

Port of Silverdale – Minutes of Regular Meeting on April 19, 2018

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Minutes of Regular Meeting

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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 Ed Scholfield; Attorney Phil Best; Administrator Theresa Haaland; Tim Knapp of TIKAR Services; Mike Vasquez of MTV Home Repair; Bridget Burke and Vanessa Allison of Clam Island Rowing (CIR); Greg Jacobs and Steve Trunkey of Kitsap Sailing and Rowing Foundation (KSRF); Roy Sahali of Sahali Farms; John Kuntz and Forrest Wells of Olympic Outdoor Center (OOC); Monica Downen of Monica's Waterfront Bakery; Marvel and Randy Hunt of the Central Kitsap History Club; and Steve Rice of Rice Fergus Miller.

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

2. CONSENT AGENDA

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

2.2. *Commissioner Aus' absence was excused* (motion by Scholfield, second by Greaves, unanimous).

3. PUBLIC COMMENT

3.1. John Kuntz introduced Forrest Wells, OOC's Program Director. Mr. Kuntz said that it is OOC's goal to move from the Port parking lot to the dock/pier this season. Mr. Wells provided diagrams showing potential placement of OOC's equipment on the viewing area of the main pier. Tim suggested the storage unit be placed along the east railing to avoid obstructing the view. Mr. Wells explained that they would build a storage unit to house their equipment. He anticipates it only taking two days to construct. Phil questioned if

a permit will be required. Commissioner Scholfield explained that since it is a temporary structure, no permit will be required. The storage unit will store eight single kayaks and six doubles as well as twelve paddleboards. Mr. Wells explained that they may remove the paddleboards each night to avoid possible theft. Mr. Kuntz asked if there is a security camera that would capture that area. Commissioner Scholfield said that the Port has one security camera located on a pole in the boat launch parking lot. It could be programmed to zoom in on the pier viewing area after hours. OOC would assist customers in bringing the rental equipment down to a raft that is attached to the dock via the gangway. At times the sailboat float may be used as well. Phil said that it could cause interference to individuals using the gangway. Mr. Kuntz assured that OOC personnel will be courteous to others using the facilities. Bridget Burke of CIR asked if a permit will be needed for the raft. Since it is a temporary fixture it is believed no permit is required. Steve Trunkey of KSRF explained that their goal is to have the Sailing Program running all season round. They aren't quite there yet with August being the downtime this season, but he is confident that the sailboat float will be used all season by KSRF in the future. Mr. Trunkey was concerned about OOC's raft being attached to the sailboat float as it could negatively impact the Program. He said that he really likes the idea of more non-motorized activity on the bay, but he is uncomfortable with the Port supporting a for-profit business that could negatively impact the Port Sailing and Rowing Programs. It was clarified that OOC's raft will not be attached to the sailboat float, but they will be using it when it is available. Commissioner Scholfield

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explained that OOC is the Port's tenant. The Port is supporting it as they would any tenant and it is beneficial to the community to have multiple user groups using all the Port facilities. Mr. Kuntz asked Mr. Trunkey to contact him directly if there is a problem and/or if they need help with anything

Ms. Burke explained that the sailboat float is often used by swimmers to get out of the water as the lower freeboard makes for easier access. She warned Mr. Kuntz that OOC may encounter this problem as well. Because the Port accommodates motorized vessels, swimming is prohibited for obvious safety reasons, but that doesn't stop individuals from doing it. Tim reported that ladders are being installed on the dock, so hopefully that will help lessen the issue of individuals using the sailboat float for that reason. Commissioner Scholfield suggested 9-1-1 be called if individuals are swimming around the finger piers. It is dangerous and against Port rules, which if individuals don't adhere to the rules they can be trespassed.

