**Port of Silverdale**

Minutes of Regular Meeting

June 15, 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; Carla Larson of Kitsap Peninsula Water Trails Festival and Whaling Days; Roy Sahali of Sahali Farms; Patrick James of Bella Della Barbeque; and Mary Hancock of the Dispute Resolution Center (DRC) arrived at 7:25PM.

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

1.2. Regular meeting minutes ***of the May 18, 2017 regular meeting were approved as read*** (motion by Scholfield, second by Greaves, unanimous).

**2. PUBLIC COMMENT**

2.1. Kitsap Peninsula Water Trails & Whaling Days – Carla Larson asked how the Pub’s deck load limit will be monitored during Whaling Days as it is usually packed during the festival. She also talked about the “K” Fire Extinguisher that is necessary to have on site during festivals if any of the vendors use a deep fat fryer. She knows of a vendor that cooks donuts on site and that vendor has recently purchased the “K” fire extinguisher, which costs approximately $300. Ms. Larson provided details for the Water Trails Festival. The proof of insurance has been received. They are working on the safety team for Whaling Days. Commissioner Scholfield suggested she contact the CK Firefighters Association as they may be able to help with safety and manning the barricades.

2.2. Weekend Market – Roy Sahali thanked Commissioner Scholfield for providing him with the matting that will be used to cover electrical cords during the market. He reported that the market is progressing, but his current focus has been more aimed towards the Water Trails Festival as it is scheduled for the 24th and 25th of this month. He is planning to have several informative sessions during the festival such as: home food production, plant based diets, exercise, etc. The “Veg Fest” will be held on the 24th from 2:00PM to 4:00PM and will include live music. He hopes to see everyone there. Mr. Sahali had sent an e-mail to the Port office, but it had not yet been read. He explained that he wanted to re-visit his request to the Port that took place during the February meeting about the Port making a $3,000 contribution to cover the music portion of the weekend market. Phil asked if that was to cover music for every weekend of the market. Mr. Sahali said that it would cover music played every Saturday through October 28th. Commissioner Scholfield suggested Mr. Sahali look into necessary permitting for having a band playing music at a public setting. Mr. Sahali explained that it wouldn’t be a big band- type production. It will be more low-key like what you would normally see/hear at a Farmer’s Market. The Commissioners recalled that that Mr. Sahali was going to raise other funds through community donation and once he had done that they would re-address the $3,000 contribution. Mr. Sahali explained that the community is showing an interest in supporting the weekend market. That portion of the February minutes will be reviewed and addressed at next month’s meeting.

Patrick James of Bella Della Barbeque explained that his business is thriving but scattered all throughout Kitsap County. He and his wife would like to call the Silverdale Waterfront area home to their business and sell from Port property daily from 10AM through 10PM. Mr. James has already signed on with the Tuesday Farmer’s Market and has been directed to work with Mr. Sahali to sell during the weekend market Fridays through Sundays. He has entered into a Concession Vendor Agreement with the Port to sell from Port property all other days. Commissioner Greaves asked if Mr. James plans to add Silverdale as an additional outlet to sell or will he close the other outlets and sell solely from Silverdale. Mr. James would like to add Silverdale but make it more of the hub with it being a permanent location to where people can depend on the business being open seven days a week from 10:00AM to 10:00PM. Commissioner Scholfield explained that the Port closes at 10:00PM so that is a little late to be serving food. Phil mentioned that there is no time of day reference within the Concession Vendor Agreement. The Commissioners agreed that the business should stop serving food at dusk and begin to close for the day. Ms. Larson reminded everyone that Whaling Days will be bringing in equipment the Tuesday prior to Whaling Days weekend sometime after the Farmer’s Market is closed. Commissioner Scholfield thought that if Bella Della is set up on Port property at that time, it may be possible to temporarily move it to another area the week of the festival so that it is not in the way. If he would want to be open that weekend he would have to talk to Ms. Larson as Whaling Days has control of the area at that time. Mr. James was reminded that before setting up his business on Port property he will need to provide the Port with proof of insurance. He plans to talk further with Mr. Sahali about selling on the weekends. He thanked the Commissioners for their time and consideration.

