

Port of Silverdale – Minutes of Regular Meeting on February 20, 2020

Port of Silverdale
Minutes of Regular Meeting
February 20, 2020

1. CALL TO ORDER

Commission Chairman Henry Aus called the meeting to order at 7:00 PM in the Port office. Also present were Commissioner Caleb Reese; Commissioner Ed Scholfield; Attorney Phil Best; Administrator Theresa Haaland; Mike Vasquez of MTV Home Repair; Tim and Lee Knapp of TIKAR Services; Ron Easterday and Steve Rice of Rice Fergus Miller (RFM); Steve Slaton of the Silverdale Rotary Club; John Bouck of Kitsap Sailing and Rowing Foundation (KSRF); Bridget Burke of Clam Island Rowing (CIR); James Campbell; Marvel Hunt; and Carla Larson.

2. PLEDGE OF ALLEGIANCE

Everyone stood for the pledge.

3. CONSENT AGENDA

The February 20, 2020 meeting agenda; the January 16, 2020 Regular meeting minutes; the January 27, 2020 Kitsap All Ports meeting minutes; the January 28, 2020 Pump Station #3 Workshop; and the February 11, 2020 Pump Station #3 Workshop were all approved as submitted (motion by Reese; second by Scholfield; unanimous).

4. PUBLIC COMMENT

Paranormal activity at the Old Town Pub (OTP)

James Campbell reported that he performed his paranormal activity test at the OTP and videotaped his findings. He said at one point on the third floor the temperature increased from sixty degrees to seventy-two degrees within ten minutes. He said that the circle that was painted on the floor up there included symbols representing Scandinavian ruins. His sixty-four-gig camera was only able to capture five pictures. Mr. Campbell had a nine-minute video of some interesting findings captured by the video that he wanted to share, but when he

opened the file it was the incorrect video. He was working on getting the correct video.

It was agreed to modify the agenda adding RFM as Item 3 under Public Comment and moving Mr. Campbell's presentation to Item 4 (motion by Reese; second by Scholfield; unanimous).

4.1. Silverdale Rotary Club Duck Race – Steve Slaton explained that the club would like to use the grassy area on the Sunday of Whaling Days, which falls on July 26, 2020 to hold the Duck Race as in years past. He said that he's been doing this for many years, more than likely he was asked to approach the Port because of his background as a Port of Bremerton employee. He assured the Commissioners that every penny raised by the Duck Race goes back to charity; none of it goes into the club. They generally raise anywhere between \$60,000 to \$80,000. He said that the Port's support is very much appreciated. The Use of Port Property application was submitted and reviewed. *It was agreed to allow the Silverdale Rotary's use of the grassy area on July 26, 2020 as outlined within the Use of Port Property Application* (motion by Reese; second by Scholfield; unanimous).

4.2. Whaling Days 2020 – Vicky Webb said that Whaling Days is thankful for the opportunity to work with the Port. Although last year there were a few challenges it worked out well. The money Whaling Days raises goes towards the following year's festival. They are working on changing their 501c4 status to a 501c3. She said that they are hoping to be more of a visible presence at the Port meetings; she would have been here last month but it was her birthday. She acknowledged that Carla Larson has been a big advocate for Whaling Days throughout the years, but has decided to take a step back at this point. The Event Use Agreement was submitted and reviewed. *It was agreed to approve and accept the Silverdale Whaling Days*.

Event Use Agreement with the Port of Silverdale
(motion by Scholfield; second by Reese;
unanimous).

