**Port of Silverdale**

Minutes of Regular Meeting

April 20, 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; Administrator Theresa Haaland; Mike Vasquez of MTV Home Repair; Andy Nelson, Stella Vakarcs, Gunnar Fridricksson and Lisa Cox all from Kitsap County Public Works; Attorney Phil Havers representing the Central Kitsap Community Council (CKCC); Terry Asla of Sound Publishing/Central Kitsap Reporter; local resident Randy Hunt; and Tim Knapp arrived at 8:45PM.

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

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

1.3. All Ports meeting minutes ***of the April 17, 2017 Kitsap All Ports meeting were approved as submitted*** (motion by Scholfield, second by Aus, approved – Commissioner Greaves abstained as he did not attend the meeting).

**2. PUBLIC COMMENT**

2.1. Safety on Port property - Tom Dreyer was not present.

2.2. Silverdale Way Widening Project – Gunnar Fridricksson updated the Commissioners on the project. He explained that they will open bids on May 16th and contracts will be brought to the Kitsap County Commissioner meeting on June 26th for signature, execution and award.

If all goes as planned work will begin on July 10, 2017 and be completed within a year. County employees plan to walk door to door to the local businesses that are sure to be affected by the project and answer any questions they may have and provide them with point-of-contact information in case questions arise. Commissioner Scholfield explained to Mr. Fridricksson that the Ports Hydraulic Project Approval (HPA) permit would allow for work to be completed on tanks at the end of Pacific, if necessary. Ms. Cox will e-mail the Port the link to the County’s panoramic site, which provides up-to-date information on the status of the project.

Mr. Havers explained that at the last CKCC meeting he was tasked with being more integrated in the community and to act as a facilitator on the public’s behalf. He was also appointed to be a liaison between CKCC and the Port. He had heard that the County might construct a community center in Silverdale and he has also heard that the Port and the new library are considering constructing community centers. He is hoping to bridge the gap of communication to such agencies to avoid redundancy and all that it entails. He said that the Port owns a lot of land and buildings down here in Old Town, but there hasn’t been much change. He questioned the Port’s plan especially with all the improvements the County is starting. He said that the County improvements will draw people to the area, but questioned what will make them stay. Commissioner Greaves explained that the Port recently acquired the Pub, which was a necessary piece of land for future planning on Byron Street. Commissioner Scholfield added that Lowell Street is basically on hold as there is one more piece of property needed prior to any planning for that area.

2.3. Kitsap County Pump Station #3 – drawings showing the details of the project were reviewed. A letter dated April 13, 2017 from Rob McGinley of Kitsap County Public Works, signed by Lisa Cox, was also reviewed. The letter was regarding the Bay Shore Drive Improvement Project and informed the Port that the County will need to acquire a Temporary Construction Easement and a permanent right-of-way on several Port properties. Mr. McGinley will be contacting the Port to arrange a meeting to discuss the details.   
  
County employees and Mr. Havers thanked the Commissioners for their time.  
  
Mr. Asla said that he has been assigned by Sound Publishing to cover the “Silverdale beat” for the CK Reporter and he is excited about it.  
  
Randy Hunt introduced himself as a local historian. He handed out flyers for the Central Kitsap History Club. He would like to create a walking tour map of Old Town, but needs the historical information and asked for suggestions on obtaining such information. Mr. Hunt said that the history of properties may even help the Port determine future plans for the area. Commissioner Scholfield suggested he talk to Spence, who lived in Silverdale for over sixty years but now resides in Longview. Commissioner Greaves will try to get Mr. Hunt contact information for Spence. It was also suggested that he talk to Tim Knapp, who is very knowledgeable about the area. Terry Asla explained that he has been writing a twelve-month series for the CK Reporter titled “Kitsap Goes to War”. He has gathered several war- time stories related to Kitsap County. Mr. Asla explained that for a walking tour he has envisioned individuals using their smart phones to view buildings, almost like taking a picture of a building but instead it pulls up the history and old pictures of it, something similar to the Pokemon craze, but with a historical slant. Mr. Asla offered to meet with Mr. Hunt to provide him with the historical information he has obtained through his research. Mr. Hunt thanked the Commissioners and Mr. Asla.  
  
2.4. CK Reporter – a copy of the article from the CK Reporter that Mr. Asla wrote “Port of Silverdale: No plans yet for pub property” was reviewed.   
 **3. UNFINISHED BUSINESS**

3.1. Port Programs

a. Sailing – the meeting with Wendell Stroud of Marine Floats has not yet been scheduled.

b. Rowing – the boat launch restrooms are now open from 6:00AM to 8:30PM to accommodate the program.

c. Non-motorized boat storage area – Commissioner Scholfield reported that he was approached by Jesse Beals of Olympic Photo Group, who recently purchased the building adjacent to the Port office building. Mr. Beals asked about the possibility of parking a 10’ trailer that is used to store photography equipment, on Port property. It was unknown where Mr. Beals might park the trailer as the non-motorized boat storage area is somewhat full.

3.2. Port Facilities   
 a. HPA – Commissioner Scholfield explained that current HPA is good through June 30th so the newly applied for HPA will be effective on July 1st.

b. Dredging permits – Coastal Geologic Services was out last week surveying the area that will be dredged. Commissioner Scholfield and Phil met with Amy of Marine Surveys and Assessments to discuss their portion of the project. The scope of work and cost estimate from Marine Surveys and Assessments was reviewed. ***Resolution 2017-01 Engaging Marine Surveys and Assessments and Designating the Port’s Attorney as Agent to Obtain Dredging Permits was adopted*** (motion by Scholfield, second by Greaves, unanimous).

