

## Port of Silverdale – Minutes of Regular Meeting on July 19, 2018

### Port of Silverdale

Minutes of Regular Meeting

July 19, 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; John Kuntz of Olympic Outdoor Center (OOC); Ron Easterday of Rice Fergus Miller (RFM); Marvel and Randy Hunt of the Central Kitsap History Club; and Caleb Reese.

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

#### 2. CONSENT AGENDA

2.1. *The June 21, 2018 Regular meeting minutes were approved as corrected* (motion by Scholfield; second by Aus, unanimous).

#### 3. PUBLIC COMMENT

3.1. Jim Knapp was not in attendance. An e-mail from Mr. Knapp dated June 27, 2018 had been forwarded to the Commissioners for review.

3.2. Carla Larson submitted the Certificate of Liability Insurance for the 2018 Whaling Days festival. She explained that Carl Johnson will be the Grand Marshall of this year's Whaling Days Parade. Closure of Port facilities was discussed. *It was agreed to close the Port vehicle parking lot (Byron Street and Washington Avenue) at midnight on Tuesday, July 24<sup>th</sup>, 2018 and to close the boat launch parking area and boat launch (end of McConnel) at 5:00PM on Thursday, July 26<sup>th</sup>, 2018 with both facilities remaining closed until Sunday, July 29<sup>th</sup>, 2018 at*

*9:00PM* (motion by Aus, second by Scholfield, unanimous).

Since the Port owns several of the properties along Lowell Street from Washington Avenue to the water Ms. Larson wanted to make sure that the Commissioners knew that along with several other streets in Old Town that area will be closed starting Friday, July 27<sup>th</sup> at 3:00PM through Sunday, July 29<sup>th</sup> at 9:00PM.

#### 4. UNFINISHED BUSINESS

Phil suggested that since Ron Easterday of RFM was in attendance Item 4.4 Waterfront Master Plan be moved up on the agenda.

4.4. Waterfront Master Plan – Commissioner Greaves reported that he and Phil met with Steve Rice and other RFM personnel as well as Central Kitsap School District (CKSD) personnel. There was discussion about the Port and the CKSD working together to improve Old Town Silverdale from Linder Field to the water. RFM is assisting CKSD with the future of the Jenne-Wright building/property. CKSD's goal is to spend no more than two years on planning and to be totally out of the building within five years. The Old Town Silverdale Waterfront Public Survey results have been received. Phil said that the survey may need to be expanded to obtain user input regarding the area from the ballfields to the water. A joint meeting with the CKSD and Central Kitsap Community Council (CKCC) is tentatively set for August with the actual date still to be determined. It was suggested the Port hold a Special Meeting so that all three Commissioners may attend. Randy Hunt said that he attended an informal CKCC meeting whereat County Commissioner Ed Wolfe

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assured everyone that the Old Town Pub was going to be demolished. It is unknown why Commissioner Wolfe would jump to that conclusion, especially since the Port has ordered a structural evaluation of the building and has yet to receive the results. Mr. Easterday said that the structural site investigation is scheduled to take place on July 24<sup>th</sup> so the structural evaluation report will be available for review and discussion at the August Port meeting. Commissioner Scholfield voiced his concern about there being no mention of non-motorized watercraft docks/facilities within the Port's Waterfront Master Plan yet now there is discussion about redeveloping a large part of Old Town that isn't even Port owned property. He was under the impression RFM was tasked with focusing on Port-owned properties mainly the properties south of Byron Street. Mr. Easterday agreed there has been a bit of a detour. One reason is the timing of CKSD working on plans to determine the future of the Jenne-Wright building/property. It just seemed to make sense for the Port and CKSD to work together as it is thought both projects could tie in together. One problem that the Old Town area faces is a lack of parking and there has been talk about the Jenne-Wright building/property possibly helping to solve that problem. Mr. Hunt provided a hand-out showing a property in Old Town Silverdale, 8870 Shore Place, currently the Silverdale Shores Apartments owned by Larry & Barbara Schwoch. He said that it would be a great location for a parking garage. Marvel Hunt added that the results from the Old Town Silverdale Waterfront Public Survey shows that the public doesn't want more parking on waterfront property. The area of the Silverdale Shores apartments is good because

it is out of view yet still close. Commissioner Scholfield asked if the property was for sale. Mr. and Mrs. Hunt were not sure. They gave credit to Kara Talbolt, who owns property in Old Town Silverdale, for coming up with the idea of having a parking garage at the Silverdale Shores Apartment property. The Hunts thought it was a good idea and was worth mentioning to the Port. Commissioner Scholfield said that the Monroe property along Washington Avenue would also be a good addition for the Port and should eventually be pursued. Mr. Easterday said that they will visit with Kitsap County Public Facility District (KCPFD) regarding funding opportunities. Commissioner Scholfield said that ballfields off of Clear Creek Road and Greaves Way is another project that should be discussed with KCPFD.

