

Port of Silverdale

Minutes of Regular Meeting
January 16, 2020

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; Mike Vasquez of MTV Home Repair; Tim Knapp of TIKAR Services; Steve Trunkey of Kitsap Sailing and Rowing Foundation (KSRF); Ellen Strong of Clam Island Rowing (CIR); James Campbell; Marvel Hunt; and Carla Larson.

2. PLEDGE OF ALLEGIANCE

Everyone stood for the pledge.

3. ELECTION OF OFFICERS

It was agreed that Commissioner Aus will serve as Chairman and Commissioner Reese will serve as Secretary (motion by Scholfield; second by Aus, unanimous).

Commissioner Aus began to chair the meeting.

4. CONSENT AGENDA

The January 16, 2020 meeting agenda and the December 19, 2019 Regular meeting minutes were approved as submitted (motion by Reese; second by Scholfield; unanimous).

5. PUBLIC COMMENT

5.1. Paranormal activity at the Old Town Pub? (OTP) James Campbell explained that when he was young, he had an experience that left him with questions and an interest in the paranormal. He has read multiple writings about the history of the OTP and was hoping he could gain entry to set up paranormal detection equipment. Commissioner Scholfield said that the upstairs may not be accessible. Mr. Campbell said that wasn't necessarily a problem as he was just hoping to set up a video tape recorder, a meter that detects temperature changes and electromagnetic field

changes, and a radio frequency sweeper for audible voices that may answer his questions. Commissioner Scholfield suggested he check out Holland Road and 64th Street as it's claimed to be haunted. Marvel Hunt told Mr. Campbell that if there is any more history or if he may have further questions about the building, her husband, Randy, is full of information. Mr. Campbell said that at this point he was just hoping to gain access for a couple of hours. Liability was discussed. Mr. Campbell will be required to sign a hold harmless agreement. Phil will prepare the agreement and once the signed document is received by the Port office, Mike and/or Commissioner Scholfield will set up a date and time to allow him access to the building. Ms. Hunt asked if he would be informing the Port of his findings. Mr. Campbell said he would if the Port is interested and the general consensus was yes. Mr. Campbell thanked the Commissioners.

6. UNFINISHED BUSINESS

6.1. Port Programs

a. Sailing – Steve Trunkey provided the 2019 Sailing Program Summary. It did not include any financial statements. Mr. Trunkey said that the Port should be receiving them soon. He reported that the first regatta of the year is scheduled for Saturday, February 29th and they hope that the sailboat float will be installed by February 22nd. Commissioner Scholfield asked if the hinge on the floats will be fixed. Tim said that yes, he has plans to get that done. Mr. Trunkey said that the motors need to be winterized and asked if the Port will be bringing them to Aqua Tech. It was explained that last month John Bouck had said that KSRF plans to bring the motors to Aqua Tech sometime in January. Mr. Trunkey made note. If Aqua Tech cannot bill the Port for the services then they should call when the service is complete so that Commissioner Scholfield can stop by and make payment with his Port-

Port of Silverdale – Minutes of Regular Meeting on January 16, 2020

issued credit card or via phone as long as a receipt will be issued.

b. Rowing – Ellen Strong reported that the plan is to get all of the shells off the racks on January 25th. They will be sitting in slings either in the alley or in the parking lot until Tim moves the racks over to the new area behind the OTP. A printout of the proposed layout was reviewed. Commissioner Scholfield said that the drawing shows that both entrances to the OTP will be blocked. Ms. Strong explained that they were never told that the entrances had to remain accessible. Commissioner Scholfield said that it is the only way to gain entrance to the upper floors of the OTP, which may be required periodically. Tim said that the access to the building could be near the bow of one of the boats allowing accessibility to the building with a little maneuvering.

