

Port of Silverdale

Minutes of Regular Meeting

December 17, 2020

Due to the COVID-19 Virus and Governor Inslee's Proclamation 20-05 the meeting was being held virtually through the ZOOM application. The link to the meeting was posted on the Port's website – portofsilverdale.com.

1. CALL TO ORDER

Commission Chairman Henry Aus called the meeting to order at 7:00 PM. Also in attendance were Commissioner Caleb Reese; Commissioner Ed Scholfield; Attorney Phil Best; Administrator, Theresa Haaland; Lee Knapp of TIKAR Services; Bridget Burke, Gwyn Dehan and Ellen Strong of Clam Island Rowing (CIR); John Bouck, Julie Jablonski and Greg Jacobs of Kitsap Sailing Foundation Hank Anderson; Randy Hunt; Jim Knapp; and Carla Larson.

2. CONSENT AGENDA

Commissioner Reese moved to approve the following Consent Agenda items: December Meeting Agenda and the November 19, 2020 Regular Meeting minutes as submitted; second by Commissioner Scholfield; approved unanimously.

It was explained that the Port's Quickbooks software application that is used to prepare the expenditures for payment and the payroll taxes was not working today. It is unknown when it will be fixed. A Special Meeting to approve expenditures and authorize the electronic transfer of payroll taxes will need to be called once the checks and taxes due are able to be processed. The Commissioners agreed.

3. SIGNING OF DOCUMENTS will take place during the Special Meeting.

4. UNFINISHED BUSINESS

4.1. Waterfront Center Predesign Project/Pump Station #3 – the final payment to Rice Fergus Miller (RFM) is scheduled to be processed. Ron Easterday provided the final cost breakdown of the F-2 design of the Waterfront Center.

Phil reported that he has sent out Request for Qualifications (RFQ) to many architectural firms and notice was placed in the Kitsap Sun, which was also picked up by the Daily Journal of Commerce. Phil said that Dave Tucker of Kitsap County Public Works provided him a Municipal Research and Services Center (MRSC) list of qualified architects. Phil originally sent out seventeen emails with the RFQ attached inviting firms to apply. Since then, he has received seventeen inquiries of which he replied with the RFQ also via email. So there seems to be lots of interest. The reply-by date is December 21, 2020. A Special Meeting is scheduled for December 30, 2020 at 1:00PM via ZOOM to narrow the applicants down to the top three. Then on January 5, 2021 @ 10:00AM a Special Meeting is scheduled to interview the final three and make a decision on which firm will be hired. Commissioner Reese said that he is concerned because with the holidays the top three will only have three business days to prepare. There was discussion of pushing the January 5th Special Meeting out a few days. Phil explained that within the RFQ it states the final meeting will be held on January 5th, so it should remain on that day. He said that applicants shouldn't be caught off-guard because it is all outlined within the RFQ. Phil reported that the prosecuting attorney that was

tasked with reviewing the Interlocal Agreement between the Port and the County is on leave, so another attorney is now reviewing it. Phil plans to provide the Commissioners with an evaluation criteria scorecard for both Special Meetings so the Commissioners can keep count of which companies they prefer and use it to help decide upon the top three and then again for the final. Paying for the project was discussed. Commissioner Scholfield explained that currently the Port's tax rate is just \$0.16 per \$1,000 assessed value, which has been steadily declining through the years. Ports can have a rate as high as \$0.45 per \$1,000 assessed, so this is something that will need to be examined especially since it is going to cost a lot, not only to build the facility but to maintain it. Phil said that Cynthia Weed is a bond attorney out of Seattle and it might be beneficial to contact her.

4.2. Recreational Conservation Office (RCO) Grants – there has been no feedback regarding the grants. The Boating Facilities Program (BFP) final presentation is in February.

4.3. County's Bayshore/Washington/Byron Street Project – Commissioner Scholfield said that the boring is said to begin on January 5th for an estimated three weeks and then they will begin work near the Yacht Club Broiler.

