**Port of Silverdale**

Minutes of Regular Meeting

December 21, 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 Kitsap Peninsula Water Trails and Whaling Days; Bridget Burke of Clam Island Rowing (CIR); Bob Bjornemo and Randy and Marvel Hunt of the Central Kitsap Historical Club; Jackie Bosinger of the Old Town Pub; local resident and member of the Port’s Waterfront Advisory Committee, Mark Hughes; Ron Easterday of Rice, Fergus and Miller; and Tim Knapp of TIKAR Services arrived at 7:35PM.

1.1. Agenda ***was approved as submitted*** (motion by Greaves, second by Scholfield, unanimous).

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

1.3. Special meeting minutes ***of the December 8, 2017 Meeting were approved as submitted*** (motion by Scholfield, second by Greaves, unanimous).

**2. PUBLIC COMMENT**

2.1. Visit Kitsap – it was thought Patty Graf-Hoke was going to be in attendance to discuss the Silverdale Way Widening Project and the negative effect it is having on Old Town businesses. Several Old Town business representatives have been meeting to discuss thoughts and ideas to help the businesses survive during the construction along Silverdale Way. County Commissioner Ed Wolfe attended at least one of these meetings. Apparently, the County will be providing banners informing the public that Old Town is “Open for Business”. Kathleen Gordon of the Silverdale Chamber of Commerce sent an e-mail dated December 11, 2017 to the Port asking the Commissioners to consider having a representative attend future meetings. It is unknown when the next meeting will be held, but Commissioner Greaves offered to attend on behalf of the Port, if his schedule allows.

**3. UNFINISHED BUSINESS**

3.1. Waterfront Architectural Design Project – during the Special Meeting on December 8, 2017 three architectural firms made presentations. They were AHBL, Blue Architects and Rice, Fergus, Miller. The Commissioners separately wrote down their top pick. All three chose Rice, Fergus, Miller. This was discussed. The Commissioners agreed that Rice, Fergus, Miller had the best presentation overall, but more importantly their experience with historical preservation was significant and appropriate, since the Old Town Pub/Emel Building that was built in 1911 will be a major part of this design one way or another.

Phil will draw up an agreement for approval at the January meeting.

Port Programs   
 a. Sailing – the end-of-year report was reviewed.

b. Rowing – Ms. Burke provided CIR’s end-of-year report. She explained that she wanted to clear something up that she heard during the reading of the November meeting minutes. CIR is not planning to relocate to Bremerton. They have talked to the Bremerton Parks Department about the possibility of using the Lion’s Field boat ramp area if/when they are unable to launch from Silverdale, but that is to just give the rowers an alternative when the winds are too strong at the north end of Dyes Inlet. Last year they used Keyport as an alternative, but thought Bremerton would be a better fit. The intention is to continue to grow the program in Silverdale. Ms. Burke went on to report that CIR had another successful year. They hired a new coach and have added a competitive juniors program. She presented a framed picture of the junior’s team to the Commissioners. CIR is talking about purchasing a trailer allowing them to easily move shells between Silverdale and Bremerton. They are still using the dentist’s underground parking area to house and use their ergs, but are looking for a more permanent indoor area. They have acquired two more sculls, which allows for the start of a sculling program. Ms. Burke asked that the back area on the north side of rowing alley be cleaned up and/or rearranged so that they can enlarge rowing alley’s fenced area. Commissioner Aus agreed it should be cleaned up to allow for rowing alley’s fence to be extended. This will be further discussed with Tim.

c. Leasehold Excise Tax issue has not yet been resolved. The Department of Revenue (DOR) auditor argues that the fair market value of the equipment is not being charged and since the DOR is due 12.84% of the fair market value that’s a problem. Phil explained that since KSRF and CIR maintain all of the equipment that needs to be factored in when determining the fair market value. Clam Island Rowing recently provided Phil with their time and costs associated with the maintenance, so Phil can now begin working on a response to the Department of Revenue (DOR).

3.2. Port Facilities   
 a. Dredging – American Construction conducted the last dredge. Phil said that since they did conduct the last dredge they are obviously a competitive bidder, so it would be a good idea to get on their list for August 2018.

b. Sailboat Float – the meeting with Logan of Marine Floats has not yet taken place.

c. Ladders – tabled.

d. Maintenance inventory of pier – tabled.

e. Port Rules – tabled.

3.3. Port Properties

a. 3473 NW Byron Street/Old Town Pub -

Commissioner Scholfield reported that he met with the contractor regarding the foundation. The estimate came in at anywhere between $90,000 and $100,000. An e-mail dated November 27, 2017 from David Lynam the Acting Assistant Director of the County Department of Community Development was reviewed. Since the Port is working on determining the future of the building and as long as the structure stays secure against unwanted or unauthorized entry or if it begins to collapse or rapidly deteriorate on its own, the County has agreed not to take action. An e-mail dated December 7, 2017 from Christine Scott of Safe Security was reviewed. Ms. Scott asked if the Port wanted to include the Old Town Pub property to the nightly patrol since it is now vacant. It would cost approximately an additional $155 a month. ***It was agreed to add the 3473 NW Byron Street property to the Safe Security nightly patrol*** (motion by Greaves, second by Scholfield, unanimous). Phil reported that Fred Lanouette will be mailing information to determine the terms of the termination of the lease. Phil will also talk to Mr. Lanouette about the utilities at the property and getting them changed over to the Port.

b. 3215 NW Lowell Street –

Suite 161 the December rent has not been paid. Phil sent an e-mail to the tenant asking if he plans to continue to lease the suite or if he would rather have his assistant take over the lease. No response has yet been received.

