**Port of Silverdale**

Minutes of Regular Meeting

May 18, 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; Carla Larson of the Kitsap Peninsula Water Trails Festival and Whaling Days; Roy Sahali of Sahali Farms; Don Parson of Boy Scout Troop 1540; Kay Wilson and Carrie Kale of the Central Kitsap Community Council (CKCC); and Johnathan Gregson and Aileen Namit arrived at 7:20PM.

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

1.2. Special meeting minutes were read. Mr. Sahali asked if the odor issue had been discussed with the County officials during the meeting. It was explained that during the February 24th special meeting the odor problem was brought up and County officials ensured that the new technology will eliminate any foul odors. ***The minutes of the April 20, 2017 6:00PM special meeting were approved as corrected*** (motion by Greaves, second by Scholfield, unanimous).

1.3. Regular meeting minutes ***of the April 20, 2017 regular meeting were approved as corrected*** (motion by Scholfield, second by Greaves, unanimous).

**2. PUBLIC COMMENT**

2.1. Beach Cleanup plans by the Central Kitsap Middle School Honor Society have changed.

2.2. Kitsap Peninsula Water Trails & Whaling Days – Carla Larson explained that two trailers will be parked near Olympic Outdoor Center’s concession trailer during the Water Trails Festival. They plan to use the Port’s dumpster and will reimburse the Port directly. For Whaling Days, Pepsi will provide a banner that will be temporarily attached to the pier. Ms. Larson asked if the Commissioners would like to have “no jumping off pier/docks or swimming in the moorage area” added to the banner. The Commissioners agreed that would be good. Don Parson of Boy Scout Troop 1540 provided a letter dated May 15, 2017asking for authorization for the troop to provide clean-up during and after Whaling Days as in years past. The Commissioners agreed that the scouts do a good job and welcomed their assistance in keeping Port properties clean during the festival.

Ms. Larson informed the Commissioners that the auto repair shop on the corner of Byron and Washington is planning to start a remodel soon. Between that and the County’s big Silverdale Way project, Whaling Days is sure to be affected this year.

2.3. Weekend Market – Roy Sahali reported that the market is off to a slow start, but he is continuing with his plans to grow it. He has been focused on promoting the “Veg Fest” that will be part of the Water Trails Festival. Commissioner Scholfield said that he ordered matting to be used to cover electrical cords for events held on Port property and once received he will provide them to Mr. Sahali.

Johnathan Gregson explained that he and his fiancé, Aileen Namit, would like to hold a small wedding ceremony on the pier on Saturday, May 27th. It should take no longer than fifteen minutes. Verbal permission to hold the ceremony on the pier was granted, but the couple was reminded that the 27th of May is Memorial Day weekend, so it could be very busy on the pier and docks. Mr. Gregson and Ms. Namit thanked the Commissioners for their time and consideration.

Kay Wilson and Carrie Kale representing the CKCC introduced themselves. They are interested in development in the Silverdale area. Phil invited them to participate on the Port’s Citizen’s Planning Advisory Committee that is being re-activated. Ms. Wilson explained that she will talk to the CKCC’s chairman, Bob Moyer, about the council’s involvement with the Port’s committee.

Tom Dreyer apologized for missing last month’s meeting. He provided a brochure-size flyer with Port information on it. He would like to begin handing out the fliers to individuals who may need to be reminded of respecting the area. Mr. Dreyer said that he will have a very friendly approach and the wording on the flyer was very positive. The Commissioners agreed that Mr. Dreyer could use the Port’s logo and information on the fliers and hand them out to patrons on Port property, when necessary. Mr. Dreyer reported that the erratic driving throughout Old Town and primarily in the Port’s boat launch parking lot continues. Mr. Dreyer thanked Phil for contacting Kitsap Transit about the bus driver that would park in the Port’s boat launch lot around 5:00AM and leave the engine running, which would disturb tenants of the Bay Breeze apartments. The driver now parks in the overflow lot and just that small distance makes a big difference. Mr. Dreyer thanked the Commissioners for their time.

