

# Port of Silverdale – Minutes of Regular Meeting on October 16, 2018

## Port of Silverdale

Minutes of Regular Meeting

~~September~~ 16, 2018  
*October*

### 1. CALL TO ORDER

Commissioner Ed Scholfield called the meeting to order at 5:03 PM in the Port office. Also present were Commissioner Henry Aus; Attorney Phil Best; Administrator Theresa Haaland; Mike Vasquez of MTV Home Repair; Carla Larson of Whaling Days; Randy and Marvel Hunt; Caleb Reese; John West; Dan Sullivan; Tim Knapp of TIKAR Services arrived at 5:20PM; and Steve Rice and Ron Easterday of Rice Fergus Miller (RFM) arrived at 6:50PM.

The date and time of this meeting had been changed from the regular meeting date and time. Notice, which is attached, was placed on the Port office door on September 27, 2018 informing the public of the date and time change and also informing that a quorum of Port Commissioners would be attending the Washington Public Ports Association (WPPA) Small Ports Seminar in Leavenworth on October 18, 2018 through October 19, 2018.

*It was agreed to excuse Commissioner Greaves' absence* (motion by Aus, second by Scholfield, unanimous).

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

### 2. CONSENT AGENDA

2.1. *The September 20, 2018 Regular meeting minutes were approved as submitted* (motion by Aus, second by Scholfield, unanimous).

### 3. PUBLIC COMMENT –

3.1. Eagle Scout Service Project - John West is planning to construct a life jacket loaner station on the pier, which will entitle him to receive his Eagle Scout badge. Mr. West asked where the life jackets would be purchased and if it would

be up to him to initially stock it. It was explained that the life jacket loaner station near the boat ramp was installed by Stand Up for Kids Kitsap; when it was running low on jackets Tim offered to restock it. Phil said that if life jackets are needed people will donate them. Mr. West anticipates the project costing no more than \$300, which included the cost of seven life jackets. He outlined his plan for the station. It will be constructed of pressure treated lumber and will be built similar to a cupboard so that it doesn't obstruct the view or detract from the atmosphere. He will bring the final drawing to the November Port meeting along with a material list and budget. Tim will be asked to be involved as well.

3.2. Complaint – John Karche was scheduled on the agenda, but was not in attendance. He called the Port office to make a complaint. He is a squid fisherman and has been using the Silverdale Port facilities for several years, but the other night he was told by the on-duty Safe Security guard that he had to leave because the Port was closed after hours. Mr. Karche hoped that the Commissioners would consider changing the rule from only allowing boaters on the docks after hours to also allowing fishermen. Commissioner Scholfield said that in the past squid fishermen have contacted the Port and received permission to use the Port facilities after hours. Phil suggested squid fishermen be provided a pass giving them permission to be there after hours that they can show to the on-duty guard. Mr. Karche will be contacted to discuss.

Dan Sullivan is the owner of Sullivan Heating and Cooling as well as J. D. Sullivan Investments, a local commercial developer. Mr. Sullivan explained that he is interested in the future of the Old Town Pub (OTP) building. It was explained that the Port has hired Rice

## Port of Silverdale – Minutes of Regular Meeting on October 16, 2018

Fergus Miller (RFM) to prepare an updated Waterfront Master Plan (WMP). Reid Middleton recently provided a structural evaluation of the building. The next step is to pay for a cost estimate report, but the Commissioners have put that on hold until the WMP is received. At this point the Commissioners are uncertain of the OTP's future. Mr. Sullivan said that he would like to see Old Town revitalized and is interested in developing that area. Phil suggested Mr. Sullivan be added to the Port's Citizen's Advisory Group. He thanked the Commissioners for their time.

