**Port of Silverdale**

Minutes of Regular Meeting

January 19, 2017

**1. CALL TO ORDER**

Commission chairman Ed Scholfield called the meeting to order at 7:00 PM in the Port office. Also present were Commissioner Lawrence Greaves; Attorney Phil Best; Administrator Theresa Haaland; Tim Knapp of TIKAR; Steve Trunkey of Kitsap Sailing and Rowing Foundation (KSRF); Roy Sahali of Sahali Farms; Carla Larson and Vicky Webb of Kitsap Peninsula Water Trails; Stella Vakarcs and Barbara Zaroff of Kitsap County Public Works;

and Eric Catlett representing Naval Base Kitsap.

1.1. Agenda – ***The agenda was approved*** (motion by Greaves, second by Scholfield, unanimous).

1.2. Excuse Commissioner Aus’ absence – ***Commissioner Aus’ absence due to sickness was excused*** (motion by Greaves, second by Scholfield, unanimous).

1.3. Election of Officers – ***Commissioner Aus was elected as Chairman and Commissioner Greaves was elected as Secretary*** (motion by Greaves, second by Scholfield, unanimous).

Commissioner Scholfield continued to chair the meeting in Commissioner Aus’ absence.

1.4. Regular meeting minutes ***were read and approved as corrected*** (motion by Greaves, second by Scholfield, unanimous).

**2. PUBLIC COMMENT**

2.1. Barbara Zaroff and Stella Vakarcs both of Kitsap County Public Works provided a Power Point presentation of the plans to upgrade sewer pump station #3 that sits on waterfront property adjacent to the Port’s grassy area. If all goes as planned, construction for the upgrade will begin in 2019. The Port originally asked that the pump station be relocated, but according to the County that is just not possible. The County has committed to make it more esthetically pleasing and a better fit for the area. Mr. Sahali asked if the design could be more of a natural look, maybe even a hill with the equipment inside of it. Phil explained that at one time there was talk about relocating it within the hill on the east side of Washington Street and also moving the generator to the south side of the old bank building. Ms. Vakarcs explained that neither of those options are feasible. Besides the sewer pump station taking up prime waterfront views, the other major issue with it is the foul odor that emits from it. Ms. Vakarcs said that with the upgraded equipment the odor should be eliminated. She referenced other pump stations within the County that have been similarly upgraded. There have been no complaints of foul odor since those facilities have been upgraded. Ms. Vakarcs explained that in the meantime, the County should be made aware of planned events at the Waterfront so they can flush the lines and up the chlorine, which will help keep the foul odors to a minimum. Mr. Sahali informed her that every weekend starting in May and lasting through October the weekend market will be held, so he is hopeful the lines will be flushed accordingly. A list of all known planned events will be created and e-mailed to Ms. Vakarcs and Ms. Zaroff. Phil explained that the Port will be reassembling the Waterfront Planning Committee in the near future and it would be good to partner with the County and possibly make a joint application to the Recreation Conservation Office (RCO) for a grant. Phil also explained that the beach in front of the pump station could use some shoring up and that is something the Port and County would also need to work on together. Ms. Vakarcs and Ms. Zaroff both agreed. They explained that they plan to keep the Port informed on the status of the project as well as community input workshops. They thanked the Commissioners for their time.

2.2. Eric Catlett representing Naval Base Kitsap was at the meeting promoting the Naval Base Kitsap Base Guide. Mr. Catlett provided information about the guide. It is provided to military families that are moving to the area. It gives them an idea of what there is to do in the area as well as where things are located. The guide is updated and published annually. Mr. Catlett thanked the Commissioners for their time.

The Commissioners later decided not to advertise in the guide.

2.3. Carla Larson provided the Use of Port Property Application for the Kitsap Peninsula Water Trails Festival. It was signed by Commissioner Scholfield. Ms. Larson explained that the festival will be expanded this year with the use of the Waterfront Park.