Phil explained that he is looking for pictures of the tree that was cut down as an arborist would need to have an idea of what it looked like and its size in order to provide a replacement cost. Commissioner Scholfield said you can see a picture of it on the County's website under the assessment of the property. Phil took note.

4.4. Port Programs - the leasehold/excise tax is coming due for the programs.

a. Sailing – John Bouck reported that he emailed the year-end report to the Port. The program was very active at the start, but then due to COVID-19 had to be shut down. KSF followed the guidance of the Central Kitsap School District's sporting programs and shut down the program in March through mid-September when it temporarily opened with a very careful restart. They estimate a ninety-percent reduction of boat launches and hours of youth out on the water this season because of the COVID-19 restrictions. Mr. Bouck said that the reopening in the Fall was so important to the kids as it was a temporary respite for many of them and a return to some sort of normalcy. Steve Trunkey has been the KSF primary coach for many years and was a pivotal player in getting the Port to sponsor the Program, has stepped down from coaching, but does remain actively involved on the Board. KSF has four trained and experienced active coaches. The racks and storage systems have been improved and the sailboats are all winterized. No boats were purchased this year. Mr. Bouck said that financially KSF is in decent shape. Approximately \$8,600 was brought in this year with about \$5,000 spent. There wasn't much fundraising but also not as much spent on repairs as in years past. They are looking forward to next year. Some of the youth sailors are now graduated and it is anticipated the start of the season could be a bit slow since they basically lost an entire year to recruit. They are trying to keep those that are still in school and have been involved with the Program engaged somehow.

b. Rowing – Bridget Burke explained that the junior's coach, Ellen Strong, and a junior rower, Gwyn Dehan, were also in attendance. Ms. Burke provided a slide show of the Rowing Program. Out of eighteen activities the Program provides, twelve had to be cancelled due to COVID. They even begun zoom erg workouts and zoom yoga on Wednesdays in an effort to keep activity alive. Then they

transitioned to a sculling program for the juniors and masters. They have lent out rowing machines to participants and the workouts continue three times per week. Ms. Strong reported that the Spring season began in February with indoor practices and they were just getting out in the water when the COVID restrictions hit. In June when the restrictions lifted, Ms. Strong decided to use the flat-bottomed boats that had been donated. This allowed for groups of four to enjoy a three-day a week program in the Summer. They would sanitize between groups and had many beautiful days out on the water. Ms. Strong agreed that this face-to-face time for the kids was so important. It was fantastic to see their eagerness to work together on and off the water. They had to be split into two groups and really missed having one large group, but seemed thankful just to have the connection. Ms. Strong said that she is ready to start again in the Spring in the singles as she doesn't see any changes by then. She agreed with Mr. Bouck about basically losing a year of recruiting for this next season. They are hoping to start a learn-to-skull program. Ms. Dehan said that she has been with CIR for three years and it has been so important to her especially during COVID. Going from the eights to singles was great as it provided her with some normalcy with a schedule and she looked forward to seeing her friends in-person again. She said that overall, the Program has been very special and she thanked the Port of Silverdale for sponsoring it. She was happy to say that she has been recruited as a "walk on" for the University of Oregon's Rowing Program. Ms. Burke said that possible scholarships is another benefit of the teen Rowing Program. Congratulations to Ms. Dehan. Ms. Burke said that the biggest challenge CIR has right now is the loss of revenue. They lost a lot of rowers, which are different than skullers and the type of boats that they need is the biggest issue. The challenge for CIR this year is getting updated boats. Ms. Burke said that this year included a