Commissioner Aus said that when he was in Old Town last week the sewage smell was undeniable. It was reminded that the County's Pump Station 3 public meeting is scheduled for Thursday, July 26<sup>th</sup> @ 6:30PM at the Silverdale Water District offices.

### 4.1. Port Programs

a. Sailing – the damaged motor description will be generated and then the motor will be listed with Washington State Department of Enterprise Services - Surplus Property Disposal. Steve Trunkey came into the Port office a couple of weeks ago to report that a license plate on one of the boat trailers was stolen. The Department of Licensing has since issued a new plate and it was reported to the Kitsap County Sheriff's Department.

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b. Rowing – will participate in the Whaling Days festival by having a booth directly in front of Rowing Alley.

c. Non-motorized boat storage – Commissioner Scholfield reported that the new kayak rack has been assembled and is in the non-motorized boat storage area. There are currently fifteen boats/kayaks in the non-motorized area. Eventually spots will be marked off to make it easier to track who is in there as they will each be assigned a spot.

### 4.2. Port Facilities

a. Dredging – Phil reported that the Army Corps has requested dredging alternatives, which is creating additional work for Marine Surveys and Assessments (MSA), which will cost up to \$4500. In order to keep the project moving along Phil signed off on a change of scope agreement between MSA and the Port. Phil reminded everyone that since the new dredge didn't fit within the depth parameters of the original dredge the County requested a State Environmental Policy Act (SEPA) analysis. Phil told the County that a modification to the permit should be made stating it will not exceed the original depth parameter to avoid the time and costs associated with a SEPA analysis. Commissioner Scholfield said that if an additional non-motorized dock is eventually added to the Port's water facilities a SEPA analysis will be necessary and a deeper dredge could be planned for at that time. Commissioner Scholfield questioned if the Department of Natural Resources (DNR) has been contacted regarding extending the Port's water boundaries. Phil plans to contact DNR.

b. Dock maintenance – Tim reported that once he received the material for the new rub rails the project will begin.

Commissioner Aus said that he viewed the new ladders and is concerned that small children would have a hard time gripping onto them because of the size of the pipe used. Tim explained that the ladders were built to the specs outlined in the contract, but he could possibly add an additional grab holder to accommodate smaller hands.

c. Port rules/Windsock – Commissioner Scholfield has assembled the Port rules sign and it will be posted. The windsock that has the "No Wake" wording on it will be installed. Commissioner Scholfield suggested the Port install buoys that state "No Wake" around the Port's water parameter. Phil will work with Tim to determine the approximate boundary.

d. Port Dumpster that normally sits at the end of Washington has been moved to behind the Old Town Pub building.

e. Olympic Outdoor Center (OOC) – John Kuntz explained that completing the construction of the concession stand on the pier is taking a little longer than anticipated. He thanked the Commissioners for their patience. Unfortunately, \$200 worth of paint they were using for the stand was left out overnight and stolen. Mr. Kuntz said he has received many positive comments about the new structure although there have been some complaints that it blocks the view. He explained that the operation of the business has improved with the move to the pier. They plan to have a rack for paddles and life jackets placed near the

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concession stand as this should help with customers just leaving items along the pier/docks. He is hoping the Commissioners would allow a section of the dock be set aside for kayak/paddle board entry and exit, which would also allow OOC to attach a Kayarm, which is used to help balance kayaks, to allow for easier access. Mr. Kuntz asked that the section of the dock used for this be on the south side near the gangway. Phil explained that a boater, Al Szymanski, who reports to the Waggoner Cruising Guide, came into the Port office recently and requested that that same area be reserved for boaters to use the pump out facility. Also, the Recreation Conservation Office (RCO) may have issue with that area being reserved for non-motorized watercraft as it may interfere with motorized boats. Since the Kayarm has a metal bar sticking out under the waterline, this would be a safety hazard to boaters. Commissioner Scholfield suggested an area on the south side of the dock – the sailboat float side – be reserved for non-motorized boat access. Commissioner Scholfield and Mr. Kuntz will meet and further discuss. Ms. Hunt explained that another item that she noticed from the Old Town Silverdale Waterfront Public Survey results was that many local kayakers would like a place to safely secure their kayaks to go on land for a few hours. Phil suggested something along the beach be considered and this may be something to add to the Waterfront Master Plan. Mr. Kuntz said that for the time being if a paddler comes in while his business is open OOC would be more than happy to assist them.

