

## **Port of Silverdale**

Minutes of Regular Meeting  
January 20, 2022

The Port meeting was held via ZOOM. The link to the meeting was posted on the Port's website - portofsilverdale.com and notice was placed on the Port office door.

### **1. CALL TO ORDER**

Commissioner Caleb Reese called the meeting to order at 6:02PM. Others in attendance were: Commissioner Ed Scholfield; Commissioner Doug Kitchens; Attorney Phil Best; Administrator, Theresa Haaland; Lee Knapp of TIKAR Services; Bridget Burke of Clam Island Rowing (CIR); John Bouck, Julie Jablonski and Greg Jacobs of Kitsap Sailing Foundation (KSF); Vicky Webb of Whaling Days; David Emmons of the Silverdale Chamber of Commerce; Hank Anderson; Henry Aus; Carla Larson; Dacia Strong; and Cheryl Bouck arrived at 7:04PM.

**2. PLEDGE OF ALLEGIANCE** – was recited.

### **3. CONSENT AGENDA**

*It was agreed to approve the following Consent Agenda items as submitted: January Meeting Agenda; December 16, 2021 Regular Meeting minutes; Authorization for Electronic Transfer of Payroll Taxes #2022-01 to the U.S. Treasury in the amount of \$2,767.72; the January 20, 2022 Voucher Approval for checks numbering 12937 through 12961 totaling \$32,818.65, which is attached to these minutes (motion by Scholfield; second by Kitchens; unanimous).*

**4. ELECTION OF OFFICERS** – It was agreed to table this item until the next in-person meeting.

## **5. ATTENDEES WHO ASKED TO BE PLACED ON THE AGENDA**

5.1. Dacia Strong was having technical issues with her audio. It was decided to check back with her.

5.2. Vicky Webb of Whaling Days thanked the Commissioners for the use of Port property for the 2021 festival. She introduced David Emmons, who besides being the President of the Silverdale Chamber of Commerce, is also on the Board of Directors for Whaling Days. Ms. Webb explained that they are planning this year's festival, which is scheduled for July 29<sup>th</sup> through 31<sup>st</sup>. She asked that an adjustment be made in the agreement Whaling Days has with the Port to include a statement that if power washing is needed on Port property, Whaling Days personnel will be contacted beforehand so that their crew can have a chance to take care of it. She explained that last year, she was surprised to get a bill from the Port for power washing. Commissioner Scholfield explained that last year after he noticed the grease and debris left behind from vendors in the Port's parking lot, he contacted Whaling Day's contractor informing him of the issue. The Whaling Days contractor explained to Commissioner Scholfield that he was unable to come back and take care of it, so Commissioner Scholfield contacted the Port's contractor to take care of it. Commissioner Scholfield suggested Whaling Days have someone available the Monday after the event to meet with him and walk through the property to insure everything is as it was prior to the event. Commissioner Kitchens said that he doesn't have an issue with Whaling Days or a change to the agreement, depending on the wording of that change. He said that he

agrees to the concept, subject to the proper wording. He asked Ms. Webb to email the wording she is hoping to have included in the agreement to the Port office so that it can be shared with the Commissioners for review and discussion at an upcoming Port meeting. Commissioner Reese said that the current agreement basically states that Whaling Days agrees to return the property in the same condition it was prior to the event. He questioned if the agreement needed to be changed, as it sounds more like it was a communication problem between Whaling Days and its contractor. Ms. Webb said that she wasn't aware that the Port called the contractor, so there is some miscommunication, but she would still like to have the wording in the agreement added, so that Whaling Days is notified beforehand and not unexpectedly billed. She agreed to send the wording she would like added. Mr. Emmons explained that he plans to start attending the Port meetings on behalf of the Silverdale Chamber of Commerce in an effort to broaden the relationship between the two entities.

Dacia Strong's audio was working. Ms. Strong had submitted an application for Use of Port Property to hold a Walk to End Alzheimer's on September 10, 2022. Commissioner Reese questioned why the "not a public event" box was checked on the application. Ms. Strong said that it actually is open to the public, but participants must be registered and are encouraged to fundraise. There is no admission fee. Commissioner Kitchens questioned how the event might impact the local merchants and traffic in the area. Ms. Strong explained that she plans to talk in

advance and work with the local merchants in hopes they will be involved. *It was agreed that the Walk to End Alzheimer's could take place on September 10, 2022 as outlined in the Use of Port Property application, contingent upon proof of insurance* (motion by Scholfield; second by Kitchens; unanimous).

