

Port of Silverdale

Minutes of Regular Meeting

May 20, 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 6:01 PM. Also in attendance were Commissioner Ed Scholfield; Attorney Phil Best; Administrator, Theresa Haaland; Lee Knapp of TIKAR Services; Bridget Burke of Clam Island Rowing (CIR); John Bouck, Julie Jablonski and Greg Jacobs of Kitsap Sailing Foundation (KSF); Andrew Thorsen of Art Anderson Associates (AAA); Erik Barr of Patano Studio Architecture (PSA); Hank Anderson; Henry Aus; Monica Downen; Randy and Marvel Hunt; Doug Kitchens; Scott Kitchens; Jim Knapp; and Carla Larson.

2. CONSENT AGENDA

It was agreed to approve the following Consent Agenda items as submitted: May Meeting Agenda; April 15, 2021 Regular Meeting minutes; April 26, 2021 Kitsap All Ports Meeting minutes; Authorization for Electronic Transfer of Payroll Taxes #2021-05 to the U.S. Treasury in the amount of \$2,915.12; and the May 20, 2021 Voucher Approval for checks numbering 12731 through 12751 totaling \$28,793.51, which is attached to these minutes (motion by Scholfield; second by Reese; unanimous).

3. SIGNING OF DOCUMENTS – Both Commissioners agreed to stop by the Port office individually tomorrow to sign documents.

4. COMMISSIONER VACANCY

The vacancy and invitation for those interested, who live within the district 2 boundaries, was advertised on B-KAT, announced at several Central Kitsap Community Council (CKCC) meetings, posted on the Port office door, and discussed during the April Port meeting. The deadline to receive the application was last Friday, May 14th. There was one applicant, Doug Kitchens. Commissioner Reese asked Mr. Kitchens what made him want to run for Commissioner. Mr. Kitchens said that he has lived in the area for twenty-five years and is interested in the community and seeing it grow. He has fifteen years of experience with commercial leases and thought that could be useful to the Port. He said that he basically just wants to help out, if he can. Commissioner Scholfield said that he talked with Mr. Kitchens at length within the last two weeks. Phil explained that the Commissioners are entitled to enter into Executive Session to further discuss whether or not to make the appointment. Commissioners Reese and Scholfield agreed that going into Executive Session would not be necessary.

5. EXECUTIVE SESSION - unnecessary

6. ANNOUNCEMENT OF APPOINTMENT

It was agreed to appoint Douglas G. Kitchens to fill the vacancy of Port of Silverdale Commissioner, District 2 (motion by Scholfield; second by Reese; unanimous).

7. ADMINISTRATION OF THE OATH OF OFFICE – Phil Best administered the Oath of Office.

8. UNFINISHED BUSINESS

8.1. Waterfront Center Predesign Project/Pump

Station #3 – Erik Barr a Senior Associate with PSA reported that they have started the concept design phase and are meeting weekly with the County to discuss the coordination of the design teams, as the County has hired its own architectural firm. Mr. Barr said that they are figuring out how to work together without overlapping and that he sent Phil a proposal outlining a strategy for doing it. He explained that the pumpstation rebuild will require an engineer of record as well as an architect of record, which is generally good but a bit challenging when using two competing architectural teams. Mr. Barr asked Phil if he had shared the strategy with the County. Phil said that he had mentioned it to someone with the County, unofficially, and they didn't seem to have a problem with it. It is proposed that the County's team design the pump station building as a simple building with concrete walls and a simple roof to obtain a building permit, and advertise for construction of pump station 3. PSA would coordinate with the County's team during the design process for the Port's portion of the future structure. Phil explained that the County building will basically be very bare bones possibly without any façade, but the Port and the County would be in agreement ahead of time of the placement and size of the building on Port property. The County will end up with an easement on that property for utilities and the pump station building itself. This building will be added to the Port's larger building that will ultimately envelope the County's pump station 3 building. Phil explained that the Port and the County have already entered into an interlocal agreement, but now these weekly meetings are

