

Port of Silverdale – Minutes of Regular Meeting on September 19, 2019

Port of Silverdale

Minutes of Regular Meeting

September 19, 2019

1. CALL TO ORDER

Commission Chairman Ed Scholfield called the meeting to order at 7:00 PM in the Port office. Also present were Commissioner Henry Aus; Commissioner Caleb Reese; Attorney Phil Best; Administrator Theresa Haaland; Greg Jacobs of Kitsap Sailing and Rowing Foundation (KSRF); Bridget Burke of Clam Island Rowing (CIR); Mike Vasquez of MTV Home Repair; Kathleen Byrne-Barrantes of Grant Solutions; Jason Mimms of Safe Security; Kitsap County Public Works personnel: David Tucker, Stella Vakarcis and Barbara Zaroff; Marvel Hunt; Carla Larson; Roy Sahali; and Tim Knapp of TIKAR Services arrived at 7:40PM.

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

2. CONSENT AGENDA

2.1. *The August 15, 2019 Regular meeting minutes were approved as submitted* (motion by Reese; second by Aus, unanimous).

3. PUBLIC COMMENT –

3.1. Pump Station 3 – Dave Tucker, Assistant Director for Kitsap County Public Works, explained that he and Phil have been discussing a better placement of the building. A County-prepared preliminary concept drawing was reviewed. The area must be crane accessible and the building which houses all of the electrical equipment, valves, backup generator, etc. must face the wet well for safety reasons allowing employees to easily communicate when working on the system. Odor control was discussed. Mr. Tucker said that today's technology is so much better than when the current system was constructed. He likened the current odor control system to a car that was made in the 1970's compared to a car

made today; really not much to compare. Stella Vakarcis added that they are now adding chemicals upstream, which seems to be helping with odor issues as they haven't received many complaints since they began this new method. Phil said that at Skansie Park in Gig Harbor they have a stack that has a winding vane that creates a vortex and pushes the exhaust up and away. Mr. Tucker explained that pump station 4 along Bucklin Hill and pump station 19 at Nels Nelson are being upgraded and they take priority for construction timing over pump station 3 just because of how everything flows. He said that the County needs to determine if they are going to join the Port with the construction or will they just be a tenant of the Port. Greg Jacobs said that the limiting factor of the building will be the roof height. Phil reminded everyone that within the new comp plan the concept was to have a viewing platform on the top of the building, similar to Skansie Park with pump station 3 and a shell house opposite of that on the ground floor. Mr. Tucker said that as long as it functionally works for the County there should be no issues. Phil asked what the County plans for the property that the current pump station 3 sits upon. Mr. Tucker said that they have been discussing possibly keeping the old wet well, which is underground, to be used as an overflow during emergencies, but that is not for certain. Barbara Zaroff said that there have been no definite decisions regarding the future of that property, although a landscape architect did draw up some concepts that include a walking trail. Mr. Jacobs said that the slope in that area is somewhat profound, which should be kept in mind when determining its future. Phil said that it is hoped that the Port and the County can work on that together with a joint effort to mitigate the beach from the boat launch all the way to the pier, which is along County-owned beachfront. Mr. Jacobs mentioned that the County could potentially need access to that underground tank if it remains. Mr. Tucker said that if it doesn't work

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the County can always dig up the old wet wells. He added that Public Works is limited to sewer-related projects. As the Port's plan develops, they can come back and further discuss it at that time. The preliminary concept drawing was further reviewed. Commissioners agreed that repositioning the building from where it was located according to the design would create a more open feel to the area and seems it would meet all the County's requirements. Mr. Tucker said that this is just the first attempt to discuss it publicly. He can ask about having things moved around, but doesn't want to continually ask for changes as it cost money each time. Ms. Zaroff added that another piece of information that will be very telling and necessary is the geo tech reports. Mr. Tucker said that they will have to coordinate with the Port on that. He thanked the Commissioners for their time and said that they are available anytime to continue the discussion on this project. Phil explained that Mr. Tucker has discussed this project with the National Park Service Department of Interior and was given the green light, since the County mitigated with a park in South Kitsap after being found to not have complied with the requirements of the original funding agreement by not placing all above-ground items of pump station 3 below ground. He also talked with Kim Sellars of the Recreation Conservation Office (RCO) and received the okay from her as well.