4.3. Waterfront Center and Pump Station #3 Predesign Workshops – Steve Rice reported that there have been two workshops so far. Both had similar attendance with about twenty-five people, including Commissioners. There were a lot of questions asked and the public was also able to freely provide their input. Not all of the input was positive, but that is actually very helpful. He said that the Port has a following behind this project so he would expect a crowd of supporters, but this process has drawn additional individuals that have not been part of the process up until now. There are lots of ideas, but it needs to be narrowed down and some of the crowd that provided ideas weren't aware that because of the proximity to the water this project will be governed by the County's Shoreline Master Plan, which dictates that a project this close to the water must be a water-related project. Commissioner Aus agreed that there were a lot of ideas, but parking is at a minimal and must be considered. Mr. Rice agreed. He said that the product RFM brings to the Port will be true to what they have heard, ultimately realizing that this is a project for the community but the direction will be navigated by the Commissioners. Carla questioned the placement of the proposed building and said that she thought it was going to be placed north to south instead of east to west, which obstructs the view. Mr. Rice said that with regards to the design that Ms. Larson was referring to it was a design used for the comp plan and they could have just used dots to show where the building would be placed, it was not intended to be used as the actual layout. RFM wanted to propose something that avoided a parking controversy, but soon realized there was a sensitivity to the placement of the building. Phil said that he had heard the concern that if the building were

placed east to west it would obstruct the view. He talked with Barbara Zaroff of the County and she indicated the building could be placed farther north into the Port's vehicle only lot and it could probably be placed from north to south. The Recreation Conservation Office (RCO) will need to be contacted as they have restrictions of use of the vehicle/trailer overflow lot as grant funds were used to develop it. Phil said that the RCO may be supportive since this project will include removing the County's sewage pump station off of the waterfront. Mr. Rice advised that we want to approach this from a fifty to seventy-five-year outlook. It needs to be what's right for the project regardless if it is taking up some of the grassy area and/or a few parking stalls. Commissioner Aus suggested possibly putting a shell-house on the bottom floor of the building that will eventually replace the OTP, which would leave the grassy area open. Commissioner Scholfield said that he thought the idea was to have a building with an incredible view. Placing the building from east to west would insure that. Mr. Rice said that we are attempting to provide a facility that honors the potential joint agreement with the Port and the County. If that can be achieved with a water use facility and house the pump station in an elegant way it's a win win. Ms. Webb commended RFM for their efforts and said that she found the workshop to be very interesting and informative.

5. UNFINISHED BUSINESS

5.1. Port Programs

a. Sailing – John Bouck reported that they have had the best weather ever for the start of the sailing season. So far, they have about twenty sailors. They will be hosting one or two regattas this Spring and one more in the Fall. The Bainbridge Island Sailing Club are also planning to hold their regatta here. The group recognizes that this is the premier location for regattas and those outside of the community realize it as well. Mr. Bouck thanked TIKAR for installing the new cleats. Marvel Hunt said that

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beautiful to look outside the other day and watch the sailboats in Dyes Inlet. Mr. Bouck said they are having trouble with the on-line trailer check-out system. Commissioner Scholfield said he will look into it. Aquatech was paid \$1,471.34 via the Port-issued credit card for the winterization of the two safety boats and motors. Commissioner Scholfield plans to perform some maintenance on a couple of the trailers. Mr. Bouck said that KSRF will be fundraising outside of Maynards on Sunday, February 23rd selling flowers from 10:30AM to 12:30PM and asked everyone to keep KSRF in mind during the “Big Give” on April 21st.

b. Rowing – Bridget Burke reported that they are in the midst of their big move. The final edition of the boat yard layout had been e-mailed to the Port; it was reviewed. Ms. Burke explained that she had to have one of the twelve-foot fence panels cut into two six-foot sections. She was impressed with the quickness that TIKAR was able to move one of the big racks from Rowing Alley to the Boatyard. They plan to make the final move on Sunday, but she still needs to design a rack because the rack deal that she had set up fell through. Ms. Burke said that it might take a while for CIR to move everything from Rowing Alley. TIKAR will help them move the shed. The two safety boats and motors are being winterized at Aquatech right now. Juniors rowing has begun and Master will officially start in April, although some members are rowing in the mornings already. She reported that the break lights are out on one of the trailers and she asked more about the online trailer checkout list. Commissioner Scholfield said that if you plan to take any boats via a trailer a significant distance especially via the highway you need to go over the checklist before you leave. It’s a precautionary step and protects the Port. It also shows responsibility on behalf of the users. If the trailers are just being used

to move boats a block or so then the checklist is not necessary.

