

**Port of Silverdale**

Minutes of Regular Meeting  
September 20, 2018

**1. CALL TO ORDER**

Commission chairman Lawrence Greaves called the meeting to order at 7:00 PM in the Port office. Also present were Commissioner Henry Aus; Commissioner Ed Scholfield; Attorney Phil Best; Administrator Theresa Haaland; Mike Vasquez of MTV Home Repair; Carla Larson of Whaling Days; Bridget Burke, Ashley McNeil and Ellen Strong of Clam Island Rowing (CIR); Greg Jacobs of Kitsap Sailing and Rowing Foundation (KSRF); Bob Ling of Silverdale Autoworks; Caleb and Vickie Reese; John West; and Tim Knapp arrived at 8:30PM.

1.1. Agenda – *the agenda was approved as prepared* (motion by Scholfield, second by Aus, unanimous).

**2. CONSENT AGENDA**

2.1. *The August 16, 2018 Regular meeting minutes were approved as corrected* (motion by Scholfield; second by Aus, passed – Commissioner Greaves abstained from the vote as he was not in attendance at the August meeting).

*The September 12, 2018 Special meeting minutes were approved as submitted* (motion by Scholfield; second by Aus, unanimous).

**3. PUBLIC COMMENT –**

3.1. Eagle Scout Service Project - John West explained that he is a boy scout and in hopes to receive his eagle scout badge. In order for that to happen he needs to complete a service project. He is also a sailor with KSRF and so is hoping to complete his service project for the Port. One of the requirements for the project is that it benefits the community. A very common project is for a scout to build a bench although, several years ago a scout designed and built the bridge over the Port's bio-swayle. Mr. West

came into the Port office earlier in the week inquiring about projects the Port might have for him to complete. He was told that adding a life jacket loaner station on the pier might be a possibility. Phil explained that he recently moored his boat at the Port facility and witnessed young children on the docks without life vests and without adult supervision. The Port rules state that children under age 14 on pier or floats must wear personal floatation devices or be accompanied by an adult. Having an additional loaner station on the pier could really serve a safety purpose. The Commissioners agreed that it would be beneficial to add an additional life jacket loaner station to the pier near the gangway. Mr. West explained that his next step is to get approval from the scouts. He was asked to prepare a budget and project design and bring it to the October Port meeting for further discussion. Commissioner Scholfield and possibly Tim will plan to meet with Mr. West to determine the placement of the station. *It was agreed to allow John West's proposed life jacket loaner station Eagle Scout project pending further information* (motion by Aus, second by Scholfield, unanimous).

3.2. Silverdale Auto Works – Bob Ling, the owner, explained that he is planning to pave a portion of the alley that is between his property and Port property along Washington Avenue. He was hoping the Port would consider partnering to complete the work, but is aware that the Port has to follow the Public Works laws. It was agreed that paving the alley would be beneficial to the Port's tenants in that area. Phil explained that the Port could send the job out to bid using the Small Works Roster and once the project is complete require Silverdale Auto Works to reimburse the Port for the costs of their portion of the paving. Mr. Ling agreed. Since the alleyway is a County easement Phil will contact the County to determine the necessary permit requirements.

3.3. Silverdale Tree Lighting ceremony is scheduled for November 24, 2018. Carla Larson requested the Port sponsor the firepit and refreshments similar to last year. The Commissioners agreed up to \$50 could be spent on refreshments for the event.

Ms. Larson asked about the status of Carley Bayer's claim against the Port. Ms. Bayer claims that she broke a bone in her foot when she stepped on the roller tract at the dock side of the gangway, while she was attending Whaling Days. A Claim for Damages form was mailed to Ms. Bayer. An e-mail dated August 23, 2018 from Ms. Bayer was reviewed. She explained that she has received the form and once she obtains all the necessary information she will return everything to the Port. From there a copy will be sent to the Port's insurance company, Enduris. Phil asked that further discussion be reserved for Executive Session.