3.2. Grant Funding & Comprehensive Plan

Phil had sent Kathleen Byrne-Barrantes an e-mail dated September 10, 2019 that outlined the Ports priority projects. Ms. Byrne-Barrantes thanked Phil for the information. She said that some of the projects can be combined for possible grant funding, which is the best way to go about applying for grants. She had some questions, but she said they were just minimal and she would contact Phil outside of the meeting to further discuss. Phil suggested that in regards to the beach mitigation project, besides working with the County Public Works

they should also include the County Parks about the possibility of joining together to include the Waterfront Park's failing bulkhead. Kathleen explained that in general when the County works on a project it cost \$1,000,000 per mile. Commissioner Reese suggested that when a design for the pump station 3/shell house building is created it include a design for either upgrading or replacing the Port-owned buildings along Byron Street including the Old Town Pub (OTP), so that it is all esthetically similar. Ms. Byrne-Barrantes asked if the Port intends to keep the OTP. Phil said that according to reports the Port has obtained about the building, it would be much cheaper to take it down and just keep the façade. The other buildings may be able to be moved. Ms. Byrne-Barrantes explained that whatever design is determined it needs to be the preliminary design, it cannot be just a conceptual design when applying for the planning grants. She had reviewed the Port's updated comp plan and said that it is a good place to start. Marvel Hunt asked about the Port working together with the Central Kitsap School District (CKSD). Phil explained that he has attended two meetings with CKSD that focused on the restoration of Strawberry Creek, which is a project that would be a good fit for the Port. There is discussion about replacing the current man-made culvert-style stream with a meandering natural stream. This may require property acquisition. This all needs to be included within the Port's comp plan in order to be eligible for possible grant funding. Commissioner Scholfield said that acquisition of the Monroe property should also be included. Ms. Hunt said that CKSD is a willing helper that wants to keep Old Town Silverdale a historical area and she hopes the Port continues to connect with them. Phil said that he plans to continue to attend meetings with CKSD on behalf of the Port. Ms. Byrne-Barrantes said that the first RCO deadline is March 1st, when comp plans are due. She plans to send the final draft of the comp plan to

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the RCO for review prior to adoption in case they have suggestions. Phil explained that he recently sent the original Advisory Committee members a link to the updated comp plan. He didn't receive any feedback, so believes they had no changes. He plans to send a link to the County as well. Ms. Byrne-Barrantes said that the Port will need a letter from the County that states they support the Port's comp plan. She went on to explain the importance of including the public as much as possible. Phil told her that during the creation of the comp plan update by Rice Fergus Miller (RFM) the County and the Port joined in the creation of a public survey, which was conducted and the results are within the draft comp plan. It was agreed that the Port should plan to make a presentation of the final draft comp plan at an upcoming Central Kitsap Community Council (CKCC) meeting and advertise it to the public. Commissioner Scholfield said that the economic analysis needs to be updated within the plan. It was suggested Kitsap Economic Development Alliance (KEDA) be asked to provide information. Ms. Byrne-Barrantes thanked the Commissioners for their time.

3.3. Safe Security – Jason Mimms, Safe Security supervisor, explained that the company currently contracts nightly security service to the Port as well as additional coverage for special events, the last day of school, 4th of July, etc. With the assistance of Kitsap County Sheriff (KCSO) deputies, a convicted felon was recently trespassed from Port property before being taken to jail. The individual was attempting to sleep on one of the benches near the boat launch restroom, when he was asked to leave but refused and become argumentative. That's when the Safe Security guard on duty called 9-1-1. Mr. Mimms reported that the individual is no longer in custody. He said that similar situations are becoming more of the norm around Kitsap County. Within the month the residents at the east end of Lowell Street, adjacent to Port-

