

MINUTES OF SILVERDALE PORT MEETING ON DECEMBER 30, 2020

The meeting began at 1:07PM via ZOOM. Those in attendance included: Commissioner Aus, Commissioner Reese, Commissioner Scholfield, Attorney Phil Best, Administrator Theresa Haaland, and Bridget Burke of Clam Island Rowing (CIR). Notice of the Special Meeting was placed on the Port office door several days prior to the meeting. A Waiver of Notice of Special Meeting signed by all Commissioners is attached to these minutes.

Phil explained that he sent the Request for Qualifications (RFQ) packet to seventeen firms that inquired; this is in addition to the seventeen packets that were emailed to various firms that either the Port has worked with in the past or contact information was received from the County. It was surprising to have only received two Statements of Qualifications (SOQ) by the December 21, 2020 deadline. The SOQ's were from Patano Studio Architecture (PSA) and Rice Fergus Miller (RFM). Today's meeting was scheduled to pick the top three firms, but since only two responded it's a moot point. The January 5th Special Meeting was scheduled to interview the top three. Phil has been communicating with Barbara Zaroff of Kitsap County Public Works to see if they had any thoughts about the two firms that replied. Ms. Zaroff is assisting with determining the criteria for the systematic selection. Phil said that he asked Bridget Burke of CIR and Greg Jacobs of Kitsap Sailing Foundation (KSF) to contact anyone that they know of who is or has done business with these two firms so that the feedback can be used in making the final determination.

Phil said that he talked with Commissioner Aus about his January 1, 2021 resignation. Commissioner Aus has agreed to postpone his resignation until January 20, 2021, which is the day before the January meeting.

Phil has asked the Commissioners to provide questions they would like to include in the evaluation process. Commissioner Scholfield has provided some feedback with a couple of questions related to response time and local knowledge of the area. He said that he also thought a breakdown of costs per hour as well as transportation costs would be beneficial because if a Seattle-based company is hired, we could be paying for up to four hours of commute time each time they come over to this side of the water. Phil said that the commute time may not make much of a difference if the company that is hired knows what they are doing. He wouldn't expect that they would need to continually be coming over to this side. Commissioner Scholfield said that it is also important to choose a firm that is well acquainted with Kitsap County's permitting process and guidelines and one that offers assistance in finding and securing funding outside of Washington State grants. Commissioner Reese said that he saw within Rice Fergus Miller's packet they list Carla Sawyer, who is well-known, as their waterfront project funding specialist. Phil said that he and Port staff will follow-up with contacting customers of the two firms and ask questions such as were they on task and on budget and the

overall performance and outcome of the projects. Ms. Burke noticed that PSA has some sort of software for communicating using video that would show a 3-D view of the project. That may be very beneficial when it comes to fundraising so that sponsors have a clear view of the plan. It was thought that a good question for the two firms might be what kind of materials would be provided to help raise funds. Ms. Burke suggested open-ended questions be asked such as what do your services include or maybe more importantly what is not included, like maybe landscaping. Commissioner Scholfield said that the landscaping details are required within the permit application, so that shouldn't be an issue and regarding the visual software they probably all can do pretty much anything that is wanted; it just depends on how much money the Port would be willing to pay. Commissioner Scholfield said that he knows RFM has staff that is able to do all of that. Commissioner Reese explained that when RFM was working on the Silverdale Library, block diagrams were used not photos, so they do have the ability. Ms. Burke said that PSA's SOQ shows they worked on the Sammamish Rowing Center, a big beautiful building, but she knows that unfortunately, it never did get built. Commissioner Reese explained that the Sammamish Rowing Center project was in competition with the Port for RCO grants, so they are attempting to move forward with it. Commissioner Scholfield said that the Port needs to determine how to pay for the Waterfront Center. Since funding for dredging is not available through grants the Port needs to begin setting aside at least \$100,000 every year to ensure the funds are there for future dredging and it must be kept in mind that the new facilities are going to require a lot of maintenance, so increasing the Port's tax rate should be examined.

