

## MINUTES OF SILVERDALE PORT SPECIAL MEETING ON MAY 26, 2021

Commissioner Reese called the meeting to order at 10:00AM at the Port office at 3550 NW Byron Street, Silverdale, WA. Also in attendance were: Commissioner Kitchens; Commissioner Scholfield; Attorney Phil Best; Administrator Theresa Haaland; Lee Knapp and Tim Knapp of TIKAR Services. Notice of the Special Meeting was placed on the Port office door days prior to the meeting. A Waiver of Notice of Special Meeting was signed by all Commissioners and is attached to these minutes.

Commissioner Reese explained that the stakeholders meeting with Patano is scheduled online tomorrow, May 27, 2021, at 4:00PM. He is planning to attend. Earlier in the day he is planning to attend the Patano online meeting with the County and the County's architectural firm, Landau.

During the Port's last regular meeting Jim Knapp had suggested the Port join RSMMeans, which would help the Port with cost estimating to ensure the Port is paying a fair amount on various jobs. Mr. Knapp had emailed the information for RSMMeans to the Port office. Commissioner Scholfield said that it would cost an annual \$2,000 to join and since the Port would only use it once or twice a year, it would not be worth the cost. Phil explained that this is somewhat already built in through using the Small Works Roster when getting multiple bids.

Commissioner Scholfield said that he has called for locate. AES is scheduled to begin the topographical survey on June 3<sup>rd</sup>.

Commissioner Scholfield said that Ceccanti has dug a large pit in the Port's grassy area they are using. The pit is estimated to be 20' x 30' x 20' deep. Ceccanti will need to bring the area back to where it was prior to their use of it.

Hiring an additional employee to assist administratively was discussed. The workload for the Port is increasing and it has been thought that hiring an additional Port office staff should be discussed. Commissioner Reese said that it would be good to have official set hours for the Port office. Phil said that for the long-range the Port should consider hiring a Port Manager as there are many functions of the Port, including rentals, facilities, programs, just to name a few. He suggested the Commissioners have a retreat to look at the Port's long-range goals, where you want to be in ten years, and determine a route to get there. With only one employee in the office, many times things get bounced off just one Commissioner, which is problematic since it is a three-member Board.

Commissioner Kitchens said that he has plenty of experience in managing commercial rentals and is willing to help where needed. Phil informed Commissioner Kitchens, in

case he didn't already know, that the Open Public Meetings Act restricts Commissioners from discussing Port business outside of public Port meetings. Since no decisions can be made by the Commissioners outside of the meetings it warrants having someone such as Port Manager make decisions.

Commissioner Scholfield said that there may need to be some sort of weekend rotation of Commissioners dealing with parking complaints and possible towing.

Phil explained that he has shared office space with the Port for many years. He has been on a reasonable retainer and was always readily available to answer questions and regularly asked for input from Port staff. Once Phil decides to retire, the benefit of having legal advice, and advice in general, readily available will no longer be an option. More than likely an attorney that will eventually replace Phil, will be an off-site attorney. Commissioner Kitchens asked if Phil could list everything he does for the Port, so that the Commissioners can plan accordingly.

There was a discussion about tomorrow's stakeholder's meeting. Phil mentioned that Patano is going to need a three to four week extension for Phase 1 – Expanded Concept Design as they are not going to meet the June 15, 2021 deadline. Phil said that we don't want to rush Patano on determining the best placement for the buildings and as long as the 30% Overall Site Preferred Option Construction Documents (Phase 2) deadline of October 14, 2021 is kept, that should be okay.

At 10:51AM the "walk about" Port properties portion of the meeting began.

While along the waterfront a large pile of driftwood was noticed along the beach. It looked as though someone was planning to have a bonfire. Lee was tasked with removing the debris.

Tim informed Commissioner Kitchens of the annual maintenance of the boat launch.

Commissioner Scholfield made note of some noxious weeds that were in the wetlands.

