

## **Port of Silverdale**

Minutes of Regular Meeting

March 18, 2021

Due to the COVID-19 Virus and Governor Inslee's Proclamation 20-05 the meeting was being held virtually through the ZOOM application. The link to the meeting was posted on the Port's website – portofsilverdale.com.

### **1. CALL TO ORDER**

Commissioner Caleb Reese called the meeting to order at 6:00 PM. Also in attendance were Commissioner Randy Hunt; Commissioner Ed Scholfield; Attorney Phil Best; Administrator, Theresa Haaland; Lee Knapp of TIKAR Services; former Port Commissioner Henry Aus; Vanessa Allison of Clam Island Rowing (CIR); John Bouck of Kitsap Sailing Foundation (KSF); Christie Scheffer of Rotary Club of Silverdale; Gus Hosen of Whaling Days; Monica Downen of Monica's Bakery; Hank Anderson; Mark Hughes; Jim Knapp; Carla Larson; and Dan Sullivan.

### **2. CONSENT AGENDA**

*It was agreed to approve the following Consent Agenda items as submitted: March Meeting Agenda; February 18, 2021 Regular Meeting minutes; March 5, 2021 Special Meeting minutes; the Authorization for Electronic Transfer of Payroll Taxes #2021-03 to the U.S. Treasury in the amount of \$2,843.26; and the March 18, 2021 checks numbering 12674 through 12702 totaling \$37,595.98, with check numbers 12674 through 12679 being void, as outlined in the attached Voucher Approval (motion by Scholfield; second by Hunt; unanimous).*

### **3. SIGNING OF DOCUMENTS –**

Commissioners agreed to stop by the Port office individually tomorrow to sign documents.

## **4. GUESTS THAT REQUESTED TO BE ON THE AGENDA**

4.1. Rotary Club of Silverdale – Christie Scheffer explained that the Rotary Club is moving forward with the 2021 Duck Races as they feel confident it will take place this year. Steve Slaton had emailed the Port with the Use of Port Property Application. It was reviewed. Commissioner Scholfield asked Ms. Scheffer if they have made arrangement with the Port of Brownsville about using their barge. Ms. Scheffer said as far as she knows yes and that all lights are green for the event. Commissioner Reese said as long as everything as it has been in years past it should be fine and he will plan to sign the application tomorrow. He added that the only thing that could be problematic is if the construction isn't done in the area by the end of July. Carla Larson explained that the construction is working around Whaling Days not the other way around, so that will not be an issue. Ms. Scheffer thanked the Commissioners.

4.2. Whaling Days – Gus Hosen explained that the Whaling Days board voted to move forward with the festival for this year. He was provided the agreement that had been used in years past. He said that he just wanted to make sure he wasn't missing anything and verify that the power will be made available to them and that water will also be available. The County has informed him that water from their property will not be available. Commissioner Scholfield said that there shouldn't be any issues with the power and water. Ms. Larson told Mr. Hosen that they should be able to hook up to the outlet in front of the Esser building. It is on a separate meter. Commissioner Scholfield said

that one issue the Port has is that after the last festival the Paradise Amusement carnival crew left a mess of hydraulic fluid on the Port's parking lots. They came back and cleaned it up, but not until after they were informed it was going to cost approximately \$6,000 for cleanup, which they would be charged. Mr. Hosen assured that Paradise Amusement would be contacted beforehand to discuss cleanup. The festival, which is held the last full weekend in July, is scheduled for July 23<sup>rd</sup> through 25<sup>th</sup> this year. Commissioner Reese said that he was concerned about the COVID-19 restrictions. Mr. Hosen said that they are awaiting updated guidelines and they have been discussing this with the County.

4.3. Old Town Pub – Dan Sullivan explained that he attended a Port meeting a couple of years ago to discuss his interest in the Old Town Pub property. Mr. Sullivan said that he just wanted to see how things have progressed and if the Port would consider selling the property or if there are plans for it. Commissioner Reese explained that the Port has recently hired Patano Studio Architecture (PSA) to come up with a plan on what to do with the building as part of the Waterfront Activities Center. Mr. Sullivan said that if the Port would consider selling it, his company would try to get a grant to keep the building and adjacent buildings with an Old Town theme to draw people to the area, possibly even include an ice cream shop! Commissioner Reese said that as far as he is concerned the Port is not interested in selling the property. Commissioner Scholfield agreed and said that the Port spent too much time acquiring the property and is not interested in selling it. Commissioner Hunt concurred

unless PSA's design comes back totally different than what he was thinking. Mr. Sullivan said okay and that he would keep in touch to see what happens as things move forward.

