

Port of Silverdale
Minutes of Regular Meeting
May 19, 2022

The Port meeting was held in person and the public was also allowed to attend via ZOOM. The link to the meeting was posted on the Port's website - portofsilverdale.com.

1. CALL TO ORDER

Commissioner Caleb Reese called the meeting to order at 6:00PM. Others attending in person were: Commissioner Doug Kitchens; Commissioner Ed Scholfield; Administrator, Theresa Haaland; Tim Knapp of TIKAR Services; Sandra Bochonok; Marvel Hunt; Carla Larson; and Roy Sahali. Those attending via ZOOM were: Phil Best; John Bouck, Julie Jablonski and Greg Jacobs of Kitsap Sailing Foundation (KSF); Hank Anderson; Henry Aus; Monica Downen; William Pontius; and Tim Schermetzler arrived at 7:59PM.

2. PLEDGE OF ALLEGIANCE was recited.

Commissioner Reese explained that at approximately 8:00PM the Port's attorney, Tim Schermetzler of Chmelik Sitkin & Davis, will be joining the meeting via Zoom at which time the meeting will go into Executive Session to discuss potential litigation (RCW 42.30.110(1)(i)).

3. CONSENT AGENDA

It was agreed to approve the following Consent Agenda items: May Meeting Agenda; April 21, 2022 Regular Meeting minutes; Authorization for Electronic Transfer of Payroll Taxes #2022-05 to the U.S. Treasury in the amount of \$2,885.16; and the May 19, 2022 Voucher Approval for checks numbering 13046 through 13069 totaling \$37,166.80 which is attached to these minutes

(motion by Kitchens; second by Scholfield; unanimous).

4. ATTENDEES WHO ASKED TO BE PLACED ON THE AGENDA

Justin James had requested to be placed on the agenda to discuss the availability of the showers, but he was not in attendance. Carla Larson asked if the showers were going to be available. It was explained that they are normally just available to boaters.

5. UNFINISHED BUSINESS

5.1. Waterfront Center Predesign Project/Pump Station #3 –

a. EHDD/Patano – Commissioner Reese explained that Erik Barr had several questions regarding the new facility. They are:

1. *Would the Waterfront Center want back up power/emergency generator?* It was agreed that a back up generator would not be necessary.

2. *What state does the port want the retail space to be? Typically, it's just an unfinished shell with simple point of connections, and the tenant is responsible for the build out.* Everyone agreed the tenant would be responsible for the build out. Commissioner Kitchens added that time needs to be given to the tenant to complete the build out prior to the start of a lease. Commissioner Scholfield said that if the tenant pays for the build outs, leasehold/excise tax needs to be paid on those items.

3. *Does the Port foresee one of the retail spaces being a restaurant? This has code and infrastructure considerations.* Commissioner Reese said that he thought maybe a deli might go into one of the spaces. Commissioner Scholfield said that a commercial kitchen takes

a lot of money. Ms. Hunt recalled Monica Downen saying that she might consider moving into the new building. Commissioner Kitchens said that with the spaces being somewhat small there would be a strong possibility of a deli or sandwich shop in there. Commissioner Scholfield explained that even the peewee's concession stand is a full-blown commercial kitchen, so one of the spaces should be designed for a commercial kitchen. The space on the far end with the exterior wall would be best. Commissioner Kitchens agreed.

4. *Power and lighting at the pavilion(s). Locking hose bib and locking receptacle for maintenance.* Commissioner Scholfield said there shouldn't be any sinks and at most just some lighting. Commissioner Reese questioned if lighting would be needed since the Port properties are closed at sunset. Commissioner Scholfield suggested minimal lighting for security. He said that the Port could allow use of the pavilions after sunset on a case-by-case basis. There should also be a few outlets – 100 amps.

