

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

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1. CALL TO ORDER

Commissioner Ed Scholfield called the meeting to order at 7:00 PM in the Port office. Also present were Commissioner Henry Aus; Attorney Phil Best; Administrator Theresa Haaland; Mike Vasquez of MTV Home Repair; Ashley McNeil of Clam Island Rowing (CIR); Michelle Schmittler of Kitsap Community Agriculture Alliance (KCAA); Steven Starlund of Kitsap County Parks Department; Steve Trunkey of Kitsap Sailing and Rowing Foundation (KSRF); John Kuntz and Forrest Wells of Olympic Outdoor Center (OOC); Ron Easterday of Rice Fergus Miller (RFM); David Brumsickle of Silverdale Cyclery; Randy and Marvel Hunt; Caleb Reese; Commissioner Greaves arrived at 7:14PM; and Bridget Burke of CIR arrived at 8:00PM.

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

2. CONSENT AGENDA

2.1. *The October 16, 2018 Regular meeting minutes were approved as corrected* (motion by Aus, second by Scholfield, unanimous).

Commissioner Aus moved to approve the October 22, 2018 Kitsap All Ports meeting minutes as submitted; second by Commissioner Scholfield.

Discussion: Phil explained that he did not attend the October Kitsap All Ports meeting and was surprised when he read in the minutes that there was a unanimously approved motion requesting him to create a standard Small Works Roster procedure for the group. *The motion carried unanimously.*

3. PUBLIC COMMENT –

3.1. Pump Station 3 & Port Waterfront Plan Update – e-mails between Phil and Kitsap County Public Works Director Andrew Nelson

were reviewed. Mr. Nelson said that the County was pleased the Port supports working together to plan for the relocation of the County pump station and potential combination with a Port facility. Mr. Nelson plans to contact Dave Tucker the Assistant Director for County Utilities to lead the effort for Public Works along with Sewer Utility Senior manager Stella Vakarcs and Project Manager Barbara Zaroff. Commissioner Aus has extensive experience with hydraulic pumps, so he and Phil plan to meet with Mr. Tucker next week to discuss the endeavor and requirements. Phil plans to contact the Port's Recreation Conservation Office (RCO) grant manager, Kim Sellars, to discuss the project and determine any requirements the RCO may impose. Ron Easterday explained that RFM plans to set up a meeting with representatives of the non-motorized boating groups to determine the consensus of the desired over- the-water features. Phil explained that Kitsap County Public Works has been the main contact for discussions with the Port, but it was agreed that the Kitsap County Parks Department should also be included. The Port and the Parks Department have worked together in the past on projects such as the County's restroom/Port sower/laundry facility. Steven Starlund of Kitsap County Parks Department introduced himself. He explained that the majority of the public see the Port facilities and the Waterfront Park as one large park. The County's eroding bulkhead at the park was discussed. It was agreed that making the area a contiguous beachfront would be beneficial and that is a project that could possibly be worked on together. Mr. Easterday suggested RFM contact the Parks Department to determine their short-term plans. Phil said that Steve Sego of Waterman Mitigation Partners should also be included in discussions. Phil will send a contact list to RFM of all the players.

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Phil received an e-mail from Angie Silva of the Kitsap County Commissioners office. It was regarding an Old Town Sports Complex, but apparently the e-mail was a bit premature as a proposal for the complex is an item on the Public Facilities District's December 3rd agenda.

3.2. Olympic Outdoor Center's (OOC) end of year report dated November 1, 2018 was reviewed. John Kuntz explained that although moving the business from the Port's parking lot to the pier was easier for his employees and on the equipment, it was a tough season believed to be partially due to the move and the poor air quality from the Canadian fires. He plans to have more signage directing the public to the concession out on the pier. Although the security was better for OOC this year, Mr. Kuntz asked that the Port begin storing video surveillance footage longer than the current ten days. He asked for footage to be held at least thirty days. The 2019 Ride the Tide will again be held in June and will commence in Tracyton and end in Port Orchard. This year's event was a great experience with fifty to sixty paddlers. Michelle Schmittler added that when the paddle ended in Port Orchard the farmers market was in full swing and paddlers were provided a \$5.00 off market goods coupon through Visit Kitsap. Mr. Kuntz said that most of those coupons were put towards lunch at the market. He said that recreational kayaking is growing and encouraged the Commissioners to work with Visit Kitsap on marketing the Port facilities. Phil reported that one problem that was brought to his attention was that the kayaks were at the dock near the pump out station, which made it difficult for boaters to safely access it. Forrest Wells explained that they installed an arm to the dock in that area to help stabilize the kayaks to allow customers to get in and out of them safely from the dock. They are considering using a different kayak configuration, which may eliminate the need for the arm. Mr. Kuntz was aware of the issue and