3.3. Port Waterfront Plan Update – RFM personnel were not yet in attendance. Phil said that he was talking with the Clam Island Rowing (CIR) coach, Ellen Strong, about the idea of the Port adding an additional gangway and floating dock from the pier to accommodate non-motorized boats with storage for sailboats and rowing shells on the dock. Ms. Strong said that CIR would prefer getting to the water from the beach so doesn't believe they would be interested in storing rowing shells out on a dock. Commissioner Scholfield said that even if they didn't store the shells there, they would still benefit from having a non-motorized dock and storage could be used for other non-motorized watercraft.

At 6:50PM Steve Rice and Ron Easterday of RFM came into the Port office. They were surprised the meeting had already started and apologized as they thought it was scheduled to start at 7:00PM. Mr. Rice recapped the meeting and further discussion he has had with the County regarding pump station 3. Once the County officially agrees to the joint-use facility an interlocal agreement will be

generated. It is believed the County plans to bid the Pump Station 3 upgrade project the first part of 2019. Phil reported to Mr. Rice that he was approached by one of the rowing coaches who told him that CIR isn't that interested in actually storing the rowing shells on a non-motorized dock. Mr. Rice said that was contradictory of what Bridget Burke had talked to RFM about. It was agreed that all of the user groups should come together to compile a combined list of hopes and wants for the project. RFM will be working on the deliverable of the Port's Master Plan.

3.4. Pump Station 3 – an e-mail from Steve Rice dated September 26, 2018. It recapped the meeting RFM held with Kitsap County Public Works personnel regarding Pump Station 3. Phil read an e-mail dated October 3, 2018 from Kitsap County Public Works Director, Andy Nelson, forwarded to Phil by Mr. Rice. The meeting with the County was productive and Kitsap County Public Works is interested in working with the Port on a joint facility north of where Pump Station 3 currently sits. They also agreed that the roundabout at the end of Washington could be moved slightly north of the current design, this would allow more room from the road to the waterfront. ~~roundabout~~ at the Phil said that the Port will need to be involved in the decision of where the facility will be built since the upper level meeting room space will be owned and run by the Port. Since the project may include a portion of land that the Port used Recreation Conservation Office (RCO) grants to improve, Phil suggested the RCO be included in early discussions to avoid a possible snag later. He also suggested that Kitsap County Parks Department personnel be invited to the next Port meeting to further

discuss the endeavor. Tim cautioned the Commissioners to be sure to read all the fine print so that the Port is not overcharged for its portion of the project. Phil explained it will need to all be outlined in an interlocal agreement. *It was agreed to move forward with the concept of a joint-use facility with the County, of which the design, scope and other details are to be determined* (motion by Aus, second by Scholfield).

#### **4. UNFINISHED BUSINESS –**

##### **4.1. Port Programs**

a. Sailing – the description of the damaged motor was tabled. An e-mail from Steve Trunkey of Kitsap Sailing and Rowing Foundation (KSRF) dated September 28, 2018 was reviewed. Mr. Trunkey asks that the Sailing and Rowing Programs' relationship with the Port be refined. They are waiting until this is finalized to gift several boats to the Port. Phil suggested Port Commissioners take a trip with KSRF and CIR personnel to the Mount Baker Rowing and Sailing Center and the Sail Sand Point Center. Apparently, both programs partner with the City of Seattle, which is somewhat comparable with the Port as it is a governmental agency. This is something Ms. Burke has been requesting for some time now because it is thought that the way these programs are set up could be used as a model for Silverdale. Both KSRF and CIR want the Port more involved in the programs. The County originally ran the Sailing Program and owned the sailboats. CIR didn't form until after it was under the Port's sponsorship. The County eventually decided to do away with the program even though it was making money. Governmental agencies can only gift items to other governmental agencies so the County