## 5. UNFINISHED BUSINESS

5.1. Waterfront Center Predesign Project/Pump Station #3 – PSA had emailed the contract and supporting documentation to Phil who forwarded it onto the Commissioners. Commissioner Hunt said that the spreadsheet made very little sense to him, without having someone from PSA to interpret it. Phil asked if Commissioner Hunt had received the portion of the spreadsheet that he had extracted. Commissioner Hunt said that he did and that he understands the scope of services, but the spreadsheet didn't make a lot of sense. Phil explained that the spreadsheet basically consisted of all of the sub-consultants' costs, which were added up and part of the not to exceed amount within the contract. Commissioner Hunt asked how much communication there will be between the Port and PSA in the process of getting to the thirty percent design. Phil said that he thought there would be quite a bit of communication between PSA and the Port, including community input to get to that point. *It was agreed to enter into the Agreement for Professional Consulting Services for Silverdale Waterfront Center Chapter 29.80 RCW #21-01-C with Patano Studio Architecture* (motion by Scholfield; second by Hunt; unanimous).

Phil had provided the Commissioners with the final Interlocal Agreement between the County and the Port for the joint facility design of Pump Station 3. Phil explained that it had been

reviewed by the County's Prosecuting Attorney's office and it was revised to fit their format. The same facts and figures that the Port had provided to them were used. *It was agreed to enter into the Interlocal Agreement Between Kitsap County and Port of Silverdale for Joint Facility Design* (motion by Hunt; second by Scholfield; unanimous).

Funding for the project was discussed. Phil said that he has been in contact with Todd Nicholson, the Executive Director at the Port of Friday Harbor, but not yet regarding grant funding. Back when Commissioner Reese provided a presentation at a Central Kitsap Community Council (CKCC) meeting about the Port's future plans, Mike Walton the Executive Director of the Kitsap Public Facilities District (KPFD) provided his card and informed the Port to call him as things progress. Phil said that the KPFD has funded projects at the north end and the south end of the County. This project would be a good central location for them to fund. Commissioner Scholfield said that they have provided funding at the Fairgrounds, which is centrally located. He suggested the Port contact a funding specialist to further discuss the Port's options. Commissioner Hunt agreed and thought the County may have someone inhouse. Commissioner Reese said that he also agrees with Commissioner Scholfield, but thinks we should wait a little, giving PSA time to begin the design. Commissioner Scholfield agreed, but said we should be talking to someone prior to PSA getting to the thirty percent design, which is scheduled to be completed by October 14, 2021. This will continue as an agenda item.

Phil reported that he forwarded the Applied Goetechnology Inc., hydrocarbon soil remediation report from 1993 to PSA. Now that the contract is in place, PSA will be reviewing it. Phil said that the report was pretty thorough and that if PSA needs anything they will contact him.

Mark Hughes said that there is just so much potential down at the waterfront with the Port's properties. He was wondering if there was some sort of comprehensive plan outlining its future. Commissioner Reese explained that there is the Port's current Comp Plan available on the website. Mr. Hughes said that didn't see it on the "Documents" page. Mr. Hughes asked if that is the document the Port is working off of as these changes are being made. Commissioner Reese replied, yes and the contract with PSA that was just approved is for them to look at the entire waterfront area. Commissioner Scholfield was able to bring up the Port's website from another device and verified that the Comp Plan was there under documents. Commissioner Reese told Mr. Hughes that he should be able to find all of the notes and minutes from the community workshops on the website as well. Mr. Hughes thanked the Commissioners.

5.2. Recreational Conservation Office (RCO) Grants – the Port tied in the ranking for the final Boating Facilities Program (BFP) grant at number eleven. According to Kathleen Byrne-Barrantes, the Port's grant writer, if all goes as planned the Port will receive \$1,000,000 from the BFP grant and \$500,000 from the Aquatic Lands Enhancement Account (ALEA) grant. Although, we are still awaiting the State to adopt the final budget. Ms. Byrne-Barrantes

said that the Washington Wildlife and Recreation (WWRP) grant still hangs in the balance, but isn't looking that good since the budget was reduced by \$20 million. Phil reported that he contacted the Kim Sellars, the Port's grant manager with the RCO and also contacted State Senator Christine Rolfes. The RCO said it looks pretty promising and he looked at the Governor's budget and agreed. Phil had outlined the Port's ranking with the RCO grants in an email to Ms. Rolfes and asked for some assurance of funding as the Port would like to commit to proceed now to final design. Ms. Rolfes response was that the grant funding will be finalized at the end of April, but that she couldn't commit to anything. Phil explained that how much is funded in the budget determines how much money will be available for grants. Although, even if the Port ranks below the funding line there is always a possibility that funding could become available as it has happened previously.