Paranormal activity at the Old Town Pub (OTP) James Campbell provided the video of the interesting abnormalities he captured. Mr. Campbell said that he just received his new orders and he will be working at the Pentagon. He thanked everyone for the opportunity to access the old building and perform his tests.

5.2. Port Facilities

a. Department of Natural Resources (DNR) – Nothing to report.

b. Dredge – Phil explained that a formal appeal from Sound Action has been received and there will be more discussion in Executive Session.

c. Sailboat (WN6823JF) – Phil had prepared a resolution authorizing the sale of the vessel. The date and time of the sale was discussed. Commissioner Reese asked if it can be a closed auction where sealed bids can be received prior to the date of the public sale. Phil said that yes, sealed bids will be accepted and opened at the time of the public sale. *It was agreed to adopt Resolution 2020-02 Authorizing the Public Sale of the Abandoned Vessel “Wren” on Monday, March 23, 2020 at 12:00PM noon at the seaward end of the fixed pier above the ramp on the main float with a minimum opening bid of \$1.00 (motion by Reese; second by Scholfield; unanimous).* Commissioner Reese will plan to be in attendance at the public sale and open the bids.

d. Benches – Tim explained that he and Lee are working on a concept to insert a plaque into the new benches. The benches cost the Port \$1,500. Ms. Larson took note as the Silverdale Dandy Lions Club are planning to purchase a bench. It was explained that the \$1,500 does not include costs of a plaque or installation.

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e. Electrical Repair – Commissioner Scholfield reported that he was notified that smoke and flames were coming from one of the finger piers. He investigated and found electrical damage caused by fire. He has since turned off all the power to the facility. The electrical upgrade to the facility needs to be included within a grant application.

f. Sea Plane Crash Expenses – the letter Phil generated was mailed to Mr. Gotschall the owner of the sea plane. There has not been a response. The Port may pursue small claims court.

g. Oil separator lid – Tim reported that he should be receiving notice of the delivery of the lid any day, as they are supposed to provide two weeks' notice. The lid weighs approximately 9,000 pounds so a crane will be necessary as the excavator can't handle that amount of weight. The crane will also be used to remove the damaged lid.

h. Safe Security – Jason informed the Port that when the Port Host position begins Memorial Day weekend May 22nd – 25th there will be an overlap of services on that Friday and Monday due to the daytime patrol and then for each Friday thereafter. It was agreed that both services are beneficial and it was decided to continue with both services.

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 installed the fans in both of the

restrooms. The flooring is on hold as the DRC has not yet selected the material.

c. 3295 NW Lowell Street/Abeel Studios – Exterior south-wall replacement tabled until the weather improves.

d. 3215 Lowell Street Suite 161/Sefton Enterprises – tenant of Suite 231, Bob Guardino, decided he wanted to move to Suite 161. The lease will be effective March 1st. Commissioner Scholfield fixed a portion of the flooring that was fading and Mike repainted the unit.

e. 3215 Lowell Street, Suite 191/Deborah Lyons – our tenant, Deborah Lyons, passed away on January 18th. It is very sad. Since there are many client files in the office, the Kitsap County BARS Association is involved and attorney Lynn Fleischbein was provided a set of keys. The goal is for the office to be empty by February 29th. That will leave he balance owing on the account \$2,040. The BARS Association has been provided the balance owing. Phil said that he will talk to the attorney about how to go about collecting the outstanding amount due. Thoughts and prayers go out to Debbie's family and friends.

f. Lawn repaired – Commissioner Scholfield purchased a lawn roller, as it can be used for other properties as well.

g. 3421 Byron/Bilingue – the roof leak was repaired last month with no additional issues.