and the volunteers that were running the program began thinking about what other governmental entity would be a good fit at taking over ownership of the program. They approached the Port. There was much discussion and eventually the Port Commissioners agreed. The Port was gifted all the boats and equipment from the County and authorized to run the program. The same volunteers who were running the program under the County began running the program under the Port. Since the equipment was now technically Port owned and needed to be insured it was decided to lease the items/equipment to KSRF, which allowed them exclusive use. They were required to maintain all the equipment. KSRF was also authorized to arrange a sale of equipment at the fair market value on behalf of the Port as they saw necessary. Proceeds were used to purchase new boats, which were titled to the Port. Once CIR was formed they too entered into a similar lease with the Port. In 2017, the Department of Revenue (DOR) conducted a leasehold excise tax audit on the Port. The audit concluded that the Port did not charge the fair market value for the leased items to KSRF and CIR. Since the State is due 12.84% leasehold excise tax on what is charged, this was a problem. The Port paid approximately \$2,000 in back leasehold excise tax due to the State. These funds were taken from the non-motorized boat storage account. It is now thought that maybe a lease is unnecessary. That is why taking a trip to the Seattle programs may prove beneficial to see how they conduct business. Commissioner Scholfield said that if CIR is not charging enough to be able to maintain the equipment, that's a problem. They also have had the Port chase boat moored at the facility for most of

## Port of Silverdale – Minutes of Regular Meeting on October 16, 2018

the summer, which creates excessive wear and tear and seems a bit negligent on their part. Phil suggested the Commissioners sit down with KSRF and CIR reps to determine exactly what everyone is wanting. Marvel Hunt said that she and her husband rent to one of the CIR coaches and from what she has heard they will be asking more from the Port in the future. Phil said that both the sailing and rowing programs really shine and they are serving the community by offering classes and getting individuals out on the water. For the Port to subsidize such popular programs isn't necessarily a bad thing. It also brings people down to the Old Town area which is good for economic development. RFM's plans for the Port heavily involve the sailing and rowing programs. Commissioner Scholfield said that water activities seem to come and go in popularity. Years ago, waterskiing was the craze and windsurfing after that. Whatever facility is built, especially those used with RCO funding, it should be built as a waterfront activity center.

b. Rowing – CIR is holding a raffle and asked that at the end of this meeting at 7:00PM a Commissioner draw the winning ticket from a hat.

c. Non-motorized boat storage – it is unknown if a new volunteer is in place. The space numbers have not yet been made. The space is currently at capacity.

### 4.2. Port Facilities

a. Dredging – Phil reported that diving will begin once the sampling plan has been approved. The outcome of the sampling will determine where the sediment can be dumped. Phil read an e-mail from Steve Rice of RFM

recapping the meeting that Phil and Commissioner Greaves had with RFM personnel, Suquamish tribal biologist Allison O'Sullivan, Washington State Department of Fish Wildlife biologist Nam Siu and Steve Segoe of Waterman Investment Partners.

Commissioner Scholfield reported that the apartment tenants at the end of Pacific Avenue have been storing items such as bar-b-ques, outdoor furniture and such on the Port's land and partially on the beachfront. He had heard that Mr. Siu requested the items be removed. Commissioner Scholfield posted notice at the site that if the items were not removed by a certain date they would be disposed. The majority of items were removed by the tenants.

b. Port Rules/No Wake/Windsock – Tim will provide an estimate for buoys that state "No Wake" at a future meeting. Commissioner Scholfield will add "No Rafting" to the Port rules sign. He explained that according to the RCW in order to impound a vessel, the Port has to have the fees associated with impoundment be posted and they currently are not.

c. Department of Natural Resources (DNR) expansion of the Port's outer water boundaries - nothing to report.

d. Boat ramp handling pier & sailboat float – Tim reported that the sailboat float has been removed for the season and the handling pier is scheduled for removal on October 26<sup>th</sup>.

The Central Kitsap Farmers Market is done for the season.

e. Olympic Outdoor center (OOC) – owner John Kuntz has been invited to attend an

upcoming Port meeting to further discuss OOC's concession stand being on the pier all year. It is believed Mr. Kuntz is currently away. Everyone seemed to agree that the concession stand was supposed to be a temporary building erected seasonally and removed at the end of the season. Tim is concerned of how it will fare during storms. Ms. Hunt asked that the Port require the building be removed as originally discussed.

f. Website – footage from the second security camera has not yet been added to the website. There are some software issues that Commissioner Scholfield is trying to resolve.

