00 | - | 50,000.00 |
| 763.70 | GENERAL AND ADMINISTRATIVE Taxes, signs | 1,101.00 | 2,000.00 | - | 2,000.00 |
| 763.80 | UTILITIES | 3,042.00 | 5,000.00 | - | 5,000.00 |
| 771.00 | NONEXPENSES | | | | |
| 771.50 | DEBT REDEMPTION Principal paid on refinance | 31,270.00 | 55,000.00 | - | 55,000.00 |
| 773.00 | FIXED ASSET DISBURSEMENT | | | | |
| 773.30 | PURCHASE OF FIXED ASSET | 0.00 | 400,000.00 | - | 400,000.00 |
| 773.50 | PROPERTY IMPROVEMENTS Parking Lot Improvement; conversions | 122,509.00 | 150,000.00 | 80,000.00 | 230,000.00 |
| 774.00 | WATERFRONT | | | | |
| 774.20 | SAILBOAT FLOAT PROJECT | 1,529.00 | 44,136.00 | 90,224.00 | 134,360.00 |
| 780.00 | GENERAL AND ADMINISTRATIVE | | | | |
| 781.10 | COMMISSIONERS COMPENSATION Meeting compensation & hourly | 22,968.00 | 60,000.00 | - | 60,000.00 |
| 781.20 | COMMISSIONERS REIMBURSEMENTS Mileage, taxes | 4,038.00 | 9,000.00 | - | 9,000.00 |
| 781.30 | OUTSIDE SERVICES Legal, administrative, consultants | 9,900.00 | 35,000.00 | - | 35,000.00 |
| 781.40 | SUPPLIES Stamps, paper, toner, checks, etc. | 1,273.00 | 5,000.00 | - | 5,000.00 |
| 781.60 | FACILITY RENTALS Office rent | 13,281.00 | 34,000.00 | - | 34,000.00 |
| 781.70 | G&A OPERATIONS Insurance, dues, advertising | 5,346.00 | 25,000.00 | - | 25,000.00 |
| 781.80 | UTILITIES | 3,738.00 | 10,000.00 | - | 10,000.00 |
| 789.00 | GENERAL AND ADMINISTRATIVE: OTHER | | | | |
| 789.10 | ECONOMIC DEVELOPMENT | 0.00 | 10,000.00 | - | 10,000.00 |
| 799.00 | NON-OPERATING EXPENSES | | | | |
| 799.91 | INTEREST EXPENSE Interest paid on refinance | 1,677.00 | 10,000.00 | - | 10,000.00 |
| 799.92 | ELECTION EXPENSE Dist. 2 on ballot | 0.00 | 9,000.00 | - | 9,000.00 |
| TOTAL EXPENDITURES: | | 277,081.00 | 1,051,636.00 | 170,224.00 | 1,221,860.00 |
| Ending (Reserve) Amount: | | | | | 871,988.00 |
| CURRENT BALANCE AS OF JUNE 7, 2011: | | 1,469,285.00 | | | |

**NEW
OVER
CHANGE**

Port of Silverdale

Resolution No. 2011-01

Accepting assignment from Port of Poulsbo of lease of DNR land in Kitsap County

This matter having come before the board of commissioners for the Port of Silverdale in a special meeting duly called by the president and agreed to by all commissioners, for the purpose of considering in executive session the potential acquisition of a leasehold interest in real property in Kitsap County from the Port of Poulsbo, and it appearing that:

1. The Washington State Department of Natural Resources (DNR) manages state trust lands in trust for income production for schools and to provide important habitat for fish and wildlife and educational opportunities for the public. As part of this management obligation, DNR administers the Trust Land Transfer (TLT) Program in which it transfers to designated public agencies selected lands with statewide significance deemed appropriate for parks, fish and wildlife habitat, natural area preserves, natural resources conservation, public open space or recreation purposes.
2. In the 2009-2011 Trust Land Transfer Project, DNR identified an area known as the "West Poulsbo Property," consisting of 168 acres West of the city of Poulsbo held in trust for the Common Schools, on which it proposed to transfer to the Port of Poulsbo a leasehold interest for 50 years, with right to purchase the fee title, for fish and wildlife habitat, open space and recreation, which transfer was approved by the state legislature in 2009.
3. It appears that the restrictive terms of the proposed lease may be unsatisfactory to the Port of Poulsbo commissioners, who may be unwilling to enter into the lease at all unless another qualifying governmental body will immediately accept an assignment of the lease from the Port of Poulsbo to enable the West Poulsbo Property to be preserved for fish and wildlife habitat, open space and recreation purposes.
4. The West Poulsbo Property is not within any port district in Kitsap County and is less than four miles from the Silverdale Port District northern boundary.
5. It is understood that the West Poulsbo Trust Land Transfer Lease would be for a term of 50 years, with uses restricted to the following for public benefit: fish and wildlife habitat, open space, or recreation, or any combination thereof, and alternative compatible uses approved by the state of Washington, and has an appraised fair market

value of \$845,000 which has already been fully paid by state funds transferred into the Common School Construction Account with no additional consideration required from the Lessee during the initial 50 year lease term; and the lease also provides for an option to purchase the remainder of the fee interest for its fair market value, which at the time the lease is executed will be approximately \$30,000, with permanent use restrictions for public purposes of fish and wildlife habitat, open space, or recreation.

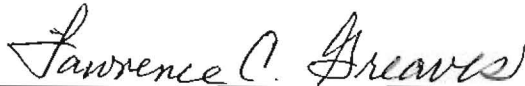
6. The Silverdale Port District commissioners have had an opportunity to review the proposed lease, a preliminary title report, and the terms of a sample deed in conveyance of the remainder fee interest in the event that an option to purchase were to be made. It is understood that acquisition of a leasehold interest in the West Poulsbo Property would be within the Port's authority, specifically RCW 53.08.110 by which the "port commissioners are authorized to accept for the port district gifts of real and personal property and to expend in improvements and betterment such amount as may be necessary," RCW 53.08.420 (Cooperative watershed management), RCW 39.33.060 (Transfer of property or use for park and recreational purposes), and CW 53.08.240 (Joint exercise of powers and joint acquisition of property).

THEREFORE, IT IS RESOLVED that the Port of Silverdale hereby commits to acquire the leasehold interest in the West Poulsbo Property by assignment, and without any consideration, from the Port of Poulsbo immediately upon the Port of Poulsbo entering into the West Poulsbo Trust Land Transfer Lease (Lease No. 60-085014) with the Washington State Department of Natural Resources.

Dated: May 4, 2011



Commissioner Henry Aus



Commissioner Lawrence Greaves



Commissioner Ed Scholfield