

**Draft minutes\* for**  
Quarterly Kitsap All Ports Meeting  
January 28, 2019

At 6:30PM the meeting was called to order by Port of Brownsville Commissioner Jack Bailey. Also in attendance were Lary Coppola representing the Port of Allyn; Matt Appleton representing the Port of Brownsville; James Aho, Jonathan Buesch and John Burton all representing the Port of Illahee; Greg Englin and Laura Gronnvoll representing the Port of Kingston; Robert Ballard, Daniel Fallstrom and James Strode all representing the Port of Manchester; Henry Aus, Ed Scholfield, Phil Best and Theresa Haaland all representing the Port of Silverdale; Jeff Reynolds representing the Port of Waterman and Brownsville boat owner Terry Asla.

Commissioner Bailey thanked everyone for attending. He proposed a change to the agenda allowing Mr. Coppola enough time to make a software presentation prior to the individual Port updates. There was also an addition to the agenda - Phil Best's discussion on Small Works, which was added after Mr. Coppola's presentation. Everyone agreed to the change and addition.

Introductions were made.

Everyone stood for the Pledge of Allegiance.

Public Comment – None

Mutual Interest Items

Mr. Copolla was having difficulty getting his computer connected to the internet. It was decided to have Phil begin his discussion about Small Works.

Phil provided handouts of Port Public Works Contracts Categories. Phil didn't attend the last All Ports meeting in October so he was surprised to see in the October minutes that he had been tasked with creating a generic small works policy. It reminded him of why his father said he always attended the school PTA meetings – to make sure he didn't get elected to be the PTA president. The handout included the laws pertaining to small works or public works and municipalities. Phil explained that Ports are considered municipalities under state law. There are two laws RCW 53.08.120(2) and RCW 39.04.155(3) related to

public works. Although they are in conflict with each other as one refers to contracts estimated under \$35,000 and the other refers to contracts estimated under \$40,000. Contracts under \$40,000 may be awarded without using the small works roster and/or calling for bids. Phil encouraged those Ports that do have a small works roster to continue using it and require contractors to fill out the application prior to letting out the bid, as there is a lot of necessary information on the application. Commissioner Bailey questioned the paragraph that outlined work under \$25,000 which stated it allowed the Port Commission Chairman to award without prior Commission approval if under \$25,000, subject to Commission ratification at the next scheduled Port Committee meeting. If the Commission Chairman approved a project and then it was not ratified at the next meeting that would be a concern. Phil explained that is in there for emergency-type situations so that work can be completed when time is of the essence. Phil provided the information to give everyone an overview of the small works process and offered to answer any questions.

#### Individual Port Updates

Port of Silverdale (<http://portofsilverdale.com>) – Commissioner Scholfield reported that there have been a couple more break-ins at the Old Town Pub. Tenants have entered into their 2019 leases. Contractors continue working on the necessary permit paperwork for the upcoming dredge project.

Port of Kingston (<http://portofkingston.org>) – Commissioner Gronnvoll introduced Kingston's new Executive Director, Greg Englin. Mr. Englin reported that marina rates have recently been adjusted and increased just over nine percent. Port staff hasn't heard any negativity about the increase from tenants. Out of sixty-five marinas Kingston's rates were one of the lowest, so even with the increase rates are generally lower than most. Monthly parking rates increased from \$85 to \$135 per month and there is still a substantial waitlist. Tenants are allowed one parking pass per moorage space rented, but there were a few that had received two parking passes and were not happy to find out that from now on they are only entitled to one pass. Washington State Ecology gave a clean bill of health for the passenger only ferry service.

Port of Waterman – Commissioner Reynolds reported that Commissioner Jack McCarn had an unexpected health issue and he is now recovering at the Washington Veteran's Home - Retsil. Commissioner McCarn has been the driving force of the Port of Waterman for many years. Commissioners Reynolds and

Moran are now playing catchup on items Commissioner McCarn handled. The Port of Brownsville helped anchor down and install picnic tables on the Waterman pier. Thompson Pile Driving will be working on the Stair Replacement Project. The contractor that constructed the pier submitted an estimate for a ridiculously high amount. Thompson's was then called and estimated the project to cost about a quarter of the amount the contractor quoted. Unfortunately, the permit has expired. It is hoped the project will be completed by the end of March. Thoughts go out to Commissioner McCarn for a speedy recovery.