Phil asked if the Commissioners want to move forward with having Art Anderson Associates (AAA) prepare final documentation for the non-motorized float, banking on the fact that the Port will receive the grant. Commissioner Scholfield said that having a shovel-ready project is key. He said, yes, we need to meet with AAA for further discussion. Commissioner Reese agreed and added that there also needs to be discussion about the possibility of moving the facility south to deeper water. Commissioner Scholfield said that was one of the RCO's questions, what is the Port doing to mitigate the continual need for dredging. Moving everything south into the deeper water would keep the Port from having to dredge around the floating moorage facility in the future. Phil said that we are pretty far along

with the dredging project and we just won the appeal on the fisheries permit. He said he isn't against it, but it will take much longer.

Commissioner Reese said that the existing dredging permit will still be needed to dredge around the boat launch. Phil reported that he just received notice last week that the RCO is opening up the Boating Infrastructure Grant (BIG) Program for next year. The BIG Program is aimed at developing or renovating boating facilities targeting guest recreation boats twenty-six feet and larger.

Commissioner Reese said that we just need to talk to AAA personnel to determine if it is economically feasible to move the floating moorage facility to the south. It was agreed that a Special Meeting will need to be called. Phil cautioned the Commissioners to keep in mind that you are in the running for the grants because of all the information that you provided the RCO in the presentation about the project. If that all changes, he is not sure that the grant money could be used and also keep in mind the permit has been a three-year process. Commissioner Scholfield said the first step is to determine if it's even feasible to do and that will require a meeting with AAA. Commissioner Hunt said that he is on board, although he doesn't want to jeopardize what has been completed thus far, but determining options is good. Phil will contact AAA to determine a good day and time and then he will inform the Commissioners at which time Commissioner Reese will call the meeting.

5.3. County's Bayshore/Washington/Byron Street Project – There was no update about the tree. Ceccanti paid the Port \$1,400 towards reimbursement for the use of the Port's electric. Electrical overages for November through January came to \$1,040, so

Ceccanti has a \$360 credit moving forward. Electrical overages will continue to be monitored.

#### 5.4. Port Programs

a. Sailing – John Bouck reported that that he turned in the Port/KSF Use Agreement and certificate of insurance to the Port office. They have started the sailing program and boats have been out on the water. A total of fourteen sailors have been out on the water, all socially distanced and wearing masks. Practices are Tuesdays, Wednesdays and Saturdays in an effort to accommodate the coaches' schedules. They have been working around the construction in the area. He told Commissioner Reese that the trailer with the bunks is now available. Commissioner Reese said that wasn't the trailer he was going to use. Mr. Bouck said that he will move the boat from the other trailer. Commissioner Reese asked Mr. Bouck to give him a call when he's going to do it and he can come down and help and from there will bring the trailer to his home so he can begin working on the other one. Mr. Bouck said that although there will not be any large meets as in the past, they are planning scrimmages with the first one on April 10<sup>th</sup> and possibly one on April 24<sup>th</sup> and another on June 5<sup>th</sup>. The scrimmages will consist of just one other team and only the sailors that are competing will be on site. KSF received a request to hold the regional championship here on May 15<sup>th</sup>, which is attributed to the great venue of Silverdale. Mr. Bouck asked if it is known if the construction will be done in the area by that time. Commissioner Scholfield said that the pit would still be opened, but some of the items should be cleared out of Port property. Ceccanti's Use of Port Property Agreement allows them to be in the area through April 30<sup>th</sup>, so they should be out of there by the time of the regional championship. Commissioner Scholfield informed Mr. Bouck that the County restrooms will not be available by that time. The sidewalks along Byron Street

are going in now, so hopefully Byron Street will be complete by then. KSF would just need to make sure people are socially distanced on the pier. No more than four hundred people would be allowed on the pier at one time and the same with the grassy area. Mr. Bouck said that he will get some numbers on how many people would be expected, but doesn't anticipate large numbers as there was discussion about only having the competitors attend. Commissioner Scholfield said that if the participants are on Port property then parents and other attendees could always view from the Waterfront Park property. Mr. Bouck reported that a trainer course by the regional instructor is scheduled for May 22<sup>nd</sup> and 23<sup>rd</sup>. This will train participants on how to become an instructor. There are estimated to be twelve participants and as far as he knows the course will be provided outside as no meeting space has been requested and with the COVID-19 social distancing requirements this makes sense. Mr. Bouck said that the KSF Board met last night to discuss the organization of the summer program. The plan to have a four-week session starting June 21<sup>st</sup> through July 16<sup>th</sup>, similar to what they have had in the past. He said that one of their parent organizations had suggested they add prop guards on the safety boats as there have been some accidents in other parts of the Country. They are interested in exploring that, but wondered if the Port would purchase the guards. He estimated them to cost roughly \$500 each. Commissioner Scholfield said that if one boat could be outfitted with the prop guard and then that boat should always be used while the new more unexperienced sailors are out on the water. Commissioner Reese thought there may be more than just one manufacturer of the prop guards. Mr. Bouck said that once he gets more information about them, he will provide it to the Port. He reported that two of the boats have been taking on water, so KSF only has seven boats that they are comfortable using. They are trying to raise \$10,000 for a new

