**Port of Silverdale**

Minutes of Regular Meeting

March 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; Mike Vasquez of MTV Home Repair; Steve Trunkey of Kitsap Sailing and Rowing Foundation (KSRF); Roy Sahali of Sahali Farms; Carla Larson of Kitsap Peninsula Water Trails (KPWT) and Whaling Days; Kitsap County Sheriff Sergeant Jim White; local resident Tom Dreyer; Patrick James and Sara Bendixen of Bella-Della BBQ and Southern Cuisine; Holly James, Jess Sappington, Scott and Peggy Hall, and Michelle Wilson all of Kitsap Community and Agricultural Alliance (KCAA).

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

1.2. Regular meeting minutes ***of the February 16, 2017 regular meeting were approved as corrected*** (motion by Scholfield, second by Greaves, unanimous).

1.3. Special meeting minutes ***of the February 24, 2017 special meeting were approved as read*** (motion by Greaves, second by Scholfield, unanimous).

**2. PUBLIC COMMENT**

2.1. Safety on Port property - Tom Dreyer introduced himself. He is a retired veteran and a former New York City emergency dispatcher. He now resides at the Bay Breeze apartment complex in Old Town. He said that he really loves the area, but is concerned about the reckless driving within Old Town and primarily at the Port’s boat launch parking area. He explained that this has been an issue in the past, but it is getting worse. It seems to mainly be a certain group of individuals/vehicles, who he refers to as the fast and the furious wannabes. They use the entire Old Town area as a raceway from Bucklin Hill Road to Bayshore Drive onto Washington Avenue and then onto NW Byron Street and usually end up at the Port’s boat launch parking area followed with burn-outs and donuts. Mr. Dreyer expressed his concern that someone is going to get hurt. He said that he has placed several calls to 9-1-1, which with his emergency dispatch experience he is hesitant to do, but believes this is such a serious situation it is necessary. At one point a Sheriff Deputy told him that the Port boat launch parking lot is private property which ties the Sheriff’s hands. Sergeant White made note of this and offered to request the traffic sergeant to have officers add the area to their rotating list of monitored speeding areas. Sergeant White suggested the Port consider installing speed bumps in the boat launch parking lot. Commissioner Scholfield explained that in his experience he has seen that speed bumps aren’t effective. Mr. Dreyer has thought about approaching one or two individuals in the group in a non-confrontational way and tell them that there are spotters in the area in hopes the word would spread and the reckless driving would decrease. Mr. Dreyer also voiced his concern about drug activity in the area as it seems to be worsening as well. He provided handouts of an article from the Kitsap Sun about a recent drug deal that went bad in Old Town on Carlton Street. During that ordeal a truck ended up on the sidewalk destroying several mailboxes. Thankfully, no one was injured. Steve Trunkey of KSRF reminded the Commissioners that last year the parking committee provided suggestions to the board. One suggestion was to hire someone as a Port host with one of the duties being to monitor the parking areas. Commissioner Scholfield added that he had talked to Christine Scott of Safe Security some time ago about the possibility of hiring one of the guards to monitor the parking area. She said that she could arrange it, but would need a fair amount of time to get that in place. Commissioner Aus said hiring someone to work a couple random days a week might be beneficial. Roy Sahali explained that he doesn’t notice too many problems in the area. He has approached individuals at times about different issues and for the most part the outcome has been positive. Phil suggested Mr. Dreyer pursue his idea of talking to a couple of individuals who are in the group that drive recklessly and report back at next month’s meeting. Between that and the additional Sheriff presence in the area, hopefully the reckless driving will diminish.

2.2. Kitsap Peninsula Water Trails Festival and Whaling Days – Carla Larson reported that plans for the Water Trails festival are taking shape. They are hoping to get the military involved with some sort of competition, such as a Navy/Army tug-of-war. Ms. Larson invited Sergeant White to the meeting to discuss security during Whaling Days. Last year during the festival Commissioner Scholfield had to ask kids to stop jumping off the pier and docks at which they refused. Sheriff Deputies that were on the docks did nothing about it even when asked by Commissioner Scholfield. The 2017 letter from the Port to Kitsap County Sheriff requesting assistance in enforcing the Port rules was reviewed. Sergeant White requested “no swimming” be added to the list of Port rules. It was amended and signed by Commissioner Aus. The letter is to be used for both events.

Ms. Larson explained that the Silverdale Dandy Lions Club would like to partner with the Port and install another bench on Port property. ***It was agreed to allow the Silverdale Dandy Lions Club to install a bench on Port property at a location to be determined*** (motion by Greaves, second by Scholfield, unanimous).