Port of Illahee (<http://www.portofillahee.com>) – Commissioner Aho reported that the Port was meeting in the lower level of the Port of Brownsville's Annex building until the Port of Brownsville was able to rent it. Brownsville was very accommodating and allowed Illahee to meet in the upper floor of the Annex. It was determined that the upper floor wouldn't be adequate as it is more of a shop environment with little to no heat and large garage doors. The December Illahee Port meeting was held there, but it was very cold. One of the Port's regular attendees, Roy Barton, suggested the Port contact "Seeds of Grace" the new owners of the old Gilberton Hall property located along Illahee Road. Seeds of Grace offered the Port to use the space on a monthly basis at no charge, although Commissioners have since agreed to pay a nominal amount to at least cover the utility costs. Phil asked if the new meeting space was within the District boundaries. It is not, but there isn't any other public space available within the Port of Illahee boundaries. Commissioner Aho said that years ago meetings were held at the fire department, which isn't within the Port district so this has been an ongoing issue for the Port and one of the driving forces for the purchase of the Illahee Store property. Phil suggested Illahee Port Commissioners look into the legalities of holding the monthly meetings out of district. Commissioner Baily said that they may need to notify the state scheduler of the new meeting place. Commissioner Aho reported that the Port closed on the purchase of the store, so on paper the Port owns it but a sheriff sale is required so that all the liens and judgements will be dropped. As long as the Port is the high bidder it will then officially own the property. The Pollution Liability Insurance Agency (PLIA) estimates the cleanup costs to be \$539,000, so additional bidders are not expected. Commissioner Burton reported that the dock is in need of some serious deferred maintenance including floating dock repair, for which the Port of Brownsville has submitted an estimate. Commissioners are working to get the more pressing maintenance issues completed this winter.

Port of Manchester (<http://www.portofmanchester.com>) – Commissioner Strode reported that for the most part it's been quiet in Manchester. Commissioners recently met with County personnel to discuss the possibility of constructing a

commercial building on a piece of Port property. It was a positive meeting with the County being very receptive to the idea. It is anticipated that within the next two years it will be constructed. Commissioner Strode described an incident last week that was a bit shocking. There were about twenty-five Pierce County sheriff vehicles and two dive boats at the Port of Manchester. One of the dive boats was so large (able to hold about twenty-five people) it was hard to get around it in the parking lot. They were double and even triple parked in areas. It was all quite the spectacle. It is thought it may have been some sort of training exercise but it is not certain as Manchester wasn't notified by Pierce County about using the Port for training. Nonetheless, it would have been nice to have received a courtesy call prior so that Commissioners could answer questions from constituents and ease their minds as there was talk about being under threat. Commissioner Scholfield said that the Central Kitsap Fire Department uses the Port of Silverdale boat launch parking area at times without notice. Manchester Commissioners are considering sending the Pierce County Sheriff Department a cordial letter asking for prior notification if they plan to use the Port facility for training in the future. Everyone agreed that would be adequate. Mr. Englin asked about the Port and County's relationship in the development of the Manchester Stormwater Park.

Commissioner Strode said that at first County personnel thought the land was all County owned. Once it was determined a portion of it was Port-owned they negotiated and the Port actually received a new pier, picnic tables and the park. Commissioner Strode cautioned others when working with the County to read everything. The first easement was for digging up the old pipes along the Port property which was fine, but the second easement would have allowed the County to basically destroy Port property. Commissioner Strode and the contract administrator ended up rewriting the second easement. Commissioner Fallstrom added that the County originally wanted to use the boat launch area, which was prohibited because Recreational Conservation Office (RCO) grant funds were used for it. Commissioner Strode said that he doesn't think Stormwater Park is cleaning the water as sufficiently as the County had thought it would, but it did enhance the area and preserve the beautiful view.

