

# Port of Silverdale – Minutes of Regular Meeting on December 20, 2018

**Port of Silverdale**  
Minutes of Regular Meeting  
December 20, 2018

## 1. CALL TO ORDER

Commissioner 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; Bridget Burke and Vanessa Allison of Clam Island Rowing (CIR); John Bouck, Julie Jablonski, Greg Jacobs and Steve Trunkey of Kitsap Sailing and Rowing Foundation (KSRF); Carla Larson of Whaling Days; Caleb Reese; Taylor Sims; Susan and Andrew Zetty; and Tim Knapp of TIKAR Services arrived at 7:25PM.

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

## 2. CONSENT AGENDA

2.1. *The November 15, 2018 Regular meeting minutes were approved as submitted* (motion by Scholfield, second by Aus, unanimous).

## 3. PUBLIC COMMENT –

KSRF representatives explained that a new FJ sailboat valued at approximately \$8,500 was recently donated to the foundation. Title will eventually be transferred over to the Port.

Greg Jacobs reported that a piece of metal roofing material on top of the Old Town Pub is loose and is concerned that it may fall off and hurt someone. He wanted to make sure the Port was aware of it as it should be fixed. He also said that the sailboat that is tied to the dock may be causing damage to the cleat it's tied to.

## 4. UNFINISHED BUSINESS –

### 4.1. Port Programs

a. Sailing – Steve Trunkey plans to submit an end-of-year report next month so

that it can include the December data and be a complete 2018 end-of-year report. Mr. Trunkey said that KSRF had a good year. Financially the ending balance will be about the same as what they began with at the start of the year. They have added new equipment including new sails. KSRF ranked #2 for overall regatta performance and the Sportsmanship Award. KSRF hosted the biggest team races ever and Silverdale is talked about as being the best venue in the Northwest. KSRF normally holds three weeks of summer camps, but plan to increase that to seven weeks in 2019.

c. Agreement - Mr. Turnkey had provided anticipated 2019 income and expense sheets for the Commissioners' review as they decide if the Port will run the programs directly. Phil generated an outline of the Port of Silverdale Facilities and Programs for Water Access. It was reviewed. Julie Jablonski said that speaking from a parent's view, she is so thankful for the program. She feels the program has changed her daughter's life for the better as it seems to have boosted her self-confidence and self-esteem. She is now more willing to help out and takes it upon herself to do so. John Bouck agreed that the program has been very beneficial for his son and one of the reasons he and his family decided to move to the area was the opportunities to get out on the water. Ms. Burke added that sailing is one of the few sports that smaller-framed kids can really excel in and she is very thankful for it. Mr. Trunkey added that the sailors have formed quite a community. It's much bigger than getting kids out sailing; it has become a huge part of their lives. Commissioner Scholfield wanted it noted for the record that his son, Jeffrey Scholfield, is a member of the sailing program. Commissioner Scholfield is skeptical that the Port can legally run the program as he has reviewed the RCW and doesn't see where it states that a Port can actually run a program. He read that the Port

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can provide the facilities for a program, but nothing about the Port actually running such a program. He said that similar programs are run by City or County Parks Departments, not Ports. He also read that the Port can't even have a park facility without having the County's approval. Mr. Trunkey said that he has also read the RCW's and doesn't see anything prohibiting the Port from running the programs. Phil said that as the Port's attorney he also has reviewed the RCW's and does not agree with Commissioner Scholfield's conclusion. Phil reminded everyone that he talked to an assistant Attorney General about this and was told that as long as all the programs are available and open to the public, it shouldn't be a problem. CIR and KSRF personnel agreed that no other Ports, to their knowledge, are running such programs, but that doesn't mean it can't be done and maybe Silverdale can blaze the trail. Commissioner Scholfield said that if KSRF and CIR are just trying to save the annual \$500 in Leasehold Excise tax, it is not worth it because the Port will have to charge a percentage to administer the program and it will add up to a lot more than the \$500 they would be saving in the tax. Mr. Trunkey and Ms. Burke both agreed that saving the money paid to the State for the Leasehold Excise tax is not the reasoning behind this push. Both Programs are very successful and continue to grow, which is wonderful, but it puts a lot of pressure and added work on the volunteers. It would be a relief if the Port would take over the registrations and fees portion of the programs. This would free up the volunteers' time enabling them to focus on teaching individuals to row and sail. Mr. Trunkey said that he has researched for an on-line registration program and suggests the Port look into Sports Sites software. From what he has learned it will make it very easy for registration. Caleb Reese questioned why KSRF/CIR haven't used the software since it will make the process so much easier. Commissioner Scholfield said that there is a great group of