boat, which once purchased would then be transferred to the Port. With all of the COVID-19 restrictions the Kitsap Great Give on April 20, 2021 will be their primary fundraiser this year. Commissioner Scholfield suggested Mr. Bouck talk to Ceccanti, the construction crew that is working in the area, about a possible donation.

b. Rowing – Vanessa Allison introduced herself and explained she was filling in for Bridget Burke as Ms. Burke was travelling. She reported that the Juniors Program is back out on the water as of the first week of March and consists of ten rowers, which were all in the program from previous years. Some kids that were interested had to be turned down since CIR has limited coaches. The kids are split up into two groups of five. The adults will also be back out on the water starting this Saturday after a meeting and safety video. Many of the adults are vaccinated. US Rowing now allows two fully vaccinated rowers in a double shell at one time; otherwise, it's the singles. They have the COVID-19 social distancing protocols posted in the boatyard. The first Saturday in June (June 5<sup>th</sup>) is National Learn to Row Day. For approximately five to six hours that day, community members can go out in a boat and see if they might be interested in pursuing a learn to row class. Ms. Allison said that they are aware that they will need to be inventorying everything in the boatyard. There are seventeen boats in there right now along with many oars and dollies. Their big fundraiser this year is also the Kitsap Great Give on April 20<sup>th</sup>. She explained that the second safety boat's dashboard was taken off for repair and they need to replace it. Commissioner Reese said that the motor on that boat remains up even after Ms. Burke was informed to lower it, as it should have been down all winter. It is not as much of a concern now in the warmer months, just when there is a possibility of a freeze. He said that he hasn't seen the canoe listed for sale in Facebook

Marketplace as Ms. Burke said she would do. Ms. Allison said that it is on their to-do list. It hasn't yet been listed. They also hope to install a new shed at the boat yard, it is currently on their wish list as they cannot afford it right now.

c. Trailers – discussed under Item 5.4.a.

d. Canoe – discussed under Item 5.4.b.

e. Numbering equipment – Commissioner Reese said that Commissioner Scholfield is going to print out stickers and provide Mr. Bouck and Ms. Burke the equipment list so that all the equipment can be properly identified via a sticker. Ms. Allison asked if the oars would also be posted with a sticker. Since the oars are on the Port's inventory list, it was agreed they should have a sticker with a number assigned to them. Mr. Bock asked if it would just be the hulls that are posted with a sticker. Commissioner Scholfield said that the motors, boats and trailers will all have a sticker on them. Mr. Bouck asked if the dollies will have them also. Commissioner Scholfield said that since the dollies are taken to regattas, they too will have the identification sticker that includes the Port's phone number. Commissioner Scholfield said that he would like to view all of the equipment and he will try to get ahold of everyone next week sometime to begin adding the identification stickers to all of the Port equipment.

#### 5.5. Facilities

a. Closure – Kitsap County is now in Phase II of the State's Safe Start Reopening. It was questioned if the meetings would resume to in-person once the County is in Phase III. Commissioner Reese said that we probably don't want to conduct in-person meetings until everything is opened back up. Commissioner Scholfield said that maximum amount of people that could safely be in the Port office at one time is eleven. All Commissioners agreed that the ZOOM

meetings are working and there is no rush to begin the in-person meetings at this point.

b. Olympic Outdoor Center (OOC) – an email dated March 5, 2021 from John Kuntz had been received. He informed the Port that he plans to remove the shed from the pier this month and expected it to begin the week of March 8<sup>th</sup>. Since then, an ad on Facebook Marketplace was seen where the shed was for sale for \$1,595 and stated that the shed would need to be dismantled and hauled off of the pier. Mr. Kuntz was asked about the ad and reminded that anyone outside of OOC employees would need to provide the Port with a certificate of liability insurance listing the Port as additionally insured. Several days later Mr. Kuntz requested TIKAR's contact information and has since talked to Lee. Lee said that Mr. Kuntz did contact him via email asking if they would still consider removing the shed from the pier and delivering it up to his business in Port Gamble. Lee told Mr. Kuntz TIKAR would perform this for the Port for the \$1,000 they had originally quoted. Lee reiterated that they would not be doing this directly with OOC, but going through the Port. CIR was notified that the shed was for sale. Jim Knapp thanked the Commissioners for their efforts on getting it removed. He said that he knows a lot of people that have been against the shed on the pier.