getting into the details and will require an addendum to the original agreement. Once the dimensions and location of the County's pumpstation are known and agreed upon, then the addendum will be created. Mr. Barr reiterated that the goal is to allow Kitsap County to build a pumpstation in the location agreed upon by both parties. Phil said that the County's architect was discussing access for repairs and maintenance from the Port's parking lot. They were asked to refigure that to have the access from Washington Avenue instead, so that it doesn't affect the Port's parking lot. Mr. Barr said that there has been discussion about possibly moving the wet well to the west side of the structure, but they need to have access to the large machines, so they are now looking at placing the wet well on the south side or the east side instead. The County's design team has been asked to look at a horizontal valve structure instead of just vertical. This is sure to extend things out a couple weeks allowing them time to explore that. Monica Downen alerted that there is a comment in the ZOOM comment section that basically stated that the pump station needs to be moved off of the waterfront altogether. It was explained that the Port's vehicle/boat trailer overflow lot was partially paid for with a grant and so there are restrictions. Commissioner Reese said that they can be moved around, but have to maintain the spaces or possibly purchase them back, but that would be a lot of money. Commissioner Scholfield asked that a revision be added to the agreement that if the County were to decide to remove or move the pumpstation from the joint-use facility sometime in the future, that they would be required to return the Port's property to its current condition. Carla

Larson asked Mr. Barr if the scheduled stakeholders meeting is taking place tomorrow at 9:00AM as planned. Mr. Barr said that he has a meeting, but it's with another client. He said the meeting was moved to 4:00PM next Thursday. Ms. Larson was not informed and asked that she be included in all of the emails. She is representing "events" as a stakeholder. It was suggested that Mark Hughes of the CKCC be included in the stakeholders meeting. Phil will provide Mr. Barr with Mr. Hughes email. Greg Jacobs said that we have been through this for many years now and to say that the pump station has to be where it is located, is not right. He agreed that moving the parking spaces is a very viable way to go and urged the Commissioners not to limit the possibilities by not thinking widely enough. He had suggested years ago that the pump station be placed in the grassy null behind the County restrooms. He said that it seems even more important to keep it on County property as the footprint seems to be growing. The null at the County park is owned by the County and it wouldn't obstruct any waterfront view with good access to the end of Washington Avenue. Mr. Jacobs said that he would be willing to work to explore this avenue. He asked to also be included in the stakeholders' meetings and any other meetings related to the project. He explained that he is and has been part of the Sailing Program for many years and his wife is associated with Rowing Program. Commissioner Reese explained that moving the pumpstation from where it sits was ultimately up to the County. It has been an effort to get them to this point. Mr. Jacobs said that he doesn't see how they will be able to get it permitted, since it is so close to the water. Phil said that Mr. Jacobs has a point. It goes

against the County's own Shoreline Master Plan as industrial construction is not allowed in areas near the water, so they are, no doubt, relying on their grandfathering for the use.

John Malek of Leon Environmental, LLC called the Port office today and explained that they are still in need of additional information regarding the hydrocarbon soil remediation at the Waterfront Park beyond the September 16, 1993 report prepared by Applied Geotechnology, Inc that Phil had already supplied to them. He mentioned that the Port may want to consider contacting the Washington State Department of Ecology concerning any historic records about the remediation. Commissioner Scholfield was asked if he recalled a report that outlined the process and cap on the contamination. Commissioner Scholfield said that he didn't read a report about it, but rather recalls discussions with former Commissioner Harry Knapp about the process that was taken to resolve the issue. Mr. Barr said that between the County's team and Patano some additional documentation was discovered through the Washington State archives, but nothing regarding the clay cap and/or the delineation of that area. They know something has been done, but trying to find out the details. Port staff will continue looking through the old files and Mr. Barr said that they too will continue their efforts. Julie Jablonski suggested the Kitsap Sun be contacted as they might have some archived articles about the situation. Commissioner Reese explained that the necessary information should be found within the designs and permit information related to that area. Bridget Burke said that she is aware that the vehicle/boat trailer parking area is