owned properties, found a homeless individual sleeping in the outside stairwell that lead to their basement. Port tenants in the neighboring building recently sent an e-mail asking what measures the Port is taking to address what appears to be a growing roaming homeless population. Bridget Burke reported that it appears someone is living in a tent in the wetlands area between the boat launch and Pacific Avenue. Mr. Mimms made note of it. Apparently, the Kitsap Rescue Mission will be temporarily closing on October 13th, so the homeless situation is probably going to become even more evident. Mr. Mimms went on to explain that Safe Security is offering to expand its services to the Port to include a Monday through Friday daytime patrol with three random visits to Port properties and it includes an on-call response officer. The cost for the service is an additional \$950 per month. Commissioner Scholfield said that in talking with some of the local Old Town businesses it seems there is an interest in services that would provide a security guard that remains in the Old Town area during business hours, similar to the "Port Host" guard that the Port hires seasonally on the weekends. Commissioner Scholfield suggested that Mr. Mimms survey the local businesses to see if this is something they want to proceed with and, if so, the Port may also be interested in it. Roy Sahali said that since everyone is aware of the problems that exist and are also aware that the Mission in Bremerton will be closing, why isn't there a little more conversation to try and figure out a solution; instead of being reactive be proactive. He said that he is empathetic for people who have no home and no place to go and can understand why they would come down to the waterfront area as it seems like a good place to be and is open to the public. Ms. Byrne-Barrantes suggested a flyer with contact information for all of the services available be on hand and provided to the homeless. Commissioner Scholfield said that chances are those fliers would be found

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crumpled up on the ground. Mr. Sahali said that you can't expect the same response as people who have all their needs met. Commissioner Scholfield said that the majority know what is available to them. Those that aren't in shelters are usually not because of drugs and/or alcohol. Ms. Burke said that she thought Mr. Sahali was asking the Port, as a local government, to get the discussion going with other local agencies in an effort to address the problem and try to find avenues to help alleviate it. Mr. Sahali said that he's not asking for answers but is suggesting that Port representatives be more empathetic to the homeless situation. Phil asked if Mr. Sahali thought the Port should take a role in it. Mr. Sahali answered yes although he wasn't sure what that role should be, but since it is a known probability that there will be a wave of homeless in the area after October 13th when the Mission closes, why not start talking about what can be done to help. Greg Jacobs said it would be beneficial if there was a way to separate the more criminal individuals versus the victimized homeless individuals. Mr. Mimms said that although he's been doing his job for over a decade, he is sympathetic to the homeless. He's not calloused towards them as he treats them just like anyone else. He keeps his requests short and respectful. It is only difficult if the interaction goes south on their end. Most times these individuals are not felons, but you can't tell the difference. Commissioner Scholfield said that at one point the Port did allow a homeless individual to live in his vehicle on Port property and in exchange he picked up the area and acted as added security. It's not that the Port Commissioners are against the homeless it's just becoming more and more of an issue with some bad actors in the mix and now what we do for one we must do for all so it just seems that asking them to move along is the logical thing to do. Phil said that over the years the Port has received complaints from the public that they were asked to leave the boat launch area or

pier when they were just down there enjoying the view, causing no problems. Mr. Mimms said that it's okay to be down there during the day, but around dusk individuals are asked to leave to be in compliance with the Port rules and similar to the homeless what you ask of one you must ask of all – no favorites. He said that they do get pushback from some individuals who are under the impression it's public property, but it's not it's private property. Commissioner Scholfield said that the Port has the same rules as the County Parks; they close after sundown. Phil corrected Mr. Mimms about it being private property and advised him that he should not be telling people it's private property but rather that the Port has jurisdiction over this property and it is closed at this time. Mr. Mimms took note. He said that he works upstairs in the Port building and he thinks it would be beneficial to the Port to have the added security during the day. Commissioner Reese asked why wouldn't we just call 9-1-1 if there was a problem. Commissioner Scholfield said that having the security guard would be beneficial as they are familiar with working with KCSO and at times must identify individuals. Situations often escalate quickly; it would be better to have a security guard trained and/or experienced in such situations to be involved rather than Port staff and/or tenants. Tim cautioned Mr. Mimms on having a good guideline of how and when they engage people. A lot of times people just want to sit down and enjoy the view while they are eating lunch or dinner from their cars. People certainly shouldn't be asked to leave the area prior to dusk. Mr. Mimms said that the daytime service isn't intended to remove anyone from being on the property. It's more for uncommon incidents and adding a security presence to Port properties. Tim suggested the Commissioners try it for a few months and then review it. It was confirmed that there was no additional contract for the added service and it could be dropped at any time. *It was agreed to contract Safe Security to conduct daytime patrols*

