

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

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Due to the COVID-19 Virus and Governor Inslee's Proclamation 20-05 the meeting was being held virtually through the ZOOM app (Meeting ID# 994 951 245). Notice of the meeting change was posted on the Port's website – portofsilverdale.com as well as posted on the Port of Silverdale office door. The free ZOOM app was used for the meeting, which limited the meeting to forty minutes.

1. CALL TO ORDER

Commission Chairman Henry Aus called the meeting to order at 7:00 PM. Also in attendance were Commissioner Caleb Reese; Commissioner Ed Scholfield; Attorney Phil Best; Administrator, Theresa Haaland; Lee Knapp of TIKAR Services; Bridget Burke of Clam Island Rowing (CIR); Steve Trunkey of Kitsap Sailing and Rowing Foundation (KSRF); Carla Larson representing Whaling Days; Port tenants: Mary Hancock of the Dispute Resolution Center (DRC)/9004 Washington and Bob Guardino 3215 Lowell, Suite 161.

2. CONSENT AGENDA

Commissioner Reese moved to approve the consent agenda items: April Meeting Agenda; March 19, 2020 Regular Meeting minutes as submitted; April 16, 2020 checks numbering 12391 through 12418 totaling \$41,428.11 as outlined in the attached voucher approval; second by Commissioner Scholfield; approved unanimously.

3. SIGNING OF DOCUMENTS

Since only two Commissioners signatures are necessary for the documents, Commissioners Reese and Scholfield agreed to stop by the

Port of Silverdale office individually tomorrow to sign the necessary documents.

4. UNFINISHED BUSINESS

4.1. Port Facilities

a. Sailboat (WN6823JF) – the boat sold for \$101 to Harvey Cousins.

b. Derelict vessel – the vessel that capsized last month has been removed from the facility. Commissioner Scholfield viewed security footage that showed individuals towing the boat to the boat ramp and using a car hauler to assist in the removal.

c. Electrical repair – Commissioner Scholfield has posted notice on the website informing the public that the power is not available at the moorage facility. TIKAR was tasked with posting signage on the side of the pump station and at the moorage pay box.

d. Landscaping – His Hands Landscaping contract began on April 1st, but they have not been able to perform the maintenance duties due to the Governor's mandate. Don Crawford of His Hands was contacted and he explained that landscaping isn't considered essential so to be in compliance with the Governor's mandate they thought it would be best to wait until after May 4th when the mandate is lifted. He said that they will have to basically play catch up in May. He has since left a message stating that they decided to go ahead and mow this week, although the work has yet to be completed.

e. Closure – shortly after last month's meeting the County closed all parks and it was decided to close the Port restrooms and limit the facilities to be used only by boaters in an effort to adhere to the social distancing mandate. Normally the boat launch handling pier is installed in April. It was agreed to hold off until after May 4th when it is known if the mandate is lifted. Commissioner Reese

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reported that opening day for boating has been cancelled.

4.2. Port Properties

a. Reduction in Rent – ten of the twelve tenants submitted a request for a reduction in rent. The Commissioners had no objection to allow for a seventy-five percent reduction in April rent across the board. This still allows the Port to collect the 12.84% leasehold excise tax for the State. Phil explained that there is talk about the State making some temporary changes to the leasehold excise tax. *It was agreed to continue the seventy-five percent rent reduction for May to tenants that qualified for a reduction in April and to waive any late fees* (motion by Reese; second by Scholfield). Discussion: Commissioner Reese said that if the tenants are receiving a reimbursement from the government, they should reimburse the Port. Commissioner Scholfield said that the DRC is probably the only tenant that may be eligible. All the others would have to apply for a business loan, which they have to pay back. Bob Guardino said that he is unaware of anyone receiving grants. Commissioner Scholfield added that this is the Port's effort to keep the economy going. *The motion passed unanimously.*

b. 3215 Lowell, Suite 191/Deborah Lyons – Attorney Matthew Lind of Sherrard McGonagle had e-mailed Phil explaining that they are planning to have everything removed from the suite by the end of April, so plan to pay rent on the unit through April but asked that the Port waive all the late fees. *It was agreed to waive all late fees on Deborah Lyons account* (motion by Scholfield; second by Reese; unanimous).

4.3. Waterfront Center and Pump Station #3 Predesign Workshops have been cancelled at this time due to COVID-19.

4.4. COVID-19 – with the “Stay Home, Stay Healthy” mandate all non-emergent maintenance-type work is halted at this time.

Commissioner Aus reported that the County just opened bids for the Bayshore and Washington Avenue Sewer and Roadway Improvement Project. The project should be awarded soon. The total cost of \$21,000,000.00 was about fifteen percent higher than the engineer's estimate. The Silverdale Water District's portion is estimated at \$1,100,000.00

4.5. Oil Separator lid – Lee reported that the project is complete. He explained that the internal components are going to need maintenance in the near future.

Commissioner Scholfield reported that he received a call from Mike Vasquez of MTV Home Repair. Mike asked the status the deteriorating outside wall of 3295 Lowell Street. The project was put on hold until the weather improved. Commissioner Scholfield explained that this is somewhat of an emergent repair. Phil said that since it was put on hold it might be hard to justify it being an emergency repair. Commissioner Scholfield reminded everyone that Mike had performed a temporary repair to get it to warmer weather, but now the frame of the back door is starting to settle, making the back door unable to open and shut. Phil said that in order to draw up a Request for Proposal he will need a description of the necessary work. TIKAR was tasked with providing an estimate to be used for the Request for Proposal. Lee said they will also call and talk to Mike to get the details.

