

MINUTES OF SILVERDALE PORT MEETING ON AUGUST 4, 2020

The meeting was hosted by Rice Fergus Miller (RFM) via ZOOM. Commissioner Aus called the meeting to order at 1:00PM. Also in attendance were: Commissioner Reese, Commissioner Scholfield, Attorney Phil Best, Administrator Theresa Haaland, Ron Easterday of RFM, and Kitsap County personnel: Dave Tucker and Barbara Zaroff. The Special Meeting Notice was placed on the Port office door a day prior to the meeting. A Waiver of Notice of Special Meeting is attached.

Lakeside Industries submitted an updated proposal in the amount of \$30,455.83 for the paving of a portion of the alley parallel to NW Lowell Street. The proposal was sent to the Commissioners via e-mail prior to today's meeting. ***Commissioner Reese motioned to accept the proposal from Lakeside Industries in the amount of \$30,455.83 for paving of a portion of the alley on the southside of 9004 Washington Avenue, 3295 NW Lowell Street and 3255 NW Lowell Street; Commissioner Scholfield second the motion;*** Discussion: Phil explained that since the proposal is under the \$40,000 it can be treated as a Minimal Competition or as Limited Public Works, which allows the Port to waive payment and performance bond requirements and retainage requirements per Port Resolution 2020-01. ***The motion passed unanimously.***

Commissioner Reese motioned to waive the performance bond and retainage requirements; second by Commissioner Scholfield; motion passed unanimously.

Ron Easterday explained that RFM was retained by the Port to prepare a predesign of a joint-use facility, which will include housing for Kitsap County pump station #3 in an effort to move the pump station off of prime waterfront land, freeing up that space for the public's enjoyment. Four public workshops were planned that would include the stakeholders and public in general. Due to COVID-19 only two of the four workshops have taken place. Since it is unknown when in-person public meetings will be allowed, Mr. Easterday suggested that RFM host the final two workshops via ZOOM. He said that the Port doesn't want to lose the opportunity to work with the County on this joint-use facility.

Dave Tucker said that the County is on a timeline to move forward with the upgrade to that system because it is very old. Barbara Zaroff said that they plan to have an engineering design by the end of the year, which means they will be working with a consultant on the scope of work. The County needs to know the Port's timeline to determine if it is feasible to move forward with the Port on this.

Commissioner Reese said that he wants the Port to work with the County to get this started. Commissioners Aus and Scholfield agreed. Commissioner Scholfield said that if we are waiting to hold the last two workshops in person we could be waiting until next year. Commissioner

Aus asked if they could be on-line workshops. Mr. Easterday said that RFM would be happy to host them and they have a lot of experience with the ZOOM meetings now. They just require a little more structure.

Phil said that a contract needs to be drawn up between the Port and the County either an Interlocal Agreement or a Memorandum of Understanding, whatever the County requires. He said that the Port Commissioners are ready to move forward with this project. Ms. Zaroff said that if the County has a design engineer working on this, there is still need of an architect to be involved in order to pull together the entire structure, not just the County's portion. She said that there needs to be just one lead on this. Phil said that the County could just provide the specs outlining what they will require in their area of the building and then the Port and the County can agree on a method of getting it constructed. If all that is needed is a shell and the Port commits to constructing the shell then we should be able to move forward with that. Mr. Tucker explained that since the pump station will require underground pipes it's a little more complicated than just providing a room to house the above-ground equipment. He said that the County doesn't want to prevent anything that the Port is planning, but also can't have a delay. He asked the Port's timeline. Commissioner Scholfield directed the question to Mr. Easterday who explained that he thought RFM currently has four conceptual designs prepared. He said that RFM can be done with their scope within eight weeks and then it is up to the Port to make the final decision of which design to move forward with and determine funding availability. Commissioner Aus questioned what grant would qualify for this type of project. Phil said that none of the grants the Port has recently applied for would be suitable for this project. Commissioner Reese explained that the Port will have to apply for a grant once the design is complete and agreed to. Commissioner Scholfield said that 2021 is the grant cycle that would cover this type of project. It was thought that the County could move forward with their portion of the building and the Port's portion could be completed in phases. Ms. Zaroff said that a cost differential would be necessary in an effort to avoid any possible future problems. Commissioner Scholfield told Mr. Easterday that the design should include a viewing platform on the top of the building with the Port conference/community room underneath and the County's area on the opposite side with maybe some sort of breezeway at ground level. The County's section of the building would need to include plans to be structurally sound enough to allow for the viewing platform. This will definitely take coordination from both parties and consultants.