Commissioner Scholfield agreed that since constant access to the upper floors of the OTP is not needed, that should work. Phil said that the County easement is in that area and it's okay to have items there, but they must be movable items so that if the County needs to gain access they can. Since it hasn't been surveyed it is not certain that the easement will be on the inside of the fence or just outside, but either way it shouldn't be an issue because there will not be unmovable items in that area. Ms. Strong said that they need power to the shed and the power outlet is not close enough. Mike reminded everyone that the outdoor outlet was installed shortly after it was certain that CIR was going to occupy that area and CIR personnel directed him to install the outlet in its current location. Commissioner Scholfield said that around that same time CIR had requested that the Port order twelve twelve-foot fence panels, but the proposed layout shows specialty panels being needed. Ms. Strong said that when those items were requested there was no actual design in place. She asked who would absorb the costs of the specialty panels. Commissioner Scholfield

said that CIR would since the Port had already purchased what they requested. Tim said that some of the areas can be adjusted and the twelve-foot panels can be used. The Rowing Program is set to start the beginning of March. Ms. Strong asked if there is a rodent problem in that area. Commissioner Scholfield said that no, the feral cats have taken care of the rodents but if they notice any to report it to the Port. Phil said that not long ago a lady called the Port office to inform that she was planning to catch stray kittens that were around the OTP. She was going to then get them fixed before returning them to the area. Ms. Strong asked when the boat launch handling pier will be reinstalled. Tim said the first part of March but it depends on the weather.

5.2. Port Facilities

a. Department of Natural Resources (DNR) – Phil hasn't heard anything more from the DNR.

b. Dredge – Phil explained that the appeal period has passed, so now the Port is awaiting the Army Corps of Engineers permit. He has been told that the earliest it will be issued is in approximately three months. So, hopefully in April and at the latest May, the Port will have the permit in place. Commissioner Scholfield asked Phil to make sure the permit start date allows the Port to perform one more dredge in five years without having to reapply. Phil has been talking to a representative at the Washington State Department of Fish and Wildlife about the start date, but the individual doesn't seem to be overly receptive to it. If the dredge takes place while the sailboat float is still installed, it will have to temporarily be moved. Mr. Trunkey asked if the Port can request timing of the dredge, as it would be helpful to KSRF if it took place sometime between November and December after the season. Commissioner Scholfield said that it will depend on the contractor. Phil said that the last dredge only took a couple of days, so

Port of Silverdale – Minutes of Regular Meeting on January 16, 2020

there shouldn't be a huge impact. The Port received an e-mail from Jessie Darland the General Assignment Reporter for the Kitsap Sun explaining that she was planning to write a brief article about the dredge. She followed the email up with a phone call and the call was forwarded to Phil. He explained to Ms. Darland that it is just a maintenance dredge. Commissioner Reese said that he also was contacted by Ms. Darland and left her a message. Commissioner Scholfield said that he would give her a call tomorrow.

c. Sailboat (WN6823JF) – Tim reported that the boat is not yet empty. There was discussion about selling the boat. Names and contact information from interested individuals, who have contacted the Port about it, have been noted. Commissioner Scholfield said that the Sea Scouts out of Tacoma are also interested in it. Commissioner Aus questioned if the value of the boat needs to be determined prior to selling it. Commissioner Scholfield agreed to sit down with Phil and discuss the necessary criteria to sell the boat.

d. Benches – Lee reported that installation of the benches was completed today and the extra benches are in the Port's shop. It was agreed that they were found to be satisfactory. Payment to TIKAR in the amount of \$21,255 for the bench project is being authorized at tonight's meeting. Tim said that it was interesting the number of bolts and washers that had deteriorated on the old bench frames. They also laid down some gravel where it was worn in front of the benches. Tim suggested that the benches be placed on concrete pads to keep the ground from being worn down and to make it easier for landscapers. Carla said that the Lions Club plans to purchase a bench. The area where an additional bench could be installed was

discussed. Carla offered to contact Ken Brooks, the individual that attended a Port meeting months ago asking to donate towards a memorial bench for his mother. The plaque on the Eagle Scout bench was removed with the installation of the new material. That plaque is brass which will stain the new lumber so Tim and Lee were hesitant to attach it. Lee explained that the lumber used is a high-density polyethylene and actually made from recycled pop bottles. There are lots of options with this material such as engraving into it directly.

