**Port of Silverdale**

Minutes of Regular Meeting

July 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; Attorney Phil Best; Administrator Theresa Haaland; Tim Knapp of TIKAR Services; Carla Larson of Kitsap Peninsula Water Trails Festival and Whaling Days; Roy Sahali of Sahali Farms; and Jason Mims of Safe Security.

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

1.2. Regular meeting minutes ***of the June 15, 2017 meeting were approved as corrected*** (motion by Greaves, second by Scholfield, unanimous).

**2. PUBLIC COMMENT**

2.1. Port Host – Jason Mims the operations supervisor of Safe Security, was at the meeting to discuss the Port Host position that has recently been contracted to Safe Security. The guard who primarily works this shift is James Chin. Mr. Mims informed the Commissioners that Mr. Chin has proven to be a good fit for the position. The first two weeks of his shift there was some push back from a few regular patrons, but that has died down and there have been no calls to 9-1-1 for sheriff assistance. The one issue Mr. Chin has reported is keeping kids from jumping off the docks. Mr. Mims explained that there is a no swimming sign out at the end of the pier, but no rules about jumping off the docks. It’s hard to enforce the rules if they are not clearly posted. The Commissioners explained that they will be revising the Port’s rules at tonight’s meeting and signs will be ordered and posted shortly thereafter. Mr. Mims said that his office is upstairs at the Port office building and if/when he hears cars peeling out or revving of engines he will walk in the area of the noise and confront individuals, if necessary. Just the presence of a security guard seems to help alleviate some of those types of issues. If the disruption is extreme and the individual involved is not willing to stop Mr. Mims will inform the individual that he/she is on private property and he/she isn’t entitled to be here; that it’s a privilege that can be taken away. So far this seems to be helping with such cases. Sheriff deputies verbally trespassed Matthew Collins from Port property last month. He has not been seen since the incident. Mr. Mims questioned the security guards jurisdiction. He explained of an incident on the 4th of July, where an individual was apparently high on something and causing a disruption at the Waterfront Park, which is County owned. The guard that was on duty for the Port did go over to the park and walked around in hopes to help alleviate the problem. Phil explained that there is no working arrangement with the County, but if it is thought the public’s safety may be at stake then yes of course the guards should intervene. Safe Security guards will be on duty working directly for Whaling Days during the festival. The Port will continue with its regular staffing. Safe Security has started to send the daily logs and any other reports electronically. Instead of the daily log a boat report will be e-mailed to the Port every day. It will only list all the boats at the facility around 2:00AM each day. Phil said that a boater came into the Port office because his boat had been vandalized while moored at the Port. The boater was hoping to obtain surveillance footage. The Port currently only has one camera that is recording activity of the vehicle/boat trailer lots. Phil decided to take a look at the daily log for that day to see if anything unusual was listed, but since they began the electronic reports it was not available. Phil questioned why reports besides just the boat numbers can’t be generated daily. Mr. Mims explained that if there is some sort of incident a report will be generated and e-mailed to the Port immediately; otherwise, the Port can expect to receive a weekly report. He told Phil that he can provide a daily report on demand and provided Phil with his direct number and asked that he call him directly if/when necessary. Commissioner Scholfield explained that he is working on getting a camera set up on the pier.

Kitsap Peninsula Water Trails & Whaling Days – Carla Larson provided a list of Port rules she plans to have listed on a banner and placed at the end of the pier during Whaling Days. Ms. Larson originally thought she would just add the wording to the Pepsi banner, but due to liability issues it needs to be on a separate banner. The list of rules was reviewed and changes were made. Ms. Larson will order the banner. The Commissioners and Tim Knapp will be added to the Whaling Days safety list. This insures that if there is an emergency on Port property they will have access to all areas. The proof of insurance for Whaling Days has been received. The Rotary has been informed that the proof of insurance for the duck race has not yet been received. They are working on it.