Port of Brownsville (<http://portofbrownsville.org>) – Port manager, Matt Appleton, reported that there are currently two derelict vessels at Brownsville and one sank. The owners cannot be reached and the Washington State Department of Natural Resources' (DNR's) Derelict Vessel Removal Program (DVRP) is out of funding until June. Matt said that he is working on a plan to move the vessels to the Port's upland property, where they can be dismantled and discarded. At 42' and 34' the vessels are large, so moving them upland isn't going to be an easy task. The Port will request reimbursement from the State once the DVRP has funds.

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\* subject to amendment and approval

The new boat launch is finished. Commissioner Bailey said that he recently attended the Washington Public Ports Association (WPPA) Marinas Committee meeting in Olympia. The derelict vessel problem was addressed. The problem seems to be from the large documented vessels using a large portion of the fund leaving very little, if any, available to take care of recreational derelict vessels, and the worst part is that the recreational boaters are the ones paying the tax that funds the DVRP. Commissioner Strode said that the state should split the funds to allow a percentage for documented vessels and the rest for recreational vessels. Commissioner Bailey said that there should also be federal funds available because the Coast Guard will tie up derelicts to public facilities. Brownsville would at least like to be provided with the boat owner information. Once the boat is tied up it takes at least 180 days to get rid of it. The ShilShole Bay Marina couldn't evict a tenant due to the strict tenant rights the City of Seattle has enacted. Matt said that for now on this side of the water a liveaboard tenant can be evicted while still in the boat. Commissioner Bailey said that he is afraid that restrictions similar to Seattle's might be headed our way.

Port of Allyn (<http://www.portofallyn.com>) – Mr. Coppola explained that the Port operates a community water system. The water system plan had to be certified and it was determined that the Port wasn't charging enough for water, so Mr. Coppola was tasked with figuring out how much it cost to run the system and using those figures to determine the new rates. He did that, but the Commissioners thought that the proposed new rates were too high. There is another community system adjacent to the Port of Allyn's that is running out of water and asked to purchase water from the Port. The Port's attorney suggested that the Port buy out the smaller neighboring water system and State money may be available to do that. The Port is working on purchasing a 1930's-zoned village commercial property. One half of the floating dock needs to be replaced as it was damaged during one of the recent windstorms. Mr. Coppola encouraged Commissioners to consider opening a US Bank credit card as they offer a cash back card. The Port acquired a piece of property that was owned by the Mason County School District. It was an interlocal government transfer. There are plans to construct Sweetwater Creek Waterwheel Park, which will include an Americans with Disability Act (ADA) accessible trail and fishing dock. The Pacific Northwest Salmon Center is sponsoring the project on Port land. Mr. Coppola explained that Governor Inslee signed an executive order that requires local tribes to be notified prior to any ground-breaking projects. The tribes are given thirty-days to respond. The Port needed to dig an 18" x 15' trench along an area of land that has been dug up and paved over twice within the last ten years. Mr. Coppola contacted two tribes as

required. Shortly after the 30-day deadline one of the tribes responded and requested a cultural artifact survey be conducted. The survey cost approximately \$10,000. Restoration continues on the Sargent Oyster House. Last week all five of the Mason County Ports got together. They used the Kitsap All Ports meetings as a model. Commissioner Bailey attended the meeting as well to discuss the benefit of meeting with local Ports regularly and to encourage the Commissioners to continue to meet. Commissioner Bailey said that codifying the individual Ports' rules was discussed mainly because all the Ports seem to have parking issues. One of the Mason County Commissioners in attendance at that meeting also serves as a chief of police. He explained that Mason County only has about thirty-three deputies on staff for the entire county. That is about one-third of what Kitsap has on staff. They discussed the possibility of the Ports and the Sheriff's Department splitting the revenue from ticketing parking violators, which might be an option. The Port of Kingston writes tickets in house. Mr. Englin said that it is difficult to manage a large terminal; towing is an option, although every opportunity not to tow should be provided. Commissioner Scholfield suggested Commissioners review RCW [53.08.230](#) regarding making motor vehicle and other police regulations applicable to district property. Commissioner Bailey said that the Port of Kingston is the only Port that is included in the County Code <https://www.codepublishing.com/WA/KitsapCounty/#!/Kitsap10/Kitsap1032.html> Phil said that parking enforcement is at the bottom of the priority list as there just aren't enough deputies on duty.