“sacred” ground and the Port can not use it, but questioned if anyone has actually talked to the Recreation Conservation Office (RCO) about the possibility of a variance or property swap – relocating some of the stalls to another suitable area. Commissioner Reese explained that the parking can be moved around, but we would need to come up with an adequate area for that. Ms. Jablonski said that it seems like it would be worth the effort because freeing up the area would maximize the possibilities for the scope of the design. Commissioner Scholfield explained that if it were decided to use the area without the ability to relocate the parking stalls, the Port would be required to pay the RCO the current value of that property, which he estimated to be anywhere from \$75,000 to \$100,000 per parking stall. The Port paid \$225,000 for approximately twenty parking stalls in the early 80’s. Phil explained that the original purchase of that property included more than just the parking area and also there was a swap of property between the County and the Port. Commissioner Scholfield said that a federal grant was included in that transaction and the County failed to follow through on the grant requirements and were later forced to mitigate, which they did in South Kitsap. Mr. Barr confirmed with Commissioner Scholfield that a portion of the vehicle/boat trailer overflow lot can be swapped.

Commissioner Kitchens asked if there was a proximity requirement of the vehicle/boat trailer stalls to the boat ramp. It was unknown if there is an actual requirement, but Commissioner Reese said that from his experience in launching boats, if the parking isn’t fairly close it creates a backup at the launch. Phil said that the parking stalls that are being discussed are the farthest from the boat launch at the far end

of the vehicle/boat trailer overflow lot. These stalls are very seldom used. Mr. Barr thanked everyone for the information.

8.2. Grants – Phil explained from what he has heard from Kathleen Byrne-Barrantes, the Port’s grant writer, the Port will receive both the Aquatic Lands Enhancement Account (ALEA) grant and the Boating Facilities Program (BFP) grant.

Phil said that Art Anderson Associates (AAA) is working on two different items. One is the feasibility of moving the marina out to deeper water and the other is designing the non-motorized boat float, the gangway to it and an extension on the far finger pier. Phil explained that Brad Ginn of AAA suggested to postpone the finger pier extension because if the facility were to be moved in the somewhat near future it would be considered a redesign, which would create a problem. The scope of work for the non-motorized float design was reviewed. *It was agreed to accept Art Anderson Associates’ Non-Motorized Float Design scope-of-work dated May 17, 2021* (motion by Scholfield; second by Reese; Kitchens abstained; passed).

Commissioner Kitchens explained that he abstained not because he was against the scope-of-work, but that at this point he just didn’t know enough about it to comfortably vote in favor of it. Commissioner Reese said that he read under “inclusions” within the scope-of-work that AAA plans to meet with the stakeholders to determine wants and needs of the users of the float and invite them to participate in the design review process. Phil said that was important and used Bainbridge Island as an example as they have a float that can not be used by the rowers because of the

design. Communication with the user groups is key. Ms. Jablonski confirmed that this step was just to hire the architect.

Phil reported that August 6th is the date the trial will be set for SoundAction's appeal. Thurston County Superior Court hears all of the State's appeal cases and there is a backlog

Lee reported that the Boat Ramp Access Repair project will include removing a 42' by 156' long section of the current asphalt from the boat ramp to the oil separator and replace it with an eight-inch-thick slab with two sets of rebar, requiring 20,000 feet of rebar, 160 yards of concrete and removing 160 yards of asphalt and soils. He estimated the costs to be anywhere between \$120,000 to \$150,000. He explained that he will write up the specs if the Commissioners want him to move forward with it. Jim Knapp said that was a lot of rebar for an eight-inch slab. He asked where Lee received that information. Lee explained that with TIKAR's experience in working in and around salt water that is what they have seen. Commissioner Reese asked Commissioner Scholfield if this is ready to send out for bid or were we just looking for the rough estimate at this point. Commissioner Scholfield said that the rough estimate is adequate, but will need drawings so that we can pursue this project on the next grant cycle in November. Lee was tasked with creating a general site design for review at the next meeting.

8.3. Moving the moorage facility to deeper water - Phil explained that he signed AAA's Marina Relocation Alternative Analysis scope-of-work that was approved at last month's meeting.