2.3. Weekend Market – Roy Sahali agreed that James Chin is a good fit for the Port Host position. He reported that the weekend market is moving along with two community events planned for the grassy area, a wedding in August and Expansions Yoga will again provide Yoga in the Park on Fridays in August as in years past. Patrick James of Bella Della Barbeque was listed on the agenda. It was explained that Mr. James had asked about the possibility of having a lease directly with the Port since he would like to be open on Port property seven days a week. Mr. Sahali said that he and Mr. James had discussed Bella Della being part of the weekend market. Although Mr. Sahali isn’t found of barbeque he is willing to have it included in the market. He thought Mr. James should work with him to be part of the weekend market and he has been waiting to hear back from him. It was agreed that Mr. James should work with Mr. Sahali at least through the end of the weekend market’s season and then possibly enter into something with the Port at that point. The fees associated with food vendors were discussed. Mr. Sahali explained that generally farmer’s markets charge more for food vendors. Commissioner Scholfield suggested that if Mr. James enters into a lease directly with the Port that he be required to provide the Port with an annual financial report similar to Olympic Outdoor Center. Mr. Sahali reported that the Veg Fest during the Water Trails Festival was a success and seems to be catching on with local farmers markets as something they might begin offering. Commissioner Scholfield questioned the Veg Fest’s partial sponsorship from the local Marijuana distributor, Highway 420 since the Veg Fest was held at the Waterfront Park. He had received a call from Dori Leckner of Kitsap County Park asking about it. Mr. Sahali explained that the sponsorship was actually through Highway 420 Herbalist, which is separate from Highway 420. He further explained that he had checked with the Washington State Liquor Control Board and was given the okay. Mr. Sahali asked the Commissioners if they had decided to follow through on the $3,000 contribution towards Saturday music during the weekend market. The February minutes were reviewed at which time the Commissioners decided to wait on making a decision about the contribution until it was determined if Mr. Sahali raised additional funding to support the market. Mr. Sahali said that he has achieved the goal of the funding and verbal support from the Washington Music Academy and the Guitar Café. The Commissioners agreed that since Mr. Sahali has raised the additional support the contribution would be made. Payment to the various music groups was discussed. It was agreed that Mr. Sahali would pay musicians directly and then provide the Port with the receipt for reimbursement. Phil suggested the budget be amended to include a line item for music in the amount of $3,000. ***It was agreed to authorize up to $3,000 contributing to the music portion of the 2017 Weekend Farmers Market*** (motion by Greaves; second by Scholfield, unanimous). Phil said that he has recently attended Port Orchard’s Concerts by the Bay, which is held at the waterfront gazebo every Thursday during the summer months. It was very enjoyable and was a well-attended event.

**3. UNFINISHED BUSINESS**
3.1. Port Programs
 a. Sailing – the sailing program purchased a 19’ lightening sailboat and transferred ownership to the Port.
 b. Rowing – Bridget Burke had dropped off an invitation for the Commissioners to attend the “Raise the Oar 2017” annual benefit dinner, which is scheduled for August 19th at the Bremerton Yacht Club. The cost is $25 in advance or $30 at the door.
 c. Non-motorized boat storage area – nothing to report

3.2. Port Facilities
 a. Dredging – Phil has provided Alexis Blue of Coastal Geological Services the changes to the dredged area that were discussed at last month’s meeting. This changed the amount of the estimated material to be removed around the floats from 8,000 cubic yards to 2,800 cubic yards. The estimated dredged material near the boat launch remains at 1,400 cubic yards. Phil said that Marine Surveys and Assessments is planning a dive on August 7th to obtain samples for the chemical and biological surveys. The material around the floats is thought to be too fine for beach nourishment and will more than likely be dumped at the Elliott Bay site. The material near the boat launch is thought to be adequate for beach nourishment, but the necessary studies have not yet verified that. If the material is found to be suitable, it will be used to nourish the Port’s beach and the adjacent County-owned beach, which may require an interlocal agreement. Tim said that he knows of a nearby beach that could use nourishment, if the County property doesn’t work out. Commissioner Scholfield said that since the window of opportunity to perform the dredge is basically limited to the month of August shouldn’t a contractor who will perform the work be contacted to tentatively get the project on their calendar for next year. Phil said that the necessary permitting should be received prior to contacting a contractor. Tim said that once the timeline is known be sure and let the sailing program know as they will be impacted because the sailboat float will need to be removed from the water during the dredge.

b. Moorage Facility – Tim explained that the anode replacement project has been delayed, but should be completed prior to next month’s meeting. Placement of anodes was discussed.

c. Boat Ramp/Handling Pier – Tim reported that the railing on the handling pier was completed. The payment is scheduled to be authorized during tonight’s meeting***. It was agreed that the Handling Pier Rail Replacement Project was complete and found to be satisfactory; payment in the amount of $10,256.03 to TIKAR Services, as agreed upon at the June 15, 2017 Regular Port meeting, was authorized***(motion by Scholfield, second by Greaves, unanimous).