Mr. Kuntz requested an addendum be added to the current contract. Phil explained that this is a totally different lease and asked about the terms. OOC would like to continue its Silverdale operations from June 1st through September 30th. Commissioner Scholfield suggested the rental amount remain the same as last year and renegotiate next year. Mr. Wells offered to create a proposal. Monica Downen of Monica's Waterfront Bakery offered to help advertise and plans to further discuss with Mr. Kuntz. OOC will not be open during Whaling Days. Tim suggested the new lease require OOC personnel to self-monitor the

equipment that is on the pier to ensure there are no tripping hazards. *It was agreed to have a new lease agreement with Olympic Outdoor Center prepared for further review at the May Regular meeting* (motion by Scholfield; second by Greaves; unanimous).

3.2. Roy Sahali said that he would like to continue his seasonal activities at the Port starting May 4th through October. Since OOC is moving onto the dock he asked to relocate his concession to OOC's vacated spot. It's closer to the power outlets and that would be of benefit to him and his concession. The Commissioners agreed that would be okay, but Commissioner Scholfield said that due to construction in the area he may be bounced back to his original area from time to time. Mr. Sahali said that he plans to be flexible especially this year as he realizes the County road projects will have an impact. Mr. Sahali asked when the sailboat float and handling pier will be removed for the season. Tim said that typically they are removed in mid-October depending on KSRF's need. Mr. Trunkey agreed that mid-October should be sufficient this year. *It was agreed to renew Roy Sahali's Waterfront Use and Management Agreement to begin May 4, 2018 through October 31, 2018* (motion by Scholfield; second by Greaves; unanimous).

3.3. Steve Rice of Rice Fergus Miller provided an update on the Waterfront Master Plan. He explained that in talking with Port Commissioners early on he determined that they all agreed that the open nature of the waterfront is not to be compromised. He provided a conceptual design of the area keeping that in mind. He explained that there

is possibly a unique opportunity on the horizon, as the Central Kitsap School District (CKSD) board members are contemplating the future of the Jenne-Wright building/property, but to discuss it now would be a bit premature. Mr. Rice was tasked with setting up a meeting to include Port representation and the Executive Director of Business and Operations for CKSD, Doug Newell. The parking situation in Old Town was discussed. Ms. Downed asked if Rice Fergus Miller had looked into turning the two blocks along Byron between Pacific and Washington into a one-way street. Mr. Rice was going to further investigate that possibility. At the Workshop held in March the Commissioners agreed to have a structural evaluation completed on the Old Town Pub/Emel building. The Letter of Agreement was reviewed. The evaluation will cost \$13,885. Phil suggested the Commissioners make a decision to either preserve the building or not, instead of spending money on it only to have it demoed. Mr. Rice explained that the evaluation will show the condition of the building as it stands. There will be more fees to determine cost estimates of the necessary improvements. He said that in total it will be approximately \$20,000. Phil said that if the Commissioners already know that they aren't in favor of refurbishing the building, then why waste another \$20,000 on it. Commissioner Scholfield suggested a decision be deferred until the planning process is further along. Randy Hunt said that it is a three-story building with much history. It's the building that will be written about in history books. He believes that if the Port were to refurbish the building it would add another layer of interest to the area drawing people to it. He suggested a fundraiser be started to cover the costs of the

evaluation. Marvel Hunt added that there are grants available to restore it. Mr. Rice said that if the Port decided to refurbish it, they are in good hands with Rice Fergus Miller because his architectural partner Dave Fergus has much experience in historical building restoration. He explained that the structural evaluation is where it starts. The Commissioners requested that this continue as an agenda item for the May meeting. Mr. Rice is scheduled to make a presentation on the Port's behalf at the Central Kitsap Community Council (CKCC) meeting on May 2nd. He thanked the Commissioners for their time.