Mondays through Fridays, 0800 to 1700, including an on-call response officer costing the Port \$950.00 per month (motion by Reese; second by Aus; unanimous). Mr. Mimms will contact other Old Town businesses to determine the need for a stand along guard in the old town area.

4. UNFINISHED BUSINESS –

4.1. Port Programs

a. Sailing – Mr. Jacobs asked that Ms. Burke go before him as she had a time constraint.

b. Rowing – Ms. Burke reported that the CIR's Juniors Program now has nineteen participants, which is the biggest amount so far. She said that CIR is finally hitting the tipping point financially with a positive cashflow. Ms. Burke said that she has talked to Tim about moving all of CIR's equipment from the side of the Port building to the waterside of the OTP on October 5th. One of CIR's members is a landscape architect and has it all mapped out where everything will go and Ms. Burke plans to provide Tim with the map. Tim explained that day one will consist of moving the boats across the street temporarily. The next day he will move the shed and the racks to the OTP area and the boats will be brought back into the space on the side of the Port office building until Tim is able to install the racks. Ms. Burke said that she nearly got ran over tonight from an erratic driver. She asked that if the County ever does the road work on Byron that the Port request that a speed bump or speed table also be installed. Commissioner Scholfield said that the County plans to install what they call "bulb outs" that have proven to reduce speeding in areas. Ms. Burke said that CIR would like to hang a banner on the OTP to advertise the program. Tim plans to run water from the meter to CIR's new area and install a frost-free yard hydrant. Ms. Burke said that the rowers are concerned that the Port will be taking the building down in

the near future, which will impact them. She asked if there was a plan to raze it and leave the area just a flat empty lot for the time being. Commissioner Scholfield said that keeping the building as is for now is important to preserve the footprint, which includes the height. If it is decided to rebuild after the building is already taken down the County can require the Port to follow the new standards and setbacks. Commissioner Reese said that also the Port will be applying for grants that may cover such a project, but if the building was taken down beforehand the Port would be responsible to pay for that with no reimbursement. Tim added that if it is taken down before a grant is awarded the Port pays for that, but if it is taken down after the grant is in place the Port can use the associated costs towards the required matching funds. An e-mail from Ms. Burke dated September 1, 2019 was reviewed. On August 31, 2019 a group of rowers were washing down a boat using the spigot near the boat launch. A group of visitors came up to them and were asking questions about the rowing program and just small talk. While they were talking the Port's landscaper started trimming with a weed eater close by, making it nearly impossible to continue the conversation but also kicking up dirt and rocks. One of the rowers was even hit in the leg by a rock and she confronted the landscaper, who was unapologetic and basically blamed the rowers for not moving as he continued on trimming the area. Commissioner Scholfield said that shortly after the incident the landscaper informed him of what happened. He admitted he blew it as he was behind schedule and was anxious about not being able to complete his work. He didn't mean to kick up the rocks. Ms. Burke just wanted the Commissioners to be aware of it.

Sailing – Mr. Jacobs reported that there will be a regatta on November 2nd. Tim said that the handling pier will be removed by that date. Tim asked when the sailboat float can be

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pulled from the water. Mr. Jacobs said that he needs to talk to Steve Trunkey about that; he knows they do plan to have the Fall sailing going up until November and having the handling pier as long as they can is beneficial. Mr. Jacobs said that KSRF provided a seven-week summer camp program this year. In year's past it was just a three-week program. The classes were less full this year but it did provide more flexibility, which was expected since it was the first year.