c. Dredge – Phil reported that the Pollution Control Hearings Board has approved the dredging permit issued by the Washington Department of Fish and Wildlife (WDFW) and denied the appeal by Sound Action. Now Sound Action has a time period to appeal the decision of the court. Phil explained that we are still awaiting the Army Corps of Engineers (ACE) permit, which will include mitigation requirements. The ACE has a backlog of permits and there is a possibility that the permit will not be issued until later this summer. Marine Surveys and Assessments (MSA)

personnel are monitoring it and trying to push it along.

d. Preventative maintenance – Commissioner Hunt had provided pictures and notes of Port properties and facilities that need attention. He sent these items to the Port office, which were then forwarded to the Commissioners for review. Commissioner Hunt said that since he has become a Port Commissioner more than once someone has asked him how he likes being a "slumlord". Several of the pictures that Commissioner Hunt provided were discussed. He explained that there are items that can be fixed and should be fixed. One item is that the bricks on the water side porch of the 3215 Lowell Street building are falling off and he noticed a few pieces of the three-tab roofing material in the landscaped area and a gutter on the side of the building is sagging. All these items need to be fixed and the roof needs to be looked at to make sure there is no needed repair. Mr. Hunt also had pictures of several large puddles along Lowell Street. He said that some of them have been caused by the snow plows digging up the gravel. He offered up his plate compactor to be used to level out that area, which would lessen the puddles. There is a hole in the yard of the 3330 Lowell property that needs to be filled and adding some gravel to the walkway at that property would clean things up quite a bit. At 9004 Washington Avenue, the Dispute Resolution Center (DRC) was asked to clean up the yard at that property as it was very unkept. DRC did pick up some of the branches, but it is still unruly and needs attention. There is a madrona tree in that area that in Commissioner Hunt's opinion, needs to go as it is raising the sidewalk which is creating a tripping hazard. Commissioner Hunt said that maybe the Port should do a complete Spring cleanup for all Port properties and then tell the tenants that this is how the property is expected to remain; otherwise, the Port will hire a landscaper and charge the tenant.

Commissioner Scholfield suggested Commissioner Hunt make contact with the tenants. He explained that the DRC has been a problem in the past. It seems they may have some of their clients do some of the cleanup in exchange for facilitation fees. Commissioner Hunt said that there is also fencing in that area that is partially falling down and other areas are busted and rusty. Behind the 3295 Lowell property there is a pile of solar lights that look like they were just left there as well as piles of leaves. Commissioner Scholfield asked Commissioner Hunt to go ahead and make contact with the tenants. Since it is within the leases that the tenants maintain the landscaping, if they don't then maybe the Port could get an estimate from Ken Storm, the landscaper of the 3215 Lowell property, and inform the tenants they will need to reimburse the Port for the costs. Commissioner Scholfield said that the last time there was a major landscaping overhaul of the Port properties MTV Home Repairs conducted it and it cost the Port \$10,000. Commissioner Scholfield said that in regards to the porch on the brick building the front waterside porch was an add-on. What the Port intends to do and the amount to spend would need to be decided upon. Commissioner Hunt said that doing nothing is unacceptable. Commissioner Scholfield explained that at this point the buildings are basically space holders until it is decided what to do with that area, unless the Commissioners want to have them demoed. It was agreed that the next paving project between 3215 and 3255 Lowell will alleviate the potholes on that side of the road. Commissioner Hunt asked if the dumpster can at least be moved to the side of the garage instead of directly in the front there. Commissioner Scholfield explained that there are low hanging wires in that area, so no it can't because Waste Management won't be able to service it. Mr. Knapp said that from what he is hearing a lot of these little things are not being done in anticipation of a bigger

project, similar to the thoughts about the parking lot. He said that he realizes Ceccanti is using the parking lot, but the parking lot looks and has looked bad. The Port hasn't repainted the curbs and has not sealed the cracks apparently because there is another bigger project in the works. Commissioner Scholfield said that the vehicle-only lot at the corner of Byron and Washington was resurfaced with an overlay of asphalt and every two years after that has been seal coated. The problem with the boat launch vehicle/boat trailer lot is that the salt water eats through the newly required environmentally friendly sealcoat, which barely lasts two years. Commissioner Scholfield said that the Port needs to apply for a grant, during the next grant cycle, that includes removal of the asphalt at the boat launch lot and installation of a six-to-eight-inch layer of concrete. Mr. Knapp said that there is probably a quarter inch of rubber on that asphalt now from the burning of tires these past few nights ever since the derelict boat was removed. Mr. Knapp added that with regard to the bathrooms, since the boaters hardly use them in the winter maybe they should be closed and have sani-cans available for the public. The costs paid to keep the restrooms cleaned during the winter would pay for the sani-cans. Commissioner Scholfield said that once boating season is back in full swing, the people that are used to parking down in that area are not going to be happy. He said that the three Commissioners might need to be on a schedule to monitor the situation at the parking lot. Commissioner Hunt asked if there had been a resolution determined for the restroom floors. Commissioner Scholfield said that we can look at acid washing them and adding another sealant. He asked Lee how much he would anticipate it to cost. Lee said that the costs for the resin coating has doubled to about \$132 per gallon. Lee estimated the time to be about three days. Commissioner Scholfield said that in his experience at the