#### **4. UNFINISHED BUSINESS**

4.1. Rowing – Bridget Burke reported that the rowing chase boat, the Coho, has been moored at the Port facility and has been untied several times. Unfortunately, the security camera footage doesn't cover the area where the Coho is moored. Thankfully, the boat is secured to the dock not only with rope, but also a cable and a lock so it did not drift off. This also happened while the Coho was tied up to the boat launch handling pier. Onlookers later told Ms. Burke that they witnessed a young male teenager untie the boat. An adult stopped him and they left together. Ms. Burke believes the young man may have a mental condition and he may be the same person who has untied the Coho from the dock. The steering cable of the Coho recently broke and now needs to be towed to the boat ramp in order to trailer it to get it repaired. Commissioner Scholfield will be working on adding the newest security camera footage, which shows a portion of the moorage facility, to the Port's website. Greg Jacobs said that

would be beneficial not only to view boats that are moored but also to get an idea of the weather conditions.

Ms. Burke explained that the Programs would really benefit from having access to a water spigot near the boat ramp, so that they would be able to wash off the salt water from the Port's boats and equipment. They have been using the spigot outside the Port office, but it is inconvenient. Commissioner Scholfield said that there is one by the restroom facility in the middle of the flower bed, but it was damaged and is not usable. It was placed there for a temporary purpose anyway. He suggested they use the spigot that is located on the outside wall of the boat launch restroom facility. They will need to purchase a key for it. Mike said that he might have an extra key that will work.

Ms. Burke thanked the Commissioners for getting the mound of dirt across the street leveled as it makes it much easier for CIR to remove and replace the rowing shell. She reported that there is a massive piece of dock on the beach which is causing a hazard because when the tide is high it isn't visible. Commissioner Scholfield will check on it. Ellen Strong asked about the derelict sailboat that is out in the water not too far from the boat launch. Commissioner Scholfield explained that the Department of Natural Resources is the lead on that. Since the owner has been trespassed from Port property and was jailed for failing to stay off of Port property, it is best that DNR continues as the lead even if the boat drifts back into the Port's water boundaries. Commissioner Scholfield suggested CIR call DNR and/or the County Department of Community Development (DCD) to further discuss.

Sailing – Mr. Jacobs reminded everyone that there will be a small one-day regatta on Saturday, September 22<sup>nd</sup> after that the boats

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will be mothballed for the winter. The small wooden boats, given to KSRF by the Girl Scouts, need to be moved out of the weather. Mr. Jacobs asked if there was any room in the Port's shop. Commissioner Scholfield said that there wasn't and there are a lot of sails from the March regatta still stored up in the loft of the Port shop and are in the way. Commissioner Scholfield suggested items be stored in the Pub. As long as someone from the Port is there when placing or removing items it should be okay.

Mr. Jacobs asked about the Port's Waterfront Plan update. Phil explained that at the most recent meeting with Rice Fergus Miller personnel it was decided to include non-motorized watercraft access from the current Port facility. Adding an additional gangway to a non-motorized dock facility will be added to the plan and elongating the farthest finger pier. Mr. Jacobs asked that when designing the gangway Americans with Disabilities Act (ADA) requirements be met. He is unable to get down to the Port docks from the gangway with his wheelchair. One issue is the placement of the treads on the gangway. He suggested that if treads are used they be placed in the middle, allowing for the wheels of the wheelchair to not be affected by them. Mr. Jacobs said that he noticed the Olympic Outdoor Center (OOC) personnel having a hard time getting the kayaks down to the docks from the gangway. They are able to do it, but it's a struggle. He suggested they use a cart or something to make it easier. OOC has not talked to the Port about any issues.

Ms. Strong reported that this summer she was approached by many people asking for the codes to the showers. She realized they asked her because she was on the "Port of

Silverdale" chase boat. At times the Port office was closed, so there was no way for the individuals to get the code. Ms. Strong contacted the Port office and reported the issue. She was given the code to tell boaters if they asked. Commissioner Scholfield explained that the showers were open Friday through Sunday from 6:00AM to 5:00PM and the Safe Security guard that was on duty from Friday through Sunday for the season knew to give boaters the code if they asked. The showers are now shut down for the season. Mr. Jacobs explained that some places, including his own waterfront home, offer an outdoor shower. It would be beneficial in case of an emergency with someone suffering from hypothermia.