2.3. Tenants Warren Olson and Mary Hancock of the DRC, 9004 Washington Avenue, were scheduled to be at the meeting. Ms. Hancock apologized for Mr. Olson’s absence as she had been unable to contact him to remind him of the meeting. The 9004 Washington Upgrades report was reviewed. She said that Mr. Olson had questions about the prices on the report. A lot of the items are for labor only. Mike explained that normally clients provide contractors with a design that includes exactly what they want completed and it includes materials such as flooring, countertops, appliances, etc. Without knowing all the details of what they want he was unable to give an estimate on anything other than labor. Mike also cautioned that on these older buildings, more times than not, when a project is started it leads to even more work. Ms. Hancock mentioned that there seems to be a difference in opinion between the DRC staff and the DRC Board on what upgrades should be made. At this point the biggest concern for the DRC is if they can afford the increase in rent. It was explained that was why the report listed each item and cost separately, so they could pick and chose what they deemed necessary and affordable. Without an actual design and details the estimates listed on the upgrade report are not complete. Tim added that it’s impossible to work up an estimate without a clear design. Since there isn’t a clear vision, Mike can’t provide a clear estimate. Ms. Hancock asked if Mike would be willing to attend one of the DRC team meetings next week. Mike explained that he has been to several meetings with DRC representatives and doesn’t see the value in attending another one. He just needs to know exactly what they want, details and all. Ms. Hancock said that Mr. Olson had been working on a design and she would try to get a copy of it to Mike. She said that the DRC has a satellite office in North Kitsap which is great, but Silverdale is the ideal location as it’s centrally located. Ms. Hancock added that she and the staff really like being in the Old Town area and really want to make this work. She thanked the Commissioners for their time.

**3. UNFINISHED BUSINESS**
3.1. Port Programs
 a. Sailing – recently the Sailing Program’s boom vang was stolen off of the docks and apparently a gas can was stolen earlier in the year.
 b. Rowing – recently a fuel line was stolen from the chase boat while it was moored at the Port. It was valued at approximately $76.
 c. Non-motorized boat storage area – an individual came into the Port office inquiring about storing his 14’ aluminum boat with a 25 horse power motor in the non-motorized boat storage area. He was told that the area is for non-motorized boat storage only. He was disappointed and said there is a real need for boat storage in general. It was suggested he talk to one of the many public storage businesses in the area.

3.2. Port Facilities
 a. Dredging – Phil provided an e-mail dated June 14, 2017 from Alexis Blue of Coastal Geological Services along with updated maps of the area to be dredged. The area near where the sailboat float is located was discussed. Tim said that dredging that area three feet lower than what it currently is should be sufficient. The Commissioners agreed that the area wouldn’t need to be dredged to a -10. Phil will contact Ms. Blue and inform her that the footprint is adequate but the depth in that area should be changed. Phil said that Marine Surveys and Assessments will be conducting the soil sampling for the biological testing.

b. Moorage Facility – Tim provided the estimated costs for the anode replacement project. It totaled $12,862 including tax. He explained that if authorized he will perform the work the week of July 19th and will need to work around the tides as welding will be required ***Tim Knapp was authorized to perform the Anode Replacement Project as outlined in the TIKAR Service estimate 2016-1013 dated June 15, 2017***(motion by Scholfield, second by Greaves, unanimous).

c. Boat Ramp/Handling Pier - Tim provided the estimated costs to replace new railing on the handling pier. It totaled $10,256.03 including tax. He explained that if authorized he will perform the work the week of July 5th. ***Tim Knapp was authorized to perform the Handling Pier Rail Project as outlined in the TIKAR Service estimate 2016-1014 dated June 15, 2017***(motion by Greaves, second by Scholfield, unanimous).