5. *Commercial Kitchen. What are folks thinking they want to have in there to best support the Event Space. The kitchen footprint is modest but doable. If folks want a full-blown commercial kitchen, then we should discuss bringing on a commercial kitchen design consultant.* Commissioner Reese said that he thought maybe not a full-blown commercial kitchen for upstairs. Commissioner Scholfield agreed and added that there should be no grease-laden food prepared in the upper kitchen. It would be more of a "warming" kitchen upstairs. The downstairs commercial kitchen would be part of a restaurant and be a tenant build out.

6. *Assisted listening: Is this something that the meeting spaces and event center would want to provide?* Commissioner Reese said that Erik Barr had mentioned a sound system that is tied to blue tooth and can connect directly to hearing aids as needed. Commissioner Scholfield said that he didn't think a sound system is being installed.

7. *Land line might be need for a fire alarm and security.* Agreed.

8. *Projector and screen. If the Port wants to switch operated screens and projectors, they should be incorporated now. If not, EHDD will plan on it and include language in the drawings for "Furnish and Install by Owner."*

Commissioner Kitchens agreed it would be beneficial to know early for this. Commissioner Scholfield said that those using the community room could always bring their own projector and equipment or a white wall could be used. Commissioner Kitchens said that a white wall isn't very professional for business meetings. Ms. Hunt said that their church has one. It was agreed not to include the projector and screen, but rather state "Furnish and Install by Owner."

Mr. Barr had provided two options for the "Old Town" façade. It was agreed Option Two – Gabled was more of the Old Town feel. Commissioner Reese said that he would ask that the side wings also be slanted, making it similar to the Old Town Pub building. Everyone agreed.

5.2. Grants/Projects

a. Recreation Conservation Office (RCO) – Commissioner Reese said that Art Anderson Associates (AAA) continues to work on the design of the new non-motorized float. AAA

provided a Subconsultant Agreement Modification No. 1 to Non-Motorized Float Design, extending the contract completion date to December 31, 2022. Commissioner Kitchens asked what is causing the delay in this design. Commissioner Reese explained that it's been on AAA's back burner, but he will start contacting them about it. Everyone agreed that Modification No. 1 should be signed. Commissioner Scholfield said that the permitting needs to be started. Commissioner Reese agreed and explained that Marine Surveys and Assessments (MSA) will be doing the dive soon.

b. Marina Relocation - Commissioner Reese received new prints of the outer-water boundary extension provided by AES Consultants. He plans to forward them to Phil for review and Phil will be sending them to the Department of Natural Resources (DNR) with the request to extend the boundaries.

c. Dredge – Phil reported that he is working with Amy Leitman of MSA and the assistant Attorney General. It is hoped the appeal will be dismissed in exchange for not dredging under the moorage area. Ms. Leitman has submitted the Washington State Department of Fish and Wildlife (DFW) permit. Phil said that he will be working on a proposal to be sent to Sound Action's attorney. He plans to send it to Ms. Leitman and the assistant Attorney General for input first.

5.3. County's Bayshore/Washington/Byron project – Commissioner Scholfield reported that Ceccanti has removed all the equipment from the grassy area. Puget Sound Energy (PSE) erroneously removed a light pole near the head of the pier. They are trying to get

PSE to bring it back in or the County to replace it. Ceccanti plans to pave within the next month. They are also going to repair an area near the 9020 Washington property. TIKAR has removed the cement so that Ceccanti can incorporate that area with the new paving. John Bouck of KSF asked when the project will be completed. Commissioner Scholfield said that December of this year is the scheduled completion date, but Ceccanti has been known for completing projects early. The latest he has heard is that they are attempting to get it done by Whaling Days – so the end of July, but nothing official.