explained it will be further discussed at OOC's upcoming 2019 planning session. Phil said that it was the Port's understanding that the structure would be erected seasonally, yet a rather permanent structure, which remains on the pier, was constructed. Mr. Kuntz agreed that the communication failed along the way. He realizes the Port will charge him a monthly fee to keep the facility on the pier during the off season, but asked the Commissioners to consider more of a storage fee charge. Commissioner Scholfield explained that another issue is the height of the structure. It's much taller than expected and somewhat of an eyesore, although since the kayaks were removed for the season it is not quite as bad. He requested the structure be lowered. Commissioner Aus explained that there have been complaints about it obstructing the view from the pier. Mr. Wells said that they built the roof on a slant with the high end at twelve feet slanting down to eight feet. He said it was built this way to provide much needed additional storage. It also allows for signage. It was agreed that some sort of folding sign could be added to a lower roof. Commissioner Scholfield said that by next season the roof should be no more than ten feet high. There is also concern of how the structure will fare during the rougher weather. Mr. Kuntz plans to add storm straps to it. Randy Hunt asked if it now requires a permit since it's a permanent structure. It was thought that since the building is less than two hundred square feet a permit would not be required. There was discussion about the Port using it during the off season, but there doesn't seem to be a need for it. Caleb Reese offered to rent it in the off-season for \$100 a month; although his intention would be to haul it off the pier. Phil suggested the Commissioners determine the monthly amount to be charged and table this for discussion at next month's meeting.

Commissioner Greaves began chairing the meeting.

4. UNFINISHED BUSINESS –

4.1. Port Programs

a. Sailing – Steve Trunkey asked to reserve the Port office the first week in April 2019 to offer a Level One sailing instructor course. *It was agreed to allow KSRF's use of the Port office from April 1st through 4th, 2019* (motion by Aus, second by Scholfield, unanimous). Mr. Trunkey reported that a one-day regatta is scheduled for the first Saturday in March. Commissioner Scholfield requested the sails that are being stored in the upstairs area of the Port office shop be moved as he is unable to access that area. Mr. Trunkey assured that ten of the sails would be moved tomorrow, November 16th, and the additional ten would be moved in the near future.

Phil explained that he has been talking with KSRF and CIR representatives about the Port taking over the programs. He provided an outline of the Port of Silverdale Non-motorized boating programs. Currently, the programs are considered Port programs but are run by the two organizations via a lease of the Port equipment. The programs have had much growth over the years and organization volunteers believe it is time for the Port to officially operate the programs. Phil explained that it would be structured so that all costs, including hiring personnel to complete all the necessary administrative duties, would be covered through the class fees. It would be a self-supporting program. KSRF contracts the coach positions and CIR actually has a coach on payroll, these costs would also be covered through the class fees. Phil explained that he talked to an assistant Attorney General about this and was told that as long as all the programs are available and open to the public,

it shouldn't be a problem. Primarily KSRF has been made available to the Central Kitsap School District, but they also offer Monday night sailing that is open to the public during the season. They have done their best at accommodating individuals who are interested in learning how to sail and/or row. Ms. Burke explained that all applications and payments are completed online. At this point the Port doesn't accept electronic payments as it seems to be frowned upon by the County (that acts as the Port's Treasurer) as well as the State Auditor. It's not that it cannot be done; just one of the many details that would need attention prior to a transition. Another possible issue is that the volunteers wouldn't have immediate access to funds as the Port makes payments just once a month during the regular meetings. It was suggested that one volunteer per program be issued a credit card with a limited balance of no more than \$1,000 on it and require receipts to be submitted monthly prior to the bill being paid. Ms. Burke explained that there is already a system in place where purchases in excess of \$200 are not allowed without preapproval from the Board. Commissioner Scholfield suggested the volunteers continue as is so that they have control over the programs. The County charged fifteen percent when they ran the program. If the goal is to avoid having to pay the leasehold excise tax, which is approximated to be an annual \$500 for both programs, it doesn't seem logical because the costs associated if the Port takes over will far exceed the annual amount of leasehold excise taxes. Phil intends to generate a formal agreement for further review and possible adoption at next month's meeting. Mr. Trunkey said that he plans to get the

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registration up on the website prior to the school's winter break. Adding it to the Port's website was discussed. Mr. Trunkey wasn't in favor of that. Commissioner Scholfield explained that he is working on a new Port website. While attending the WPPA Small Ports Seminar, he learned about software that other Ports recommended, which he has recently purchased.