5.3. Cheryl Bouck tenant of 3421 Byron Street informed the Port that she is planning to move out of the unit and end her tenancy. Ms. Bouck was not yet in attendance. Commissioner Scholfield explained that he mentioned to the neighboring tenant, Kitsap Art, that the far unit was going to be available in the future. Kitsap Art has consistently asked the Port to inform them if/when any other Port properties become available. Kitsap Art has informed the Port that they would like to rent the unit, but asked that the interior be painted prior to occupancy. Bridget Burke of CIR asked about the rental, as she too has asked to be informed of any availability. It was explained that it was thought Ms. Burke was working with Doug Newell of Central Kitsap School District about renting a room in the Jenne-Wright building. Ms. Burke explained that it is taking longer than expected and being closer to the water is ideal. Commissioner Reese asked if CIR would rent it for an entire year or just seasonally? Ms. Burke assured it would be for a year. Julie Jablonski of KSF added that they might be interested in contributing with CIR to rent the space. Commissioner Scholfield offered to show the unit to Ms. Burke. They agreed to meet at the unit tomorrow, Friday, January 21, 2022 at 4:15PM.

## **6. UNFINISHED BUSINESS**

### **6.1. Waterfront Center Predesign Project/Pump Station #3 –**

a. Erik Barr of EHDD/Patano emailed the Port on January 6, 2022 outlining the next steps for the conceptual design of the Waterfront Activities Center. Mr. Barr explained that they had informed the County of the Port's decision not to include any building along with the County's pumpstation 3 building. Mr. Barr also explained that EHDD/Patano is developing two ideas for the Waterfront Center and Pavilions and they want to sit down with the Port Commissioners toward the end of January or early February to review the ideas. It was decided to hold a Special Meeting on Thursday, February 3, 2022. Commissioner Reese plans to talk with Mr. Barr to determine the time of the meeting. Notice will be posted on the Port office door and sent out to everyone once the time is determined.

## 6.2. Grants/Projects

a. Recreation Conservation Office (RCO) Agreement – Henry Smith sent an email dated January 10, 2022 introducing himself as the Port's new Grants Manager. Commissioner Reese reported that Mr. Smith is writing the contracts, which will need to be signed by the Port. Commissioner Reese will be meeting with the Port's grant writer, Kathleen Byrne-Barrantes, and Mr. Smith within the next couple weeks to discuss the existing projects and other possible upcoming grants.

b. Marina Relocation - Commissioner Reese reported that he has talked with Andrew Thorsen of Art Anderson Associates (AAA). They continue to work on the marina relocation specs and should have something to the Port within the next few weeks. They are going to get the survey. The final design will take about three to four months. Commissioner Scholfield

asked Phil if he had provided AAA with the electronic copy of the DNR outer water boundary survey that AES Consultants had prepared for the Port. Phil said he would send it to the Commissioners.

c. Dredge – an email dated January 11, 2022 from Marcy Wyatt of the United States Army Corps of Engineers (USACE) was received that informed the Port that the National Marine Fisheries Service (NMFS) has "batched" the Ports project along with 14 other Puget Sound projects. NMFS determined that these projects would jeopardize the continued existence of endangered species and adversely modify or destroy critical habitat. NMFS is seeking additional information and conservation credits for the project with further review and coordination between the Port and the agencies being necessary to conclude the consultation. Phil emailed Amy Leitman of Marine Surveys and Assessments (MSA) on January 11, 2022 explaining that the Port could use some guidance from her on what to do to move forward. Phil explained that Ms. Leitman has been in contact with Coastal Geological Services (CGS) to redo the drawing for the dredge to only include the area around the boat ramp. Ms. Leitman was scheduled to meet with National Oceanic Atmospheric Administration (NOAA) personnel today to see what can be done to dredge around the boat ramp. The outcome of that discussion is unknown at this time.

6.3. County's Bayshore/Washington/Byron project – Commissioner Scholfield reported that Ceccanti is working on the watermain layout. The electrical should be completed within the month.