3.3. Port Properties

a. 3215 NW Lowell Street - Commissioner Scholfield has ordered a part to repair the heater.

Suite 231 - remains vacant.

Suite 261 - remains vacant. Commissioner Scholfield will re-list both suites on Craigslist.

b. 9020 Washington Avenue/Elizabeth’s House of Wax – once the weather improves Robison Plumbing will be working on finalizing the permit for the emergency sewer repair.

c. 9004 Washington Avenue/DRC – contract #2017-01 Replacement of the garage door is complete and found to be satisfactory. The check to LDR Construction, Inc. is scheduled to be signed at tonight’s meeting. Commissioner Scholfield questioned if the Port was provided with a receipt showing that the garage door had been paid in full. A receipt was not submitted with the invoice. ***It was agreed to waive the five percent retainer and to pay LDR Construction, Inc. $1,630.05 as outlined in contract #2017-01 contingent upon proof that the garage door has been paid in full*** (motion by Scholfield, second by Greaves, unanimous).

The DRC has been provided with the most up-to-date building upgrade plan and will be attending next month’s meeting to further discuss.

d. 3255 NW Lowell Street/Catie’s Creations – Contract #2017-02 the heat pump was ordered by Peninsula Heating and Cooling, but it is on back order and will not be received until the end of June.

e. 3473 NW Byron Street/Old Town Pub –

Commissioner Scholfield, Phil, Mike, and the tenant, Fred Lanouette, met with the Kitsap County Fire Marshal and Department of Community Development representatives to tour and inspect the building. The Fire Marshal provided a list of items that need immediate attention. Mike has been working on the list and reviewed it with the Commissioners. He explained that there is a lot of maintenance to be completed on the building. An engineer recently viewed the building and will make an assessment.

f. 3330 NW Lowell Street/Sugar Studios – the parking area will be re-graveled once the weather improves. The tenant plans to install pavers in the area on the west side of the building to accommodate the outdoor seating area.

3.4. Owed to the Port – Mr. Thoresen was contacted and said he would make payment prior to tonight’s meeting, but nothing has been received. Commissioner Scholfield suggested Phil prepare a notice informing Mr. Thoresen the account will be turned over to collections.

**4. EVENTS**

4.1. Events

1. CK Farmer’s Market – May 2nd through October 10th - payment for the entire season, $300, has been received. An e-mail inviting Port representatives to attend the ribbon cutting ceremony on May 2nd @ 3:00PM was reviewed. Commissioner Scholfield plans to attend.

2. Weekend Farmer’s Market – May 5th through October 29th. ***It was agreed to enter into the Waterfront Use and Management Agreement between the Port of Silverdale and Roy Sahali dated April 20, 2017*** (motion by Scholfield, second by Greaves, unanimous).

3. Olympic Outdoor Center – June 1st through September 30th

4. Last Day of CK Schools is scheduled for June 19th. Safe Security has been asked to provide two guards from 10AM to 4PM.

5. Water Trails Festival is scheduled for June 24th and 25th.

6. 4th of July – Safe Security has been asked to provide two guards from 4PM to midnight.

7. Whaling Days – July 28th through 30th.

There was discussion about hiring someone to monitor parking, especially at the vehicle/boat trailer lots. Commissioner Scholfield said that it would be easier to contract it through Safe Security. Keeping the boat trailer/vehicle lot available to boaters would be a priority. Tim suggested a procedure be written, so whoever is working the job knows exactly what is expected of them. ***It was agreed to hire a Safe Security guard to act as a Port host from noon to 8:00PM, Fridays through Sundays, mid-June through Labor Day weekend*** (motion by Scholfield, second by Greaves, unanimous).

**5. NEW BUSINESS**

5.1. Washington State Department of Fish and Wildlife’s Erin Dilworth e-mailed the Port asking permission to install a fishing line recycling bin on the pier. The intentions for the program were unclear. Commissioner Scholfield will contact Ms. Dilworth to further discuss.

5.2. Steve Miller, a local resident, came into the Port office recently and asked if he could pay an annual fee to randomly use the moorage facility. The Port doesn’t offer an annual fee, but can bill and charge a $5 convenience billing fee. Commissioner Greaves said he would discuss this with Mr. Miller.

5.3. Kitsap County News Release – a Silverdale Transportation Implementation Study Open House is scheduled for Tuesday, April 25, 2017 at 6:30PM at the Central Kitsap High School Auditorium.

5.4. Port Office – a new printer has been purchased for the office.

5.5. Filing Week is scheduled for May 15th through 19th. Commission District 2 will be on the November ballot.

**5. SAFETY**

5.1. Incidents – Commissioner Scholfield said that after noticing one of the electrical pedestals had been tampered with he may post warnings on them.

Tim said that he has an amazing video of the Dyes Inlet area that was taken from a drone flyover. He will send it to Commissioner Scholfield to be added to the Port’s website.

**6. APPROVE EXPENDITURES & ELECTRONIC TRANSFER**

***The attached expenditures of $42,347.85, checks numbering 11372 through 11429 with check numbers 11379 through 11404 being void and Electronic Transfer 2017-04 to the U.S. Treasury in the amount of $1,910.48, were approved*** (motion by Scholfield, second by Greaves, unanimous).

**7. EXECUTIVE SESSION** – None.

**8. ADJOURN**

***The meeting adjourned at 9:10 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