Commissioner Greaves was tasked with drawing the winning ticket for CIR's raffle. Congratulations to Lorraine Jones who won ten pounds of Alaskan King Crab.

c. Non-motorized boat storage – Ms. Burke has ordered a new sign. She will submit the receipt for approximately \$80 for reimbursement. Marking the storage spaces was tabled.

4.2. Port Facilities

a. Dredging – Phil reported that Research Support Services (RSS) is the company that completed the core sampling. The cost for the sampling totaled \$5,619.00. Phil sent an e-mail dated October 24, 2018, which was prior to the sampling, to the Commissioners explaining the additional costs and that if no one objected he would give the okay for RSS to proceed. *It was agreed to authorize up to \$6,000 for the core sampling related to the dredging project* (motion by Scholfield, second Aus, unanimous).

b. Port Rules/No Wake/Windsock – nothing to report.

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

d. Handling Pier – has been removed for

the season.

e. Gangway redesign – nothing to report.

f. Website – Commissioner Scholfield is working on an updated website as previously discussed.

4.3. Eagle Scout Project – an e-mail dated November 8, 2018 from John West was reviewed. He provided a material list for the pier life jacket loaner station. Commissioner Scholfield said that he would discuss it further with Tim as Chemonite lumber must be used and Tim may have extra available.

4.4. Port Properties

a. 9020 Washington Avenue/Elizabeth's House of Wax – the toilets backed up again and caused issues at the adjacent building (9004 Washington Avenue/DRC). Mike has since fixed the problem. Installing new floors at the building was discussed. Mike provided a sample of the flooring to be used. He estimated the material costs for replacement of the floors to be \$2100, but was unsure of the labor costs because of unknown factors. One issue is that the floors in that building are very uneven. It was agreed that if the tenant is willing to enter into a five-year lease at the current rate the floor throughout the building would be replaced. The tenant, Elizabeth Barnes, had also requested that the deck be repainted, but Mike said it just needs a good power washing, which he will complete. She has also been asking that a wheelchair ramp be installed. This has been on hold until the sewer connection issue is resolved, but it was agreed that a temporary/removable type ramp could be constructed. Commissioner Scholfield said that the exterior of the building

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needs to be repainted, possibly next summer.

b. 3215 NW Lowell Street, Suite 231 – the tenant gave notice that she will not be renewing the lease at the end of the year

c. 3473 NW Byron Street/Vacant – Ordering a cost estimate report for the building was tabled.

4.5. Paving the alley between 9004

Washington and Silverdale Autoworks was discussed. Since the Small Works rules have changed the Port is no longer required to go out for competitive bidding using the Small Works Roster for projects that are under \$40,000; although, necessary permits would need to be obtained and prevailing wages still need to be paid. Commissioner Scholfield said that it is his understanding that Silverdale Autoworks' contractor already has a right-of-way permit in place. It was suggested that the Port reimburse Silverdale Autoworks for the Port's portion of the paving although there would have to be proof that prevailing wages were paid.

4.6. 2019 Final Budget was reviewed. There were no changes from the Preliminary Budget. *It was agreed to adopt Resolution 2018-01 Adoption of the 2019 Final Budget as submitted* (motion by Aus, second by Scholfield, unanimous).

It was agreed to adopt Resolution 2018-02 2019 Levy Increase as submitted (motion by Scholfield, second by Aus, unanimous).

NEW BUSINESS

5.1. Pet waste on Port property – an e-mail dated November 9, 2018 from Jeff

Schumacher was reviewed. He asked that the Port consider increasing the penalty and fine for violations of the Dog Leash and Pet Waste law. The Port doesn't charge a fine for such a violation. Commissioner Scholfield suggested Mr. Schumacher be asked to contact the Kitsap Public Health District.

5.2. Silverdale Christmas Tree Event Sponsorship flyer was reviewed. *It was agreed to donate \$50 to the Silverdale Dandy Lions in support of the annual Christmas Tree Festival* (motion by Aus, second by Scholfield, unanimous).

6. **SAFETY** – nothing to report.

7. APPROVE EXPENDITURES & ELECTRONIC TRANSFER

The attached voucher approval totaling \$25,365.33, checks numbering 11923 through 11946 and Electronic Funds Transfer 2018-11 to the U.S. Treasury in the amount of \$1,743.46, were approved (motion by Aus, second by Scholfield, unanimous).

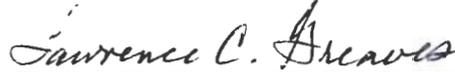
8. **EXECUTIVE SESSION** – None

9. ADJOURN

At 9:01PM the meeting adjourned (motion by Scholfield, second by Aus, unanimous).

Approved:


Henry Aus, Commissioner


Lawrence Greaves, Commissioner


Ed Scholfield, Commissioner