OOC has a three-year lease with the Port from June through September 2018, 2019, 2020.

There was question of the timeframe for dismantling the structure at the end of each season. Mr. Kuntz said that in order to move the structure it would have to be destroyed as it's all nailed together. It was explained to Mr. Kuntz that the Port was under the impression that the stand would be located on the pier just for the four-month duration each year. Mr. Kuntz said that there is a misunderstanding because that was not his intent. It was explained to him that according to the lease he would be required to pay just for the four months, but that doesn't seem adequate if the structure is there year-round. He said he would be willing to pay an agreed upon amount during the offseason, if required. It was agreed to continue this as an agenda item.

### 4.3. Port Properties

a. 9004 Washington/DRC – Phil and Mike met with Faith Lester and Mary Hancock of the Dispute Resolution Center regarding their request to upgrade/update the building. Phil suggested to DRC personnel to consult with local architect, Carol Longmate Smiley, to help them determine exactly what they want as they were still a bit indecisive. Until all the details are decided upon by the DRC there cannot be a discussion about the new lease terms and the project cannot go out for bid.

b. 9020 Washington/Elizabeth's House of Wax – Mike reported that last he had heard Robison Plumbing was talking with the County to determine exactly where the sewer outlet for the building is located. They may be waiting until the upgrades along Washington Avenue are in place. Ms. Larson said that she has heard that project is on hold until 2020.

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c. 3255 NW Lowell Street/Central Valley Daycare – Mike reported that the Occupancy Permit has been finalized. The tenants are now working with the State directly in order to obtain the necessary permits/license to operate a daycare.

d. 3423 NW Byron Street/Old Town Massage – it was thought the building's air conditioner needed to be replaced but it was repaired.

e. 3473 NW Byron Street – Commissioner Scholfield and Mike have received subpoenas to appear next week at Kitsap County Superior Court regarding the case of State of Washington vs. Trevor Ray Mercer (No. 18-1-00812-18). Mr. Mercer was taken into custody on May 25, 2018 as he was found in the vacant Old Town Pub building, apparently stripping anything of value from the building creating approximately \$8,000 worth of damage. Commissioner Scholfield and Mike were eye witnesses as they had seen Mr. Mercer near/on the premises prior to his arrest. Mike reported that the roof on the southeast corner of the building is deteriorating.

4.4. Waterfront Master Plan – had been discussed earlier in the meeting.

4.5. Pump Station 3 – a County-sponsored public meeting is scheduled for Thursday, July 26<sup>th</sup> at 6:30PM in the conference room at the Silverdale Water District. There is a possibility of a quorum of Silverdale Port Commissioners at that meeting. Although there will be no decisions made regarding Port business a Notice of Special Meeting will be posted on the Port office door prior to the meeting on July 26<sup>th</sup>.

4.6. Charles Lewis is the individual who was trespassed from Port property last month as he was threatening the public. After the trespass he returned to Port property and had been arrested. His boat was moored at the Port facility and incurred \$260 in moorage fees. Upon release from jail he was once again on Port property and once again arrested. His boat ended up beached on Port property but has since been anchored out in the water. Commissioner Scholfield reported that it has since been listed as a derelict vessel with the State and Kitsap County Sheriff is now responsible for it.

4.7. 4<sup>th</sup> of July Commissioner Scholfield reported that there was a small crowd at the Port on the 4<sup>th</sup>. Tim said that he and his crew once again passed out garbage bags and wished everyone a Happy 4<sup>th</sup> and asked that they clean up after themselves. He again was very impressed with the willingness of the crowd and how well they policed themselves. A six-yard dumpster was packed full with fireworks debris. Tim did notice that the two Safe Security guards were not separated as in years past and not very involved with directing the crowd to the designated area to safely shoot off fireworks. Tim talked to them about it when he saw they were more busy talking amongst themselves. In the past one guard is normally dedicated to be on the pier and another in the parking lot and grassy area. Next year the request to Safe Security will be more detailed. Commissioner Scholfield added that he has noticed that the weekend Port Host guards spend a lot of time in their vehicles. Both issues will be mentioned to Jason, the Safe Security supervisor.

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4.8. Dockwa – it has been verified that reservations are required to use this system.

4.9. Ballfields near Clear Creek Road and Greaves Way were discussed. Commissioner Scholfield clarified that he would like to talk with Mike Walton of the Kitsap Public Facilities District and explain to him that the Port would be in support of such a project. It wouldn't actually be a Port project.