Suite 261 Counselor Christine Wylde is interested in renting the space but requested a reduction in rent. During the recent State Audit the auditor noticed that the upstairs suites in the building had been vacant for quite a while and she asked if the Commissioners had ever considered lowering the square footage price for the upper suites. It was agreed to lower the upper suites square footage amount from $2.12 to $1.80. The floors for the upstairs suites will be refinished and Suite 261 will be painted. Mike was also tasked with assisting the new tenant in obtaining an occupancy permit.

c. 9004 Washington/DRC – Phil and Mike met with DRC representatives Faithe Lester and Chuck Little. They reviewed the DRC’s proposal. Mike has been tasked with preparing a description of the requested work so that Phil can prepare the Request for Propsal (RFP).

d. 3330 NW Lowell Street/Sugar Studios – Mike plans to clean the roof. He noticed that there was a lot of black tar showing through on the roof and suggested it be evaluated this summer. If it is determined a new roof is needed it will go out for bid.

3.5. Olympic Outdoor Center – the meeting with John Kuntz has not yet taken place.

3.6. Pump Station 3 Upgrade – there has been no word from the County about the new design of the pump station. Phil will ask Rice, Fergus, Miller architects to contact the County directly to discuss the future of the pump station. It is hoped that the County will be willing to explore all options for the pump station as whatever the end result will be it will have approximately a forty-year lifespan.

3.7. Bayshore Drive Improvement Project – Commissioner Scholfield reported that he met with the Project Manager, Gunnar Fridriksson, about the project and the affect the easement near the Port’s parking area may have on the Ports utility and network systems. Commissioner Scholfield is also concerned about the easement near the Old Town Pub building as the building’s overhang could pose an issue. Phil suggested waiting to sign the offer letters until items are cleared up.

3.8. State Audit – the exit meeting was held. There were two recommendations. The first was regarding procurement and that the Port follow the internal policy when procuring purchased services and retain documentation of the way the service had been procured. The second was regarding Cash Receipting and that moorage revenues should be collected and reconciled with the security reports in a timely manner, especially during the week of Whaling Days.

3.9. Enduris – a letter dated December 14, 2017 was reviewed. It informed the Port that Mr. Fajardo’s claim for vehicle damage had been settled in the amount of $505.

**4. NEW BUSINESS**4.1. Silverdale Water – an invoice in the amount of $1,156.44 for the water utility at the Waterfront Boat Launch was received. This amount is significantly higher than previous months. Commissioner Scholfield checked the water meter and it was not moving. He has since shut off the water for the season.

4.2. Kitsap Parks Project Coordinator – met with Commissioner Scholfield and discussed the Port’s facilities. They would like to install a boardwalk from the pier to the boat ramp and add soft beach protection in that area as well. Ron Easterday of Rice, Fergus, Miller suggested this be included in the architectural design of the area that his firm will be preparing. Phil will provide the architects with the soft beach protection information that the Port has on file.

4.3. Oath of Office – Phil administered Commissioner Aus’ oath.

Commissioner Scholfield reported that the grassy area hasn’t been mowed in a while and he requested Dreaney’s Landscaping be contacted and asked to provide a more detailed invoice for their services.

Dreaney’s along with Safe Security, MTV Home Repair and TIKAR Services have purchased services agreements with the Port. The State Auditor noted that there was no documentation of these agreements ever going out for bid. The auditor said they should go out for bid at least every five years. The Small Works Roster will be used to send out Requests for Proposals in the near future.

**5. SAFETY** – nothing to report.

**6. APPROVE EXPENDITURES & ELECTRONIC TRANSFER**

***The attached voucher approval totaling $34,073.26, checks numbering 11618 through 11645 and Electronic Transfer 2017-12 to the U.S. Treasury in the amount of $1,962.74, were approved*** (motion by Greaves, second by Scholfield, unanimous).

**7. EXECUTIVE SESSION** – None

Ms. Bosinger asked about the possibility of providing input to the architectural firm for the Waterfront Architectural Design Project. It was explained that the Citizen’s Advisory Committee had met for months and all of their ideas will be provided. Eventually there will be a time for public review.

**8. ADJOURN  
*The meeting adjourned at 8:41PM*** (motion by Greaves, second by Scholfield, unanimous).

Approved:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Henry Aus, Commissioner

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lawrence Greaves, Commissioner

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ed Scholfield, Commissioner