8.4. County's Bayshore/Washington/Byron Street project – It was questioned if replacing the tree that was erroneously removed by the County's contractor, Ceccanti, should be addressed after the construction in the area is complete. Phil suggested that instead of making it an adversarial item with the County maybe the Port and the County can jointly plant a replacement tree. Commissioner Scholfield asked if Phil talked to the County about the tree. Phil said that he hadn't, but really didn't think it was going to be a problem.

Ceccanti has reduced the fence in the Port's vehicle/boat trailer lot, but not yet limited to just the three far parking stalls. Commissioner Scholfield said that it will probably be another month before they can reduce the fence to three stalls because they don't have access to the Monroe property where they stage the majority of their material and equipment. Commissioner Reese said that the agreement that Ceccanti signed with the Port is that they would be completely out of the Port's overflow lot and have the parking lots striped and resealed by April 30th. We are now way past that date.

Commissioner Scholfield reported that Ceccanti is on schedule to have Byron Street completed by the end of this month.

8.5. Port Programs

a. Sailing – Commissioner Reese summarized an email provided by John Bouck dated May 18, 2021, which outlined Kitsap Sailing Foundation's (KSF) events. The regatta was held on May 15th and was a successful event. They are holding instructor training on May 22nd and 23rd. Summer sailing registrations are now open and are already

about one-third full. The Summer classes will be held weekly for four weeks beginning June 21st. Open sailing for students began this Wednesday and will run weekly for a month. Adult sailing is on hold at this point as the focus remains on youth sailing and keeping the competition boats on the dock. KSF hopes to accommodate adult sailing over the summer. Several dolly wheels have been upgraded and/or fixed and the bottom of the Gerry 19 has been painted with ablative paint to be able to safely leave it in the water during the summer. They are looking to acquire canvas covers for some of the boats to better limit exposure to the elements. The power boats seem to be in good mechanical repair since the tilt switch has been repaired; although, both boats could use significant cosmetic work.

b. Rowing – Bridget Burke reported that the one chase boat that had not been winterized is headed to Aquatech. The boat itself at one point was missing the dashboard and needed a lot of interior work, it has all since been repaired. All of the wood was taken off, sanded, varnished and replaced. Ms. Burke said that it was good to see a lot of people on the water during the regatta. CIR is taking the high school rowers to a regatta in Vancouver this coming weekend. She will report next month on how they did at regionals. They are planning a summer camp, but have not yet pinpointed the dates. The middle of June they plan to start using the bigger rowing shells, instead of just the singles. Ms. Burke asked if they can use the outdoor kitchen/tiki bar area at the pub. She said that they don't use it at the moment because it is blocked off. Commissioner Scholfield said that they could use the space, they would just need to remove the tiki bar and whatever other material is in that area on the side of the building. Ms. Burke explained that she would want to replace some of the torn-up overhang. This will provide CIR with an additional four feet of covered area. She thanked the Commissioners and said that

she hoped it to be completed within the next month or two.

Monica Downen asked that if anything is touched over in the area near or around the pub that pest mitigation be completed before, during and after. Ms. Burke asked Ms. Downen if she though rats were coming from the pub. Ms. Downen said that she thought the whole structure was probably held up by bird and rat feces. Commissioner Scholfield assured that he has rat feeders in that area and they have remained in-tact for the past few weeks. He asked Ms. Burke if the cats are still residing in the pub. Ms. Burke said no that they were rehomed last year.

c. Number equipment – Commissioner Scholfield said that he needs to print out additional waterproof labels.

8.6. Facilities

a. Closure – Kitsap County remains in Phase 3 of the State's Safe Start Reopening. A State-wide reopening is scheduled for June 30th. It was questioned if the non-boating public will be allowed on the pier and floating moorage facility at that time. Commissioner Reese said that we will have to wait until it is closer to that date. A decision will probably be made at the June meeting. Commissioner Scholfield said that at this point the Port has no way to trace individuals using the facility; other than boaters who complete the moorage fee envelopes.

b. Preventative maintenance/facility cleanup – nothing to report about the shop cleanup. Commissioner Scholfield said that he hasn't found the privacy strips for the chain link fence. The signage was installed on the life jacket loaner station.