e. Electrical Repair – Commissioner Scholfield explained that the electrical repair is on hold because after talking with Bainbridge Island Electric there is concern that Washington State Department of Labor and Industries would approve the project. There is no power at the far finger pier. Commissioner Scholfield said that several years ago the Port had the drawings prepared for the electrical upgrade for the entire facility. He said that when the Port goes out for RCO funding this should also be included.

f. Sea Plane Crash Expenses – Phil reported that he reviewed statues and wrote out a set of facts related to the incident from information provided by Commissioner Scholfield and Tim. He prepared a letter dated January 16, 2020 to Mr. Gotschall the owner of the sea plane. It was reviewed. The letter will be mailed.

g. Oil separator lid – Tim reported that he paid for the lid. He is being reimbursed with tonight's payment. He hopes to receive the lid within four weeks. He maintains the area right now with cones and plans to begin cutting the

Port of Silverdale – Minutes of Regular Meeting on January 16, 2020

asphalt and hinges beginning a week out from the delivery of the lid. A crane will be required to put the new lid in place.

h. Bonfire – Monica Downen provided all of the necessary documents prior to the bon fire. Tim set up the pit and bon fire. There was some drizzle that night, but not too bad. They had about forty attendees.

i. Safe Security – the daytime patrol was discussed. Commissioner Scholfield explained that he is very happy with the added daytime security. The guards not only patrol the area, but also take their breaks down here so are in the area quite a bit. Ms. Strong said that as a coach she is very appreciative of the added security in the area. She notices less erratic driving. Commissioner Aus said that he recently checked out the king tides at 7:30AM and was the only one in the area until a Safe Security guard showed up. It was agreed that the daytime patrol was beneficial and should continue.

5.3. Port Properties

a. 9020 Washington Avenue/Elizabeth's House of Wax – Commissioner Aus said that the County is set to go out to bid in March for the Bayshore/Washington Project.

b. 9004 Washington Avenue/DRC –Mike reported that he will be installing the restroom fans between now and March. He has to work around DRC's schedule. He will ask Mary Hancock if they have a sample of the flooring they want installed. Mike said that the current flooring was installed in 1995. DRC reported electrical issues and Mike determined it must have been caused from Christmas lights they were using.

c. 3295 NW Lowell Street/Abeel Studios – Mike reported that he changed out the non-functioning outside light on the south end of the building and the whole wall just deteriorated. He said that it wasn't built correctly and was heavily damaged from water. Commissioner Scholfield said that this summer the whole south wall needs to be replaced and then maybe paint the entire building.

d. 3215 Lowell Street Suite 161/Sefton Enterprises – the keys were turned in and the outstanding balance was paid.

e. 3215 Lowell Street, Suite 191/Deborah Lyons – paid a portion of the outstanding rent due and plans to renew the lease.

f. Lawn repaired – Commissioner Scholfield was going to check.

g. 3421 Byron/Bilingue – Mike explained that there was a leak in the roof. They have since hot patched it. The tenant complained that the hot water is much too hot. Mike determined that there was a hot water on-demand type unit under the sink, which would be more intended to be used for teas and hot cocoa. Much too hot for washing hands. Mike disconnected it. He chased the main water line to the neighboring unit, 3423 Byron. He turned that water heater down from high to low and asked the tenant to monitor it.

5.4. Waterfront Center and Pump Station #3 Predesign Workshops – the January 14th workshop had to be cancelled due to snow. Commissioners agreed to reschedule it for January 28th at 6:00PM at the Central Kitsap School District Administrative building also known as the Jenne-Wright building. Notice on the door will be updated and e-mails will be

Port of Silverdale – Minutes of Regular Meeting on January 16, 2020

sent out to everyone who was interested in attending. It was agreed that Rice Fergus Miller should be able to give the Port a written recap of the meeting which will be used as minutes since all three Commissioners are planning to attend.

5.5. Easement – Phil reported that the petition to vacate the alley behind the OTP will be on the County Board of Commissioners February 10th agenda. An easement granting the County access to the sewer lines in the soon-to-be vacated alley was reviewed. *It was agreed to grant the perpetual easement to Kitsap County for the purpose of accessing the sewer utility in that area* (motion by Scholfield; second by Reese; unanimous).