#### 6.4. Programs

a. Sailing – the KSF Sailing Report dated January 2022 that John Bouck had submitted was read:

1. Spring season:
  - a. anticipated start of sailing activities on February 23.
  - b. We are adding a youth recreational sailing program to our spring season.
  - c. We are hosting US sailing Level 1 instructor training on April 5-6.
  - d. It is unclear what regattas we might host at this point.
2. Winterization
  - a. Safety boats have not yet been taken to Aquatech, expect to do so shortly.
3. Fleet
  - a. No significant changes at this point. We have not had success finding suitable used boats and are figuring out how to purchase new boats as the fleet is aging.
4. Facilities
  - a. As always we look forward to the handling pier going into the water when it is safe to do so.

Mr. Bouck reminded everyone that it is a lot easier for KSF when the sailboat float and boat launch handling pier are installed. He asked that when the schedule is known, he be informed so they can plan accordingly. Commissioner Reese thanked KSF for putting the chase boat motors down during the recent cold spell. He noticed CIR's chase boat motor was left up, which could cause damage due to freezing. Ms. Burke said that she didn't realize the motor was left up until after the cold spell.

b. Rowing – Ms. Burke apologized for emailing the monthly report late in the day today. It did not make the Agenda Packet. She explained

that CIR has two boats that they are planning to sell. They are aware of the process to do this and it will free up some space on their rack. She asked that the Port please keep in mind that CIR is always looking for dry space close to the water.

The Boston Whaler that caught fire last October was discussed. It was explained that an email from Carrie Miller of Enduris dated December 17, 2021 stated that they are finding the value of comparable boats at around \$8,000. Ms. Burke said that sounded reasonable. Commissioner Reese reminded Ms. Burke that when CIR buys a replacement boat they will need to keep in mind that it is also going to cost money to get the motor put back on it and re-rigged. Commissioner Reese said that he will work with CIR on a replacement boat. Ms. Burke offered to send Commissioner Reese information on boats. Commissioner Reese explained that it will have to wait until the Port is actually reimbursed from Enduris.

Ms. Jablonski asked if, for insurance purposes, they consider the value of the boats as replacement or current market value. Commissioner Reese said that for the Boston Whaler, Enduris is using the replacement value and that basically insurance agencies try to reimburse their clients the equivalent value.

#### 6.5. Facilities

- a. Restroom overhaul will probably take place next spring.
- b. Outer-Water Boundary extension – Phil said that he still hasn't heard back from Don Olmsted, the Ports Program Manager, with the DNR. He plans to call Mr. Olmsted again.

c. Leveling docks - Lee reported that they are waiting for a proper weather window to get the job completed.

d. Status of insurance claim due to fire – within an email from Carrie Miller of Enduris dated December 17, 2021 she stated that they have estimated the damage to the dock at just under \$9,000 but are still awaiting an estimate from a dock company. The repair has been completed by TIKAR and cost less than \$7,000, Enduris will be notified.

#### 6.6. Port Properties

a. Painting of Port-owned buildings – Lee explained that this is a weather dependent project and more consistent dry weather is needed to complete it.

b. Road vacation – Phil reported that he hasn't heard from the County, but will plan to reach out to them again.

6.7. Redistricting – the proposed redistricting maps are now on the Port's website. Phil outlined the process it took to get the updated boundaries. He explained that it will need to be adopted via Resolution during a public meeting with notice of the meeting published in the newspaper beforehand. Phil will provide an outline of the steps needed to complete the task.

#### 6.8. Strategic Planning of the Port

Organization – Commissioner Reese plans to contact Doug Newell of the Central Kitsap School District (CKSD) to see if he has any ideas of a facilitator the Port could use to help with the future planning of the Port. The Port needs to hire additional Port staff and with Phil's retirement, an attorney needs to be

hired. Ms. Burke asked if the Port has a job description for the attorney position. Commissioner Kitchens explained that we need an attorney with Port experience. He thought asking Phil to contact an attorney that might be qualified is a good first step. Phil explained that he will work on a Request for Qualifications (RFQ) for the attorney position. Ms. Burke asked how she can get the word out to some attorneys she knows about the opening. She asked that once the RFQ or job description is available that she be provided with the information. It was agreed that a full description might not be provided, but rather a general description of a Port attorney. Phil explained that normally the response is someone writing a letter with the depth of their experience. Ms. Jablonski said that she is willing to help post the administrative job.