2.3. CK Farmer’s Market representatives explained their wishes to have a Tuesday farmer’s market on Port property like in years’ past. The official name is Kitsap Community and Agricultural Alliance (KCAA) and it is a 501c3 non-profit corporation. An Application for Use of Port property had been submitted. When the farmer’s market was held on Port property several years ago the Port did not charge a fee. Since that time the Port began requiring individual vendors to enter into a concession vendor agreement with the Port and pay $.10 per square foot of used space. There was discussion about charging KCAA a use fee. Mr. Sahali said that he doesn’t have a problem with the Tuesday farmer’s market and will act as the Port’s Facilities Manager and collect the rents from the vendors. It was explained to Mr. Sahali that he doesn’t hold the title of Facilities Manager and will not be asked to collect on behalf of the Port. Mr. Sahali explained that he has met with Phil over the past three months and they have been working on a master lease that he will hold with the Port. He has been volunteering his time to promote the Port and attend Port meetings informing the Commissioners of his progress. It was his understanding that the master lease would appoint him as the go-to person for events held on Port property, so he was a bit confused as to why the Tuesday market was dealing directly with the Port. The Commissioners explained that they have yet to review the master lease let alone sign it and it was their understanding that it was aimed solely at the weekend market. Holly James of KCAA said that she believes the Tuesday market will complement Roy’s weekend market and hoped the Commissioners would approve the Application for Use of Port Property. The use fee to hold the Tuesday farmer’s market was further discussed. Mr. Sahali questioned the difference between his business and the Tuesday market and why they would be charged a flat use fee when in the past he has been charged per square foot. Commissioner Scholfield said that the difference is that the Tuesday market is run by a non-profit corporation and are requesting to use Port property on a Tuesday not during prime time. Phil explained that it is a bit of an issue if the Port is going to charge Mr. Sahali and not going to charge the CKAA. Mr. Sahali added that although they are a non-profit they are a business none the less. ***It was agreed to allow the Kitsap Community and Agricultural Alliance to hold a Farmer’s Market on Tuesdays on Port property from May 2, 2017 through October 24, 2017 as outlined in the Application for Use of Port Property and be charged $50 a month*** (motion by Greaves, second by Scholfield, unanimous). Commissioner Aus signed the Use of Port Property Application. The CKAA representatives thanked the Commissioners for their time.

Mr. Sahali said that he feels he has not been treated fairly in this process and would like to talk to the Commissioners separately about it. Commissioner Greaves said that he thought Mr. Sahali jumped to conclusions about his position with the Port. Mr. Sahali added that he now would expect a reduction in the fees he is charged to use Port property.

2.4. Weekend Market – Mr. Sahali explained that he has outreached to several Old Town businesses and has created an Old Town blog. He is also looking into having bicycles available for rent in the Old Town area.

Patrick James and Sara Bendixen of Bella-Della BBQ submitted a Concession Vendor Agreement to sell on Port property. They may contact KCAA to be part of the Tuesday market as well, but would like to use Port property primarily on weekends. It was agreed that they will work directly with the Port until the master lease agreement between the Port and Mr. Sahali is finalized. Commissioner Aus signed the Concession Vendor Agreement.

**3. UNFINISHED BUSINESS**

3.1. Port Programs

 a. Sailing – Steve Trunkey was notified about last month’s discussion regarding possibly delaying next year’s install of the sailboat float until April. Commissioner Greaves explained to Mr. Trunkey that the Port is taking unreasonable risks when it has the float installed at that time of the year. Commissioner Scholfield added that the Port has a responsibility to protect its assets. Mr. Trunkey said that the sailing season begins at the end of February and he has no control over that. He realizes installing the sailboat float in February is hard on it, but as with anything it requires maintenance. He said that they cannot provide a competitive program without the sailboat float installed at the end of February because launching from shore with oncoming waves and variable tides takes up nearly half of their practice time, which is not only frustrating but inefficient and makes the team far less competitive because they have less time practicing than all their competitors. Mr. Trunkey said that if the sailboat float is not installed by the end of February next year he will not return as a coach. The design of the float was discussed. One of the hinges on it seems to maybe have had a bad weld from the beginning. Phil suggested Wendall Stroud of Marine Floats, who designed and built it, be contacted and invited to come take a look at it. The hinge may be under warranty and the design can be further discussed at that time. Tim Knapp is out of town this week, but after his return Marine Floats will be contacted to set up a date/time to meet. Commissioner Aus is interested in attending that meeting as well as Commissioner Scholfield. A special meeting will be called if more than one Commissioner decides to attend.

Mr. Trunkey reported on the regatta that was held March 4th. They had two good races and then the wind died down, which caused them to abandon it by 3:00PM. Mr. Trunkey thanked the Commissioners for their time.

 b. Rowing – an e-mail from Bridget Burke was reviewed. She requested the wheel stops near the north entrance of the non-motorized boat storage gate be removed and no parking signs posted. Commissioner Scholfield reported both are complete.