Vicky Webb provided the Port with a replacement reimbursement check from Whaling Days in the amount of $71. It was for electrical use and extra garbage costs the Port incurred from the 2016 festival. Whaling Days had apparently issued the Port a check months ago, but it was never received and therefore never cashed. Ms. Webb also provided the Use of Port Property Application for Whaling Days 2017. It was signed by Commissioner Scholfield. Ms. Larson explained that there may be some minor changes to the festival’s footprint. She was interested to hear that the Port had purchased the Old Town Pub as Whaling Days has had an issue in the past with a tenant of the building selling items outside the pub during the festival and flaunting to other vendors that she didn’t have to pay to be there. The Commissioners explained that Fred Lanouette is the Port’s tenant and Ms. Larson would need to work directly with him on the issue. Ms. Larson requested that she be provided with the letter from the Port to the Sheriff asking for assistance in enforcing Port rules for both events. Commissioner Scholfield wasn’t so sure the letter did any good. He explained that during last year’s festival, kids were diving off the pier and swimming in the motorized boat area. They wouldn’t listen to his requests that they stop, so he asked for the help of one of the deputy sheriff’s that was on duty at the pier. Commissioner Scholfield waited a while watching to see what would be done, yet nothing was. So Commissioner Scholfield suggested the Port hire at least two Safe Security guards to man the pier and enforce the rules. Whaling Days would then be charged for the extra security. Ms. Larson didn’t think Whaling Days should be charged, she thought the moorage fees for the weekend should be increased to offset the costs of the added security. Ms. Larson offered to invite the Sheriff to an upcoming Port meeting to further discuss this issue. The Commissioners agreed. She thanked the Commissioners for their time.

Roy Sahali of Sahali Farms provided handouts regarding waterfront activities. The weekend market is scheduled to begin on May 5th. He continues to work on the budget and will bring it to next month’s meeting. He thanked the Commissioners for their time.

**3. UNFINISHED BUSINESS**

3.1. Port Programs

 a. Sailing – Steve Trunkey explained that practice will begin on February 21st. As long as the weather permits the sailboat float will be in the water prior to that. Tim explained that the removal of the sailboat float needs to be reevaluated because keeping it in past mid-October is wreaking havoc on it. He asked that Mr. Trunkey look into changing the sailing scheduled for October to allow for an earlier removal. Mr. Trunkey agreed. Mr. Trunkey reported that KSRF plans to purchase five used FJ’s from Sail Sand Point. The proceeds from the sale of several boats that KSRF has sold amounted to $6,467.80 and have been held by the Port in the KSRF/Sailing account. A check in that amount payable to Sail Sand Point is set to be authorized at tonight’s meeting. Mr. Trunkey said that the total cost for the boats will be approximately $18,600. KSRF will pay the remainder and ask Sail Sand Point to convey all of the boats directly to the Port. Mr. Trunkey thanked the Commissioners.

 b. Rowing – nothing to report.

 c. Non-motorized boat storage area – the code to access the area is changing as of February 1st. Tenants have been notified.

3.2. Port Facilities

 a. Status of the HPA – Commissioner Scholfield is working on the application. It seems that the new more “simpler” system is taking longer.

 b. Status of the necessary dredging permits – Phil has been reviewing paperwork from the previous dredges. The same footprint will be used as the last dredge. In Phil’s review of the files he found a letter from a well-known and well-respected geomorphologist, Jim Johannessen of Coastal Geological Services. In the letter there is discussion about using the removed sediment to nourish local beaches instead of being hauled off-site. Phil plans to contact Mr. Johannessen to further discuss. Although this dredge job will go out for bid, it was thought American Construction and/or General Construction should be contacted to see if it’s even a possibility to get the job done this year.

 c. Water is off for the season – the Port received a couple messages during a weekend from concerned individuals about a major leak at one of the fresh water connections on a finger pier. Commissioner Scholfield turned off the water the following Monday. This is sure to be reflected on an upcoming Silverdale Water District bill.