There was discussion about vehicles parking in the vehicle/boat trailer lot. Commissioner Scholfield reported of a recent incident where a woman parked her vehicle right in one of the boat launch lanes. When a boater wanted to launch his vessel, an argument ensued. Commissioner Scholfield said that it is not an isolated occurrence. Phil explained that there is a difference in actually parking a vehicle or what they call "standing" in a vehicle where the vehicle is parked but the driver remains in the car. A lot of the public just want to stay in their vehicle to enjoy the view while eating lunch. Commissioner Scholfield asked if all vehicles should be towed from the vehicle/boat launch lot. Phil suggested if/when the need arises. If someone is blocking

vehicles with boat trailers from being able to maneuver in the lot, they should be asked to move and if the vehicle is unmanned it may need to be towed. Phil explained that there was a parking committee that came up with a list of parking policies. This will be looked into and the information will be forwarded to Commissioner Scholfield so he can provide it to Safe Security for the Port Host position. On the asphalt of the parking lot there was a lot of tire rubber in a circular shape. Phil said that there has been discussion throughout the years about possibly installing speed tables in the boat launch parking lot to deter erratic driving, but it has never been approved.

The restrooms were viewed. Tim explained that the restrooms have not been upgraded in nineteen years, so it is time. He urged the Commissioners not to have an epoxy installed on the floor as it will just be a waste of money. He suggested the walls be repainted with a commercial grade paint and just strip the floors, apply a light stain and a non-slip sealer. Commissioner Scholfield said that the new toilet paper dispensers and soap dispensers are in the Port office. He plans to order a new hand blower also.

It was noticed that there was a piece of wood on the front of the restroom building. Tim explained that after the drinking fountain was damaged, he was tasked with removing it and installed the piece of wood. It was agreed that the wood should be replaced with a piece of stainless steel. Tim took note.

It was noticed that the vegetation around the Pub building needs attention. His Hands is supposed to take care of that area. A call will be placed into them.

There was discussion about the Boat Ramp Access Repair project.

The bioswale was viewed and discussed. Recently, Leon Environmental contacted the Port asking for information about the bioswale. Landau, the County's architect, has characterized the bioswale as a wetland, which will complicate design and permitting for Port priorities. Commissioner Scholfield said that the bioswale is maintained, so it's not considered wetlands.

It was explained that a water spigot will be installed near the two trash cans on the east side of the boat launch parking lot. It will be available to boaters in general to wash down their boats. Commissioner Reese said that rowing and sailing programs will also use the spigot. Tim plans to install a "do not drink" near the water spigot.

It was explained to Commissioner Kitchens that the future of the Pub may be to demo it. If the Port is awarded a grant, the costs to improve the area including demo of the building may be covered.

Moving the dumpster was discussed. A dumpster will be ordered for the 4<sup>th</sup> of July.

Painting the Byron Street properties was discussed. It was agreed the buildings are in need of new paint.

The vegetation outside of the 3425 Byron Street building was getting overgrown especially near the breezeway. The tenant will be contacted and provided Ken Storm's number.

Ceccanti's fence has not been reduced to just the three vehicle/boat trailer stalls yet. There was discussion about asking Ceccanti to seal and stripe the Port parking lots now and just avoiding the three stalls they plan to continue to use. The striping should include painting portions of the curbs red and repair any areas in need. Commissioner Scholfield plans to talk to Ceccanti.

Commissioner Scholfield noticed a start of an oak tree in the area where the tree Ceccanti erroneously cut down. He plans to try and temporarily transplant the little start, prep the area and eventually replant it. Phil suggested input from tree experts be looked into before replanting, just to make sure it will be a good fit.

Lee asked if the lot on the side of the Port office will be included in the new lease. Phil said, yes as the Simons Family Limited Trust has agreed to the \$100 a month.

Having the County's electrical equipment related to the pump out placed in the grassy noll on County property was discussed. Greg Jacobs had mentioned this during the last Port meeting. Phil explained it had been discussed with the County several years ago, but they apparently don't agree.

Replacing the gate at the landside of the pier was discussed. Tim and Lee were tasked with installing a better rolling gate that is attached to the pier and can be rolled out of the way. It was agreed that having the gate at the head of the pier could help monitor individuals coming and going on the pier during Whaling Days. Tim and Lee were also tasked with installing a swinging gate at the pier-side of the gangway that also can be moved out of the way.

Commissioner Reese noticed that the Clam Island Rowing (CIR) chase boat was tied up on the south end of the sailboat float. CIR and KSF have been asked in the past to keep the boats on the north side of the sailboat float. Two cleats were installed specifically for that purpose. Bridget Burke will be notified that the boat needs to be moved immediately.