5.6. Paving of alley – Phil reported that Lakeside Industries will be contacted as they want to meet on-site to discuss the project. The initial contract included paving a portion of the area between 3215 and 3255 Lowell Street properties, but it has since been agreed that the project needs to be scaled back to cover no more than 5,000 square feet as anything above that amount requires a major permit and will end up costing the Port a significant amount of money. Marvel Hunt asked if the project will be re-bid. Phil said that the Port will negotiate with Lakeside since they were the contractor that was originally awarded the job. Commissioner Scholfield said that the area between 3215 and 3255 Lowell Street should be vacated before the Port paves it. Phil questioned if the County would allow that area to be vacated.

5.7. Comprehensive Plan – grant writer, Kathleen Byrne-Barrantes has made edits to the plan, that were pre-approved by the

Commissioners and she will be forwarding the plan to the Recreation Conservation Office (RCO) for pre-approval. The plan should be approved by the Port next meeting as the final is due to the RCO by March 1st.

5.8. Grant Funding – the first step is to adopt the comprehensive plan which is planned for next month.

5.9. Benefits – it is thought that the Port Administrator, Theresa Haaland, may be eligible for the Public Employee Retirement System (PERS) III. This will continue to be explored.

5.10. Purchased Services contract – Bid packages have been sent out for Waterfront maintenance and Repair, Building Maintenance and Repair, and Security Services. The bid package for Landscaping will be sent out soon. Notice of Invitation to Submit Qualifications for Purchased Services was advertised in both the Kitsap Sun and the CK Reporter. The deadline for replies is set for February 19, 2020. This will continue on February's agenda.

6. NEW BUSINESS

6.1. E-mail from Amy Lawrence dated January 3, 2020 was reviewed. She is teaching a Western Washington University program in Environmental Sciences at Olympic College and also serves on the Central Kitsap Community Council (CKCC). She explained that she was present during Commissioner Reese's Port comp plan presentation at a recent CKCC meeting and thought it would be great if her students were able to work with the Port on upcoming projects. Commissioner Scholfield said that he reached out to Ms.

Port of Silverdale – Minutes of Regular Meeting on January 16, 2020

Lawrence and determined that most of her students are over at Edmonds and/or Port Townsend. He suggested that they reach out to the County as they have plans to replace the bulkhead at the Waterfront Park.

Commissioner Reese said that Ms. Lawrence approached him after the CKCC meeting. Ms. Hunt said that Ms. Lawrence lives on Chico Way and is very interested in the area.

6.2. Dickey Pit – Phil explained that he was notified that the County has received a request to rezone 138 acres of Dickey Pit to allow room for a housing development. The Dickey Pit land is currently zoned Industrial and the request is to change it to Urban Low Intensity Commercial and Urban Low-Density Residential (10-30 dwellings per acre).

Commissioner Reese said that he had heard that if it's approved, they will be building 1300 new homes in that area. It was agreed it could cause future issues with the proximity to the Apex Airport. Phil explained that the area is the only significant industrial land in Silverdale. Tim said that in relation to economic development for the Silverdale area it is a benefit to have a less expensive industrial area to draw business to the area. Commissioner Reese added that turning a residential area into an industrial area could be nearly impossible. Phil explained that a County staff report recommended it to be denied.

Commissioners agreed that it should be denied. Phil explained that although the Port doesn't have any authority on the issue, it may be good for the Port to weigh in on it. The comment period is open until January 22nd. *It was agreed to send a letter to the Kitsap County Board of County Commissioners outlining the Port's agreement with the County's staff report to*

deny rezoning of Dickey Pit (motion by Reese; second by Scholfield, unanimous). Phil will prepare the letter for Commissioners' signature.

6.3. Silverdale Chamber of Commerce Destination Guide – an e-mail dated January 2, 2020 from the Silverdale Chamber was reviewed. The Destination Guide is going to be published for 2020. Last year the Port was asked to submit an article for publication in the guide at no cost. The Chamber is hoping the Port will again run an ad/article. The costs this year for the full page is \$1,495 but they would charge the Port \$795. Going from a free publication to nearly \$800 was surprising. It was questioned if the costs remain in house with the Chamber or if a contracted publisher is paid these fees. The Commissioners agreed not to advertise or submit an article in the Chamber's Destination Guide this year.