c. Restroom overhaul – an estimate dated April 28th, 2021 from Sabelhaus West for an epoxy decorative flake floor with cove base

was reviewed. The total for the flooring came to \$12,659 with an additional \$4,439 for the cove base. Commissioner Scholfield said that he looked at the walls and thinks that the graffiti just needs to be removed and the doors and trim be repainted the dark green and that the doors and trim at the Port's showers and laundry also need to be repainted. Mr. Knapp asked what kind of warranty comes with the Sabelhaus quote. Commissioner Reese responded that it comes with a one-year warranty, but it states that the material will hold up for ten years. Mr. Knapp said that he has some experience with Sabelhaus' work and they do a pretty good job. He asked if the Port has reached out to any other contractors to determine if the Sabelhaus estimate is fair. It was explained that the estimate was something former Commissioner Hunt was working on and recently provided to the Port for discussion. Phil suggested the information on the bid be used to get additional bids. Commissioner Scholfield said that the nicer the restrooms look, the more people are going to want to live in there. Commissioner Reese said that in talking with Tim he was told that the restrooms haven't been redone in over fifteen years. Mr. Knapp said that it would be worth the money to do it right and proper now, and hopefully extend the life an additional fifteen years. Commissioner Scholfield said that the current sealant should be totally stripped, pressure wash the floors and apply lacquer thinner. He said that graffiti will not be easily removed, if at all, from a two-part epoxy. TIKAR had provided a verbal estimate to repaint the interiors of all four of the restrooms walls and doors as well as strip, stain and reseal the flooring in each restroom for around \$10,000. Lee explained that this is just a general estimate that would be completed on a time and material basis. Mr. Knapp asked what TIKAR's warranty would be on this upgrade. Lee explained that the warranty would be equal to that of the products used. Commissioner Reese said that something

needs to be decided upon for the restrooms and he thought Commissioner Kitchens should have time to take a look at them. It was thought that a Special "walk about" meeting should be called, so that all three Commissioners can walk all the Port properties and discuss maintenance including the restroom overhaul, similar to what was conducted with former Commissioner Hunt. Commissioners Scholfield and Kitchens agreed. Commissioner Reese said that he had planned on discussing a Special meeting under New Business. It was explained that the public is more than welcome to attend the Special meeting. Phil reminded everyone that the Port has a limited public works process for up to \$35,000 where three contractors from the Small Works Roster are contacted via a Request for Proposal (RFP) to bid on a particular job. It was questioned if the restroom overhaul could be included in a grant application. It was decided to further discuss under New Business.

d. Port office – Phil explained that the Simons Family Trust has agreed to the \$100 monthly charge for the lot on the eastside of the Port office instead of the nearly \$300 a month they had first proposed. They also agreed for Phil to prepare the lease agreement, which he will be working on.

8.7. Port Properties

a. Reduction in Rent – There was discussion about continuing the reduction in rent. Commissioner Kitchens said that for commercial leases it is required to provide a 30-day notice before increasing rent. It was explained that this is actually for a reduction in rent. Phil suggested to look at this through the eyes of the State Auditor as related to the Center for Disease Control guidelines. Apparently, the State will open up for business-as-usual beginning June 30th. *It was agreed to offer a twenty-five percent rent reduction for June to tenants that qualify* (motion Reese; second

Kitchens; passed – Commissioner Scholfield was not available for the vote). Tenants will be informed that this will be the last reduction in rent as July rent due will be at 100%.

b. Paint prep of properties – Lee reported that the paint prep is scheduled to begin mid-June.

c. Painting – Port-owned properties will need to go out for bid, but not until after the paint prep is complete.

d. 3425 Byron/Kitsap Art – the tenant had asked that the building be repainted grey and more importantly that the burgundy border be changed to white. It was questioned if the border should just be repainted instead of the entire building. This will be viewed during the walk about Special meeting. Lee reported that the stairs are scheduled to be fixed on May 28th.

e. 3330 Lowell/Sugar Studios reported a leaky sink. Lee explained that the stem on the handwashing sink was leaking a bit and they have since ordered a new gasket. It is not leaking onto the floor but rather into the sink.