4. UNFINISHED BUSINESS

4.1. Port Programs

a. Sailing – Mr. Trunkey reported that it wasn't one incident in particular that caused the lower end damage to the chase boat motor. It was an older motor that was well used. He explained that the motor is currently being stored at a KSRF volunteer's house. It was agreed it should be returned to the Port and stored in the Port office building's shop in the back. There had been discussion about CIR using the motor and fixing it, but Ms. Burke explained that CIR received a \$1,000 grant to put towards a new motor and are currently trying to raise money for that. The damaged motor fix is estimated at \$2,000. Ms. Burke is hesitant to spend that much money on a fix, as it may be more frugal to put that money towards a brand new motor. She mentioned that CIR has tried to sell the Coho motor, but there has been little interest. Tim suggested the damaged motor be sold via Washington State Department of Enterprise Services. The proceeds could possibly go towards a new motor. This will be investigated. Mr. Trunkey

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reported that the Girl Scouts donated upwards of ten Toro boats to KSRF. They are temporarily being stored along the outside of KSRF's boat storage fence. Mr. Trunkey will determine where to store them permanently. The North West Interscholastic Sailing Association's District Championships Regatta is scheduled for May 5th and 6th. This will bring over 100 sailors and their families to the Silverdale area. Mr. Trunkey reminded Commissioners that in the past moorage fees were waived for the regatta support boats and asked the same for this year. Tim suggested Mr. Trunkey provide a list of the support boats WN#'s, so that letters aren't generated. Mr. Trunkey said that the Lyon's food truck will be onsite to feed all the sailors. He explained that it will need to be hooked up to power, so it will be parked next to Mr. Sahali's concession truck in the vehicle/boat trailer overflow lot. KSRF and CIR leases have expired. It is thought a lease may not be necessary since they are Port programs. Mr. Trunkey explained that KSRF had prepaid \$150 for 2018, so should be reimbursed if a lease isn't required. Greg Jacobs proposed that the Port authorize KSRF and CIR to run the programs. Ms. Burke said that the Mount Baker Rowing and Sailing Center has a similar partnership with the City of Seattle. Phil will request a copy of that agreement and possibly use it as a model.

b. Rowing – Ms. Burke reported that CIR is trying to raise funds for a second safety boat for the Juniors Program. The additional fence to extend rowing alley has not yet been ordered. She is aware that a call for locate is necessary prior to any digging. CIR recently secured a space in Old Town to house the ergs, which offer rowers the ability to work out

when the weather isn't cooperating. Ms. Burke requested a windsock be placed on the dock. Placement of a windsock was discussed. Tim suggested one be placed on a marker piling. Ms. Burke said that she was approached by a member of the local outrigger canoe club requesting storage in the non-motorized boat storage area for two single outriggers. They are 28' long and would require an additional rack in the non-motorized boat storage area. Commissioner Scholfield was authorized to spend up to \$1,000 for an additional rack. Ms. Burke asked if the Port could have rowing alley re-graveled. It was suggested she approach the contractor working along Silverdale Way for gravel. Tim cautioned that not all gravel is the same. In construction backflow gravel is generally used, which will create a big problem for CIR. Mr. Trunkey reported that there is a vessel in the non-motorized boat storage area that is so badly damaged, it is not usable. He requested the owner be asked to remove it. Ms. Burke said that a fence gate on rollers would be a good addition to the fenced area. It would make it easier to maneuver the boats in and out of the facility. Mr. Trunkey questioned how much the neighboring property owner, Olympic Photo Group (OPG), was paying to store the trailer near the boat storage area. Commissioner Scholfield explained that it was just a temporary accommodation.

4.2. Port Facilities

a. Dredging – Phil reported that Marine Survey and Assessments is still working on the Aquatic Resources Permit Application (JARPA). Commissioner Scholfield suggested delaying the dredge until 2019 and attempt to receive grant funding in November 2018.

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b. Ladders – Tim is aware of the May 15th deadline.

c. Handling pier is back in the water.

d. Pier – the center timber reinforcement maintenance is complete. Tim said that the Commissioners should consider replacing additional decking boards as there was a lot more rot than anticipated.

c. Port Rules – and “No Wake” sign have not yet been ordered.