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

3.2. Port Facilities

 a. HPA – Commissioner Scholfield has submitted the application.

 b. Dredging permits – Phil provided a scope of work and fee proposal from Coastal Geologic Services regarding the maintenance dredge and beach nourishment. It was reviewed and discussed. ***It was decided to accept the Scope of Work and Fee Proposal dated March 3, 2017 from Coastal Geologic Services and authorize Commissioner Aus to sign any necessary paperwork*** (motion by Greaves, second by Scholfield, unanimous).

Commissioner Scholfield explained that the JARPA is a five year permit. The date the JARPA is effective should be the date that the dredge begins so that another dredge can take place at the end of the 5th year without having to apply for another permit.

3.3. Port Properties

 a. 3215 NW Lowell Street an e-mail from Rick Wells tenant of suite 161 was reviewed. In the e-mail Mr. Wells explains that the ant problem has been ongoing for the last five years and he seems frustrated that the Port has not contacted a professional pesticide company to address the problem. Mr. Wells said that the only way to rid of the ants is to drill through the mortar on the outside of the building in a few places and spray pesticide in the holes then plug the holes with caulk. The Commissioners are hesitant to have the mortar drilled through and the ants that are causing the issue are not carpenter ants they are small moisture ants, which seem to be prevalent this time of the year. Mike reported that he recently sprayed in the building and the tenant of suite 191 complained about inhaling the pesticide. Mike later sprayed the parameter of the building on a Sunday when no tenants were present. Commissioner Scholfield reported that the suite 191 tenant also talked to him about the use of pesticides and is adamant they not be used.

 Suite 231 - remains vacant.

 Suite 261 – a check is being cut at tonight’s meeting to refund Linette Degroot her last month’s rent that she pre-paid as she already paid for her last month.

 b. 9004 Washington Avenue/DRC – a breakdown of the DRC’s proposed Facilities Upgrade plan was reviewed. It included estimated costs for each item. It was agreed that the Port will take care of the paint on the south side of the building, but other than that everything on the list would be up to the DRC to decide if they want to pursue as it will increase their rent. It was decided to expand the data to include how much it would increase the DRC’s rent per month for each item and add an estimated time column so they are aware of that. Once the plan is updated Phil will prepare a letter to send along with it to the DRC.

 c. 9020 Washington Avenue/Elizabeth’s House of Wax – Mike reported that the finalization of the permit for the emergency sewer repair is still in process. Once the weather improves Robison Plumbing will be back to work on a solution.

 d. 3255 NW Lowell Street/Catie’s Creations – an Invitation for Quotation to install a heat pump was sent to three businesses listed on the Small Works Roster. Peninsula Heating and Cooling, Inc. was the only company that replied. The bid came in at $14,066.87. ***It was agreed to award contract 2017-02 Install Heat Pump at 3255 NW Lowell Street to Peninsula Heating and Cooling, Inc. in the amount of $14,066.87*** (motion by Scholfield, second by Greaves, unanimous).

 e. 3473 NW Byron Street/Old Town Pub – the Fire Marshal Inspection Report for the building was reviewed. There are several items that need immediate attention especially on the second floor of the building. Commissioner Scholfield, Phil and Mike plan to meet next week with tenant Fred Lanouette, the Fire Marshall and a representative from Kitsap County Department of Community Development (DCD) to further discuss.

3.4. Owed to the Port – nothing to report. Mr. Thoresen will be contacted and notified that this may be sent to collections.

3.5. Kitsap County Pump Station #3 – Phil received an e-mail from Stella Vakarcs of Kitsap County Public Works regarding a possible meeting just prior to the April Port meeting with Public Works Director, Andy Nelson to tour the Silverdale waterfront pump station. Once a time is determined the Commissioners will be notified. A “Notice of Application” was received from the County notifying property owners that an application for a Commercial Shoreline Substantial Development Permit has been received. Phil went over to the County DCD office and viewed the application. He determined that it is for the work that will be done in the street for the sewer line upgrades.

**4. NEW BUSINESS**

4.1. Kitsap County News Release – An e-mail from the County dated March 15, 2017 was reviewed. They are seeking input from the public regarding transportation improvements. Several meetings throughout the County will be held in April and early May.

4.2. Public Disclosure Commission – Commissioners were reminded to file by mid-April.

**5. SAFETY**

5.1. Incidents – Nothing to report.

**6. APPROVE EXPENDITURES & ELECTRONIC TRANSFER**

***The attached expenditures of $23,300.43, checks numbering 11348 through 11371 and Electronic Transfer 2017-03 to the U.S. Treasury in the amount of $1,892.98, were approved*** (motion by Scholfield, second by Greaves, unanimous).

**7. EXECUTIVE SESSION** – None.

**8. ADJOURN**

***The meeting adjourned at 10:33 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

 