peewee field, about two years ago it cost \$1,000 per restroom. Commissioner Hunt said that he would do some research for coatings. Mr. Knapp asked if it might be wise to hire someone that specializes in that work so it comes with a warranty. Commissioner Scholfield said that there haven't been any issues with it thus far and nothing can be done until the ground temperature is up to at least fifty degrees. Mr. Knapp said that he just knows that the floor coatings can look good at first then quickly go bad. Commissioner Hunt asked about removing the madrona tree down by 9004 and 9020 Washington. Commissioner Scholfield said that he went down there and couldn't find any sidewalks raising the tree is at least ten feet away from any drains and since the roots of madrona trees grow straight down, he doesn't see it as an issue. He said it could be cleaned up a bit with the removal of some of the lower branches. He added that it could always be removed costing anywhere from \$1,000 to \$1,500. Commissioner Hunt said that he also saw a couple of orange traffic cones sitting on the deck of 9020 Washington. Commissioner Scholfield said that if Commissioners Hunt wants to talk to the tenant about it, feel free. Commissioner Scholfield said that the maximum wattage for the restroom lights is being used. The status of the Port shop cleanup was discussed. Lee said that they have started a small trash pile in the center of the floor in the shop consisting of items that they thought could be thrown out, but are awaiting the okay from the Port. He said that years ago Harry Knapp and Tim placed a pinball machine in the Port's shop. It has since been uncovered and determined to be unsalvageable. Tim and Lee plan to remove it. They plan to stack all of the black floating tubs on the side of the Port office building in the staging area lot. This will free up a lot of space in the shop. Lee said that the shop cleanup is coming along slowly, but they are picking away at it. Commissioner Scholfield said that in the northeast corner

outside of the Port office building there were many items left there when CIR removed the rowing shells. He has cleaned up those items. He told Lee that the big scoop that is used to dredge under the boat launch could be moved to a pallet and placed in the staging area lot. Commissioner Scholfield said that he will order the privacy strips to add to the fence on the north end of the staging area lot. Commissioner Hunt agreed that was a good idea. Lee said that he will work on getting the scope moved. Commissioner Reese suggested the Commissioners take a look at the pile of trash tomorrow when stopping by the Port office to sign documents. Lee explained that it isn't a large pile just a few things at this point.

e. Port office – the lease has expired as of December 31, 2020. Phil said that he talked to the landlord, Kerri Simons-Morkert, and she too was surprised that it was already expired. Ms. Simons-Morkert plans to contact their agent about preparing a new lease. She said that it may be a shorter lease as they may consider selling the property in the next two to three years. She said that when they do decide the sell it will be for the Port office building and the adjacent office building. Commissioner Hunt said that within that time the Port needs to consider moving. Mr. Knapp said that maybe the new Port office could be included in the new waterfront activities center building. Commissioner Reese said that the Port is considering that. Commissioner Scholfield said either that or the Port may want to consider purchasing the entire Simons Family complex. Commissioner Hunt said that it will be interesting to see what Patano comes up with for the waterfront center, which will help direct the Port's future.

There had been discussion about the Port office not being sufficient to house a larger crowd and it is thought once the Port starts meeting in person, there will be more public

attending meetings than in the past. Commissioner Hunt had proposed the idea of taking out the counter that separates the meeting room space. This would allow for the Commissioners' table to be in that area, leaving the rest available for public seating. Commissioner Scholfield cautioned doing anything with the counter area as the two columns are load bearing. It was explained that it was thought the two columns would remain, just remove the counter or even just lower the counter. Commissioner Reese said that there is no action to take on this at this time, but if we do run into the problem of not having enough space we can look into this further. Phil said that the Port can always work with the Central Kitsap School District to use the Jenne-Wright building, if needed. Commissioner Scholfield said that there is also always the Central Kitsap Fire and Rescue meeting space up off of Newberry Hill.