4.2. Port Facilities

a. No-Wake Buoy Project – Tim reported that the project is complete and provided pictures. Payment is being made at tonight's meeting.

b. Department of Natural Resources (DNR) – Phil had AES Consultants provide him a map of the proposed lease area. He has also asked them to draw up the legal description, which will be sent to the DNR.

c. Dredge – An e-mail from Nam Siu of Department of Fish and Wildlife (DFW) addressed to Meg of Marine Surveys and Assessments (MSA) dated September 18, 2019 was reviewed. There is a work window change for the dredge. For the deep water dredging around the floats, the new window is September 1st through February 15th and the new window for the intertidal dredge around the boat ramp is September 1st through October 15th. Commissioners agreed that this should be an adequate amount of time to get the dredging of both areas completed. Phil will ask MSA to proceed.

d. Sailboat (WN6823JF) – Phil suggested that the boat be regarded as an abandoned vessel and move forward with selling it. Scott Carlson is the individual who moved the boat during Whaling Days and has been asked to repay the Port \$75 as Port personnel had to go and retrieve the boat from

Dyes Inlet. Mr. Carlson has verbally agreed to pay the \$75 on several occasions, but it has yet to be received. Phil informed Mr. Carlson via e-mail dated August 29, 2019 that the Port will have to reinstate the criminal investigation for boat theft and issue a no-trespass order against him if the \$75 is not received. Mr. Carlson did not respond. Commissioner Scholfield suggested it be forwarded to Kitsap County Sheriff's Office with the case number and have him trespassed at the same time. Commissioner Reese suggested to hold off on the trespass, but have a sheriff deputy contact him. That may be enough to get him to pay. *It was agreed to have Scott Carlson trespassed from Port property if the \$75 fee is not paid by October 1st* (motion by Aus; second by Reese; unanimous).

e. Benches – Phil explained that he prepared a Request for Quotations (RFQ) for the benches. At the time, TIKAR was the only business that we knew of to complete the work. Phil researched and found another fabricator, who completed and returned a Small Works Roster (SMR) application, but failed to respond to the RFQ in time. He had called Phil today and said that he was going to be submitting the RFQ. Phil explained to him that the deadline had passed. Tim did submit the RFQ but questioned the wording of it. It was his understanding that the current seven benches be retrofitted at their current locations and the new benches just fabricated and not installed, but the RFQ requires installation of the new benches. It was agreed the RFQ should not include installation of the new benches. Phil made note of it and said that he will change the wording on the RFQ and send it back out with a new deadline date and time.

f. Port Rules and Regulations Policy – Nothing to report

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g. Electrical Repair – the pedestal that was damaged due to a fire several months ago needs to be repaired. SWR applications were sent to both Bronco Electric and Bainbridge Island Electric. Bronco Electric did not respond. Bainbridge Island Electric submitted their application and a contract/estimate for the repair. It was reviewed. It offered two options: one was to replace a 50AMP cable feeder from the existing junction box to the nearest pedestal which would cost \$1900, the other option was to replace a 50AMP cable feeder from the existing junction box to the farthest pedestal which would cost \$2100. It was agreed that since 30AMP service is currently available on the floating docks, Bainbridge Island Electric will be asked to resubmit an estimate for 30AMP service and they will be notified that the Port is required to assure contractors pay prevailing wage, so a breakdown of hours/rate is also necessary.

h. Sea Plane Crash Expenses – a letter dated August 14, 2019 was mailed to Mr. Gotschall the pilot that crashed his seaplane into Dyes Inlet last month. Central Kitsap Fire and Rescue (CKFR) requested the Port respond to the incident because the Port had the necessary crane equipment at the boat launch area, since TIKAR was working on the dredge under the boat ramp at the time. TIKAR and Commissioner Scholfield's time to respond and remove the sea plane and debris from Dyes Inlet totaled \$2,359.34. Mr. Gotschall has yet to respond to the letter that was mailed to him. The letter will be sent certified mail return receipt requested before being forwarded to CKFR.