Tim said that he plans to dredge underneath the boat ramp in August as that is when the widow of opportunity is open. It is believed that the 2001 Nisqually earthquake caused fractures in the concrete of the boat ramp. Prior to that earthquake there were no cracks. The concrete is now eroding and needs to be repaired. Tim plans to complete that and will charge it as time and material.

d. Sailboat Float - Tim will contact Logan of Marine Floats to set up a meeting to view and discuss the sailboat float.

e. Security – an e-mail from Tom Dreyer dated June 11, 2017 addressed to Commissioner Scholfield and County Commissioner Ed Wolfe was reviewed. Commissioner Scholfield explained that he has talked to a sheriff deputy about some of the issues Mr. Dreyer outlines in the e-mail. One item is the erratic driving in the Port’s vehicle/boat trailer lots. Commissioner Scholfield asked the deputy his thoughts on the Port installing speed bumps. The deputy said that in all likelihood that will increase the noise in the area because more times than not speed bumps are used as a tool for burning rubber. Phil thought Mr. Dreyer’s idea of chaining the lot after hours might be beneficial. The Safe Security guard on duty could chain the parking areas each night and Tim Knapp could remove the chain in the morning when he does his rounds. Commissioner Scholfield said that would not be beneficial to the boaters who use the lots after hours and the Navy as they periodically use the boat launch at odd hours. Commissioner Scholfield went on to explain that the deputy told him that since there isn’t a sign stating that the Port property is closed at a certain time, they do not have authority to ask individuals to leave after hours. Phil said the “plethora” of signs, as referred to by Mr. Dreyer in his e-mail, are ignored. Having another sign stating the area is closed at a certain time will more than likely just be overlooked. Commissioner Scholfield agreed that the signs are ignored, but having the hours posted gives the deputies authority to ask individuals to follow the rules listed on the signs and in this case leaving if it’s after the time posted. ***It was agreed to install a sign in the vehicle/boat trailer lots stating the area is closed from dusk to dawn to non-boaters*** (motion by Scholfield, second by Greaves, unanimous).

The deputy also told Commissioner Scholfield that they are in the Old Town area all the time nowadays. Commissioner Greaves said that he received a call from a deputy on Tuesday evening because the deputy had ticketed an individual on Port property. Commissioner Greaves arrived at the vehicle/boat launch area shortly after receiving the call. At that time there were just teenagers sitting around talking. An e-mail from Christine Scott of Safe Security dated June 13, 2017 was reviewed. It had a forwarded incident report regarding a confrontation that happened near the Port office on June 8, 2017. Sheriff deputies were involved and issued a verbal trespass to Matthew Collins banning him from Port property. Phil witnessed part of the confrontation and said that Mr. Collins didn’t seem in his right mind. Phil later noticed a gas can on the side of the Port office building in rowing alley. He put it in Clam Island Rowing’s shed, notified Bridget Burke and asked that they be more aware of such items left out in the open.

f. Port Host – James Chin is the security guard that will be acting as the Port Host starting tomorrow, June 16th.

g. Damage – a concerned citizen called the Port office to report that some boards were “peeling” up on the boat launch handling pier and he had witnessed an individual slip under the boards, possibly causing injury to his legs. Tim plans to repair the boards. An e-mail dated June 1, 2017 from Dori Leckner of Kitsap County Parks and Recreation was reviewed. She attached a picture of broken window blocks at the Port’s showers. Tim plans on repairing the window blocks.

h. Landscaping – Mike had a crew out sprucing up Port properties in preparation for the upcoming Water Trails Festival. Chris Stephens the property manager of the Bay Breeze Apartments dropped off a thank you card at the Port office as she was so impressed with how the area around the boat launch restrooms looked from the landscaping.

