

## Port of Silverdale – Minutes of Regular Meeting on May 17, 2018

### Port of Silverdale

Minutes of Regular Meeting  
May 17, 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 and Lee Knapp of TIKAR Services; Carla Larson of Whaling Days; Marvel and Randy Hunt of the Central Kitsap History Club; Anita White of Boy Scout Troop 1540; Ron Easterday of Rice Fergus Miller (RFM); Jackie Bosinger; Caleb and Vickie Reese; and Bridget Burke and Brian Burnham of Claim Island Rowing (CIR) arrived at approximately 7:25PM.

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

#### 2. CONSENT AGENDA

2.1. *The April 19, 2018 Regular meeting minutes and the April 23, 2018 Kitsap All Ports meeting minutes were approved as submitted* (motion by Scholfield, second by Greaves, passed – Commissioner Aus abstained as he was not in attendance at those meetings).

#### 3. PUBLIC COMMENT

3.1. Roy Sahali was not in attendance.

Anita White with Boy Scout Troop 1540 submitted a letter to the Commissioners. The troop is hoping to provide cleanup services once again during and after the Whaling Days festival. *It was agreed to have Boy Scout Troop 1540 provide cleanup services on Port property during and after Whaling Days 2018* (motion by Aus, second by Scholfield, unanimous). Commissioner Scholfield requested the scouts coordinate with Whaling Days to place garbage in the dumpsters prior to Waste Management's pickup. Ms. White made note of that.

#### 4. UNFINISHED BUSINESS

##### 4.1. Port Programs

a. Sailing – the regatta went well.

Commissioner Scholfield explained that Kitsap County Parks was surprised by the number of individuals that attended the regatta and the demand it created on the County restrooms. County personnel mentioned that sani-cans should have been provided by KSRF. Commissioner Scholfield provided the Port's electrical spider box for the food vendor. Bobbie and Molly Atwood, the new tenants at 3255 NW Lowell Street, graciously offered the building to house a group of sailors, the Friday prior to the regatta, as they were unable to find local accommodations. The damaged motor that was used by KSRF was dropped off at the Port's shop. Tim will write up a description of the motor and what needs to be done to repair it. This information will then be used to list it with Washington State Department of Enterprise Services - Surplus Property Disposal. KSRF had prepaid for the 2018 lease. Since a 2018 lease has not been entered into and there has been talk about revamping the way the Port and KSRF and CIR are doing business, KSRF has asked for a refund of the \$150. Phil explained that he will be reviewing other sailing and rowing programs to determine how they are set up, but until then both KSRF and CIR should pay for 2018. The Commissioners agreed.

b. Rowing – Phil said that Ms. Burke had talked to him about the possibility of an on-site visit to Mount Baker Rowing and Sailing Center and Sail Sand Point both of which are located in Seattle.

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c. Non-motorized boat storage – the new kayak rack has been ordered. \$1,000 was authorized to purchase the new rack, but it actually cost \$1,478.95. *It was agreed to authorize an additional \$478.95 for the purchase of a kayak rack* (motion by Aus, second by Greaves, unanimous). At last month's meeting Ms. Burke mentioned that it would be beneficial to have a gate with rollers installed. Commissioner Scholfield said that with the gravel foundation, rollers are not a good idea.

### 4.2. Port Facilities

a. Dredging – Phil reported that Kitsap County is reviewing the permit. They have asked for information related to the 2004 dredge. Phil doesn't anticipate any issues as this dredge is within the parameters of the 2004 dredge. It has yet to be sent to the necessary State agencies.

b. Ladders – Tim explained that he was two days late in installing the ladders and reduced his bill by \$200 as outlined in the contract. Phil provided Attachment A to the contract, which showed the ladder requirements. The extra ladder was viewed and attachment A reviewed to insure that all the requirements were met. It was determined that within the attachment there was a discrepancy in the number of ladders to be fabricated and installed. Tim explained that he had not noticed this discrepancy until now. He had followed the instructions in the bolded "Project" line near the top of the document which stated "Provide six marine ladders and install five of them on Port floating docks, in Silverdale, Washington". The four steps were not flat, but round. Tim explained that he had discussed this with Commissioner Scholfield and they agreed that anti-skid strips would not

work best as sea life will grow on it. Tim proposed to swap out the ladders one at a time to apply an anti-fouling paint to them with an anti-skid paint on the steps. He would charge \$100 per ladder to complete this. The Commissioners agreed this should be completed. Tim explained that he didn't install the fifth ladder yet because he questioned where it should be installed. This was discussed. It was decided to mount it on the inside corner near the gangway. Carla Larson asked if the new ladders will affect how boats are tied up to the dock especially during Whaling Days. Tim said that there shouldn't be any impact.