Non-motorized boat storage – rearranging and numbering the area has not yet been completed.

### 4.2. Port Facilities

a. Dredging – a letter dated August 31, 2018 from Kitsap County DCD was reviewed. The County determined the project is exempt from a Shoreline Development Permit and states State Environmental Policy Act (SEPA) Determination of Non-significance (DNS) was issued on August 16, 2018. Phil said that soil sampling is required for the dredge and the Army Corps is currently determining where the samples will be taken. It should be conducted in October. Phil is setting up a meeting with the tribal biologist, Allison O'Sullivan, to discuss the dredge and the Waterfront Master Plan update.

b. Port Rules/No Wake/ Windsock – Tim installed the windsock that states "No Wake". The Port rules were discussed. There is



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currently no mention of no rafting. *It was agreed to add “C.9. No Rafting” to the Port rules that were adopted on August 17, 2017 via Resolution 2017-02* (motion by Aus, second by Scholfield, unanimous).

c. Olympic Outdoor Center (OOC) – an e-mail was sent to OOC’s owner, John Kuntz, inviting him to attend a future Port meeting to further discuss the concession stand remaining on the pier year-round.

d. Vacant lot across from Port office – as mentioned the mound of dirt has been flattened out and the tubs and Styrofoam will be thrown in the Port dumpster over time as room allows.

### 4.3. Port Properties

a. 9004 Washington/Dispute Resolution Center (DRC) – there has been no word from DRC personnel regarding their request to upgrade/update the building.

b. 9020 Washington/Elizabeth’s House of Wax – there was no update on the sewer line connection. The tenant came into the Port office to pay rent and said that before entering into a new lease at the end of the year she would like to negotiate for new floor covering and exterior paint. Mike reported that there is a lot of wear and tear on the floors. It was unclear if the tenant was asking for new flooring throughout the entire building or just the hallway. Details will be determined. Commissioner Scholfield said that both the 9004 and 9020 Washington buildings will be painted next year.

c. 3255 NW Lowell Street/Central Valley Day Care opened for business on September

4, 2018. Mike has recently installed an outdoor light.

d. 3473 NW Byron Street/Old Town Massage – in order to determine the costs to refurbish the building a cost estimate report would need to be ordered. Such a report is estimated to cost anywhere from \$3,000 to \$5,000. At this point there has not been a decision to save the building and spending up to \$5,000 on a report that may not be needed doesn’t seem prudent, but at the same time the Commissioners haven’t decided not to save the building. It was agreed that it was too early to decide one way or another. Phil suggested waiting on a decision until RFM provides the conceptual design of the waterfront. The Commissioners agreed.

e. Lease Renewals – nearly all of the Port’s leases are up for renewal at the end of the year. A spreadsheet showing current rents and square footage costs was reviewed. The price per square foot for the 3295 NW Lowell Street property is lower than the other properties. *It was agreed to raise the total monthly rent including Leasehold/Excise Tax from \$1375 to \$1475* (motion by Scholfield, second by Aus, unanimous).

4.4. Department of Natural Resources (DNR) outer water boundary expansion - nothing to report.

4.5. Whaling Days Incident will be further discussed during Executive Session.

4.6. Old Town – Commissioner Greaves and Phil attended a meeting with RFM and Central Kitsap School District (CKSD) personnel on

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August 23<sup>rd</sup>. Commissioner Greaves reported that RFM has been hired by CKSD to help determine what will be done with the Jenne-Wright building and property once CKSD is totally moved. They would prefer not to sell it to a developer but rather create something that will benefit Silverdale and the Old Town community. They are currently determining the boundaries of Old Town and brainstorming its future and how that might tie in with the Port's Waterfront Master Plan. One item they have discussed is to restore Strawberry Creek, which Phil agreed is something the Port has statutory authority support.

4.7. Waterfront Improvement Project – RFM is working on making the updates that were discussed at the Special Meeting held on September 12, 2018.

4.8. Pump Station 3 – RFM personnel are scheduled to meet with County personnel on September 25<sup>th</sup> to discuss the opportunity of a shared facility within the vicinity of the current pump station.

