**Port of Silverdale**

Minutes of Regular Meeting

August 17, 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; Tim Knapp of TIKAR Services; Carla Larson of Kitsap Peninsula Water Trails Festival and Whaling Days; Roy Sahali of Sahali Farms; and Amy and James Scholfield arrived at 7:10PM left at 7:35PM and returned at approximately 8:55PM.

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

1.2. Regular meeting minutes ***of the July 17, 2017 meeting were approved as corrected*** (motion by Greaves, second by Scholfield, unanimous).

**2. PUBLIC COMMENT**

2.1. Port Host – Jason Mims of Safe Security was not in attendance. All seems to be going well with the Port Host position and the conversion to electronic reporting.

2.2. Weekend Market – Roy Sahali reported that things are moving along with the market. There has been difficulty booking vendors since it is so late in the season. He said that there was a musician on Saturday last week. He plans to submit an invoice on a monthly basis for reimbursement. Mr. Sahali reported that a wedding has been booked for August 26th with a rehearsal on the 25th. He provided an invoice in the amount of $100 being charged to the wedding party. He had not yet given it to them as he wanted to get the Commissioner’s approval first. Commissioner Greaves said that he wasn’t comfortable with Mr. Sahali charging individuals to hold a wedding on Port property. Phil reviewed the Waterfront Use and Management Agreement between the Port and Mr. Sahali. Although weddings weren’t specifically noted in the contract; it was thought it would fall under “periodic events”. Mr. Sahali said that he would be charging vendors so he didn’t see why he wouldn’t charge for a wedding. Ms. Larson asked if he would charge kids to play frisbee in the grassy area. Mr. Sahali said no, unless it was an organized frisbee event. Every Friday morning in August, Expansions Yoga provides a free yoga class on the grassy area. Mr. Sahali doesn’t charge for that because it is a free community activity. Commissioner Scholfield agreed that he envisioned more of a market, not catering to weddings and whatnot. Phil said that it’s not much different then someone paying the County to reserve the gazebo. It does give them exclusive use of that area for that time and Mr. Sahali would be responsible to make that happen by roping the area off. Mr. Sahali’s insurance would cover any liability. Commissioner Greaves requested that weddings be specifically discussed prior to renewing Mr. Sahali’s agreement. The Commissioners agreed to allow the wedding and rehearsal to take place and for Mr. Sahali to charge $100 and pay the Port half of the proceeds - $50.

Kitsap Peninsula Water Trails & Whaling Days – Carla Larson thanked Commissioner Greaves for being the Grand Marshal of the Silverdale Dandy Lions Whaling Days parade. Commissioner Greaves said that he thoroughly enjoyed the role, except when he was harassed (jokingly) by the Silverdale Water District parade entry. Tim Knapp, who works for Silverdale Water District, explained that it was their way of showing recognition and admiration – he only wished they had bagpipes to further honor Commissioner Greaves. Commissioner Greaves asked that the Silverdale Dandy Lions consider the Dahl’s to serve as Grand Marshal. The Best’s were also mentioned as good candidates. Ms. Larson reported that the banner listing the Port’s dock and pier rules is still attached to the pier and is the Ports to keep. She said she thought it helped deter kids from jumping off the pier at least during the festival. She said that next year she plans to block off the Port office parking lot to keep vendors from parking their personal vehicles in it. Phil questioned Ms. Larson’s authority to do that and suggested that she first contact the property owners, the Simons family, to ask permission. Ms. Larson agreed.

**3. UNFINISHED BUSINESS**
3.1. Port Programs
 a. Sailing – the transfer of ownership of the sailing program’s 19’ lightening sailboat to the Port is not yet complete as there isn’t a title. Greg Jacobs is working with Sydney Sherby the previous owner. If the title can’t be found Mr. Sherby will have to file an affidavit for a lost title.

 b. Rowing – the annual benefit dinner “Raise the Oar 2017” 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 reported that the Marine Surveys and Assessments divers have begun obtaining samples. If the material is deemed adequate for beach nourishment a hydraulic system may be used to pump the material up onto the beach. The area to survey was much more extensive than they originally anticipated. The scope of work has changed resulting in an additional $3,300***. It was agreed to approve Marine Surveys and Assessment’s Consultant Services Agreement Addendum not to exceed $3,300 dated August 11, 2017 and to authorize Phil Best to sign on behalf of the Port*** (motion by Greaves, second by Scholfield, unanimous).

 b. Moorage Facility – Tim reported that the anodes are being delivered next week and he plans to install them on August 28th.

 c. Sailboat Float – Tim has contacted Logan of Marine Floats. A meeting has not yet been set up, but will be soon.

 d. Rules – the Port rules were updated and e-mailed to the Commissioners individually. It has since been decided to add “No Public Noise Disturbances” as outlined in Kitsap County Code 10.28.145. ***It was agreed to adopt Resolution 2017-02 Adopting Updated Rules for Use of Port Property*** (motion by Scholfield, second by Greaves, unanimous).