individuals running the programs now and it's successful. He agreed with Mr. Reese why don't they just begin to use this new software to help alleviate the registration workload. Vanessa Allison said that it basically comes down to the fact that the two programs primarily fall on the backs of two people; Mr. Trunkey and Ms. Burke. If these two individuals stop volunteering the programs stop. If the Port were to take it over it would have a more permanent foundation and since it's a self-sustaining program it wouldn't negatively affect the Port. Commissioner Scholfield said that it's self-sustaining only because of all the volunteer hours. If the volunteers go away the programs would also have to go away; otherwise, it would no longer be self-sustaining. Ms. Burke said that they would still manage the programs and would only ask that the Port manage the registration, collect the fees and officially take ownership of the programs. CIR and KSRF members said that they have come to the conclusion that since permanent moorage is not offered in Silverdale it makes the area even more attractive to the non-motorized boating community. Commissioner Scholfield said that although permanent moorage is not offered, the grant received to help build the Port's moorage facility was from the Recreation Conservation Office (RCO) non-refunded boat gas tax, so it was aimed at benefiting motorized boating enthusiasts. The Port already ran into an issue with the RCO when they realized that the sailboat float was attached to the moorage facility. They held the Port's retainer and Phil had to be involved with helping the RCO agree to the placement of the sailboat float. Commissioner Scholfield suggested KSRF and CIR ask the school district to run the programs. Apparently, there is no interest from the school district to run the programs. Ms. Burke said that the programs are already tied to the Port; it just seems logical for the Port to take over. Ms. Jablonski agreed and said that the Port was gifted

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hundreds of thousands of dollars of equipment. They are already a partnership. Commissioner Scholfield questioned the insurance. Currently the equipment is covered under the Port's Enduris policy. According to Enduris the Port can expect a \$5,500 to \$6,000 increase to cover paid personnel and volunteers. Mr. Turnkey said that they currently hold their own insurance, but the Port would need to cover the program and those costs would be covered through the registration fees to ensure the programs are self-sustaining. Commissioner Scholfield said that there is a great group of individuals running the programs now; if it ain't broke don't fix it. He doesn't want the Port to be in the hiring/firing business. Ms. Burke said that they have hired instructors for the season so there is an end date to each "employee" whether it's a contracted paid position or an actual employee. She also said that they would still want to be in charge of hiring coaches. Commissioner Scholfield requested the Port not be responsible for any employees of the programs. KSRF and CIR members said that Silverdale is a unique Port community and they see it as an opportunity. They also see it as a good fit with the Port as it supports the Port's economic development aspect. Commissioner Scholfield questioned that as he sees most of the families bringing their own food and drinks down to the area and rarely has seen attendees/participants purchasing items from the local businesses. KSRF and CIR members disagreed as it brings foot traffic to the area and more times than not parents wonder around the area while their kids are in class not to mention the hundreds of individuals the regattas attract. Mr. Jacobs said that they could focus more on economic development and sponsor more regattas. He thanked Commissioner Scholfield for his feedback and would like the group to keep identifying possible setbacks, pros and cons so that they can plan. Commissioner Aus said that he was in favor of the Port running the programs. Commissioner Scholfield said that

he would need more definition before committing to anything. Tim offered his opinion. He said that he really loves the programs and what they offer especially for kids, but such programs don't exist without individuals with a passion and if it is left to the Port to find such individuals, chances are it won't happen. They should recognize that the Port supports them, but they are the core the driving force not the Port. The Port can assist the core, but it's up to the core to keep the program running. Ms. Burke said that if the Port would just begin taking over registrations she would be happy. Mr. Trunkey said that the season starts in February and the insurance needs to be paid in January unless the Port agrees to run the programs. It was agreed to hold a Special Meeting on January 8<sup>th</sup>, 2019 at 3:00PM at the Port office to determine the details of transitioning the programs to the Port and formally decide.

c. Non-motorized boat storage – Commissioner Scholfield will print out numbers 1 to 30 to use to mark off the spaces in the non-motorized storage area.

