**Port of Silverdale**

Minutes of Regular Meeting

February 16, 2017

**1. CALL TO ORDER**

Commission chairman Henry Aus called the meeting to order at 7:00 PM in the Port office. Also present were Commissioner Lawrence Greaves; Commissioner Ed Scholfield; Attorney Phil Best; Administrator Theresa Haaland; Tim Knapp of TIKAR Services; Mike Vasquez of MTV Home Repair; Roy Sahali of Sahali Farms; and Steve Slaton of the Silverdale Rotary.

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

1.2. Regular meeting minutes ***of the January 19, 2017 regular meeting were approved as read*** (motion by Scholfield, second by Greaves, Commissioner Aus abstained as he did not attend that meeting).

1.3. All Ports Meeting minutes ***–*** the January meeting minutes have been e-mailed to the Commissioners, but since the Port didn’t have a quorum present at the meeting no action is required.

**2. PUBLIC COMMENT**

2.1. Steve Slaton of the Silverdale Rotary submitted paperwork to use Port property for the 2017 Duck Races. He explained that he wears many hats and now wears a new Port of Silverdale constituent hat, as he recently moved within the district. He reminded the Commissioners that all the money raised from the Duck Race goes back into the community. ***The Silverdale Rotary Club was authorized to use Port property to hold the 2017 Duck Race as in years’ past*** (motion by Greaves; second by Scholfield, unanimous). The Application for Use of Port property was signed by Commissioner Aus. Mr. Slaton thanked the Commissioners for their ongoing support.

2.2. Roy Sahali of Sahali Farms provided handouts regarding waterfront activities. He explained that he attended the West Sound Business Expo at the Kitsap Pavilion earlier in the day and handed out Port of Silverdale brochures that were created by Phil and printed by Catie’s Creations. Mr. Sahali has heard that the Silverdale Farmer’s Market, which is normally held on Tuesdays April through October, may cancel this year. He plans to reach out to some of those vendors and invite them to sell at the weekend market. Mr. Sahali reported that he has been communicating with Rick of the Washington Academy of Music about having performers on Saturdays during the market. Mr. Sahali estimated a total budget of $5,000 for the weekend market and asked if the Port would be willing to contribute $3,000 to cover the costs of the music portion. He plans to raise the additional $2,000 through sponsorship, which will be used to support and promote the event. The Commissioners decided to wait on making a decision until it is determined if Mr. Sahali raises the additional money. Commissioner Greaves suggested Mr. Sahali contact the CK Reporter as they may publish an article about the market. Mr. Sahali thanked the Commissioners for their time.

**3. UNFINISHED BUSINESS**

3.1. Port Programs

 a. Sailing - Tim explained that he plans to install the sailboat float this weekend to accommodate the sailing practice scheduled to begin on February 21st. Tim is uncomfortable with installing it this early because of possible damage done by severe weather. For this same reason the boat handling pier isn’t installed until mid-April. Last year Tim ended up tethering the sailboat float during high winds to help alleviate damage. Commissioner Scholfield agreed that it is way too early to put it in the water as it is causing a lot of damage and that the sailing program should follow the Port’s schedule instead of vice versa. They could always launch from the beach like they did prior to the installation of the sailboat float. Commissioner Greaves suggested that for this year the Port honor the commitment that has already been made to have it installed prior to their practice start date, but inform Steve Trunkey that next year it will be installed at the same time as the boat launch handling pier in April. The Commissioners agreed. Mr. Trunkey talked to Phil about a wheel stop that had been moved near the newly extended fence that houses the sailboats/chase boats. Sometimes cars from the adjacent business park in that area and block access to the fence gate. He was hoping the Port would purchase and install “Do not block gate” signs. Commissioner Scholfield will work on this.

 b. Rowing – Phil explained that he had to help secure the rowing program’s chase boat, which is actually Port property, during a recent storm. Apparently, the boat is moored at the facility quite often. Ms. Burke and Mr. Trunkey will both be informed that in case of a storm warning or high wind advisory any Port equipment moored at the facility must be removed immediately.

 c. Non-motorized boat storage area – nothing to report.

3.2. Port Facilities

 a. Status of the HPA – Commissioner Scholfield is continuing to work on the application.

 b. Status of the necessary dredging permits – Phil reported that he has made contact with Coastal Geologic Services about the dredge. They work with Marine Survey and Assessments. Phil did not reach out to Mr. Johannessen as indicated last month because he read that the dredged material was determined to be too fine to use to nourish local beaches. He will continue his efforts on the permit.

 c. 2016 Port Facility Project report was reviewed.