g. 3255 Lowell/Central Valley Child Care had a COVID19 exposure in their center and had to close for fourteen days. They reopened on May 3rd. They were offered the reduction in rent, but did not need to take advantage of it.

h. 3215 Lowell/Brick Building – Lee explained that the loose brick on the water-side of the building is on the paint-prep schedule. Commissioner Reese said that there is also a pipe on the southwest corner of the building that needs to be repaired.

i. Paving – there had been discussion about having that area of the alley, between the 3255 and 3215 Lowell Street properties

that are owned by the Port, vacated by the County. Phil explained that the County may be reluctant to do this because there are also non-Port owned properties adjacent to the alley.

j. Madrona tree at 9004 Washington. Commissioner Scholfield said that he has attempted to call J and J Tree Service and has left a message. He had since asked Tim and Lee how much they would charge to remove the tree. Lee guessed it would cost \$1,250. He said it might be cheaper for the Port to get a tree service. Commissioner Scholfield said that another issue is that there is no place to drop anything with the water line now along the curb. Commissioner Scholfield said he will check with Emel's Tree Service.

8.8. Breaking Waves patrons continue to park in the Port's vehicle-only lot after hours. Commissioner Reese plans to reach out to Breaking Waves once the construction in the area is at a minimal.

8.9. Derelict WN3254NN – the Port is awaiting the final bill for disposal of the hazardous waste from TIKAR before submitting the reimbursement paperwork to the Washington State Department of Natural Resources. The reimbursement package is due in June. Lee said that besides emailing regularly, he has been calling Clean Earth daily for the last three and a half weeks. They answer maybe one in four calls. They are just not able to pick up the material in a timely manner. Lee explained that he is at a loss of how to move forward because he did sign the contract with Clean Earth. He thought at this point that maybe he should reach out to a locally based hazardous waste facility. Mr. Knapp said that you can take up to ten five-gallon buckets to the County's hazardous waste facility. It was questioned if that was only offered to residential customers. Since the Port is actually responsible for the waste until disposal, it would be considered commercial.

Mr. Knapp questioned how many gallons of gas are included in the waste. Lee reported that there are approximately eighty gallons of gas and another one hundred gallons of salt water. Mr. Knapp urged Lee to look it up on the County's website as it might be a somewhat easy alternative. Lee explained that they started with Kitsap County and were directed to Clean Earth as the County said that they would not accept that amount of volume of hazardous waste. Mr. Knapp said that they do accept up to ten five-gallon pourable containers at one time. Lee said that he will research to determine if the County will accept commercial waste. Commissioner Scholfield asked where the hazardous waste is now being held. Lee explained that it is at TIKAR's shop up on the hill off of Silverdale Way. Lee said that he figured less people would be able to mess with it up there. Phil said that there is reason to be concerned.

8.10 Black Sailboat is now gone. Commissioner Scholfield said that we need to keep after the yellow sailboat that is now moored at the facility.

8.11. Redistricting – the Kitsap County Auditor's office sent notice that the census data to support the redistricting will be available by August 16, 2021 at which time we should begin the redistricting of boundaries. Commissioner Reese said that there was talk at the April All Ports meeting about combining with some of the other Ports to contract out for the redistricting process, although Phil had volunteered to complete the redistricting for Silverdale. Phil explained that he has the process down pretty well, since this will be the third time he has completed it for the Port. Commissioner Scholfield said that he prefers Phil to do it. Phil said that once he receives all of the census tracts, he adds the data into an Excel spreadsheet, where he can then manipulate it for each district. Commissioner

Reese said that if Phil has the time and is willing to do it, then we should go with Phil.