4.2. Pump Station 3 & Port Waterfront Plan Update – Commissioner Aus and Phil met with Dave Tucker the assistant Director of Kitsap County Public Works and discussed moving the County's sewage pump station 3 away from the waterfront onto Port property. Mr. Tucker was quite supportive and suggested Commissioner Aus and Phil take a field trip to Gig Harbor's new lift station, restrooms and viewing platform at Skansie Park, which they did. They found it to be a very nice multi-purpose facility and thought something similar could be built on Port property. Phil attended the meeting that RFM hosted with several non-motorized boating enthusiasts. He was impressed with the turnout of KSRF and CIR representatives. There was discussion about moving a portion of the moorage facility further south and designating the shallow area for the

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non-motorized boating traffic. Phil said that RCO might be more amenable to that and it would be beneficial for safety. Ben Anderson of Art Anderson and Associates may be talking with Tim to further discuss. A letter dated October 16, 2018 from Rice Fergus Miller (RFM) re: Amendment 2 to the original agreement with the Port was reviewed. Phil explained that the original scope had increased beyond what they were originally asked to complete. This amendment totaled \$45,574. It was unknown if that amount included the \$15,000 that had already been paid to RFM. Phil suggested he and Commissioner Greaves talk to RFM personnel to determine the specifics of the amendment and negotiate.

4.3. Olympic Outdoor Center (OOC) – Commissioners discussed how much to charge OOC since the structure is staying on the pier off season. It was agreed that no matter what the full Leasehold Excise tax of \$64.20 will need to be paid to the State Department of Revenue. *It was agreed to charge OOC \$217.90 per month, which is half of the seasonal amount charged (\$564.20 / 2 = \$282.10; \$217.90 storage fee \$64.20 1/h excise tax) from October thru May* (motion by Aus, second by Scholfield, unanimous).

4.4. Eagle Scout Service Project – Tim's information will be e-mailed to Eagle Scout, Jack West.

4.5. Paving of alley – Phil reported that he contacted Molly Foster of Kitsap County Right-of-Way Division. Ms. Foster was going to have another County employee contact him regarding paving of the alley, but he hasn't heard from anyone yet.

#### 4.6. Port Facilities

a. Dredging – a letter dated December 13, 2018 from Marine Surveys and Assessments (MSA) was reviewed. It explained that the

Port's dredge project has gone over budget by \$11,880.60 due to circumstances beyond MSA's control. Phil agreed that the Army Corps of Engineers' rules had changed midway through the project and so that impacted the requirements. *It was agreed to pay Marine Surveys and Assessments the additional \$11,880.60 as outlined in correspondence dated December 13, 2018 due to unforeseen circumstances* (motion by Scholfield, second Aus, unanimous).

b. Port Rules/No Wake Buoys – Tim plans to submit an estimate for the buoys next month.

c. Department of Natural Resources (DNR) expansion of the Port's outer water boundaries - nothing to report.

d. Gangway redesign – Tim reported that transitioning to a non-roller system is not possible due to the weight of the gangway. He is working on a cleaner design.

e. Sailboat (WN6823JF) had been anchored out, but someone tied it to the Port's facility. It has since been chained to the Port's moorage facility because there is over \$400 in outstanding moorage fees. The owner, Charles Lewis, Jr., was trespassed from Port property several month's ago and is believed to be currently residing in the Kitsap County jail. Tim said that the boat has taken on a lot of water. Commissioner Scholfield plans to pump it out within the next few days.

f. Website – Commissioner Scholfield is working on transferring the security camera footage to the new website he is creating.



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4.7. Port Properties

a. 9020 Washington Avenue/Elizabeth's House of Wax – the tenant signed a five-year lease. Mike will be working with the tenant to complete the necessary conditions of the new lease. The toilets backed up again and caused issues at the adjacent building (9004 Washington Avenue/DRC). Mike has again fixed the problem.

b. 3473 NW Byron Street/Vacant – Ordering a cost estimate report for the building was tabled.

**NEW BUSINESS**

5.1. 2018 Budget vs. Actual Report was reviewed.

5.2. Paid Family Medical Leave – in 2019 the State will require employers to provide paid family and medical leave benefits to employees who meet certain criteria. Since the Port has paid staff that meet the criteria, action is required. *It was agreed to pay the Paid Family and Medical Leave Program premium on behalf of Port employees beginning January 2019* (motion by Scholfield, second by Aus, unanimous).