Lee was tasked with cleaning off the marine growth from the cables under the gangway.

The vegetation on the south side of the 9004 Washington Avenue/DRC property was noticed. The DRC will be sent an email asking them to cleanup the area including

cutting back vegetation from the building and anything growing outside of the fence. They will be provided Ken Storm's number and informed that if it is not cleaned up the Port will pay for it to be completed and they will be billed.

Containers for motor oil were noticed on the west side of the 3295 Lowell Street/Abeel Studios property. They will be contacted and asked to remove the containers and reminded that no hazardous waste is to be left on Port property. Lee was tasked with finish painting the back door of the 3295 Lowell Street building.

There was discussion about the possibility of the County vacating the area between the 3255 and 3215 Lowell Street properties.

The downspout on the southwest corner of the 3215 Lowell Street building was viewed. It is broken and in need of repair. Lee took note.

Commissioner Reese pointed out to Lee that the bench on the waterside of the building near the trail was tilted back a bit. Lee said they will try to get it fixed.

The madrona tree outside of 9004 Washington was viewed. It was agreed that there was a possible tripping hazard in that area from the concrete moving. Commissioner Reese pointed out that it also is pushing the fencing on the ramp causing it to curve in. Removing the tree was discussed. It was decided that TIKAR will install a patch from the ramp to the sidewalk, which will remove the possible tripping hazard. Commissioner Scholfield explained that eventually a ramp needs to be installed allowing access to the 9020 Washington property and suggested that at that time a dual ramp be constructed, which would basically move the 9004 Washington ramp, that the tree is encroaching upon, to the north. The madrona tree will not be cut down at this time.

Adding the privacy fencing to the lot adjacent to the Port office was discussed. The lot did not look very well maintained. Currently, Olympic Photo Group has a verbal agreement with the Port to use the lot in exchange for maintaining it. They will be asked to begin paying the Port \$50 a month and Ken Storm will be asked to begin maintaining the lot and charging the Port.

Everyone returned to the Port office. Lee left the meeting.

There was discussion about Phil's continued work with the Port and how he has played an essential role with the Port throughout the years. Commissioner Reese said that two years ago Phil had said that he planned to continue to work for the Port for three more years. This is concerning because it will require a big shift in the internal happenings of the Port. The administrative aspect of the Port has continued to increase through the years. Currently the Port's one employee, Theresa Haaland, contracts work to the Ports

of Tracyton and Illahee. There was discussion about the possibility of the Port of Silverdale entering into Interlocal Agreements (IAs) with these two Ports to provide administrative services. Phil suggested Ms. Haaland just hire administrative help through her company and keep the contracts in place. It was explained that with the possibility of Silverdale hiring additional administrative staff, it was thought it would be beneficial for all Port staff to be able to complete the work of all the Ports with the hours worked for each Port being tracked outside of Silverdale work and billed accordingly. Commissioner Reese said that a pension for Ms. Haaland has been tabled ever since COVID19, but this will need to be determined before hiring an additional employee so that it is known what will be offered to a new employee. Commissioner Scholfield said that medical insurance will also need to be offered. Phil said that he could draw up IAs. It was explained this will first need to be brought up to the Port's of Illahee and Tracyton to insure they are interested.

Commissioner Kitchens mentioned that his newly created Port email account doesn't seem to be working. Commissioner Reese helped him with it and is now able to send and retrieve email from it.

*At 1:18PM the meeting adjourned* (motion by Scholfield; second by Reese; unanimous).

Approved:



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Commissioner

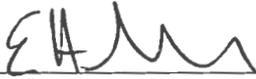


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WAIVER OF NOTICE OF SPECIAL MEETING

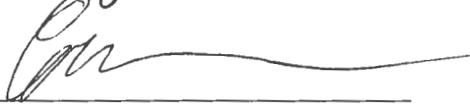
The undersigned, Port Commissioners for the Port of Silverdale, hereby waive the requirement of notice in writing of the special meeting of the Port of Silverdale held on MAY 26, 2021, at 10:00AM/Port office, <sup>beginning@</sup> is present at such meeting, and agrees to the conduct of the Port business as announced by the President in calling this meeting.



Commissioner



Commissioner



Commissioner