Mr. Easterday said that RFM can work with the Port to set up the final two virtual workshops. Commissioner Scholfield suggested RFM provide the plans prior to the workshops in an effort to allow the public to view them in advance. Mr. Easterday was hesitant about that and explained that sometimes posting such items without explanation creates an issue where people interpret things incorrectly and can cause problems. Commissioner Reese suggested the designs be presented during the workshop and then allow a few days for public comment.

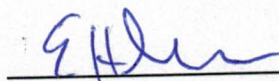
Mr. Easterday reassured that RFM is familiar with the online presentations and attendees will easily see the designs. Phil said that we just need to set the dates for the virtual workshops. Commissioner Scholfield suggested the presentation be made during the third workshop and allow the fourth workshop to be opened up for public comment. Commissioner Reese agreed and said that from there the final decision can be made at the September meeting which falls on the 17th. Ms. Zaroff agreed that if the County has the Port's final design by September 18th or so, that will work for them. Commissioner Scholfield said that after the final decision is made then the cost information can be provided to Kathleen Byrne-Barrantes so that she can determine the adequate grants. It was agreed to hold the third workshop on August 18th. There was discussion about holding the final workshop on September 8th. It was noted that September 7th is Labor Day. Phil doubted that many people would be travelling this year. It was agreed to hold the final workshop on September 8th. Mr. Easterday confirmed the dates and will get them set up via ZOOM.

Mr. Tucker said that once the Port has an architect under contract the County will need that point-of-contact as there will be many questions and coordination will be the key to move forward smoothly. Everyone agreed. Another item that needs to be addressed is discussions with the National Parks Service and the Recreation Conservation Office (RCO) since a grant with stipulations was used to construct the current pump station. He said this will definitely be a process. Phil said that he has been talking with the Port's RCO grant manager, Kim Sellars, about such issues. He plans to write something up that outlines the overall plan including working with the County to move the pump station from the prime waterfront location. Commissioner Scholfield said that he had e-mailed Ms. Sellars about the County's Bayshore/Washington project and their need to use a portion of the vehicle/boat trailer overflow lot this fall and winter. He has yet to hear back from her.

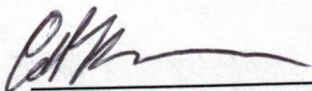
Phil questioned the kind of agreement the County will require. Mr. Tucker said that he will contact the County prosecuting attorney to determine what is needed. He said it will likely require a few conversations. Phil agreed.

At 1:33PM Commissioner Reese motioned to adjourn the meeting; second by Commissioner Scholfield; unanimous.

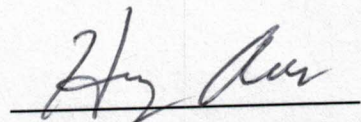
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Commissioner



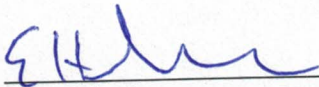
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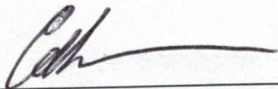
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WAIVER OF NOTICE OF SPECIAL MEETING

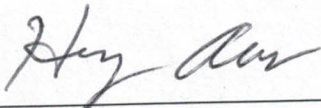
The undersigned, Port Commissioners for the Port of Silverdale, hereby waive the requirement of notice in writing of the special meeting of the Port of Silverdale held on Aug 4, 2020 @ 1:00PM, at via ZOOM, are present at such meeting and agree to the conduct of the Port business as announced by the President/Chairman in calling this meeting.



Commissioner



Commissioner



Commissioner

SPECIAL MEETING OF THE PORT OF SILVERDALE

**THE PURPOSE OF THE MEETING IS TO DISCUSS THE PORT AND KITSAP COUNTY'S
PARTNERSHIP TO MOVE THE COUNTY'S PUMP STATION 3 FROM THE WATERFRONT**

THE MEETING WILL BE HELD ON TUESDAY, AUGUST 4, 2020 AT 1:00PM

VIA ZOOM MEETING: ID# 953 0035 4058/PASSWORD: 755508