A message to the State Auditor's Help Desk was sent asking if it is okay to donate unused equipment to Good Will. This was an erroneous question as it will not be a donation but rather dropping the items off at Good Will's e-cycle program. The response from the State Auditor's office was that the Port consider RCW 53.08.090 requirements related to disposal of property. *It was agreed to dispose of any unusable Port office equipment and/or material* (motion by Hunt; second by Scholfield; unanimous).

#### 5.6. Port Properties

a. Reduction in Rent – *It was agreed to offer a twenty-five percent rent reduction for April to tenants that qualify* (motion by Scholfield; second by Hunt; unanimous).

b. 3421 Byron/Bilingue – Lee had provided photos of an additional roof repair. He said that he hasn't heard anything from the tenant that it is leaking. Commissioner Scholfield said that he will install some more

new ceiling tiles, which make it easy to see if there is a leak.

c. 3423 Byron/Old Town Massage – the back deck is being replaced as it was rotting. Lee reported that the materials have been ordered and it will be repaired this weekend. Commissioner Scholfield said that the tenant has asked that the repair start after noon on Saturday as she has clients up until then. Lee took note.

d. 3425 Byron/Kitsap Art – Lee reported that it was determined that the leak was coming from the window and TIKAR plans to make the repair during the dryer weather.

e. 3332 Lowell/Monarch – Lee reported that new decking will be installed on the back porch as it is rotting. The material is being delivered tomorrow along with the 3423 Byron Street material.

f. 3215 Lowell Suite 161/191/Bob Guardino – decided to move from suite 161 to 191, but plans to keep the suite number 161. So, suites 161 and 191 are switched. Mr. Guardino entered the new lease effective April 1<sup>st</sup>, but has already moved into the unit. He did clean and prep the space prior to moving in and left his old suite ready to rent. *It was agreed to waive Bob Guardino's March portion of the rent for the new Suite 161 in exchange for the work that he performed on the unit prior to moving into it* (motion by Scholfield; second by Hunt; unanimous).

g. Paving the area between 3215 and 3255 Lowell Street was discussed. Lee said that he had sent an email to the Port office this afternoon. It had not been received in time to be added to the Agenda Packet. Lee was able to share the screen and provided a diagram of the area that will be paved. It included the parking area in front of the 3215 Lowell

property. He explained that the entire area is under 5,000 square foot. He was told by County personnel that due to the zoning this is a critical drainage area, but he went to verify that on the County's website and it doesn't state it is within the critical drainage area. He then read through all of the permit documents and he questions if the County personnel that told him about the zoning was correct. He plans to next contact the Storm Water Management Division to discuss the required permits. Commissioner Scholfield said that years ago the area had a special designation since it was the Port's development area. Phil wasn't sure about that, but said that due to the requirements of the first paving project since it was over 5,000 square feet, it was decided to scale it back. Lee said that since this is a different address it shouldn't be an issue. Lee said that his next step is to talk to the Storm Water Division to determine the permit requirements and if the services of a civil engineer will be necessary.

5.7. Small Claims – Phil plans to send Mr. Gotschall an email explaining that if the outstanding \$2,183.00 is not paid to the Port the judgment will be filed in Superior Court and will become a lien against any real property he may own.

5.8. Boats anchored in Dyes Inlet –The black sailboat remains anchored out in Dyes Inlet and outside of the Port's Department of Natural Resources (DNR) leased area. The derelict vessel (WN3254NN) was disposed of by Ceccanti and TIKAR on March 10<sup>th</sup>. Lee reported that several items were removed from underneath the water at the moorage facility that were from the derelict. He said that if anyone noticed any oil when/where the boat sank it was coming from a tarp that had oil on it and was under the water. It was one of the items that was removed.

5.9. Breaking Waves – there was no response to the letter that was mailed on February 11, 2021. Commissioner Scholfield suggested "No Parking After Sunset" notices be placed on cars parked in the vehicle only lot. Commissioner Reese said that there are a lot of people parking in the Port lot because they don't have adequate parking at their businesses.

Commissioner Scholfield explained that there isn't a curb in front of the 3421/3423/3425 Byron Street properties and doesn't think it is in the Bayshore/Washington/Byron Street project to install one. He asked if anyone had an objection with him discussing the possibility of installing a curb/sidewalk in that area. Commissioner Hunt said that it would actually be easier for people to walk in that area. Commissioner Scholfield will talk to the County employee, Terrell, who is involved with the project, about possibly including a curb/sidewalk in that area.

5.10. Silverdale Chamber Destination Guide article is due March 24<sup>th</sup>. There wasn't much changed with the article as it provided the Port's history to date. Phil shared the screen and provided nice bright pictures of the Port area. He explained that the pictures that were last used were more of historical value and didn't really create a draw to the area. It was agreed these new pictures would be good and will be provided to the Chamber to use with the article.