5.4. Non-motorized boat storage area – users were notified via email that the future of the program was going to be discussed at tonight's meeting. They were encouraged to attend the meeting. Sandra Bochonok said that she was in attendance for this reason. Commissioner Reese explained that within the Dry Storage for Non-motorized Hand Launched Boat Application Agreement it states that the area is intended for the storage of boats that are actively used for a minimum of four times within six months. Part of the problem is that there are several watercrafts in the non-motorized public storage area (NPSA) that never seem to be used, although it is not policed. Eventually the entire area is going to be rearranged. Julie Jablonski of KSF asked that the lead sailing instructors (Annelisa and Clair) be permitted to store their boats in the NPSA area during the summer camps, which are through August, at a pro-rated amount. It was noted that Annelisa has an agreement in place with the renewal due this month. Ms. Jablonski said that Annelisa plans to remove the boat in August. Commissioner Reese said that those are unique circumstances. Clam

Island Rowing (CIR) has a similar issue as they have three personally-owned shells stored in the boatyard that have been in there for over a year. In the past, he has tried to work with them about it, but it's a continuing issue that is getting very little response from CIR and he is frustrated with it. Commissioner Reese went on to explain that what we are talking about tonight is the NPSA and its users. Ms. Bochonok said that she loves keeping her kayak in the NPSA and is very grateful for it. Commissioner Reese said that one change for sure will be that all of the renewals will be effective January 1st and a decal will be provided, which is to be adhered to the watercraft that is authorized to be stored in the NPSA. Ms. Bochonok asked for a parking decal. It was explained that there are no parking stickers and that vehicles can either park on the side-street parking or in the Port's vehicle-only lot that is located at the corner of Byron Street and Washington Avenue. It was agreed that when the NPSA is ready to be rearranged, a notice will be emailed to all the users. Mr. Bouck said that it's a busy time of the year for him right now, but he will plan to meet with Commissioner Reese to continue their discussion about the rearrangement.

5.5. Programs

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

Spring season:

- The high school sailing team is winding down. We have been running recreational / open sailing for youth on Wednesday and will continue this for the next 3 weeks.
- The regional regatta happened on April 30 - May 1. The location delivered good wind and the sailors

and clubs were once again impressed by the location. Sadly, the size of the regatta was cut nearly in half by the regional organizers as too few clubs signed up for other regattas. With construction going on we also worried that the original size of the competition would be difficult. Thanks is also due to Bremerton Yacht Club who provided additional support boats and on-water personnel for this complex event. We are proud to report that our sailors took third place overall and sailed well.

Summer Program

- Youth and teen sailing camps continue to accept registrations. They run from June 16 to July 29. Youth (ages 8-12) will be in the morning and teen will be in the afternoon. Registration can be accessed through our website www.kitsapsailing.org
- We are also happy to announce the return of adult and community sailing. We are planning on two nights a week of community sailing and two nights a week for adult lessons. The adult lessons are group lessons and signup is available on our website. These will run concurrently with the summer sailing camps.
- **Fleet** The RS Quest has been acquired - thank you to the port for supporting that acquisition with funds from previously sold boats. This will support the summer community and adult sailing programs.
- An additional sailboat has been acquired (420). Transfer paperwork has not yet been completed. It also appears that one laser remains un-transferred to the port and we will also get that paperwork completed.

● Motor on blue motorboat is having tilt issues - initial assessment is that a part of the hydraulic lift system is broken.

b. Rowing – no monthly report was provided. Commissioner Reese said that he is waiting to hear from CIR about an agreement to allow them to continue to store the personally-owned shells in the boatyard. The new replacement boat, paid for with the Enduris reimbursement, has been purchased and is over at Aqua Tech getting the work done to install the same motor that was on the burnt boat. When it's complete they will have another boat to use. Commissioner Reese noticed that CIR didn't pull the chase boat out of the water during the recent no-contact advisory for Dyes Inlet. He said that he just wished they would take care of the boats as if they were their own.

Commissioner Reese asked KSF attendees to be sure and moor the chase boats on the north side of the marina, near the sailboat float. CIR will be notified.