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 – once the weather improves Robison Plumbing will re-pipe and move the grinder to the outside of the building, which the County should find acceptable and finalize the permit for the emergency sewer repair. The tenant has requested a wheelchair ramp be installed at her building as she has some clients that require ADA accessibility. Mike explained that the adjacent property’s (9004 Washington) wheelchair ramp needs repair and thought it could be tied into a ramp at 9020 Washington. He will work on it.

 c. 3473 NW Byron Street/Old Town Pub –

Mike received the drawings for the building this morning. He will pursue the necessary permits to begin work. Commissioner Scholfield added that the Occupancy Permit for the business is up-to-date, so the Pub is covered to be open for business.

3.4. Owed to the Port – Phil explained that he received an e-mail from Oz Thoresen explaining that he wants to make things right with the Port. He recently obtained employment and will begin making payments on his debt with the intention of paying it off by the end of the year. Phil will ask Mr. Thoresen to sign a Confession of Judgment, which if not followed converts to a judgment.

3.5. Pump Station 3 Upgrade – the dumpsters at the end of Washington Avenue need to be moved. Prior to moving the dumpsters the area they will be moved to needs to be improved. Tim will provide a proposal at next month’s meeting. An e-mail addressed to Phil dated June 8, 2017 from Robert McGinley of Kitsap County Public Works was reviewed. The County needs additional right-of-way or temporary construction easements on several Port properties. Commissioner Scholfield said that several of the tenants on Lowell Street have asked that Lowell and Washington be turned into a four-way stop. Tim added that a lot of times that area is used as a secondary route to the light at Byron Street and Silverdale Way. Having the additional four-way stop might make that route less appealing***. It was agreed to request Kitsap County to have a four-way stop installed at Lowell Street and Washington Avenue in an effort to reduce speeding and unnecessary traffic in the area*** (motion by Scholfield; second by Greaves, unanimous).

3.6. Citizen’s Waterfront Advisory Committee has met twice since the last Port meeting. Phil has recently provided access to a sub-account on his One Drive account which allows members to share pictures and/or large documents electronically.

3.7. Upcoming Events

 Last day of school for the CK district is this coming Monday, June 19th. Two Safe Security guards will be on duty.

 The Kitsap Peninsula Water Trails Festival is scheduled for June 24th and 25th. An e-mail from Sound Publishing asking if the Port was going to advertise in the Water Trails Guide again this year was reviewed. The Commissioners decided not to advertise in the guide this year.

 **4. NEW BUSINESS**

4.1. Kitsap Harbor Tours is planning to pick up/drop off a group of people from the Port’s moorage facility on July 19th.

4.2. Department of the Navy letter dated May 24, 2017 was reviewed. The Navy intends to post a placard on Port property informing boaters of Navy operations in the surrounding waters.

4.3. Office staff will be taking some time off the first part of July.

Commissioner Greaves will be out of town the first two weeks in July.

**5. SAFETY**

5.1. Incidents – nothing to report.

Commissioner Aus provided drawings of the Silverdale Water District’s (SWD) Water Main Improvement Project in the Old Town area. He explained that he has been working on the drawings for the SWD and thought the Port may want to request changes to the plans as related to Port owned properties, as now is the time. The drawings were reviewed and discussed. Commissioner Aus made note of several changes and will bring the request to the attention of the SWD. If granted, the Port may be required to pay the additional costs the changes will no doubt incur.

**6. APPROVE EXPENDITURES & ELECTRONIC TRANSFER**

***The attached expenditures of $28,850.22, checks numbering 11450 through 11474 and Electronic Transfer 2017-06 to the U.S. Treasury in the amount of $1,875.52, were approved*** (motion by Scholfield, second by Greaves, unanimous).

**7. EXECUTIVE SESSION** – It was announced at 10:08PM that the meeting would be going into Executive Session for no more than ten minutes to discuss real estate opportunities.

At 10:17PM the meeting returned to Regular Session.

**8. ADJOURN**

***The meeting adjourned at 10:18PM*** (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