6.9. Derelicts in Dyes Inlet – the sailboat (WN#284FG) continues to be beached on Port property west of the boat launch.

Commissioner Scholfield said that he plans to begin to process the boat as a derelict through the DNR Derelict Removal Program.

It was agreed that the second boat in the waters west of the boat launch with the broken mast should also be processed.

Commissioner Scholfield said that he also plans to get ahold of County Commissioner Wolfe and discuss a joint-effort to remove the "Straight Shooter" aka the "Spiros Special" that is beached on the rocks across from Spiros off of Bucklin Hill Road and Bayshore Drive. Lee explained that there is also a sunken sailboat out past the "no wake" buoys. It is visible at low tide. Ms. Burke questioned if it could be hit by a boat or is it easy to spot. Ms. Jablonski suggested a buoy be placed near it, as it is concerning with high school sailors out there.

They both agreed that they are in support of removing them if at all possible as they are hazards.

6.10. Port Rules and Regulations – nothing to report.

6.11. State Audit – there was a staffing change. Tammy Lane has taken over the audit efforts from Samuel Campidilli. Information has been provided to Ms. Lane as needed.

## **7. NEW BUSINESS**

7.1. Port signs – a picture of the “Towing in Progress” signs was reviewed. Commissioner Reese said that he thought the signs look good, but the stands they are posted on could use some improvement. He thought maybe using painted plywood instead of pressboard would look better. Commissioner Scholfield plans to work with Lee to see about getting better boards.

Tenant, Cheryl Bouck, of the 3421 Byron Street property was now in attendance. She explained that she wants to vacate her lease and thanked the Port for the many years of working together. Mr. Bouck provided a notice via email dated January 11, 2022. It was explained that she will need to pay for February and then her last day of tenancy will be February 28, 2022. Commissioner Scholfield told Ms. Bouck that the Port will be showing the unit to possible tenants off and on. The hot water to the unit was discussed. Ms. Bouck said that she believes it is tied in with the neighboring unit.

## **8. SAFETY/SECURITY**

There have been no complaints since the meeting with Safe Security, which is positive. Commissioner Scholfield said that there is a new guard on duty, who seems to be very personable.

## **9. PUBLIC INPUT**

Greg Jacobs said that with the various high tides, the recent tsunami warning that included a super-sonic pressure wave all the way around the world, he really questions if adequate consideration to build the new pumpstation 3 building on the Port property location has been fully discussed. He said that he just wants to make sure that the pump station building will be able to handle and work properly with the sea level rise that is anticipated throughout the oncoming years. Commissioner Reese said that he agrees one-hundred percent and it has been discussed during the weekly meetings with the County, EHDD/Patano and the County’s architect. Ultimately, it is the County’s decision. It is one reason the Port has decided not to build in that area.

Former Commissioner Henry Aus said that he just likes to keep track of the goings-on with the Port.

Ms. Burke said that she sent a picture to the Port office showing seagulls pulling garbage out of the trash receptacle again. She said that it’s not a huge issue, but there is so much trash in the parking lot and boatyard because of it. She hopes that the Port will invest in garbage receptacles that birds cannot access.

Ms. Jablonski asked about the upcoming meeting Commissioner Reese will be attending with the Port’s new RCO Grants Manager, Henry Smith. Commissioner Reese said that he knows some of KSF’s questions regarding the new float.

## **9. EXECUTIVE SESSION**

At 7:15PM it was announced that the meeting would be going into Executive Session for

approximately twenty minutes to discuss real property.

At 7:57PM the meeting returned to Regular Session. It went on well past the anticipated twenty minutes. No one was waiting in the Zoom meeting room to reenter the meeting.

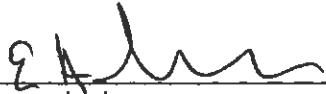
*Phil was authorized to proceed with the property negotiation as discussed within Executive Session* (motion by Scholfield; second by Kitchens; unanimous).


Commissioner Kitchens plans to show Ms. Burke the 3421 Byron Street unit tomorrow and begin to be more involved with the leases.

**10. ADJOURN**

*At 7:58PM the meeting adjourned* (motion by Scholfield; second by Kitchens; unanimous).

Approved:

  
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Commissioner

  
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Commissioner

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Commissioner