#### 4.3. Port Properties

a. 9020 Washington Avenue/Elizabeth's House of Wax – Commissioner Scholfield said that maybe a call for locate should be conducted in hopes that the County will respond and determine where the connection of the sewer line is located. Prior to entering into a new lease, the tenant is requesting the Port to agree on replacing the carpeted areas in the building and also replace the floor covering in one treatment room. Mike explained that the tenant is going to close her business for one week in February and that is when she is hoping the flooring can be installed. He was tasked with working with the tenant on the details and providing an estimate at a future meeting.

b. 3330 NW Lowell Street/Sugar Studios – damage to the back door of the building appears to be an attempted break-in. Mike has since repaired it. He will be adding a dusk-to-dawn timer to the outdoor lighting.

c. 3473 NW Byron Street/Vacant – Commissioner Scholfield reported that there is still a warrant for the arrest of Trever Mercer, the individual who broke into the building and skipped bail. Ordering a cost estimate report for the building was tabled.

#### 4.4. Paving the alley between 9004

Washington and Silverdale Autoworks was discussed. Commissioner Scholfield was told by County personnel that if the square footage for the paving was under 2,000 nothing needs to be done except obtaining a right-of-way permit. Anything over 2,000 square feet requires an engineering evaluation. The area between the two buildings is roughly 1500 square feet. It was agreed that the Port should continue the paving to include behind 3255 NW Lowell Street even though it may require the evaluation. Silverdale Autoworks will be required to reimburse the Port the costs per square foot of their portion of the alley. Phil will apply for the right-of-way permit.

4.5. 2019 Preliminary Budget was reviewed. *It was agreed to adopt the 2019 Preliminary Budget as submitted* (motion by Aus, second by Scholfield, unanimous).

### **NEW BUSINESS**

5.1. Silverdale Water District bill dated September 30, 2018 for the Waterfront Boat Launch property (account # 008662-000) is high compared to last year. Commissioner Scholfield said there isn't a leak. It is thought the timer was incorrectly set for the summer.

6. **SAFETY** – nothing to report.

The gangway was discussed. Tim was tasked with redesigning the area on the dock where

the gangway rests. Commissioner Aus said that he has seen other Port facilities that do not actually have slots for the rollers to sit in but rather just a large piece of metal.

**7. APPROVE EXPENDITURES & ELECTRONIC TRANSFER**

*The attached voucher approval totaling \$47,853.50, checks numbering 11893 through 11922 and Electronic Transfer 2018-10 to the U.S. Treasury in the amount of \$1,665.22, were approved* (motion by Aus, second by Scholfield, unanimous).

Plans must have changed for CIR members as no one was present for their raffle drawing.

**8. EXECUTIVE SESSION – None**

**9. ADJOURN**

*At 7:30PM the meeting adjourned* (motion by Aus, second by Scholfield, unanimous).

Approved:

  
\_\_\_\_\_  
Henry Aus, Commissioner

\_\_\_\_\_  
Lawrence Greaves, Commissioner

  
\_\_\_\_\_  
Ed Scholfield, Commissioner



# **CHANGE OF DATE FOR OCTOBER MEETING**

**THE REGULARLY SCHEDULED PORT MEETING WILL BE HELD ON  
TUESDAY, OCTOBER 16, 2018 @ 5:00PM AT THE PORT OFFICE.**

**A QUORUM OF PORT COMMISSIONERS WILL BE ATTENDING THE WASHINGTON  
PUBLIC PORTS ASSOCIATION (WPPA) SPONSORED SMALL PORT SEMINAR  
AT THE ENZIAN INN (590 US-2, Leavenworth, WA 98826)  
ON OCTOBER 18, 2018 AND OCTOBER 19, 2018**