c. Port rules/Windsock – Commissioner Scholfield has ordered the sign blanks to post the rules. Placement of the "No Wake" sign and windsock was discussed.

d. Sprinkler system – once it is turned on Commissioner Scholfield and Tim will try to determine where there is a leak.

### 4.3. Port Properties

a. 9004 Washington/DRC – Mike provided an e-mail dated May 16, 2018. It states that his best guesstimate for the project is \$125 per square foot and the project would cover 408 square feet, which totals \$51,000. This does not include costs for new appliances as he thought the tenant would purchase them directly. The costs would be amortized over the course of the lease. Commissioner Scholfield said that once the DRC agrees to what they actually want completed, it could go out for bid.

b. 9020 Washington/Elizabeth's House of Wax – Mike provided an e-mail stating that Robison Plumbing is requesting a copy of the

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County drawing that shows the sewer outlet for the building. Commissioner Scholfield will work on that.

c. 3255 NW Lowell Street/Central Valley Daycare – Mike has been working on obtaining the necessary permits to begin work on the building. His recent bill included reimbursement for County permit fees of \$468.20. Commissioner Scholfield explained that the tenant is responsible to pay for those fees and will be asked to reimburse the Port.

d. 3215 NW Lowell Street, Suite 161 tenant gave notice that they will be moving out by May 31, 2018.

e. Clean up of properties – for the past several years, mainly in anticipation of the Kitsap Water Trails festival, Mike and his crew have provided landscaping of Port properties. The Water Trails festival has been cancelled due to a lack of funding and it was agreed that since the majority of the Port's leases state that the tenant is responsible to maintain the property, Mike will be informed that the landscaping will not be necessary. Commissioner Scholfield plans to clean up the area near the Old Town Pub property. Apparently, someone has been cutting the shrubs behind the boat launch restrooms. Commissioner Scholfield and Tim explained that the shrubbery in that area should be left untouched as clearing it out creates a private area which is a draw for negative activity. It is thought that someone from the adjacent apartments may be responsible for cutting back the shrubs in that area. Commissioner Scholfield requested a letter be sent to the manager of the Bay Breeze apartments explaining the situation.

4.4. Waterfront Master Plan – Ron Easterday reported that the Central Kitsap Community Council (CKCC) presentation was successful. Commissioner Scholfield said that he was surprised that there was no mention of a non-motorized dock during the presentation. He said that it is a major component of the updated plan and should be included. Phil told Mr. Easterday that it was thought RFM would determine the needs of the community for such a dock. Mr. Easterday took note of that. He provided copies of the County/Port draft joint outreach survey. He explained that it will be live on June 1<sup>st</sup> for approximately three to four weeks and accessible through the County's website with links on other local websites. The Commissioners agreed that the survey seemed sufficient and RFM should move forward with it. Tim said that Morgan Johnson, the General Manager of the Silverdale Water District, is interested in talking with the Port Commissioners about possibly creating an educational water feature using recycled water somewhere within the new plans. Mr. Easterday took note of that. Commissioner Greaves and Phil along with RFM representatives plan to meet with Central Kitsap School District (CKSD) representatives on May 29<sup>th</sup> to discuss Old Town and the CKSD's plans for the Jenne-Wright property. Mr. Easterday said that an introductory meeting with the Kitsap Public Facilities District will also be set up as they are a possible funding source. He suggested the Kitsap Economic Development Alliance (KEDA) and Visit Kitsap be informed about the Port's Waterfront Master Plan update as it is important to have the local support.

