

Port of Silverdale – Minutes of Regular Meeting on March 15, 2018

Port of Silverdale

Minutes of Regular Meeting
March 15, 2018

1. CALL TO ORDER

Commission chairman Lawrence Greaves called the meeting to order at 7:00 PM in the Port office. Also present were Commissioner Henry Aus; Commissioner Ed Scholfield; Attorney Phil Best; Administrator Theresa Haaland; Tim Knapp of TIKAR Services; Mike Vasquez of MTV Home Repair; Carla Larson of Whaling Days; Bob Bjornemo and Marvel and Randy Hunt of the Central Kitsap History Club; Faithe Lester of the Dispute Resolution Center (DRC); Connie Faulkner; and Kerri Horsley.

1.1. Agenda – *the agenda was approved* (motion by Aus, second by Scholfield, unanimous).

2. CONSENT AGENDA

2.1. *The February 15, 2018 Regular meeting minutes were approved as corrected* (motion by Scholfield, second by Aus, unanimous).

2.2. *The March 9, 2018 Special “Workshop” meeting minutes were approved as submitted* (motion by Aus, second by Scholfield, unanimous).

3. PUBLIC COMMENT

3.1. Kerri Horsley introduced herself. She explained that she and her husband are interested in renting the 3255 NW Lowell Street building for a Montessori pre-school. Ms. Horsley was quoted \$1600 a month for the property, which is slightly higher than what the previous tenant was paying, but more in line per square foot with other Port properties. Ms. Horsley explained that she is aware that she will be required to obtain a change of use permit through the County and she is in the process of obtaining licensing through the State. She asked if a couple of the walls within the building could be removed and also the

landscaping in the front replaced with a fence to allow for a children’s play area. Connie Faulkner rented the building as a daycare years ago. She provided drawings of the layout at that time. Ms. Horsley would basically like to bring the building back to that design. It was explained that Edward Jones was a tenant after the daycare and they changed the layout of the building. Mike Vasquez said that if walls are being removed a major tenant improvement permit will be necessary. It was explained to Ms. Horsley that she would be responsible for any changes to the building with prior approval from the Port. Ms. Horsley asked if the rent could be reduced by half for two months in order to complete the necessary work and permits. *It was agreed to allow Ms. Horsley to rent the space at a reduced rate of \$800 per month for April and May and full rent of \$1600 beginning June 1, 2018. Discussion:* Phil informed Ms. Horsley that in keeping with the same schedule as other Port leases the Horsley’s lease would be through December 31, 2018. Ms. Horsley explained that she would prefer to have a longer lease. Phil suggested that the renewal be for an additional four years. *The motion carried unanimously.* In order to proceed, the lease will need to be signed along with a check for the last month’s rent (\$1600), damage deposit (\$500) and key change charge (\$100); totaling \$2200.

Phil cautioned Ms. Horsley, that just last week a resident at the end of Lowell Street came into the Port office to report an erratic driver along that end of Lowell Street. That is something to keep in mind with children in the area.

3.2. Faithe Lester of the DRC provided a building update list and proposed plan, which

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were reviewed. Commissioner Greaves asked what the timetable would be on the project. Mike said that it would depend on the DRC as they will need to move out of the building for at least three weeks if everything goes as planned. Ms. Lester said that they have been discussing this and would consider as early as July and as late as September, with September being more ideal, but willing to do whatever is necessary. Mike rough estimated the costs to be at least \$30,000, which doesn't include new appliances as he thought that would be the tenant's expense. Mike had provided the DRC with an estimate last year, but explained that costs have increased substantially since then. Commissioner Scholfield said that a tenant improvement permit will be required. Phil explained that the financial responsibilities need to be determined. The tenant's responsibilities would then be amortized over a five-year lease. The DRC's current base rent is lower than other Port rentals so that will need to be considered as well. Ms. Lester asked if after the five years is it possible for the rent to actual decrease since the amortization would end. The Commissioners thought at that time the rent would probably need to be increased. Mike was tasked with preparing an updated cost estimate list for further review at next month's meeting. . Mike reported that there was no asbestos or lead paint discovered in the building.

3.3. Marvel Hunt explained that she has been writing down her thoughts and ideas about the future of Old Town for some time now and compiled them into a document, which she read aloud. Randy Hunt added that they reviewed the 2006 stakeholders feedback summary from the Comp Plan and it showed

many others had the same hopes for the future of Old Town. Ms. Hunt believes an overall vision for Old Town is missing and she sees the Port is in a tremendous position to lead in determining the vision. Ms. Hunt's compilation will be forwarded to Rice Fergus Miller for review and consideration. Everyone was informed that Rice Fergus Miller personnel are planning to attend a Citizen's Advisory Committee meeting on March 26, 2018 and then on May 2, 2018 Port representatives and Rice Fergus Miller personnel will be attending the Central Kitsap Community Council (CKCC) meeting for further discussion and update about the waterfront plans.

4. UNFINISHED BUSINESS

4.1. Port Programs

a. Sailing – an e-mail dated February 28, 2018 from Steve Trunkey was reviewed. They have recently replaced the 20hp engine as there is no longer a lower end on it. They thought they would place an ad on Craigslist asking for a donation for it or giving it to Clam Island Rowing, as they may have someone who can fix it. It was unknown what exactly happened to the engine. Since the engine is technically a Port asset, Mr. Trunkey will be asked to provide an incident report for the record and the Port's insurance company, Enduris, may be contacted to determine if it is covered. Mr. Trunkey will be informed not to proceed with the Craigslist ad, but since Clam Island Rowing is a Port Program they could have possession of it. Tim explained that in order for the Port to properly sell the engine it would need to go through Washington State's public surplus website.

b. Rowing – Phil reported that he talked with Bridget Burke about the extension of

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Rowing Alley. Additional fencing is on order and she plans to contact Tim once they are ready to install it, so that he can remove the rest of the items in that area.