5. TABLED ITEMS

5.1. Port Programs

- a. Sailing
- b. Rowing

5.2. Port Facilities

- a. Department of Natural Resources (DNR)
- b. Dredge

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- c. Benches
- d. Sea Plane Crash/Small Claims

5.3. Port Properties

- a. 9020 Washington/Elizabeth's House of Wax
- b. 9004 Washington/DRC
- c. 3330 Lowell Street/Sugar Studios
- d. 3295 Lowell Street/Abeel Studios
- e. 3215 Lowell Street, Suite 161/Bob Guardino
- f. 3421 Byron/Bilingue
- g. 3425 Byron/Kitsap Art Center

5.4. Paving of alley hil

5.5. Grant funding

5.6. Benefits

5.7. Barred Brewing Company

6. NEW BUSINESS

6.1. Kitsap All Ports Meeting scheduled for April 27th has been cancelled

7. SAFETY/SECURITY – Commissioner Scholfield reported that Safe Security is doing a good job. Several homeless individuals have tried to set up a living space at the Port's viewing platform and there have been several attempts to break into the Port's restroom facility. Individuals looking for a restroom are informed that the County has two portables set up near the park. Individuals hanging around the Port properties are asked to move along.

8. E-MAIL QUESTIONS AND/OR COMMENTS FROM THE PUBLIC

Mr. Guardino asked permission to pressure wash the entryway of the 3215 Lowell Street building as there is lots of moss and dirt build up and he would also like to paint the front door. Commissioners agreed that would be fine. Commissioner Scholfield plans to remove

all of the old outdoor furniture including an old barbeque.

Mr. Guardino asked about the Sea Plane Crash/Small Claims item that is listed under Tabled items. It was explained that in August of 2019 a small sea plane crashed into Dyes Inlet. The plane was towed to the boat launch and the Port was asked by responding agencies to take over responsibility of the wreckage. The owner of the plane was later billed for the costs incurred by the Port, but refuses to pay. A Claim for Damages has been sent to District Court and once the paperwork is returned with a Case Number the Port will have the owner of the sea plane served with the paperwork that includes a court date.

Bridget Burke asked if Tim and Lee can continue to work on the boatyard as the oar rack still needs to be moved and also the water spigot needs to be installed. It was explained that while the Governor's mandate is in place, non-emergent/non-essential work can not be completed. This would not classify as emergent and/or essential. Ms. Burke explained that some members had thought about going out in the single shells as they would be socially distanced, but later decided against it. CIR members do meet online. She said that this is hard on CIR as thousands of dollars are having to be returned to families since the season is on hold. And to add insult to injury, it has been the most perfect weather to be out on the water.

Mary Hancock of the DRC thanked the Port Commissioners for the reduction in rent and assured that if the DRC receives grant money for this crises or financial help from other

sources, they will be sure to reimburse the Port for the portion of rent that was waived.

Carla Larson reported that Whaling Days is currently on hold until the Governor decides what's next. Whaling Days greatly appreciates any support given by the Port.

Commissioner Scholfield explained that the Port needs to be tracking any and all expenses related to COVID-19. Phil agreed and said this was an item that was discussed during a Washington Public Ports Association (WPPA) Zoom meeting he attended. It was suggested a new account be created for these items. The Port has incurred the decrease in rental revenue from tenants affected by the virus.

9. EXECUTIVE SESSION – None.

10. ADJOURN

At 7:41PM the meeting adjourned (motion by Scholfield; second by Reese; unanimous).

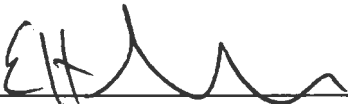
Approved:



Commissioner



Commissioner



Commissioner

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VOUCHER APPROVAL		
<p>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 <u>\$41,428.11</u> and from the General Fund, this <u>16th</u> day of <u>April, 2020</u>.</p>		
<p><i>Theresa R. Haaland</i> Auditor</p>	<p><i>[Signature]</i> Port Commissioner</p>	
	<p><i>[Signature]</i> Port Commissioner</p>	
	<p><i>[Signature]</i> Port Commissioner</p>	
Number	Name	Amount
12391	CALEB A. REESE	235.88
12392	ED SCHOLFIELD	1,194.78
12393	HENRY AUS	117.93
12394	THERESA R. HAALAND	3,800.00
12395	WAVE BROADBAND.	71.35
12396	CASCADE NATURAL GAS	171.81
12397	KITSAP COUNTY PUBLIC WORKS	626.44
12398	KITSAP SUN	170.78
12399	PUGET SOUND ENERGY	446.17
12400	CRYSTAL SPRINGS	4.35
12401	SILVERDALE WATER DISTRICT	1,245.30
12402	WASTE MANAGEMENT - BREM AIR DISPOSAL	162.57
12403	WAVE BROADBAND	143.11
12404	VERIZON WIRELESS	63.40
12405	VISA	2,087.90
12406	POSTMASTER	254.00
12407	WASHINGTON STATE EMPLOYMENT SECURITY DEPT	54.42
12408	WASHINGTON STATE DEPARTMENT OF L & I	306.36
12409	WASHINGTON STATE DEPARTMENT OF REVENUE	3,344.75
12410	ENDURIS	24.00
12411	RICE FERGUS MILLER	2,608.95
12412	SIMONS FAMILY LIMITED PARTNERSHIP	3,163.84
12413	TERI ORR	200.00
12414	SAFE SECURITY	3,253.00
12415	HIS HANDS LAWN CARE & SERVICES	1,005.88
12416	TIKAR SERVICE, LLC	14,055.93
12417	ED SCHOLFIELD -	158.13
12418	PHIL BEST, ATTORNEY	2,475.00