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The proposed structural evaluation of the Old Town Pub was discussed. It was explained that the evaluation will not include cost estimates. That would be a separate agreement. Marvel Hunt said that she would hate for the Port not to move forward with the structural evaluation and estimates to restore the building. She urged the Commissioners to do their due diligence for the community and town. Phil said that he received a call from someone willing to move the building as an option. Jackie Bosinger said that there are a lot of people who are willing to make donations of time and money to save the building. She suggested a "Go Fund Me" account be created to pay for the evaluation. *It was agreed to enter into the agreement with Rice Fergus Miller for the structural evaluation of the 3473 NW Byron Street property totaling \$13,885* (motion by Aus, second by Scholfield, unanimous).

4.5. Pump Station 3 – complaints about the foul smell emitting from the County's sewer system were received from the Tuesday Farmer's Market vendors on May 8th. An e-mail was generated and sent to County personnel. This raised the question of how many complaints the County might receive about the foul smell in the Old Town Silverdale area.

4.6. Olympic Outdoor Center (OOC) – Phil provided the new agreement between OOC and the Port. It was signed by Commissioner Greaves.

4.7. Port Host is scheduled to begin Friday, May 25<sup>th</sup>. There will be three individuals alternating as the Port Host. Ms. Hunt asked if this person has control over the parking lot. It was explained that yes he/she will have control over the parking areas as that is one of the

main reasons the Port Host position was created. They will also have the authority to tow and trespass if necessary.

### NEW BUSINESS

5.1. Incident on dock – a boater was forcibly removed from the dock on May 15<sup>th</sup> by Sheriff deputies as the individual was threatening others in the area. He apparently was taken to the hospital for a mental review, but has now returned to his boat on the dock. He did pay for the first night of moorage. It was agreed that if there is another incident with this individual that he be trespassed.

5.2. Work boat – Tim stores the TIKAR work boat in the Port's shop. Julie Jablonski of KSRF questioned if a fee was being paid to store it there. When told that no fees were paid for the boat to remain there, she asked if the Washington State Auditor was aware of this. This was discussed. Tim explained besides the fact that if the boat isn't stored in the Port's shop he will have to charge mobilization charges every time the boat is used for maintenance and there have been plenty of times that he has used the boat to go out and remove large items that posed a hazard to the Port's facilities. With the boat being ready to go and in such close proximity to the Port facilities it assures a short response time, which in turn would lessen possible damages. The Commissioners agreed that in the long run it is cost effective for the Port to allow Tim to store the work boat in the shop.

5.3. Showers – from time to time non-boaters call the Port office asking for the code to access the showers. It was questioned if the showers are limited to just boaters. Commissioner Scholfield said that there have been issues of vandalism in the shower facility, where someone had unsuccessfully attempted to remove the coin machine from the wall. Lee Knapp said that with the history of damages he

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would limit the code being provided just to the boating community. Phil said that he has advised individuals to contact the YMCA as they have a shower program for the community.

5.4. 2019 Northwest Boat Travel – it was agreed to continue to advertise in the Waggoner.

5.5. Automated Pay Machine – this was discussed at the April Kitsap All Ports meeting and sounded like something that would benefit the Port, but with the initial setup costs nearly \$13,000 and monthly fees compared to the amount of revenue generated from moorage it was decided not to pursue it at this time.

Commissioner Aus said that he thought the Port should look into the Dockwa app. It was thought the app was aimed at just reservations, but apparently, boaters are able to make moorage payments by using the app as well. This will be further investigated.

6. **SAFETY** – nothing to report.

**7. APPROVE EXPENDITURES & ELECTRONIC TRANSFER**

*The attached voucher approval totaling \$38,205.71, checks numbering 11762 through 11785 and Electronic Transfer 2018-05 to the U.S. Treasury in the amount of \$1,726.40, were approved* (motion by Aus, second by Scholfield, unanimous).

Commissioner Scholfield questioned if the Argosy cruise for the Central Kitsap High School students is still scheduled for June 15<sup>th</sup>. He had heard it was cancelled. An e-mail to Argosy confirming will be sent.

8. **EXECUTIVE SESSION** – None

**9. ADJOURN**

*The meeting adjourned at 8:38PM* (motion by Aus, second by Scholfield, unanimous).

Approved:

  
Henry Aus, Commissioner

  
Lawrence Greaves, Commissioner

  
Ed Scholfield, Commissioner