4.2. Port Facilities

a. Dredging – Phil reported that Marine Survey and Assessments is applying for the Joint Aquatic Resources Permit Application (JARPA). A portion of the proposed dredged area is outside of the Port's Department of Natural Resources (DNR) lease, so Phil contacted Don Olmstead of DNR and asked if the leased area could be expanded. Mr. Olmstead agreed. Commissioner Scholfield asked that the expanded area also include area west of the current leased area to include tidelands off Pacific Avenue. Phil will look into that. Phil reported that the Kitsap County Department of Community Development (DCD) agreed to waive the Substantial Shoreline Permit for the dredge. Phil contacted Recreation Conservation Office (RCO) personnel and confirmed that the Port is eligible to apply for grant funding for the 2018 round. The dredge would be on hold though because the window to perform the dredge is in August and grants aren't awarded until the end of the year for funding the following year. The JARPA may not be in place for the dredge to be completed this year anyway. Commissioner Greaves suggested that the Port proceed with the dredging for August 2018 regardless of grant funding, but apply for grant funding in case the 2018 deadlines aren't met.

b. Ladders – Phil provided Tim with the Notice of Award and Limited Public Works Contract for the fabrication and installation of the ladders. Tim said that the April 30, 2018 completion date was not enough time, so it

was changed to May 15th, which was penned into the contract. These items were signed.

Tim reported that the boat launch handling pier will be installed on April 2nd, weather permitting. He will begin the dock beams structural upgrade very soon.

c. Port Rules – sign has not yet been ordered.

4.3. Port Properties

a. 3255 NW Lowell Street/Caties Creations tenant vacated the premises on March 13th. The Silverdale Water District called the Port explaining that the water was going to be turned off if the account wasn't paid immediately. A check in the amount of \$146.14 has been processed for authorization at tonight's meeting. Since a lien could be placed on the property for the unpaid water bill it was agreed this would be paid. An e-mail prepared to be sent to the tenant was reviewed. It was agreed that she owes the Port \$373.31 and the e-mail will be sent to her tomorrow.

4.4. Pump Station 3 – Phil reported on the public outreach meeting he and Ron Easterday of Rice Fergus Miller attended at the County office. Several County employees were at the meeting. Phil urged County personnel to investigate the possibility of moving the pump station or at least the above ground electronics. Stella Vakarcs, Senior Program Manager of Sewer Utility, reiterated that it was just too costly to move the pump station. Phil reminded Andy Nelson, Director of Public Works, of the meeting he attended with Port Commissioners back in February of 2017 at the Keyport station, where he had agreed to at

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least look into moving the above ground electronics of the pump station. Mr. Nelson said that they will need to conduct a study to that affect.

4.5. Silverdale Chamber Government Affairs Committee (GAC) – Commissioner Greaves recapped the meeting he attended on March 12th. An e-mail addressed to Commissioner Greaves, dated March 13, 2018 from Doug Newell, Executive Director of Business & Operations for Central Kitsap School District (CKSD) was reviewed. Mr. Newell also attended the GAC meeting and stated in the e-mail that CKSD is also starting to explore their future in Old Town Silverdale and he suspected there are some areas where CKSD and the Port could work together to improve it.

5. NEW BUSINESS

5.1. Argosy Cruises submitted an Application for Use of Port Property to pickup individuals on June 15th at 7:30PM and drop them back off on June 16th at 1:30AM. The Commissioners agreed to charge a one-time \$75 use fee and Commissioner Scholfield plans to be down at the dock upon Argosy's arrival, while they are loading. As a precautionary measure a Safe Security guard will be hired to be on the dock upon Argosy's return.

Accepting credit cards was discussed. It was explained that the State Auditor had cautioned Port staff about it. Phil said that other public agencies accept credit cards, including several local Port districts. This will be further investigated.

5.2. Dockwa an e-mail dated February 16, 2018 was reviewed. Dockwa is an online booking engine for marinas. The Port had no reservation requests in 2017, so Commissioners decided not to pursue it at this time.

5.3. Veterans Affairs outpatient clinic groundbreaking ceremony is scheduled for Monday, April 2, 2018 at 10:00AM at 9177 Ridgetop Boulevard.

5.4. Old Town Silverdale Listening Sessions – according to an email dated March 13, 2018 from the County, Commissioner Wolfe will begin having First Friday Listening Sessions in Old Town Silverdale every month (except July) from noon to 1:30PM at Monica's Waterfront Bakery.

6. **SAFETY** – nothing to report.

7. APPROVE EXPENDITURES & ELECTRONIC TRANSFER

The attached voucher approval totaling \$34,974.36, checks numbering 11706 through 11732 and Electronic Transfer 2018-03 to the U.S. Treasury in the amount of \$1,709.02, were approved (motion by Scholfield, second by Aus, unanimous).

8. **EXECUTIVE SESSION** – at 9:01PM it was announced that the meeting would be going into Executive Session for approximately ten minutes to discuss potential litigation.

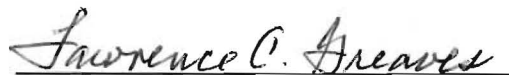
At 9:11PM the meeting returned to Regular Session.

9. ADJOURN

The meeting adjourned at 9:12PM (motion by Greaves, second by Aus, unanimous).

Approved:

Henry Aus, Commissioner



Lawrence Greaves, Commissioner



Ed Scholfield, Commissioner