3.3. Port Properties

 a. 3215 NW Lowell Street, Suite 231 - a lease was drawn up for a medical researcher, but she decided not to sign until she obtain more information about the Occupancy Permit requirements.

 Suite 261 – tenant, Linette Degroot, gave verbal notice that she intends to be out of the premises as of March 1st. It was agreed that she gave adequate notice.

 The heat was not working in the building for an entire day. Tenants voiced their disappointment about not having access to the basement and trying to fix the problem themselves. They have since been provided with Commissioner Scholfield and Mike’s phone numbers for after hours/emergency contact.

 b. 9004 Washington Avenue/DRC – Mike is working on getting estimates for the costs associated with the DRC’s “wish list”. He sees the costs totaling $50,000 roughly. He was tasked with generating a list to include the costs. The list will eventually be provided to the DRC so they can determine what they want done as the costs will be amortized over the life of a five year lease. Mike explained that any major remodel will be somewhat impossible because from what he has heard the DRC doesn’t plan to close to allow for the work to be completed. This will need to be addressed in the future.

The contract (2017-01) to replace the garage door at the 9004 Washington property was discussed. Phil explained that there were no companies listed on the Small Works Roster that install garage doors. So, an Invitation for Quotations and a Small Works Roster Application were e-mailed to three companies found from the yellow pages. Kitsap Garage Door and LDR Construction were the two businesses that replied. Kitsap Garage Door was found to be the low bidder, but they failed to use the Port’s Invitation for Quotation form. Phil suggested LDR Construction be awarded the contract since they complied by the rules. ***It was agreed that LDR Construction be awarded contract 2017-01 Replace Garage Door at 9004 Washington*** (motion by Scholfield, second by Greaves, unanimous).

 c. 9020 Washington Avenue/Elizabeth’s House of Wax – Phil has not contacted the County about the sewer permit issue because Mike has been discussing it with Robison Plumbing as they acquired the permit. The grinder and pipes may need to be relocated, which will require a lot of digging. Mike has Robison them to hold off until the weather improves.

Mike said that ever since the construction of the new Bucklin Hill bridge there seems to be a lot of sewer line issues in the Old Town area.

3.4. Owed to the Port – nothing to report.

3.5. Highway Signage – it was decided to remove this item from the agenda until the County has completed the first phase in the Silverdale Way project.

**4. NEW BUSINESS**

4.1. Central Kitsap Food Bank – ***It was agreed to donate two 2-night free moorage gift certificates to the Central Kitsap Food Bank’s silent auction*** (motion by Scholfield, second by Greaves, unanimous).

4.2. Special Meeting – Stella Vakarcs of Kitsap County Public Works invited Phil and the Commissioners to tour the Keyport pump station project. All three Commissioners would like to attend. It was decided to hold a Special Meeting on Friday, February 24th. The Commissioners will meet at noon at the Port office and drive to Keyport to have lunch followed with a tour of the pump station at 2:00PM.

4.3. Public Records Request- on January 30, 2017 the Port received a public records request from a company in Florida. The request has since been fulfilled.

4.4. Minutes – the Port of Brownsville Commissioner Jack Bailey came into the Port office a few days after the All Ports meeting minutes were e-mailed to all the Kitsap Ports. He mentioned that the All Ports meeting minutes include unnecessary information and provided the Port with a print out from the website jurassicparliament.com that outlined what should and should not be in meeting minutes. This will be addressed at an upcoming All Ports meeting, but it was thought it should be addressed for the Port of Silverdale as well. The Commissioners decided to continue with the more thorough minutes as it provides a history of Port business.

**5. SAFETY**

5.1. Incidents – Commissioner Scholfield reported that several of the Port properties have been inspected by the County Fire Marshall. The tenants at 3295 NW Lowell Street have been notified that they need to provide clear access to the HVAC unit and water heater. Debris behind the Old Town Pub, 3473 NW Byron Street, needs to be cleared out as well. Other than that everything has passed inspection.

Phil asked if the Commissioners plan to upgrade the outside of the pub. He noticed on the upper south side of the building there is a nice wood siding. It would look good on the entire building. Commissioner Scholfield said that eventually a consultant should be hired to give the Commissioners ideas on what to do with that and the surrounding properties.

**6. APPROVE EXPENDITURES & ELECTRONIC TRANSFER**

***The attached expenditures of $25,579.38, checks numbering 11321 through 11347 with check number 11324 being void and Electronic Transfer 2017-02 to the U.S. Treasury in the amount of $1,482.76, were approved*** (motion by Greaves, second by Scholfield, unanimous).

**7. EXECUTIVE SESSION** – None.

**8. ADJOURN**

***The meeting adjourned at 9:04 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