9. TABLED ITEMS

9.1. Port Facilities

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

9.2. Benefits

10. NEW BUSINESS

10.1. Central Kitsap Fire and Rescue (CKFR)

was informed that they should not park the CKFR truck and trailer on the curbside of the boat launch parking lot during training sessions. CKFR's attorney Ken Bagwell contacted Phil with discussion of drawing up a Memorandum of Understanding (MOU) or Interlocal Agreement (IA) for CKFR's use of the area. Commissioner Reese said that an MOU or IA seems a bit excessive in his opinion. Phil agreed and said that he left a message for attorney Bagwell and followed it up with an email explaining that an MOU/IA seemed a bit overkill especially since Chief Oliver had stated in an email that he would ensure compliance with the requirement that the boat launch not be blocked except for genuine emergencies and where it is necessary. Phil also stated in the email that there are two lanes at the boat ramp for simultaneous use by two different boaters, so even in an emergency CKFR could probably limit their own access to one lane. With the easiest solution being to park emergency vehicles where the marked parking stalls are set out for vehicles with boat trailers and to call the Port office if that doesn't work for some reason. Phil hasn't yet received a reply from attorney Bagwell. Commissioner Scholfield said that if CKFR presses for an agreement it should include verbiage to the affect that CKFR will remain responsible for any vessel they pull onto Port property.

10.2. Tender-out fee – there had been discussion about the possibility of the Port beginning to charge a tender-out fee.

Commissioner Reese said that it might discourage derelict boat owners from tying up to the facility, if they know they will be charged. Commissioner Scholfield said that he will talk to other Ports about how they handle this or if they do charge such a fee. Mr. Knapp said that maybe it could be limited to so many days a week.

10.3. Providing draft meeting minutes to the public upon request. Recently the draft minutes were requested from an individual as he wanted to be up-to-date with the activities of the Port prior to attending the meeting. Commissioner Scholfield reminded everyone of the time when Kitsap All Ports meeting draft minutes were sent out prematurely and created issues for those that were misquoted. Phil said that the general rule is that a public meeting is just that a public meeting and are open to the public meetings act. The draft minutes should clearly state "UNAPPROVED DRAFT MINUTES" on them so that if there are errors, the reader is aware that they are not official final minutes and that they are subject to change. Carla Larson agreed that they should clearly state that they are not yet approved. Commissioner Kitchens questioned if they are actually minutes, prior to approval. Phil explained that the question is are they public documents prior to approval. Commissioner Scholfield suggested that this be brought up with the Attorney General for clarification as it seems that providing the public with the draft minutes prior to the Commissioners' review would be bad practice and could possibly cause problems for the Port. Commissioner Scholfield said that he reviewed the statutory law and he interpreted it to be that they are not to be provided prior to approval. Phil explained that Commissioner Scholfield was interpreting the word "draft" within the statute incorrectly. Phil checked with the Municipal Research and Services Center (MRSC) and was informed that they should be provided to the public upon request.

10.4. Budget vs. Actual report through April 30, 2021 was reviewed.

10.5. Cell phone – Commissioner Schofield has ordered a new cell phone as the previous phone stopped working.

It was decided to call a Special meeting for Wednesday, May 26, 2021 at 10:00AM meeting at the Port office and taking a "walk about" in the Old Town area to view and discuss Port properties and answer any questions newly appointed Commissioner Kitchens may have.

11. SAFETY/SECURITY

The Port Host is scheduled to begin Friday, May 28th from noon to 8:00PM weekends through Labor Day. Commissioner Scholfield is planning to meet with Jason, the Safe Security supervisor, and the guards that will be filling in as Port Host prior to their start on May 28th.

12. PUBLIC INPUT

Mr. Knapp asked what the Port bases bid amounts on when soliciting bids. How is it determined if a fair bid or estimate is received? Commissioner Reese said that the Port generally attempts to get multiple bids. Mr. Knapp suggested the Port consider joining the international RSMeans. It's easy to maneuver by just inputting the location and a general description of the work to be completed and it will break it down to what the going rate is for such a project. He said it's a great tool that he thought the Port would benefit from joining.

13. EXECUTIVE SESSION

None.

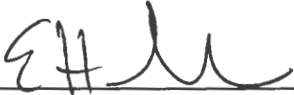
14. ADJOURN

At 8:01PM the meeting adjourned (motion by Scholfield; second by Kitchens; unanimous).

Approved:



Commissioner



Commissioner

Commissioner