**NEW BUSINESS**

5.1. Waggoner Cruising Guide – when Mr. Szymanski stopped in at the Port office, besides asking for an area of dock be reserved to allow for boats to easily access the pump-out, he asked how he can obtain the code for the showers. Commissioner Scholfield explained that the showers are open from 5:00AM through 9:00PM Saturday and Sunday. Other than that, if a boater needs the shower during the week they can call the office and be provided the code.

5.2. Commissioner Per Diem has increased from \$114 to \$128 per meeting/day.

5.3. Budget Report was reviewed.

5.4. Small Ports Seminar sponsored by the Washington Public Ports Association (WPPA) is scheduled for October 18<sup>th</sup> in Leavenworth, WA, which is a regularly scheduled Port meeting. It was agreed that the October meeting could be moved from the 18<sup>th</sup> to the 16<sup>th</sup> to allow Port Commissioners and staff to attend the seminar in Leavenworth.

5.5. Kitsap All Ports meeting is scheduled for Monday, July 30<sup>th</sup> at the Port of Brownsville. A potluck style barbeque will start at 5:00PM with the meeting to follow promptly at 6:30PM at the Brownsville Yacht Club meeting room.

**6. SAFETY** – nothing to report.

Commissioner Scholfield reported that he ordered barriers that attach to traffic cones so that the Port host can more effectively cone off areas to keep open for vehicles with boat trailers.

**7. APPROVE EXPENDITURES & ELECTRONIC TRANSFER**

*The attached voucher approval totaling \$31,846.52, checks numbering 11812 through 11840 and Electronic Transfer 2018-07 to the U.S. Treasury in the amount of \$1,645.62, were approved (motion by Aus, second by Scholfield, unanimous).*

**8. EXECUTIVE SESSION** – None

**9. ADJOURN**

The meeting adjourned at 8:48PM.

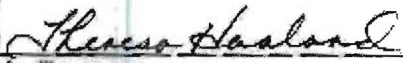
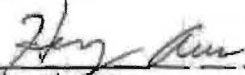
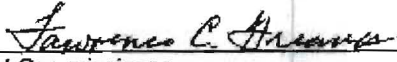
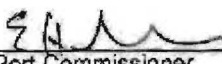
Approved:

  
Henry Aus, Commissioner

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Lawrence Greaves, Commissioner

  
Ed Scholfield, Commissioner

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<b>VOUCHER APPROVAL</b>		
<p>We, the undersigned Board of Commissioners of the Port of Silverdale, Kitsap County, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of</p> <p style="text-align: center;">\$31,846.52 and from the General Fund, this 19th day of July, 2018.</p>		
<p> Auditor</p>	<p> Port Commissioner</p>	
	<p> Port Commissioner</p>	
	<p> Port Commissioner</p>	
<b>Number</b>	<b>Name</b>	<b>Amount</b>
11812	ED SCHOLFIELD	1,472.57
11813	HENRY AUS	117.94
11814	LAWRENCE GREAVES	117.94
11815	THERESA R. HAALAND	3,700.00
11816	DREANEY'S LANDSCAPING	872.00
11817	LOWE'S	83.01
11818	WAVE BROADBAND.	71.35
11819	KITSAP COUNTY PUBLIC WORKS	661.47
11820	PUGET SOUND ENERGY	513.94
11821	WASTE MANAGEMENT - BREM AIR DISPOSAL	157.92
11822	CASCADE NATURAL GAS	72.41
11823	WAVE BROADBAND	154.64
11824	VISA	500.48
11825	VERIZON WIRELESS	83.25
11826	TACOMA SCREW PRODUCTS	226.80
11827	DEPARTMENT OF LICENSING	25.00
11828	WASHINGTON STATE DEPARTMENT OF L & I	585.24
11829	WASHINGTON STATE DEPARTMENT OF REVENUE	2,929.32
11830	ARGOSY CRUISES	75.00
11831	BRI COMMUNICATIONS	1,300.00
11832	ECONOMY AIR SYSTEMS, INC.	162.41
11833	KEN STORM	775.00
11834	TERI ORR	200.00
11835	SAFE SECURITY	5,207.00
11836	MTV HOME REPAIRS	2,441.69
11837	SIMONS FAMILY LIMITED PARTNERSHIP	3,163.84
11838	TIKAR SERVICE, LLC	3,468.38
11839	ED SCHOLFIELD -	210.92
*1840	PHIL BEST, ATTORNEY	2,475.00