The Friday of Whaling Days, a boater came into the Port office complaining about a vessel that created a large wake, which possibly damaged boats that were moored at the facility. A “No Wake” sign was borrowed from the Port of Brownsville and posted on the dock during Whaling Days. Ms. Larson said that she hoped a large No Wake sign could be posted in the future.

e. Security Cameras – Commissioner Scholfield reported that a camera at the landside of the pier has been installed. There are some software issues with it so it is not yet viewable via the website. He will eventually install a third camera at the end of the pier showing the moorage facility. Last month several boats had been vandalized and boaters asked about security. Having a camera pointing to that area will be a good additional security benefit to boaters as they will be able to check on their vessels via the website.

3.3. Port Properties

 a. 9004 Washington Avenue/Dispute Resolution Center (DRC) has postponed the meeting with Commissioner Scholfield, Phil and Mike until sometime next month. Squirrels have recently made a home in the chimney. The tenants were planning to acquire a trap. Mike will check on it.

 b. 9020 Washington/Elizabeth’s House of Wax – Mike reported that the County is planning to replace the sewer pipe along Washington Avenue next year and Robison Plumbing would like to wait and hook the property’s sewer line up to the new main line. Robison has agreed to take care of any maintenance issues in the meantime. Mike will talk to Kitsap County Public Works about the situation and the requirement to finalize the permit.

 c. 3215 NW Lowell Street - Suite 231 and Suite 261 - remain vacant. Commissioner Scholfield will update Craigslist.

 d. 3473 NW Byron Street/Old Town Pub –

Mike obtained the permit to begin work on the additional requirements. He had a crew ready to begin work on Monday and was told that Washington State Department of Labor and Industries was conducting an inspection of the water heater/boiler. In order for the inspection to take place Mike had to have the area re-wired, which postponed the County compliance work that he had planned to begin. Mike explained that the building has continuing issues and more than likely underlying issues that have yet to be discovered. One of the main issues the County wanted resolved was the stairway door. Mike explained that he may have to manufacture a door. He questioned how much money the Port plans to put into the Pub property as it could be very expensive to get it to where it needs to be. Phil suggested a letter be written to the leaseholder, Fred Lanouette, explaining that any costs associated with his business would be at his expense. It was agreed that the water heater/boiler and electrical issues would fall on the responsibility of the Port. Mike said that the upstairs tenants are another issue and a lot needs to be done to bring the building up to code for them to be able to live there. Commissioner Scholfield suggested that no new upstairs tenants be allowed.

3.4. Owed to the Port – Oz Thoresen paid $400 towards his debt. His new balance is approximately $1400. He plans to continue to make payments.

3.5. Pump Station 3 Upgrade – no word from the County about the design of the pump station. The Citizen’s Advisory Group discussed inviting Stella Vakarcs from Kitsap County Public Works to attend an upcoming committee meeting to update the group on the project.

3.6. Citizen’s Waterfront Advisory Committee has been inviting County personnel to meetings to share ideas and input. Turning a portion of Byron and Lowell Streets into one-way streets has been a main topic of discussion. Tim Knapp asked that turning the south end of Pacific into a one-way road with diagonal parking also be discussed with County officials. Commissioner Scholfield explained that upon review of the County’s plans for the south end of Washington he determined that the proposed easement change would wipe out the Port’s electrical meters near the parking lots, which would affect the parking lot lights and security cameras. He plans to contact the County to further discuss.

3.7. Upcoming Events

 Bathtub races are scheduled for Labor Day weekend. ***It was agreed to allow the Veterans of Foreign Wars (VFW) to hold their annual Friendship Bathtub Races September 2nd through 4th at the Port*** (motion by Scholfield, second by Greaves, unanimous).

3.8. Event Recap

 Whaling Days – there seemed to be no major issues. Again, the Scouts did a good job on clean up. ***It was agreed to contribute $800 to Boy Scout Troop 1540 for their cleanup efforts of Port properties during and after Whaling Days.*** (motion by Greaves, second by Scholfield, unanimous).

 Obliteride 2017 – Commissioner Scholfield reported that it went well and there were no issues. A firefighter that was at the event informed Commissioner Scholfield that he has witnessed several homeless individuals using the Port’s outlets located outside of the boat launch restrooms. The outlets are not usually on and they will be turned off.

**4. NEW BUSINESS**

4.1. Incident on Port property - Antonio Fajardo contacted the Port office requesting an insurance claim form. He apparently ran his truck into the Port’s concrete planter that was placed in the access zone between two disabled parking stalls in the vehicle only lot. Several years ago Citizens on Patrol on behalf of the Kitsap County Sheriff asked the Port to place something in the access zone to keep cars from using it as an entrance to the vehicle only lot. Since the planter’s location doesn’t block the disabled parking stalls or the proper use of the access zone, it seems Mr. Fajardo doesn’t have a claim, but Enduris will make the final determination. Phil is the Port’s appointed agent to receive claims for damages (Resolution 2002-02) and he sent Mr. Fajardo a letter dated August 14, 2017 that included a claim form and instructions.