huge move for CIR from Rowing Alley to the Boatyard on the water-side of the Pub, which proved to be a great move for the Program. She gave thanks to Tim and Lee Knapp for helping them with the move and for the Port giving them the opportunity to work closer to the water. The new location is great and it has been a great transition. CIR also received a new rack from the Bainbridge Island Rowing Program. They are in need of indoor and/or covered outdoor space in the Old Town area which will allow them an exercise area. Ms. Burke said that they are struggling with finances, although they did receive a \$3,500 grant from the Pocock Foundation. Ms. Strong hasn't been paid for her summer hours. They plan to do some fundraising in the near future. Ms. Strong said that it would be great if they could find an indoor space to set up machines in the Old Town area, but it could also just be a storage space and be able to bring the equipment outside when it's not raining but too rough to be out on the water. She asked if there was any space in the shop at the Port office. Ms. Burke said that it would be just to store them, not exercising in there. They are all hoping that the COVID restrictions ease up so that more kids and adults can get out on the water. Commissioner Reese asked what the plan is for the two rowing shells that are located across from the Port office. Ms. Burke said that they need to move them over to the boatyard, but are trying to figure out how to fit them in there. She said that one might have to be stored off-site. She will be working on it. Ms. Burke said that in regards to the teenagers, it has been rough going for them. Her son is a sailor and it has been heartbreaking to see him struggle. Sailing was the one thing that got him out of the house and that he really looked forward to. Julie Jablonski concurred and said that her college-aged daughter hasn't been able to do anything and she really missed out on being a coach this summer. Ms. Jablonski said that she

appreciates the Port for supporting both programs.

c. Trailers – Commissioner Reese is going to look into purchasing one new trailer. He asked if there was one nice, new, dependable trailer will the two programs be able to share it. Ms. Burke said that it would be a challenge to coordinate all of the schedules, but CIR would need it minimally so it should work. Commissioner Reese said that he looked at the current trailers and one of the three looked to be in really good shape, so purchasing just one new one should be adequate. Ms. Burke said that CIR is in need of a trailer to haul the shells. Ms. Strong said that the trailer that the Boston Whaler is on is way undersized, but since they just use it to get the chase boat to and from the boat launch it isn't an issue. Ms. Jablonski said that she has been looking at purchasing a used boat, so if she comes across a decent trailer, she will let Commissioner Reese know. Mr. Bouck said that one new trailer would benefit KSF. They do drive long distances for regattas and normally just take one chase boat anyway. Greg Jacobs advised that it should at least be a galvanized trailer. Commissioner Reese said that he will be looking at aluminum trailers. Commissioner Aus cautioned that no matter what material the trailer is, it will need to be sprayed down after each salt water use. Commissioner Scholfield said that he has requested TIKAR to install a yard hydrant near the bench at the boat launch. It can be used as an unofficial washdown.

4.5. Facilities

a. Closure – new State restrictions are in place due to the rise in COVID-19 cases. Online meetings will continue.

b. Olympic Outdoor Center (OOC) – emails from John Kuntz were reviewed. Phil had emailed Mr. Kuntz informing him that the new lease would not include a building at the end of the pier and told him he could take

down the building now and save the \$100 monthly charge. Mr. Kuntz has requested to have a meeting to further discuss the lease. Commissioner Reese said it was his understanding that there was discussion about allowing the building to remain at the end of the pier seasonally. Mr. Kuntz originally requested a five-year contract which cannot be granted because there are too many changes coming in the near future and if it was more than a one-year contract it was thought it should be advertised. Commissioner Reese said that with COVID-19 there is no guarantee that OOC will even be able to open this next year, so maybe just keep it to the one-year lease and allow the building to be on the pier for the season only. Phil said that the Port could be in jeopardy with the Recreation Conservation Office (RCO) with the building on the pier. Phil and Commissioner Reese will plan to meet with Mr. Kuntz to further discuss.

c. Dredge – Phil reported that we are still waiting for a decision. There were three days of trial before the Pollution Control Board (PCB). The closing argument for the Washington State Department of Fish and Wildlife (WDFW) was sent in a week ago and now we are just waiting on the final decision. Phil is confident of a decision in the WDFW and Port's favor. Commissioner Reese said that he sat in on the hearing and said it was very interesting. He thanked Phil for doing a great job.

d. Preventative maintenance – Commissioner Scholfield will be working on a new database for preventative maintenance once other tasks slow down a bit.

e. Staging lot – Bruce Weaber has entered into an agreement to use two parking spots at the north end of the lot for \$50 a month.