5.4. Waterfront Center and Pump Station #3 Predesign Workshops – next workshop is scheduled for March 10th.

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5.5. Easement – the vacation of the area behind the OTP is complete.

5.6. Paving of alley – Phil reported that Lakeside Industries indicated they would make contact with the Port after the first of the year. He will be contacting them.

Phil explained that an item is missing on the agenda. 3330 Lowell Street/Sugar Studios Road Approach Permit was added. He explained that the Port received notice from the County that the permit was not complete. He said that he has since reviewed the paperwork and the conditions are very confusing and many do not apply. At one point he was told that it was complete. He will look further into it.

5.7. Comprehensive Plan – Kathleen Byrne-Barrantes forwarded the plan to the RCO and has since received the pre-approval. Phil had prepared a resolution to adopt the plan. He explained that it was changed from the 2019 plan to the 2020 plan. *It was agreed to adopt Resolution 2020-03 Adopting the 2020 Comprehensive Plan* (motion by Reese; second by Aus; unanimous).

5.8. Grant Funding – since the comprehensive plan is now adopted it will now be sent to the RCO along with a copy of the resolution. The deadline is March 1st.

5.9. Benefits – Theresa was advised to contact the Washington State Department of Retirement Systems via telephone to further discuss setting up an account.

5.10. Purchased Services contract – Notice was published in both the Kitsap Sun and the CK Reporter that the Port was requesting submittals of qualifications for several of the

purchased service contracts. E-mails were sent to all companies listed on the Small Works Roster that qualified and/or seemed to qualify. For the Building Maintenance and Minor Repairs contract TIKAR Services was the only company that bid. MTV Home Repair has been providing the services for many years. Mike explained that he had just decided it was time to step back a bit. TIKAR's bid package was reviewed. Under Item 3.8 on Attachment A it states Respond within 3 hours' notice to emergency situations. TIKAR had added an addendum to their bid stating for an additional \$25 per day fee they will respond to the Port within a three-hour window. This would be a blanket coverage for any contract TIKAR has with the Port. It was decided to review the bids for the Waterfront Maintenance and Repair. TIKAR was the only company to respond with a bid. Commissioner Reese questioned the regular hours of operation. Tim explained that regular hours of operation would be between the hours of 5:00AM to 7:00PM. Anything outside that timeframe would be charged overtime. Within the rate table it stated replace 50ft of pier decking. Tim suggested that it be changed to 30ft of pier decking as anything outside of that amount is not covered under the Port's Hydraulic Project Approval (HPA) permit. He also suggested it just become routine every year. It was agreed that should be changed and instead of a total amount as the rate, change it to an amount equivalent to TIKAR's bid but per square foot. TIKAR's workboat in the Port's shop was discussed. Phil said that there was no mention of it within the bid package. In the past, TIKAR has waived moving fees when the boat is used for Port projects since they have been allowed to store the boat in the Port's shop. Phil explained this

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needs to be in writing and suggested he prepare an addendum to the contract adding these items, if TIKAR's bid is accepted. *It was agreed to accept the Waterfront Maintenance and Repair Agreement with TIKAR Services including an addendum covering the items discussed* (motion by Reese; second by Scholfield; unanimous).

It was agreed to accept the Building Maintenance and Minor Repairs Agreement with TIKAR Services (motion by Scholfield; second by Reese; unanimous).

The bids for landscape maintenance were reviewed. TIKAR Services and His Hands Lawn Care and Services were the two companies that responded. TIKAR's came in at \$1315 per month for routine maintenance and \$60 per hour for non-routine services. His Hands' came in at \$922.83 per month for routine maintenance and \$48.50 per hour for non-routine services. The effective end date for His Hands was scheduled for March 31st, 2021, but this was for a three-year contract. *It was agreed to accept the Landscape Maintenance Agreement with His Hands Lawn Care and Services with an effective end date of February 28, 2023* (motion by Reese; second by Scholfield; unanimous). Lee mentioned that TIKAR's insurance classification has to be under the umbrella of waterfront work; therefore, the rates were higher.