## **6. TABLED ITEMS**

- 6.1. Port Facilities
  - a. Department of Natural Resources (DNR)
  - b. Benches
- 6.2. Benefits

## **7. NEW BUSINESS**

- 7.1. 2021 Meeting Schedule – *Resolution 2021-02 Establishing the 2021 Regular meeting*

*Schedule was adopted* (motion by Scholfield; second by Hunt; unanimous).

7.2. Kitsap All Ports Meeting is normally held on the last Monday of each quarter, so the next meeting would be held on April 26<sup>th</sup>. Last quarter the Port of Silverdale hosted the meeting via ZOOM and asked Port of Brownsville Commissioner Jack Bailey to chair the meeting. Commissioner Scholfield said that he could host the meeting with the Port's ZOOM account. Everyone agreed.

7.3. Public Disclosure Commission (PDC) – Commissioners were reminded to file by April 15<sup>th</sup>.

7.4. Commissioner District #2 (Hunt) and District #3 (Scholfield) will be on the November ballot. Filing week is May 17<sup>th</sup> through the 21<sup>st</sup>.

**8. SAFETY/SECURITY**

8.1. Safe Security supervisor, Jason, asked if the Port is planning to continue with the Port Host position this season. It was agreed that the Port Host position has proved to be helpful in the past and should be continued. Commissioner Scholfield said that he will get with Jason to lay out some of the ground rules as he wants to make sure that the Port host is walking around the area not just sitting in his/her car. It was agreed that the Port host should be proactive rather than reactive.

Commissioner Scholfield said that the board on the life jacket loaner station in the boat launch parking area keeps falling off. Commissioner Hunt said that it is the first thing people getting off a boat would notice. The minutes will be reviewed to determine who installed the station.

**9. PUBLIC INPUT**

Ms. Larson said that even though Whaling

Days is moving forward the parade and 5K run are on hold. Every other Thursday at 10:00AM Ms. Larson and former Port Commissioner Henry Aus attend the County's Bayshore/Washington/Byron Street project meetings.

Phil explained that if values of real property are being discussed for possible acquisition it needs to be done in Executive Session. Phil said that he plans to send out Request for Qualifications (RFQ) to appraisers. Molly Foster from the County provided Phil with the County's list, which is also the State's list and those on the list will receive the RFQ. It is not necessary to place an ad in the newspaper. It was agreed the Port needs to hire a commercial appraiser.

**10. EXECUTIVE SESSION**

None

**11. ADJOURN**

*At 8:25PM the meeting adjourned* (motion by Scholfield; second by Hunt; unanimous).

Approved:



\_\_\_\_\_  
Commissioner



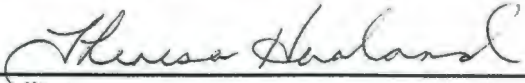
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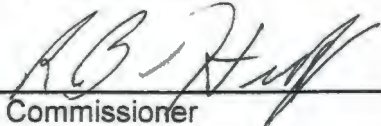
## VOUCHER APPROVAL


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

\$37,595.98 and from the General Fund, this 18th day of March, 2021.

  
Auditor

  
Port Commissioner

  
Port Commissioner

  
Port Commissioner

Number	Name	Amount
12674	VOID	\$0.00
12675	VOID	\$0.00
12676	VOID	\$0.00
12677	VOID	\$0.00
12678	VOID	\$0.00
12679	VOID	\$0.00
12680	CALEB A. REESE	\$353.87
12681	ED SCHOLFIELD	\$541.22
12682	RANDOLPH B. HUNT	\$235.91
12683	THERESA R. HAALAND	\$3,850.00
12684	LOWE'S	\$103.73
12685	WAVE BROADBAND	\$165.04
12686	CASCADE NATURAL GAS	\$227.34
12687	CRYSTAL SPRINGS	\$4.35
12688	KITSAP COUNTY PUBLIC WORKS	\$500.04
12689	PUGET SOUND ENERGY	\$716.66
12690	WASTE MANAGEMENT - BREM AIR DISPOSAL	\$158.62
12691	VERIZON WIRELESS	\$60.51
12692	WAVE BROADBAND.	\$112.15
12693	VISA	\$3,765.95
12694	KITSAP COUNTY PUBLIC WORKS.	\$1,725.00
12695	KEN STORM	\$850.00
12696	TERI ORR	\$200.00
12697	SIMONS FAMILY LIMITED PARTNERSHIP	\$3,163.84
12698	HIS HANDS LAWN CARE & SERVICES	\$1,005.88
12699	SAFE SECURITY	\$6,506.00
12700	TIKAR SERVICE, LLC	\$10,747.18
12701	ED SCHOLFIELD -	\$127.69
12702	PHIL BEST, ATTORNEY	\$2,475.00