i. Eagle Scout Life Jacket Loaner Station Project on Pier – Tim said that he

donated all of the lumber and delivered it to Jack West's house. He also requested they use stainless steel fasteners for the project.

j. Pier – E-mails to and from Phil and John Kuntz of Olympic Outdoor Center (OOC) were reviewed. Phil had asked Mr. Kuntz to remove the 2x4 board that was screwed into the pier just west of the kayak rack as it posed a possible tripping hazard to the public. On August 21, 2019 Mr. Kuntz responded saying that he would remove the board since it is close to the end of the season. The board is still there. It was suggested Tim remove the board and bill the Port and in turn the Port will bill OOC. Tim said he will charge the Port \$50 to remove the board. *It was agreed to pay TIKAR Services \$50 to remove the 2x4 board and forward the charges onto OOC* (motion by Reese; second by Aus; unanimous).

4.3. Port Properties

a. 9020 Washington Avenue/Elizabeth's House of Wax – Mike has been in contact with the County regarding the septic outlet and they are going to add the outlet to the drawings.

b. 9004 & 9020 Washington Avenue/DRC & Elizabeth's House of Wax – a call was received from the Silverdale Water District informing the Port that there was a water leak somewhere between the two properties. Commissioner Scholfield said that it is unknown exactly where the leak is and it may be in the ground. The toilet at 9020 Washington at times runs, Mike was going to check on that. RFQ's to paint the buildings were e-mailed to several businesses listed on the SMR. Two responses were received by the September 18, 2019 deadline as follows: Action Maintenance and Painting \$22,706.00

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and Quality Coating Enterprises \$10,022.00. Both responses were reviewed. The bids reflected the use of different brands of paint. It was determined that the RFQ required the paint color to be used not a certain manufacturer. *It was agreed to accept the low bid from Quality Coating Enterprises in the amount of \$10,022.00* (motion by Reese; second by Aus; unanimous).

c. 3330 Lowell/Sugar Studios – Phil reported that the road approach permit is complete.

d. 3215 Lowell Street, Suite 161 – tenant was behind in rent for August and September, but came into the Port office and paid plus late fees and included \$50 towards October.

e. 3473 NW Byron Street/Vacant – the sign bracket on the OTP is still there.

4.4. Release of Easement – Phil explained that he hasn't heard back from the County yet.

4.5. Paving of alley – Commissioner Scholfield asked Mike if he had applied for the permit yet. Mike explained that he first needs to know the contractor that will be performing the work. Phil reported that he resent the RFQ's to the same six companies (Agate Asphalt; Apply-A-line, Inc.; Caseco Associates, Inc.; Granite Construction Company; Lakeside Industries, LLC; and Northern Asphalt, LLC) as last month explaining to them that the deadline was extended in hopes to receive more responses. Two responses were received by the September 17, 2019 deadline as follows: Lakeside Industries \$49,834.15 and Agate Asphalt \$78,272.43. *It was agreed to accept the low bid from Lakeside Industries, LLC in the*

amount of \$49,834.15 (motion by Reese; second by Aus; unanimous).

4.6. Comprehensive Plan – Commissioner Scholfield requested a link to the draft comp plan be added to the website. RFM billed the Port \$5,200.00 for their most recent work on the comp plan. This was discussed. *It was agreed to pay Rice Fergus Miller \$5,200.00 as outlined in Invoice #2017098.00-11* (motion by Aus; second by Reese; unanimous).

4.7. Grant Funding was discussed under Public Comment.

4.9. Westsound Networking Group – Commissioner Reese recently made a Port presentation to the group. He explained that he was given about twenty minutes to make the presentation. The group was very appreciative and several attendees were surprised to learn that the Port owned property other than the pier and moorage facility. Commissioner Reese said it was a good experience.

4.10. Benefits – nothing to report.

4.11. Legal counsel – Phil said that he has decided to renew his license to practice law for another three years. He is interested in being hired on as Port staff and be eligible for retirement benefits.