5.3. Silverdale Destination Guide Magazine – the Silverdale Chamber of Commerce is changing from a walking map to an actual magazine. They are hoping the Port will continue to advertise. *It was agreed to place a ¼ page add in the 2019 Silverdale Destination Guide for \$395* (motion by Scholfield, second by Aus, unanimous).

5.4. Commissioner Scholfield's mileage reimbursement includes \$68.53 for Port items

he accidentally charged to his personal account.

5.5. Death Cab for Cutie held a video shoot on Port property. Patty Graf-Hoke of Visit Kitsap coordinated it and proof of insurance was provided.

6. **SAFETY** – nothing to report. Commissioner Scholfield said that he will be sure to wear his life vest when pumping out the water from the sailboat that is chained to the moorage facility.

**7. APPROVE EXPENDITURES & ELECTRONIC TRANSFER**

*The attached voucher approval totaling \$29,495.70, checks numbering 11947 through 11974 and Electronic Funds Transfer 2018-12 to the U.S. Treasury in the amount of \$1,704.34, were approved* (motion by Aus, second by Scholfield, unanimous).

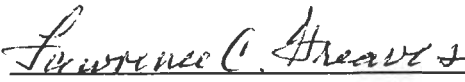
**8. EXECUTIVE SESSION** – None

**9. ADJOURN**

*At 9:34PM the meeting adjourned* (motion by Aus, second by Scholfield, unanimous).

Approved:

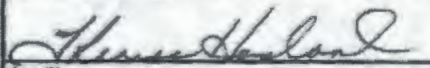
  
Henry Aus, Commissioner

  
Lawrence Greaves, Commissioner

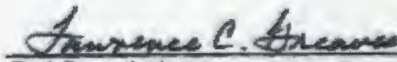
  
Ed Scholfield, Commissioner

**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 \$29,495.70 and from the General Fund, this 20th day of December, 2018.

  
Auditor

  
Port Commissioner

  
Port Commissioner

  
Port Commissioner

| Number | Name                                 | Amount   |
|--------|--------------------------------------|----------|
| 11947  | ED SCHOLFIELD                        | 1,603.99 |
| 11948  | HENRY AUS                            | 353.84   |
| 11949  | LAWRENCE GREAVES                     | 117.95   |
| 11950  | THERESA R. HAALAND                   | 3,700.00 |
| 11951  | LOWE'S                               | 21.30    |
| 11952  | DREANEY'S LANDSCAPING                | 1,744.00 |
| 11953  | CASCADE NATURAL GAS                  | 175.23   |
| 11954  | WAVE BROADBAND                       | 183.36   |
| 11955  | SILVERDALE WATER DISTRICT            | 1,013.13 |
| 11956  | KITSAP COUNTY PUBLIC WORKS           | 805.71   |
| 11957  | WASTE MANAGEMENT - BREM AIR DISPOSAL | 157.71   |
| 11958  | WAVE BROADBAND.                      | 109.52   |
| 11959  | VERIZON WIRELESS                     | 125.88   |
| 11980  | PUGET SOUND ENERGY                   | 536.80   |
| 11981  | CRYSTAL SPRINGS                      | 17.75    |
| 11982  | SAFE SECURITY                        | 2,303.00 |
| 11983  | VISA                                 | 577.10   |
| 11984  | MARINE SURVEYS & ASSESSMENTS         | 1,755.00 |
| 11985  | SILVERDALE DANDY LIONS               | 50.00    |
| 11986  | SILVERDALE CHAMBER OF COMMERCE       | 200.00   |
| 11967  | KEN STORM                            | 500.00   |
| 11968  | TERI ORR                             | 250.00   |
| 11969  | SIMONS FAMILY LIMITED PARTNERSHIP    | 3,163.84 |
| 11970  | MTV HOME REPAIRS                     | 4,185.89 |
| 11971  | CASH - THERESA HAALAND, TRUSTEE      | 170.42   |
| 11972  | TIKAR SERVICE, LLC                   | 2,647.36 |
| 11973  | ED SCHOLFIELD -                      | 251.11   |
| 11974  | PHIL BEST, ATTORNEY                  | 2,475.00 |
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