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

e. Garbage receptacle Tim explained that he is working on a proposal for this project. With the County’s improvements to Washington Avenue scheduled for next year, they requested that the garbage receptacle be moved from the end of Washington and asked if the Port had an area to place their dumpster as well. Commissioner Scholfield and Tim located an area near the boat launch parking lot that would work good for the dumpsters, but the area must be prepped and a shelter to house them constructed making it more pleasing for the area. Tim said that the walls should be made out of reinforced concrete. It was determined that this is actually a project and would need to go out for bid. Phil explained that Citizen’s Advisory Committee is working on a plan for the area and having a newly constructed concrete structure placed there may affect their efforts. He asked that the project be put on hold for now and the committee will be informed that the dumpsters need to be included in their plan. Tim said that the main obstacle has been determining the area the dumpsters should be relocated to because it’s not just placement of the dumpsters it’s insuring there is enough room for a large garbage truck to easily access them. Tim said that he would like to see the project get done before it has to get done.

f. Shower Facility – a call was received from a woman complaining that the shower facility does not lock. Commissioner Scholfield has fixed the problem.

g. Security – current Port rules were reviewed and changes were discussed. ***It was agreed to change the rules as discussed subject to a final review that will be e-mailed to each Commissioner individually*** (motion by Scholfield, second by Greaves, unanimous). Once the rules are finalized Commissioner Scholfield will order two 2’ x 3’ signs and post them at the entrance on McConnell Street.

h. Hydraulic Project Approval (HPA) – the five year maintenance permit has been granted by the Washington State Department of Fish and Wildlife. Tim will plan to dredge under the boat ramp in August as that is when it is permitted.

i. Towing – cars had to be towed from the vehicle/boat trailer lot Tuesday, July 18th during the Farmers Market. Commissioner Scholfield e-mailed the Port the evening of July 18, 2017 a recap of what happened for the record. He had received a call from a CenCom dispatcher at the request of sheriff deputies as they had received so many complaints from boaters not having a place to park their vehicles with trailers. The dispatcher told Commissioner Scholfield that the deputies asked that the Port handle the problem as it’s a private lot. Commissioner Scholfield went down to the area and warned Farmer’s Market personnel, vendors and customers that tow trucks were on the way. That evening Mary Hoover left a message for Phil on the Port’s voice mail. Phil talked with Ms. Hoover and forwarded her Commissioner Scholfield’s e-mail so she would have the Port’s perspective of the incident. Phil asked Ms. Hoover to provide a written summary from her perspective. She was at the market to sell Rotary Duck Race tickets. Since there was no available street parking or at the vehicle only lot and there were other vehicles parked in the vehicle/boat trailer she thought it was okay, even though she saw boat parking only signs. She verified with two ladies at the information booth at the Farmer’s Market, who told her that they had an agreement with the Port that on market days they could use the space for overflow parking. She said no one warned her that tow trucks were on the way. It cost her $418.56 to get her car back and she hoped that the Port would show some leniency regarding the tow bill. This is an unfortunate situation, but is out of the Port’s hands. The towing bill is between Ms. Hoover and Chico Towing at this point. It was agreed that Farmer’s Market personnel have never been told that vehicles were authorized to park in the vehicle/boat trailer lot. A letter will be generated addressed to the Kitsap Community and Agricultural Alliance clarifying that the vehicle/boat trailer lot is to remain available to vehicles with boat trailers and they should monitor the area to avoid future mishaps. Ms. Hoover will be provided a copy of the letter. The vehicle only lot was discussed. The parking is limited to four hours in that lot, but several neighboring business’ employees park there for the day. Commissioner Scholfield will begin monitoring that lot more closely and place notices on vehicles when/if necessary. Hopefully, that will help free up some of the parking stalls.