5.6. Facilities

a. Commissioner Scholfield said that he is working on a Request or Qualifications (RFQ) for the restrooms overhaul.

b. Leveling docks – Tim provided a 2022 tentative maintenance schedule. It showed that the float leveling will be conducted between June 1st through the 10th. Tim asked for input from the Commissioners regarding the schedule as there may be things that need to be added to it, that he is unaware of.

c. Electrical upgrade near vehicle parking lot – three Request for Qualifications (RFQ) were emailed (Bainbridge Island Electric; MD Marine Electric; NW Electrical Solutions) on May 9, 2022 with a May 27, 2022 deadline.

d. Electrical and water on finger piers – Commissioner Reese asked when the water will be back on at the finger piers. Tim explained that the main line had a rupture and there was a delay in receiving the parts, but they came in today. He anticipates it being back on sometime next week. The electrical on the finger piers was spotty last year with only a few electrical stanchions working. Commissioner Reese asked when the electricity will be turned back on for the finger piers. Commissioner Scholfield said that when it was turned off for the winter two of the three lines were still usable. He said that he will get it turned back on even though it will still be limited. Currently, there are three sailboats moored at the facility that are owned by the same person. One is missing its mast and the Department of Natural Resources (DNR) had previously tagged it as a derelict. Commissioner Reese explained that he had received an email today from Katharine Shaffer of Kitsap County Commissioner Ed Wolfe's office explaining that Commissioner Wolfe received a message from Irene Bowling reporting that there was no water or electricity on at the Port. Ms. Shaffer wanted details as to why. Commissioner Reese responded explaining that the water line needed a repair and there was a delay in receiving the parts, but they have since been received and so the water should be back on in the next few days. With regard to the power, he explained the history of the power situation resulting in limited power on the dock for the last two years and that the Port has plans to replace all the electrical on the dock after the marina is relocated, which is going to take time. Commissioner Scholfield said that he will get the electrical turned back on this weekend.

5.7. Port Properties

a. Painting of Port-owned buildings is on schedule to be completed next month - weather permitting.

5.8. Redistricting – Phil was asked to have the redistricting completed by June.

5.9. Strategic Planning of the Port

Organization – Commissioner Scholfield said that he has the job description and application for the Administrative Assistant position. He is just trying to tweak it to make it look better prior to posting it on the Port's website. Marvel Hunt asked how people will know about the opening. Commissioner Reese explained that once it's listed on the Port's website it can be shared to Facebook and other social media sites. Once the link is clicked it will automatically direct the individual to the Port's website, where the job information can be found.

5.10. Derelicts in Dyes Inlet – three of the four vessels have been disposed of and reimbursement for two of those three has been sent to the DNR. A letter requesting payment has been sent to the third boat owner, since he apparently is receiving mail. He has until June 17, 2022 to make contact with the Port to pay the outstanding amount due. If he doesn't respond a request for reimbursement to the DNR will be processed after that date. The three boats that are currently moored and owned by the same person were discussed. It is thought that the vessels are near, if not already exceeded, the ten-night maximum stay and no payment for moorage has been made for one of the three vessels. The owner of the vessels also has a boat trailer in the vehicle/boat trailer lot. An attempt to contact the owner via phone will be made. From there,

it was agreed that all vessels and the trailer need to be posted informing the owner that he needs to pay for past due moorage and immediately remove all vessels from the Port's facility. The trailer will be posted informing the owner that it needs to be removed immediately; otherwise, it's subject to tow.

6. NEW BUSINESS

6.1. Safe Security – hourly rates are increasing from \$23 to \$26. The Port hasn't been regularly receiving the nightly reports. Jason with Safe Security has been informed and is looking into it, but the delay is making it hard to determine which boaters owe moorage fees and how long they have been at the facility. Commissioner Reese agreed to stop by the Port office tomorrow and call Safe Security to determine what can be done about this issue.

6.2. Budget vs. Actual report was reviewed.

6.3. Boy Scout Troop 1540 letter dated May 3, 2022 was reviewed. The Troop is offering cleanup services of Port properties during and after Whaling Days 2022 as in years past. *It was agreed to have Boy Scout Troop 1540 provide cleanup services on Port property during and after Whaling Days 2022* (motion by Scholfield; second by Kitchens, unanimous). The amount to be paid will be determined during the August 2022 meeting after the services have been conducted with a check being approved in September.