4.3. Port Properties

a. 9004 Washington/DRC – Mike will be working on generating an estimate list. He has been in contact with Faith Lester of the DRC.

b. 3255 NW Lowell Street the Horsley's hadn't yet signed a lease, but were in the process of measuring the building and determining their next steps when another interested party, the Atwood's who also run a childcare center, inquired and immediately made payment and signed a lease. The Atwood's are hiring Mike to assist in the permit process and perform upgrades.

c. 9020 Washington/Elizabeth's House of Wax – the tenant asked what the timeline was for the wheelchair ramp she had requested months ago. She was reminded that it is on hold until the sewer situation is fixed and that depends on the County's sewer line upgrade project along Washington Avenue.

Commissioner Scholfield reported that upon review of the County's plans for the project he saw that there is already an existing outlet there. He requested Mike to contact Robison Plumbing to hook up the building's sewer line

to it, so that the grinder in the basement of 9020 Washington can be removed.

d. 3215 NW Lowell Street, Suite 231 has been rented to a real estate agent.

4.4. Bayshore/Washington Upgrade Project – the County-generated acceptance letters, right-of-way deeds, encroachment easement and temporary construction easement had been received from the County. Phil reviewed them and said they were sufficient. *It was agreed to approve Right of Way Deeds for the following tax parcels Nos.: 4458-009-001-0009, 4458-013-001-0001 and 4458-012-004-0109; an Encroachment Easement on tax parcel No.4458-009-001-0009; and a Temporary Construction Easement for all three properties* (motion by Scholfield; second by Greaves; unanimous).

4.5. Pump Station 3 – the Port received an e-mail from the County dated April 19, 2018 informing that the County has been awarded funds through the Washington State Public Works Board for sanitary sewer improvements, which include upgrades to four sewage pump stations in the Silverdale/Central Kitsap area, of which one is Kitsap County Sewage Pump Station Number 3 that sits on prime waterfront property at the head of Dyes Inlet. The Director of Public Works, Andy Nelson, told Phil that a relocation feasibility study will be conducted. Maybe this additional funding could help.

5. NEW BUSINESS

5.1. Port Host – Safe Security will again provide a guard to act as the Port Host, Fridays through Sundays, starting Memorial Day weekend through Labor Day weekend. It was agreed that the guard should also plan to work the Memorial Day holiday and Labor Day holiday.

5.2. Last Day of CK Schools is Wednesday June 20th. It was agreed to hire two security guards to secure the Waterfront area.

Commissioner Scholfield suggested the vehicle parking lot be closed on June 15th to accommodate the Central Kitsap high school seniors parking while they go on the Argosy tour that night.

Safe Security will be asked to provide two guards for 4th of July service as in years' past.

Commissioner Scholfield explained that the sprinkler system was turned off for the season. He will be working on trying to locate a possible leak in the system. The last water bill prior to shut off was quite high indicating there was a leak. Tim offered to help.

6. SAFETY – Commissioner Scholfield reported that an individual made a call to Safe Security because a used needle had been found on Port property. The guard placed it in the garbage. Tim was notified that it was in there as a safety measure.

Commissioner Scholfield explained that the homelessness problem is escalating. He witnessed at least ten individuals that are believed to be homeless hanging out near the restrooms. Although the restrooms are on a timer and close after hours, it is believed that there are some individuals that use the deadbolt to hold the door open so that they don't get locked out after hours.

7. APPROVE EXPENDITURES & ELECTRONIC TRANSFER

The attached voucher approval totaling \$68,318.23, checks numbering 11733 through 11761 and Electronic Transfer 2018-04 to the U.S. Treasury in the amount of \$1,621.72, were

approved (motion by Scholfield, second by Greaves, unanimous).

8. EXECUTIVE SESSION – None

9. ADJOURN – Commissioners were reminded of the Kitsap All Ports meeting scheduled for Monday, April 23rd, opening day of the Tuesday Farmer's Market on May 1st, and the Central Kitsap Community Council Meeting on May 2nd.

The meeting adjourned at 10:36PM (motion by Greaves, second by Scholfield, unanimous).

Approved:

Henry Aus, Commissioner

Lawrence C. Greaves

Lawrence Greaves, Commissioner

Ed Scholfield

Ed Scholfield, Commissioner