3.3. Port Properties

 a. 3215 NW Lowell Street, Suite 231 remains vacant. Mary Hancock of the DRC said they are interested in the space, but nothing is final.

 It was thought that the adjacent building’s tenant, Catie Malcom, was interested in renting the basement of the 3215 NW Lowell Street building for storage, but she hasn’t approached the Port about it recently. In the meantime, Mike was tasked with looking into the possibility of changing out the basement sliding glass door to a French door, which would allow access from the outside of the building. Mike concluded that some of the brick work would need to be removed in order to change out the door. It would be very expensive and could lead to other issues.

 b. 9004 Washington Avenue/DRC – Earlier in the month Warren Olson dropped off the DRC’s Proposed Facilities Upgrade list dated 1/6/17. This was reviewed. The outside lighting will be taken care of as it is considered maintenance. An estimate from Kitsap Garage Door to replace the garage door was reviewed. Phil explained that since the door would actually be replaced not just repaired this would need to go out for bid. He will work on a Request for Quotation. It was decided to ask Mike to provide rough estimates for each of the additional items. This will be further discussed at next month’s meeting.

 c. 9020 Washington Avenue/Elizabeth’s House of Wax – the emergency sewer repair has been complete, but the County Waste Water division will not finalize the permit because it is being pumped into the adjacent building. They insist that everything be dug up and connected directly to the sewer line. Phil offered to review the file because in his recollection that property was an unusual case as they shared common facilities. He will discuss his findings with Mike and if necessary will make contact with the County.

 d. 3255 NW Lowell Street/Catie’s Creations – the heater stopped working, but has since been repaired.

 e. 3421 NW Byron Street/Billingue – tenant Cheryl Bouck has pre-paid rent through June and requested to be placed on a month-to-month lease through June at which time she will possibly enter into a year lease. This will coincide with the Billingue school year, which she would prefer. The Commissioners agreed a month-to-month lease would be acceptable.

3.4. Owed to the Port – nothing to report.

3.5. Highway Signage – nothing to report.

**4. NEW BUSINESS**

4.1. Silverdale Chamber Business Directory – ***It was agreed to placed a 1/3 page black and white ad in the 2017 Silverdale Chamber Business Directory for the amount of $355*** (motion by Greaves, second by Scholfield, unanimous).

4.2. Terry Jackson dba Washington State Alternative Energy/Window Conservation –stopped by the Port office and asked if the Port would be interested in hiring him to wash the Port office windows - $275 for all of the outer windows or $425 for inside and out. It was decided not to have the windows cleaned at this time.

4.3. Maritime Museum of British Columbia had mailed a letter to the Port asking for support toward their yearly giving program. It was decided not to contribute as the Port generally supports more local-type endeavors.

Commissioner Scholfield explained that the Central Kitsap Middle School Honor Society might be approaching the Port about cleaning up the beach.

Commissioner Scholfield reported that he attended the bus tour on “Bringing Clear Creek Back to Life” that was held on January 10th. It was very interesting and it gave him a chance to talk with Chuck Smiley of Kitsap County Public Works and Mindy Fohn who was with Kitsap County Surface and Stormwater. Apparently, the water levels on the Port’s wetlands have raised anywhere from two to three feet. There was discussion about repairing and replacing the drainage at the wetlands.

**5. SAFETY**

5.1. Incidents – nothing to report.

**6. APPROVE EXPENDITURES & ELECTRONIC TRANSFER**

***The attached expenditures of $164,097.16, checks numbering 11295 through 11320 and Electronic Transfer 2017-01 to the U.S. Treasury in the amount of $1,465.34, were approved*** (motion by Greaves, second by Scholfield, unanimous).

**7. EXECUTIVE SESSION** – None.

**8. ADJOURN**

***The meeting adjourned at 9:42 PM*** (motion by Greaves, second by Scholfield, unanimous).

Approved:

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Henry Aus, Commissioner

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Lawrence Greaves, Commissioner

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Ed Scholfield, Commissioner