4.9. American Legion Bathtub Races were held on September 1<sup>st</sup> and 2<sup>nd</sup>. It seems to have gone well.

4.10. WPPA sponsored Small Ports seminar is scheduled for October 18<sup>th</sup> and 19<sup>th</sup> in Leavenworth. It was agreed to reschedule the October meeting from Thursday, October 18, 2018 at 7:00PM to Tuesday, October 16, 2018 at 5:00PM to allow Commissioners Aus and Scholfield as well as Port staff to attend the Small Ports seminar. Notice will be placed on the Port office door.

### **NEW BUSINESS**

5.1. 2019 Preliminary Budget is scheduled to be approved at next month's meeting. The costs for the dredge project were discussed. Phil will look into possible Recreation Conservation Office (RCO) grant funding.

5.2. Life jacket loaner station was discussed under Public Comment.

5.3. Waggoner Cruising Guide – *it was agreed to renew the 1/3-page ad in the 2019 Waggoner Cruising Guide totaling of \$1,200.00* (motion by Aus, second by Scholfield, unanimous).

5.4. Enduris – the Port's insurance premium is being paid at tonight's meeting. It has increased over ten percent from last year.

**6. SAFETY** – nothing to report.

### **7. APPROVE EXPENDITURES & ELECTRONIC TRANSFER**

*The attached voucher approval totaling \$50,839.38, checks numbering 11867 through 11892 and Electronic Transfer 2018-09 to the U.S. Treasury in the amount of \$1,723.88, were approved* (motion by Scholfield, second by Aus, unanimous).

Tim reported that the dredge under the boat launch went well and next year's dredge should bring it down to where it should be.

**8. EXECUTIVE SESSION** – At 8:56PM it was announced that the meeting would be going into Executive Session for approximately fifteen minutes to discuss possible litigation and real estate matters.

At 9:11PM the meeting returned to Regular Session.

**9. ADJOURN**

*The meeting adjourned at 9:12PM* (motion by Aus, second by Scholfield, unanimous).

Approved:

  
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Henry Aus, Commissioner

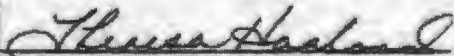


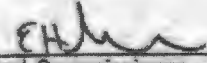
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Lawrence Greaves, Commissioner

  
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Ed Scholfield, Commissioner

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**VOUCHER APPROVAL**

We, the undersigned Board of Commissioners of the Port of Silverdale, Kitsap County, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of           \$50,839.38           and from the General Fund, this   20th   day of   September, 2018.  

<p> Auditor</p>	<p> Port Commissioner</p>
	<p> Port Commissioner</p>
	<p> Port Commissioner</p>

Number	Name	Amount
11867	ED SCHOLFIELD	1,562.55
11868	HENRY AUS	235.90
11869	LAWRENCE GREAVES	353.85
11870	THERESA R. HAALAND	3,700.00
11871	LOWE'S	101.51
11872	DREANEY'S LANDSCAPING	1,744.00
11873	WAVE BROADBAND	154.45
11874	CASCADE NATURAL GAS	35.28
11875	CENTRAL KITSAP REPORTER	45.00
11876	KITSAP COUNTY PUBLIC WORKS	661.47
11877	PUGET SOUND ENERGY	549.44
11878	WASTE MANAGEMENT - BREM AIR DISPOSAL	167.71
11879	WAVE BROADBAND	71.35
11880	VISA	589.27
11881	VERIZON WIRELESS	63.25
11882	MARINE SURVEYS & ASSESSMENTS	3,266.25
11883	ENDURIS	15,566.00
11884	TACOMA SCREW PRODUCTS	358.79
11885	SCOUT TROOP 1540, BSA	800.00
11886	TERI ORR	250.00
11887	SAFE SECURITY	2,919.00
11888	SIMONS FAMILY LIMITED PARTNERSHIP	3,163.84
11889	MTV HOME REPAIRS	2,731.99
11890	TIKAR SERVICE, LLC	8,456.12
11891	ED SCHOLFIELD	204.38
11892	PHIL BEST, ATTORNEY	2,475.00