The bids for the security patrol services were reviewed. Safe Security was the only company that responded. Upon review of the bid there were questions about the Port Host position being included within the monthly amount. Commissioner Scholfield called the owner of Safe Security, Christine Scott. It was agreed

that the wording of "including Port Host Services" should be added to Item 3. Page 5. *It was agreed to accept the Security Patrol Services Agreement with Safe Security as amended* (motion by Scholfield; second by Reese; unanimous).

5.11. Silverdale Chamber of Commerce's Destination Guide – received a call from a Chamber representative explaining that the Port's article will again be published at no charge. She apologized for the confusion.

5.12. Dickey Pit – Phil prepared a letter after last month's meeting for the Commissioners signatures. The letter was mailed to the Kitsap County Commissioners. It explained that the Port agreed with the County staff recommendation to deny the proposed comprehensive plan amendment. Phil said that he had heard indirectly that there was a mass of individuals at the Board of County Commissioners meeting in support of moving forward with the transaction. It will be unfortunate to lose that amount of industrial land, especially since it is so limited in the Silverdale area.

5.13. Barred Brewing Company – a letter dated February 13, 2020 was mailed to Barred Brewing. It asked that someone contact the Port to further discuss the after-hours parking of their patrons in the Port's vehicle lot. Phil said that from a legal standpoint, it may not be wise to keep the overhead lighting off knowing that their patrons use the parking lot after hours. Commissioner Scholfield said that is a very common practice. There is a car with a wheel missing in the vehicle lot. Commissioner Scholfield explained that it has been there for days. There is a note on the windshield asking for it not to be towed. Commissioner Scholfield

will contact the lady one more time and give her a deadline to move the car.

Phil said that he talked with Dave of KettleFish and he and Monica Downen of Monica's Waterfront Bakery are planning to partner with Barred Brewing to be more involved with events in the area. A list of events the Port is aware of will be e-mailed to them.

6. NEW BUSINESS

6.1. Tree on Port property near the vehicle-only lot – Commissioner Scholfield was approached by County personnel requesting that they be allowed to cut the tree that sits between Port property and County property. They initially said that the tree was pretty much half on Port property and half on County property, but Commissioner Scholfield researched it and determined that the survey they were using was incorrect as the tree is totally on Port property. The County said that there were a lot of utilities in that area, but Commissioner Scholfield called for a locate and was informed that there is just a vacated phone line and cable line. The County offered to take the tree out and just leave the stump. Commissioner Schofield told them not to remove the tree.

6.2. Public Disclosure Commission – Commissioners need to file by April 15th.

6.3. CK Reporter/Sound Publishing – it was decided not to advertise in the "Military Appreciation Day" insert.

6.4. Silverdale Chamber of Commerce's Walking Map – *it was agreed to advertise an 1/8 page front cover spot in the Silverdale Chamber of Commerce Walking Map for \$350* (motion by Reese; second by Scholfield; unanimous).

7. SAFETY/SECURITY – Nothing to report.

8. APPROVE EXPENDITURES & ELECTRONIC TRANSFER

The attached voucher approval totaling \$39,448.29 checks numbering 12341 through 12365 and Electronic Funds Transfer 2020-02 to the U.S. Treasury in the amount of \$2,153.66, were approved (motion by Reese; second by Scholfield; unanimous).

9. EXECUTIVE SESSION – At 9:57PM it was announced that the meeting would be going into Executive Session for approximately ten minutes to discuss litigation.

At 10:08PM the meeting returned to Regular Session.

Commissioner Reese said that a grant for the above water items and the dredge needs to be pursued especially the electrical now that the entire facility is affected. The power will be off for the entire season.


10. ADJOURN

At 10:14PM the meeting adjourned (motion by Scholfield; second by Reese; unanimous).

Approved:



Commissioner



Commissioner

Commissioner