#### Mutual Interest Items cont'd

Mr. Coppola was unable to connect his laptop to the internet so couldn't provide the presentation of the Budgeting, Accounting and Reporting System (BARS) Integrated Accounting System (BIAS) software. Mr. Coppola explained that it's an integrated accounting system that many local governments are choosing to use. He is impressed how simple it is to use the system especially if converting over from Quickbooks. The company that created BIAS is located out of Spokane, WA and provides excellent training as well as over-the-phone and online support. They set the system up according to the needs of your business. At just a click of a couple keys Mr. Coppola is able to view the Port's budget vs. actual report. The Port of Allyn is the first port to begin using BIAS and Port staff is so happy with it as it is making their work much easier. The State Auditor told Mr. Coppola that since using the BIAS program versus Quickbooks the Port can expect their audit costs to be about \$2,000 less than normal. There are so many good features and it is so easy to run that Mr. Coppola wanted to make the presentation tonight to encourage others to look into it. Commissioner Strode said that Manchester Water District has been using BIAS for about five years and are very happy with it.

Commissioner Bailey's daughter-in-law retired from the Washington State Financial Administration and she said that all the taxing districts that use it really like it.

Terry Asla said that Visit Kitsap is paying John Kuntz of Olympic Outdoor Center to promote the Kitsap Peninsula Water Trails this year. So, if any Port is planning to have an event related to the water trails they should contact Mr. Kuntz.

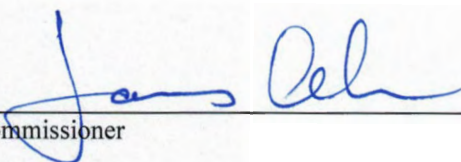
Commissioner Bailey provided a flyer advertising Brownsville's Pier to Peer event that is scheduled for March 1<sup>st</sup>. It's an after dark event with the lights on under the docks to illuminate the water and see what's going on under there. There is normally a good turnout and everyone is invited. At the recent WPPA meeting Port representatives were encouraged to have events that draw and benefit the public. These events will be remembered as a goodwill gesture provided to them and their families. One port that attended the WPPA meeting said that on one particular night in December they offered free moorage for boats that were decorated for Christmas. Kids and parents really enjoyed it and the boaters were benefited with a free night of moorage. Mr. Asla said that Brownsville is good at drawing the public to the area, between Brownsville Appreciation Day (BAD), the Haunted Harbor in October, Jingle Bell Docks and Pier to Peer – there's a lot of goodwill going on in Brownsville.

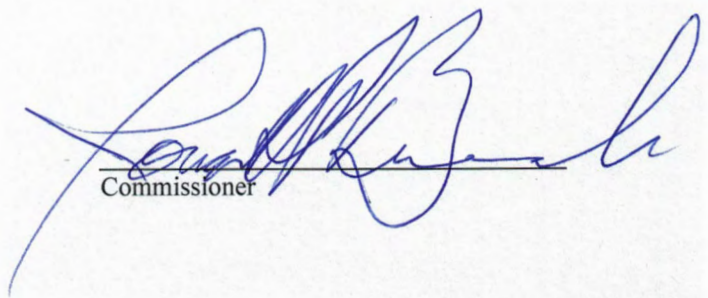
Knowing the Waters – Homeless People on Port Property article was attached to the agenda packet for the Commissioners to read at their leisure. Commissioner Bailey said to keep in mind that the RCO prohibits overnight recreational vehicle (RV) parking on RCO funded property.

Tomorrow, January 29<sup>th</sup> is Port Day in Olympia

Last quarter's Kitsap All Ports meeting minutes were also attached to the agenda packet.

The meeting adjourned at 7:50 PM.

  
Commissioner

  
Commissioner

  
Commissioner