4.12. State Audit – will be conducted beginning at the end of this month.

5. NEW BUSINESS

5.1. 2019 Budget Review report was discussed.

5.2. 2020 Preliminary Budget will need to be adopted during the October meeting.

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5.3. Port credit cards – it was thought the way purchases via credit card are generally made should be discussed to insure all the Commissioners understand and answer any questions they may have. Commissioner Scholfield uses his wife's Amazon Prime account for Port items in order to receive next day shipping at no cost. The Port's credit card is used to make these purchases, but it is not set as the default payment account. Commissioner Scholfield has the items shipped to his house because the Port office isn't always open during regular business hours and Fed Ex will not leave packages at the door step of the Port office, understandably so, but they will leave packages at the front door of a residence. Commissioner Reese questioned why items aren't purchased at local businesses in an effort to support economic development. Commissioner Scholfield explained that the Port does purchase from Lowe's and Costco as well, but when items are not available from the local stores, he will shop for them via Amazon. The Commissioners understood the reasoning for using the personal Amazon Prime account and agreed that having items delivered directly to Commissioner Scholfield's residence was understandable.

5.4. Enduris – the premium is scheduled for authorization at tonight's meeting it increased \$2,577.00 from last year. The \$1,000.00 deductible regarding the Bayer claim is also scheduled for authorization at tonight's meeting.

5.5. Moorage payment dispute – a \$45.00 delinquent moorage fee payment from Greg Hunt was received and included a note stating that this is the second time that they have been

billed for moorage that they had paid for with cash they had placed in the moorage fee box at the landside of the pier. It was suggested a response be sent to Mr. Hunt explaining that he may want to begin saving the envelope receipt so that the envelope can be tracked and/or stopping by the Port office to pay directly.

5.6. WPPA Small Ports Seminar is scheduled for October 24th and 25th in Leavenworth. On Thursday morning an optional intensive workshop regarding public works projects is being offered. It will be beneficial to have the Port attorney and Port staff attending the seminar especially the portion related to public works. It was agreed that since all three Commissioners, Port attorney and Port staff will all be in attendance this will be considered a Special Meeting and notice will be placed on the door of the Port office prior to leaving for the seminar.

5.7. Wedding – Julee Younger contacted the Port office a couple weeks ago inquiring about the possibility of having her wedding on the far finger pier at the moorage facility. She was asked to complete a Port Use application, provide proof of insurance listing the Port as additionally insured and submitting \$75 payment. She completed everything and the wedding was held just prior to tonight's meeting.

Commissioner Reese has been attending the CKCC meetings in the past, but now is basically representing the Port at the meetings. The last meeting both Commissioners Reese and Aus were in attendance. The did not plan it and no Port business was discussed between them as they realized that would be in

violation of the Open Public Meetings Act. Commissioner Aus explained that he will periodically attend the meetings if he hears of something that interests him. He wasn't expecting the stipend for attending the meeting. It was agreed that Commissioner Reese should be paid for attending the meetings as a Port representative.

6. SAFETY – nothing to report.

7. APPROVE EXPENDITURES & ELECTRONIC TRANSFER

The attached voucher approval totaling \$69,758.73, checks numbering 12186 through 12213 and Electronic Funds Transfer 2019-09 to the U.S. Treasury in the amount of \$1,998.98, were approved (motion by Aus; second by Reese; unanimous).

8. EXECUTIVE SESSION – At 10:57PM it was announced that the meeting would be going into Executive Session for approximately ten minutes to discuss litigation


At 11:08PM the meeting returned to Regular Session.

Due to a conflict-of-interest Phil will be contacting local attorney Phil Havers to begin taking over as legal counsel for the Lanouette litigation.

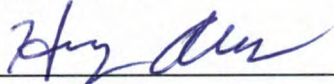
9. ADJOURN

At 11:09PM the meeting adjourned (motion by Aus; second by Reese; unanimous).

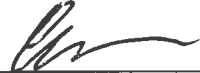
Approved:



Commissioner



Commissioner



Commissioner