**3. UNFINISHED BUSINESS**
3.1. Port Programs
 a. Sailing – Logan with Marine Floats will be contacting Tim Knapp to set up a meeting to view and discuss the sailboat float. Phil explained that Logan was involved in the original design of the float. Tim will be asked to inform Commissioner Aus of the meeting date and time.
 b. Rowing – nothing to report.
 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 his 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. Dredging – an e-mail dated May 18, 2017 from Alexis Blue of Coastal Geological Services (CGS) was reviewed. Phil provided an updated map of the dredging plan. The material around the pier/dock apparently could be used for beach nourishment, but the material near the boat ramp is believed to be too fine. Marine Surveys and Assessments is conducting a sediment analysis and will make the final determination on the re-use of the material. The 1989 and 2004 dredge projects were discussed. The 2004 dredge was limited and a significantly less amount of sediment was removed than anticipated. Phil suggested the Port require a report after the dredge is complete to evaluate the amount of material removed. Commissioner Aus said that as much material should be removed as possible. It was agreed that the planned dredged area should be expanded. Phil will relay the information to CGS. A check to CGS in the amount of $9,890.25 is scheduled for authorization at tonight’s meeting.
 b. Security – was discussed under Public Comment.
 c. Port Host – Safe Security plans to provide a guard Fridays through Sundays from noon to 8:00PM beginning June 16th through Labor Day weekend. There has been discussion with Jason of Safe Security about the job duties and how the individual hired to fill the position will need to be friendly and courteous yet stern when necessary. The guard will wear what they call a “soft” uniform, which is basically a polo shirt with the Safe Security logo on the front and the word security on the back. It was agreed that the guard should be given authority to tow and trespass if/when necessary. Phil suggested the guard be required to write a log of what is being done during the shift and provide it to the Port to give the Commissioners an idea of what is happening on Port property and the benefit of filling this position. A meeting with Jason and the guard will take place prior to June 16th to further discuss what is expected.

Commissioner Aus asked if the other Commissioners thought speed bumps should be installed in the vehicle/trailer lots to help lessen the erratic driving. Commissioner Scholfield said that speed bumps are costly and would require proper signage. Phil was tasked with looking into the sign requirements for speed bumps.

3.3. Port Properties

 a. 3215 NW Lowell Street -

 Suite 231 and Suite 261 - remain vacant. Commissioner Scholfield will update Craigslist.

 b. 9020 Washington Avenue/Elizabeth’s House of Wax – the sewage that is piped from the building to the grinder in the neighboring building’s basement, 9004 Washington Avenue, was plugged. Robison Plumbing fixed the problem. Mike explained that once the weather improves Robison Plumbing will re-pipe and move the grinder to the outside of the building.

 c. 9004 Washington Avenue/DRC representatives plan to attend the June meeting to discuss the future upgrades to the building. There was an attempted break-in at the building. It is believed an individual(s) was attempting to gain access to the building through a window that holds a portable air conditioner (Case #17-74376).

 d. 3473 NW Byron Street/Old Town Pub –

Mike said that the engineer has been focusing on the outside deck on the south side of the building. There will be a load limit of no more than ten people allowed on the deck at one time. A lot of plywood and bracing material will be needed to stiffen up the deck. Drawings of the inside of the building are being generated and once complete will be used to apply for necessary permits.

3.4. Owed to the Port – a letter dated May 17, 2017 from Phil to Oz Thoresen was reviewed. It was requested that payment of $1,625.48 be paid in full, or legal action will be taken with attorney fees added to the debt.

3.5. Pump Station 3 Upgrade – an e-mail dated April 29, 2017 from Commissioner Scholfield to Barbara Zaroff of Kitsap County Public Works was reviewed. Commissioner Scholfield had reviewed the County’s upgrade plans. He requested the County make a change to the plan by having the dimension of the entrance to the Port’s parking lot along Washington Avenue widened.

Commissioner Scholfield explained that the dumpsters at the end of Washington need to be moved. There are a total of three dumpsters in that location. One belongs to the Port and the other two belong to the County. Commissioner Scholfield plans to move the dumpsters just north of the bio-swale. The area can only hold two dumpsters so the County will be asked to remove one and have the other dumped twice a week.

 **4. NEW BUSINESS**

4.1. Northwest Boat Travel e-mail dated April 27, 2017 was reviewed. They are working on the 2018 edition of the guide and were hoping the Port would place an advertisement in it. The Port’s basic information is listed in the guide, just not an actual paid advertisement. The Port currently has a paid advertisement in the Waggoner Boating Guide. The Commissioners decided not to advertise with Northwest Boat Travel at this time.

4.2. Citizen’s Advisory Committee is being re-activated. Meetings will be held the second and fourth Tuesdays of each month at 2:00PM at the Port office. The first meeting is scheduled for May 23rd. The goal of the committee will be to establish a few conceptual waterfront plans and present them to the Commissioners at a future meeting.

4.3. Filing Week – Commission District 2 will be on the November ballot. Commissioner Aus informed everyone that he did file.

**5. SAFETY**

5.1. Incidents – nothing to report.

Commissioner Scholfield said that there are new fire extinguisher regulations for deep fat frying. The Fire Marshal stopped at the Tuesday Farmer’s Market, but none of the vendors use deep fat fryers. The Pub might be affected, but it falls under the tenant’s responsibility.

**6. APPROVE EXPENDITURES & ELECTRONIC TRANSFER**

***The attached expenditures of $31,921.65, checks numbering 11430 through 11449 and Electronic Transfer 2017-05 to the U.S. Treasury in the amount of $1,840.66, were approved*** (motion by Greaves, second by Scholfield, unanimous).

**7. EXECUTIVE SESSION** – None.

**8. ADJOURN**

***The meeting adjourned at 8:42 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