4.6. Port Properties

a. Reduction in Rent – *Commissioner Reese motioned to continue to offer a fifty percent rent reduction for January to tenants that qualify; Commissioner Scholfield second the motion; the motion carried unanimously.*

b. Paving of alley – Lee reported that the striping is complete and looks good. The required paperwork related to prevailing wage has not yet been received so the check continues to be held. Lee said that the striping was subcontracted.

c. 3421 Byron/Bilingue – Commissioner Scholfield fixed a toilet leak. The roof has been leaking again. Lee reported that he cleaned off the roof and located the previous patches and used five gallons of a fiberglass reinforced patch and focused on the seams as far as ten feet from the h-vac unit and then all around the unit as that is where the leak is originating. We have since had heavy rains and there is no sign of leaking.

d. 3255 Lowell/Central Valley Child Care – Commissioner Scholfield replaced the old fluorescent ballasts with new LED ballasts. TIKAR installed a new outdoor light.

4.7. Small Claims has been postponed until January 27th.

4.8. Boats anchored in Dyes Inlet – the Department of Natural Resources (DNR) contractor picked up the boat (WN9156NX) that was tied up to the Port facility. Commissioner Scholfield reported that two other sailboats are now tied up to the facility. One is vessel #WN3254NN, where the Kitsap Credit Union is the lienholder and is involved. The other is vessel #WN9039R and the owner seems to be new to boating. He doesn't have a boater's license and there is no registration on the boat as apparently someone stole all of his paperwork. He told Commissioner Scholfield

that he recently acquired the boat and thought he would anchor it out in Dyes Inlet for the Winter. He had just a ten-pound anchor and the boat ended up beached on Port property. He then removed all of items from the boat and staged them up on the Port's land by and on the picnic table. He was asked to remove everything and he did. This boat will be monitored.

4.9. Commissioner Aus' resignation – the letter to the editor explaining there will be a vacancy as of January 1, 2021 and inviting those interested that live within District 2 of the Port District to apply by January 15th. The application will also be emailed to those that we know are interested in applying: Randy Hunt and Jim Knapp. It was thought Bob Hunter might be interested, but Commissioner Aus said that he didn't think he was at this time. Ms. Burke thanked Commissioner Aus for all the work that he has done for the Port and the Programs. Everyone agreed.

4.10. Barbacoa – the concession food truck is scheduled to start selling Mexican-style food from Port property on Tuesdays starting December 22nd from 10:00AM to 2:00PM.

5. TABLED ITEMS

5.1. Port Facilities

- a. Department of Natural Resources (DNR)
- b. Benches

5.2. Benefits

6. NEW BUSINESS

6.1. 2020 Budget Review – was discussed. A copy of the report will be emailed to Randy Hunt per his request.

6.2. Squid fisherman, Allan Solonsky, was issued a letter giving him access to the dock after hours to squid fish. Safe Security was informed. Since then another request from a squid fisherman, Jon Wagar, was received. Commissioner Scholfield had suggested that

instead of a letter allowing them to be on the docks after hours they should probably be signing some sort of hold harmless agreement for after-hours use. Phil then prepared a Limited Grant of Use Agreement, which was reviewed. The agreement will be sent to Mr. Wagar and also sent to the two other fishermen that had received letters allowing them after-hours access.

6.3. Kitsap All Ports Meeting is normally held quarterly with the first one in January, but since COVID-19 they have been cancelled and the last one was held in January of this year, so nearly a year ago. It was agreed the next Kitsap All Ports meeting should be scheduled for Monday, January 25, 2021 @ 6:30PM and it will be via ZOOM using the Port of Silverdale's account – Commissioner Scholfield will run it. Notice will be sent out to the Kitsap Ports at the first of the year.

7. SAFETY/SECURITY

7.1. E-mail from Tress Renfroe a tenant at the Baybreeze Apartments. She explained that individuals have been congregating at the Port boat launch parking area in the evening and it is becoming more and more of a problem with loud music, noise in general, reckless driving, etc. Commissioner Scholfield explained that there was a vehicle that was broken into in the parking lot. The owner of the vehicle was sitting on a bench in view of his vehicle and saw teenagers trying to break into his car. Instead of approaching the group of teens he called 9-1-1. Some of the teens were arrested and Commissioner Scholfield has noticed that since then things seem quieter in the evening hours. He attempted to get the information of the teens that were involved in the vehicle prowl, so that they could be trespassed from Port property, but since they are underage, the Kitsap County Prosecutors office informed Commissioner Scholfield via letter that since the incident involves a juvenile the records are confidential and will not be released.