7. SAFETY/SECURITY

Brett Dawson made a complaint on April 22, 2022 that the Safe Security guards are parking in the fire lane and drove through the parking lot the wrong way. He has been told in the past by Safe Security guards that he can do neither. Mr. Dawson requested that Port staff contact Safe Security and inform the owner of the guard's wrongdoings. Mr. Dawson was unhappy with the delay in response from Port

staff to his complaint. Commissioner Reese met with Mr. Dawson on site to further discuss his complaints.

A Safe Security Incident Report dated 5/16/2022 at 1:55PM was received outlining an incident of an older man having a little campfire on the Port's beachfront. When confronted by the guard, the man argued that it is public property. He refused to put the fire out and left once the guard called 9-1-1. Kitsap County Sheriff's Office responded and put out the fire using a fire extinguisher. Carla Larson said that it is public property and supported by taxpayers' dollars, but it is currently not legal to have an open fire in Kitsap County.

Tim said that the "Towing in Progress" sandwich boards need to be revived. He plans to make three or four more signs. Commissioner Reese said that he always thought the plywood backing could be improved. Tim said that he plans to use different backing and explained that the boards are important as many times when people end up getting towed, they tend to claim that they were never informed, although there are several Chico Towing signs on site.

Tim reported that he is also painting the moorage fee payment box. The signage on the box needs to be updated as it doesn't even show the Port of Silverdale on the box. The size of the box was determined. Commissioner Scholfield said that he recently received a quote of \$1,500 from Fast Signs to order twenty reservation signs on plastic board. Commissioner Reese said that he will get an estimate from John at Trim Line.

8. PUBLIC INPUT

Ms. Larson said that streets will be closed starting at midnight on Thursday, July 28th, 2022 for Whaling Days including the boat launch and parking area. Ms. Larson explained that the Port could be included in the

Whaling Days parade, if the Commissioners wanted.

Roy Sahali asked for a quick update of the Port's plan. Commissioner Scholfield said that the construction that is out there now is more than likely going to be there through the end of the year. Mr. Sahali asked about power in the area. Commissioner Scholfield said that it should be completed by the first of July.

Greg Jacobs said that his daughter recently got engaged, the wedding will probably take place well before the Port's new community room is available. In looking at wedding venues they ran across the Rose Hill Community Center in Mukilteo, WA. He said that the layout and design looked very similar to what EHDD/Patano has prepared for the Port. Mr. Jacobs sent the Port an email link to the Center. It was forwarded to the Commissioners. Commissioner Reese said that he viewed the website and it was nearly twice as big as what EHDD/Patano has presented to the Port. Mr. Jacobs said that he does have another younger daughter, so eventually another wedding may be in order at which time hopefully the Port's community center will be available to rent. Commissioner Reese jokingly replied to Mr. Jacobs saying he better start saving his ducats as the rent is going to be high.

Monica Downen invited everyone to the Bakery's 16th year anniversary this Saturday, May 21, 2022.

At 7:32PM the meeting disbursed. Commissioners were signing documents and checks awaiting the Port's attorney to join the meeting at 8:00PM.

At 7:51PM Mr. Sahali returned and asked Commissioner Reese about a car show he saw him at in the past.

Commissioner Scholfield remembered that the tenant at 3330 Lowell Street requested some

crushed rock be spread out around the parking area as it is getting muddy. He said that he plans to talk to Tim about it.

Commissioner Scholfield requested Herdman Plumbing be sent a Small Works Roster application.

9. EXECUTIVE SESSION – At 7:59PM Tim Schmetzler joined the meeting and it was announced that the meeting was entering Executive Session for approximately one hour to discuss potential litigation under RCW 42.30.221(1)(i).


At 8:32PM the meeting returned to Regular Session.

No one was waiting to re-enter the meeting.

10. ADJOURN

At 8:34PM the meeting adjourned (motion by Scholfield; second by Kitchens; unanimous).


Approved:



Commissioner



Commissioner



Commissioner