6.4. CK Reporter/Sound Publishing has asked if the Port is interested in advertising in their publication of "A Year in Review." The Commissioners agreed not to advertise in the publication.

6.5. Resolution 2020-01 was reviewed. *It was agreed to adopt Resolution 2020-01 Establishing the 2020 Regular Meeting Schedule for the Port of Silverdale* (motion by Reese; second by Scholfield, unanimous).

6.6. 2019 End of Year Budget Review report was discussed.

Commissioner Scholfield asked Tim if the Port should purchase a new pump out. Tim said it is ten years old.

7. SAFETY/SECURITY – Nothing to report.

8. APPROVE EXPENDITURES & ELECTRONIC TRANSFER

The attached voucher approval totaling \$59,530.97 checks numbering 12306 through 12340 with check numbers 12306, 12307 and 12312 void and Electronic Funds Transfer 2020-01 to the U.S. Treasury in the amount of \$1,977.50, were approved (motion by Reese; second by Scholfield; unanimous).

Cash Brewery across the street from the Port's Byron Street rentals is under new ownership of Barred Brewing. Commissioner Scholfield suggested a letter be generated informing the new owners that the Port's parking area is closed after hours and if they are wanting to use it for after hour customer parking, they will need to negotiate that with the Port.


9. EXECUTIVE SESSION – At 9:13PM it was announced that the meeting would be going into Executive Session for approximately five minutes to discuss litigation.

At 9:18PM the meeting returned to Regular Session.

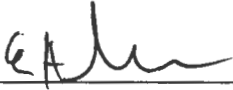
10. ADJOURN

At 9:19PM the meeting adjourned (motion by Reese; second by Scholfield; unanimous).

Approved:



Commissioner



Commissioner



Commissioner

Port of Silverdale – Minutes of Regular Meeting on January 16, 2020

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 \$66,530.97 and from the General Fund, this 16th day of January, 2020.


 Theresa R. Haaland
 Author


 Port Commissioner


 Port Commissioner


 Port Commissioner

Number	Name	Amount
12306	VOID	0.00
12307	VOID	0.00
12308	CALEB A. REESE	117.93
12309	ED SCHOLFIELD	1,193.94
12310	HENRY AUS	117.93
12311	THERESA R. HAALAND	3,800.00
12312	VOID	0.00
12313	LOWE'S	204.34
12314	WAVE BROADBAND	143.20
12315	KITSAP COUNTY PUBLIC WORKS	445.68
12316	PUGET SOUND ENERGY	525.74
12317	WPPA	1,174.00
12318	CASCADE NATURAL GAS	134.19
12319	WAVE BROADBAND.	71.35
12320	VERIZON WIRELESS	63.48
12321	CRYSTAL SPRINGS	4.38
12322	VISA	531.21
12323	BRI COMMUNICATIONS	1,460.00
12324	SILVERDALE DANDY LIONS	50.00
12325	WASHINGTON STATE EMPLOYMENT SECURITY DEPT	57.19
12326	WASHINGTON STATE DEPARTMENT OF L & I	276.39
12327	WASHINGTON STATE DEPARTMENT OF REVENUE	3,728.94
12328	WASTE MANAGEMENT - BREM AIR DISPOSAL	162.67
12329	RICE FERGUS MILLER	2,046.69
12330	HAVERS LAW OFFICES, INC., P.S.	29.05
12331	KITSAP SAILING AND ROWING FOUNDATION	387.85
12332	KITSAP SUN	265.48
12333	SOUND PUBLISHING, INC.	132.65
12334	SIMONS FAMILY LIMITED PARTNERSHIP	3,183.84
12335	TERI ORR	200.00
12336	SAFE SECURITY	3,253.00
12337	MTV HOME REPAIRS	3,351.29
12338	TIKAR SERVICE, LLC	29,762.33
12339	ED SCHOLFIELD -	181.22
12340	PHIL BEST, ATTORNEY	2,475.00