Commissioner Scholfield has been in the area after hours and has informed several individuals that the area is closed after sunset, so they need to move along. Apparently, there was miscommunication with Safe Security because some of the individuals said that they were told by a security guard that they could stay until 9:00PM, when in fact the area closes at sunset. Overall people were understanding. Jim Knapp said that at 10:00PM every night, probably right after Safe Security makes their first patrol of the area, he can hear cars peeling out coming from the Old Town area and what he suspects is the boat launch parking area. With it being so consistent around the same time every night, he said he was surprised the Kitsap County Sheriff (KCS) hasn't put a stop to it. Phil explained that within Ms. Renfroe's email she had some suggestions and one was to install speed bumps in different areas of the boat parking lot. Ms. Jablonski said that might make it hard for the Programs to move boats easily. Commissioner Scholfield said that the public needs to call 9-1-1. He has viewed the cameras and only witnessed one instance of erratic driving in the Port's parking lots, so doesn't believe the consistent nightly peel outs Mr. Knapp hears, are coming from Port property. Phil suggested a better camera system be installed and signage that it's under surveillance. Commissioner Scholfield said that if it states the cameras are being monitored, but they aren't, that could pose a problem for the Port. He plans to continue to periodically stop down in the evening and inform anyone that is on Port property that it is closed from sunset to sunrise.

7.2. Stolen wheel stops from the parking lot along 3215 Lowell parking area. This has been reported to KCSO. There were ten wheel-stops costing approximately \$100 each.

7.3. Vehicle prowl on Port property – discussed within 7.1.

8. PUBLIC INPUT VIA EMAIL

Mr. Knapp asked if there was any plan to freshen up the area before the Spring. He said just little things that can make a big difference such as: washing the mildew off of the sign at the handling pier, cleaning up the trashcans, striping the parking lots, etc. Commissioner Reese explained that Ceccanti is required to reseal and restripe the Port's parking lots once they are done using the area for staging. Mr. Knapp said that painting the curbs, cleaning off the signs and fixing the trashcans that are bent over would help clean up the area.

Commissioner Scholfield suggested TIKAR replace the two trashcans that are by the bioswayle. Ms. Burke suggested flaps be added to the openings of all of the garbage cans to prevent the birds from picking the garbage out and making a mess. Lee questioned if installing flaps would inhibit people from using them and/or cause problems for TIKAR to unlatch the cans. Carla Larson suggested a different style garbage can be considered. Commissioner Scholfield told Lee that in the past there was discussion about installing RV mud flaps to the garbage cans as they would be the right size. Lee said he would talk to Tim about it and further discuss the options with Commissioner Scholfield.

Commissioner Aus agreed that it is important to keep the Port looking nice and tidy. Mr. Knapp agreed and said that if you don't care about the small things they add up and it starts looking trashy, which is the last thing the taxpayers want to see. Commissioner Scholfield tasked Lee with making sure the restrooms are cleaned and stocked early in the day, prior to 9:00AM. Lee will pass the word.

It was agreed that a Special Meeting to approve expenditures will need to be called,

but it was uncertain when that will be. Commissioner Aus can call a Special Meeting anytime through December 31, 2020.

Everyone thanked Commissioner Aus for his years of service to the Port and the Silverdale community overall.

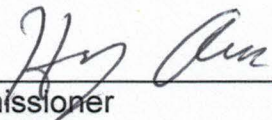
9. EXECUTIVE SESSION

None


10. ADJOURN

At 8:38PM the meeting adjourned (motion by Scholfield; second by Reese; unanimous).

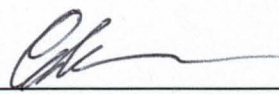
Approved:



Commissioner



Commissioner



Commissioner