4.2. Jetski – on August 11th the Port received a call from the County stating that they had been receiving complaints from boaters about a jetski that was tied up to the boat launch handling pier making it difficult for boaters to launch. According to the Safe Security boat report the jetski (WN2962RS) had been tied to the boat launch for two nights. According to the Department of Licensing database the registered owner of the jetski is Roxanne and Gerald Bernier and the Department of Social and Health Services (DSHS) was the lien holder. Information for the Berniers could not be located. A call to DSHS was placed and the Port was informed that if the Port were to take legal action to sell the jetski we would first need a letter of release from DSHS, but if Mr. or Mrs. Bernier paid the debt owed to the Port, DSHS would not need to be involved. Commissioner Scholfield used a forklift to move the jetski from the boat launch to the Port’s staging area across the street from the Port office. He chained it and removed a set of keys from one of its compartments. Later that day, Paulette Fosmo came into the Port office explaining that her jet ski broke down and she had to leave it at the boat launch. She was informed that it was impounded and the amount due with two nights moorage was $95.00. She explained that she couldn’t come up with the $95.00. She was told that it couldn’t be released to her anyway because she was not listed as the registered owner. She gave the name of the registered owner and said that she bought it from him and that she just hadn’t transferred the title yet. She also identified the set of keys. She came back later with a written note of sale signed by Gerald Bernier, but she was told that Mr. or Mrs. Bernier would need to come down to the Port office with identification informing the Port that they sold the jetski to her and the $95.00 would need to be paid. Then the Port would release it to her. A few days later Ms. Fosmo paid $64 towards the debt and insisted that she could not pay anything more. She was surprised that Mr. Bernier hadn’t yet stopped by the Port office. Phil suggested the Port accept the $64 as full payment and release the jetski to Ms. Fosmo with the understanding that it be removed from Port property immediately. The Commissioners agreed.

 4.3. Mussel monitoring – an e-mail dated August 9, 2017 from Robert Johnston of the Navy’s ENVEST Program was received. It was to inform the Port that they plan to deploy passive samplers for the dry season sampling on Port property.

4.4. Budget Review – the 2017 Budget Summary Report was reviewed. ***It was agreed to adopt Resolution 2017-03 Reallocation of Budgeted Funds*** (motion by Scholfield, second by Greaves, unanimous).

4.5. Leasehold/Excise Tax Audit by the Department of Revenue is scheduled for September 5th and 6th.

4.6. Office desk broke. ***The purchase of a new office desk unit was authorized and MTV Home Repair was authorized to provide support in helping with rearranging and organizing the Port office*** (motion by Scholfield, second by Greaves, unanimous).

**5. SAFETY** – nothing to report with regards to Port staff. Commissioner Scholfield explained that Cash Brewery sponsored a “Bike Night”. There was a lot of reckless driving in the area that night with lots of rubber left on the streets. Commissioner Scholfield e-mailed Cash Brewery, but didn’t get a response. He has since e-mailed County Commissioner Ed Wolfe and requested that Kitsap County Sheriff deputies be stationed in the area during the next Bike Night, which is scheduled next month.

Phil reported that he was a first hand witness to an incident on the dock that could have been a tragedy, luckily it wasn’t. A boater was steering his boat to the floating moorage facility while another individual waited on the dock to help tie up the boat. As the boat came closer to the dock that individual was trying to guide it towards the dock without damaging it and he fell off the dock into the water. Phil said that it was very dangerous because the winds and waves were pushing the boat towards the dock trapping the individual between the two. The freeboard on the dock is so high that it made it nearly impossible for him to get back up. Thankfully, the boater was able to help him up back onto the dock. Phil said there is one ladder on the Port’s floating moorage facility and with 1300 lineal feet of moorage it is inadequate. Tim explained that he fabricated and installed the one ladder years ago. It has proven to withstand the elements. He said that there are five other locations at the ends of the finger piers where ladders could be installed. ***Tim Knapp of TIKAR Services was authorized to manufacture and install five additional ladders to the Port’s floating moorage facility*** (motion by Scholfield, second by Greaves, unanimous).

**6. APPROVE EXPENDITURES & ELECTRONIC TRANSFER**

***The attached voucher approval totaling $42,338.54, checks numbering 11512 through 11538 and Electronic Transfer 2017-08 to the U.S. Treasury in the amount of $1,840.70, were approved*** (motion by Greaves, second by Scholfield, unanimous).

Tim reported that dredging underneath the boat launch will be taking place within the next two weeks. One boat launch lane will remain open at all times.

Mike said that during the Kitsap Peninsula Water Trails event he heard a lot of compliments about how good and clean the area looked.

Amy Scholfield along with her son, James, explained that they were at the meeting regarding a non-Port related subject and would like to address it after adjournment.

**7. EXECUTIVE SESSION** – nothing to report.

**8. ADJOURN
*The meeting adjourned at 9:05PM*** (motion by Greaves, second by Aus, unanimous).

Approved:

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Henry Aus, Commissioner

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Lawrence Greaves, Commissioner

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Ed Scholfield, Commissioner