3.3. Port Properties

 a. 3215 NW Lowell Street -

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

 b. 9004 Washington Avenue/Dispute Resolution Center (DRC) have requested a meeting with Phil and a Commissioner to further discuss possible upgrades to the building. Phil suggested a meeting be scheduled when Mike returns.

 c. 9020 Washington/Elizabeth’s House of Wax – Mike will be asked for an update on the sewer repair and finalization of the permit at next month’s meeting.

 d. 3255 NW Lowell Street/Catie’s Creations – Contract 2017-02 installation of the heat pump is completed and found to be satisfactory. ***It was agreed that Contract 2017-02 the installation of a heat pump at 3255 NW Lowell Street is complete and the work found to be satisfactory; payment in the amount of $14,105.69 to Peninsula Tank Services was authorized***(motion by Scholfield, second by Greaves, unanimous).

Commissioner Scholfield reported that the fence at the property caught fire last week. It is believed a discarded cigarette was the cause. The neighboring tenant’s employee from Sugar Studios got it under control with a fire extinguisher until the fire department arrived. Commissioner Scholfield has since replaced Sugar Studios’ extinguisher.

 e. 3473 NW Byron Street/Old Town Pub –

Mike has been working on getting the permit from the County so that the necessary work can begin to bring the building up to compliance. Commissioner Scholfield was approached by Julie, the manager at the Pub, because County Commissioner Ed Wolfe had sent a letter to the Washington State Liquor Control Board explaining that the County had reviewed the request for renewal of the Pub’s liquor license and the County did not support the issuance because of outstanding critical life safety violations. When the Port purchased the building there was an initial inspection with the County and a list of necessary upgrades was generated. Items that required immediate attention were fixed and a permit was applied for all other items. Several of the items that Commissioner Wolfe lists in his letter have been completed. Mike is waiting for the County to issue the permit prior to completing the additional work. The Liquor Control Board sent a response to Commissioner Wolfe denying his request of non-renewal of the Pub’s liquor license because the items listed in the County’s letter were not related to chronic illegal activity concerning the operations of the premises by the licensee. Phil offered to write a letter to Commissioner Wolfe explaining the situation.

3.4. Owed to the Port – nothing to report

3.5. Pump Station 3 Upgrade – no word from the County about the design of the pump station. Phil will send a letter to the Public Works Traffic Division requesting the installation of a four-way stop at the intersection of Washington Avenue and Lowell Street.

3.6. Citizen’s Waterfront Advisory Committee has met twice since the last Port meeting. Phil suggested the Commissioners have access to the committee’s OneDrive account.

3.7. Upcoming Events

 Whaling Days – July 27th – 30th

 Obliteride 2017 – August 12th – the Application to Use Port Property was signed by Commissioner Aus.

3.8. Event Recap

 Last day of school for CK Schools was June 19th. The pier had to be shut down due to kids jumping off the docks even though warned by the Safe Security guards that were on duty. Other than that all was well.

 The Kitsap Peninsula Water Trails Festival was held on June 24th and 25th. Commissioner Greaves welcomed everyone to the Port at the beginning of the Celebration Ceremony. The hot weather may be the cause for lower attendance than expected, but overall it was a good event and seems to be growing.

Commissioner Scholfield reported that the Fire Department was driving their hydraulic boat on the beach and he confronted them about it.

**4. NEW BUSINESS**

4.1. Advertising

 a. Waggoner Cruising Guide - ***It was agreed to advertise in the 2018 Waggoner Cruising Guide and renew the contract in the amount of $1200*** (motion by Greaves, second by Scholfield, unanimous).

 b. 2018 Silverdale Chamber of Commerce map – it was decided not to advertise in the map.

**6. APPROVE EXPENDITURES & ELECTRONIC TRANSFER**

***The attached expenditures of $77,662.54, checks numbering 11475 through 11511, with checks 11501 through 11510 void, and Electronic Transfer 2017-07 to the U.S. Treasury in the amount of $1,875.56, were approved*** (motion by Scholfield, second by Greaves, unanimous).

**7. EXECUTIVE SESSION** – At 9:58PM it was announced that the meeting would be going into Executive Session for approximately ten minutes to discuss real estate opportunities.

At 10:08PM the meeting returned to Regular Session.

***Phil Best was authorized to pursue the purchase of the 3475 & 3481 NW Byron Street, Silverdale, WA properties by making an offer equivalent to the appraised value recently determined by Richards and Associates*** (motion by Scholfield, second by Greaves, unanimous).

**8. ADJOURN
*The meeting adjourned at 10:10PM*** (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