Phil said that he will prepare some questions with the input from Ms. Zaroff and send them out to the Commissioners for review prior to the meeting. The questions will be used by the Commissioners to rate each firm. Phil will also be working on an evaluation form for the Commissioners to use to help determine which firm will be hired.

Ms. Burke asked what the architect's involvement would be during construction. Commissioner Scholfield said that they may be hired to manage the construction to make sure everything is meeting the specs; we would want someone outside of the contractor in charge of that. Ms. Burke said that a question might be what is their usual involvement during construction and if that is included within the bid. It was explained that cost negotiations are not finalized until after the firm is hired. Commissioner Scholfield said that he was hoping they could at least provide a list of cost details. Phil explained that according to State law it's a two-step process; selection then negotiation.

The next Special meeting on the 5th is going to be for the two firms to provide a presentation and then the Commissioners to discuss and decide which firm will be hired. Phil explained that he will be providing both firms the qualification evaluation criteria prior to the meeting. He suggested the meeting be scheduled in fifteen-minute intervals as follows:

introduction/presentation; question and answer; Commissioner discussion; break – repeat. The first firm will start us off at 10:00AM and the second firm will be scheduled for 11:00AM. At 12:00PM the Commissioners will discuss and finalize their decision. Ms. Burke said she wouldn't be able to attend at that time. It was explained that although the meeting is open to the public, there will be no allotted time for public comment anyway. It is for observation purposes only.

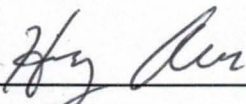
Commissioner Reese asked how the Commissioners are going to be informed of the information that Ms. Burke and Mr. Jacobs receive about the firms. It was questioned if outside volunteers should be used for this task. Commissioner Scholfield agreed that it should be kept inhouse as there could be legal ramifications and not sure how the State Auditor would look at that. Phil said that he will be working on questions to ask each of the firms' previous clients.

There was discussion about postponing the Special Meeting until the 12th allowing an extra week for the Commissioners to review everything. Commissioner Reese said that the urgency was from the County as they were concerned that the Port didn't have a firm hired yet. It was agreed that the meeting would be moved until January 12, 2021 starting at 10:00AM via ZOOM, unless one of the two architectural firms or the County has an issue with that. Once it is determined notification will be sent via email to the Commissioners.

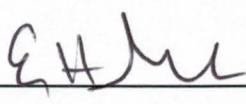
Ms. Burke said that she was talking with John Foy, the vice president of Bainbridge Island Rowing, and found out that PSA was the firm that developed the park adjacent to the Bainbridge Island Rowing Center. Mr. Foy told Ms. Burke that they are almost finished with the Rowing Center and he invited her and by extension the Port of Silverdale Commissioners to take a tour of the center. It was agreed that a Special Meeting/Study Session would be held on Tuesday, January 5, 2021 at 2:00PM at the Bainbridge Island Rowing Center.

At 1:58PM the meeting adjourned.

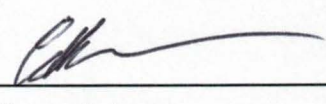
Approved:



Commissioner



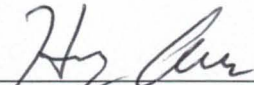
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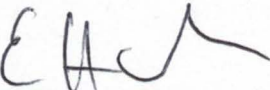
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WAIVER OF NOTICE OF SPECIAL MEETING

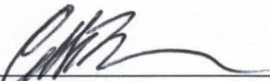
The undersigned, Port Commissioners for the Port of Silverdale, hereby waive the requirement of notice in writing of the special meeting of the Port of Silverdale held on Dec 30, 2020, at 1:00PM via ^{zoom} meeting, is present at such meeting, and agrees to the conduct of the Port business as announced by the President in calling this meeting.



Commissioner



Commissioner



Commissioner

SPECIAL MEETING OF THE PORT OF SILVERDALE

WEDNESDAY, DECEMBER 30, 2020 @ 1:00PM

VIA ZOOM (<https://zoom.us>)

MEETING ID: 366 324 6345

MEETING PASSWORD: port