



Port of Illahee – Minutes of Regular Meeting on August 9, 2017

Port of Illahee
Minutes of Regular Meeting
August 9, 2017

CALL TO ORDER

Commission Chairman Jim Aho called the meeting to order at 5:00 PM outside of the Illahee Store property located at 5507 Illahee Road, Bremerton. Notice was placed at 5500B Illahee Road property informing the public that the meeting was being held across the street at the Illahee Store. Also present were Commissioner Cassie Magill; Commissioner George Schaefer; Theresa Haaland; Illahee residents: Roy Barton, Jon Buesch, John Burton, Dave Ditzler, Don Jahaske, Mike Mantzke, Danya McConnell, John Parvis, and John Valiquette arrived at 5:05PM.

Introductions were made.

GENERAL BUSINESS

Commissioner Aho reported that the previous meeting minutes had already been reviewed, approved and signed. A copy of the signed minutes will be available via the Port's website within a couple of days.

Commissioner Schaefer reported that warrant numbers 4176 through 4185 totaling \$3,342.65 had been audited by Commissioner Aho and certified. The expense reimbursement claims had been certified and recorded on a listing, which had been made available to the board members prior to the meeting and a copy of which is attached to these minutes.

Commissioner Schaefer went on to report that as of August 3, 2017 the General Fund held 172,809.54 and the Investment Fund held \$213,545.07.

COMMISSIONERS' REPORTS

Commissioner Magill reported that she and Commissioner Aho attended the Kitsap All Ports meeting that was held at the Port of Brownsville on July 17, 2017. These meetings are held quarterly (Jan, Apr, Jul, Oct) the third Monday of the month (except in January it is held the fourth Monday due to the Martin Luther King Jr. holiday) at 6:30PM at the Port of Brownsville. The meetings have proven to be very informative and a good way to network with other Ports that may be dealing with similar issues. Also if/when individuals or businesses have information or a need that will affect several Ports in the Kitsap area they will request to be added to the All Ports agenda. Commissioner Aho gave an example of Bob Johnston an oceanographer who works for the Department of the Navy assigned to Puget Sound Naval Shipyard through the Navy's ENVVEST (an acronym for ENVironmental InVESTment) Program. He has been on the All Ports agenda a couple of times now providing detailed reports of the water quality in the area, something that affects us all. Speaking of Mr. Johnston, Commissioner Aho said that he received a letter from him informing the Port that they plan to place passive samplers for the dry season sampling on the Illahee dock soon. The Port's website will be updated to include a link to the Navy's water quality testing reports.

Commissioner Aho attended the 2017 Commissioners Seminar at Alderbrook on July 24th and 25th sponsored by the Washington Public Ports Association (WPPA). He was very interested in attending because the Port of Illahee needs to update its Comprehensive Plan and that was one topic discussed at the meeting. Commissioner Aho provided handouts from the meeting.



Port of Illahee – Minutes of Regular Meeting on August 9, 2017

Commissioner Aho noted that local resident, Michael Tucker, e-mailed him about an abandoned property that Mr. Tucker thought the Port may be interested in purchasing. It is along Illahee Road and includes about one hundred feet of shoreline. The County has it assessed around \$200,000. There is a building on it, but is barely visible due to the overgrowth of vegetation. In the e-mail Mr. Tucker explained that the owners live in Gig Harbor and are getting older, which is why they are considering selling the property. The e-mail was also sent to the County as Mr. Tucker thought either the Port or the County would be interested in it. Building on the property was discussed. It is thought that setbacks due to County code would make it nearly impossible to build anything on that property. Commissioner Aho said that at one time if at least one wall of the existing structure remains, it would be considered a re-model, which wouldn't be as affected by the code; something to consider.

DOCK MANAGER'S REPORT

Commissioner Magill reported that a woman recently stepped through a board on the dock. Come to find out the board only had one nail in it. It has since been repaired and now has lag bolts holding it in place. The incident prompted Commissioner Magill to examine all of the boards on the dock more closely. She found that there were several boards that had nails coming up on them, so she has since hammered eight inch gutter nails and added lag bolts where necessary. She said it's not as secure as she would like, but it is much better than it was. She has also been busy installing a bumper, made out of fire hose, around the floating docks. She is about halfway done and is in need of more fire hose. Commissioner Magill

went on to report that the Puget Sound Energy meter box at the dock was broken into and damaged. She put cable ties on the doors of the three boxes to temporarily secure them. She said that this won't stop the vandals, but at least it may slow them down. The dock lights were not affected during this incident most likely because of the very small locks that are used. Commissioner Magill suggested that the incoming Commissioners consider installing a fence or some other heavy duty enclosure. Squid fishermen are on the dock at all times of the night and require lighting to attract the squid. The dock lights are on timers that are currently set to turn off at 2:00AM. It may be beneficial to have the lights on until dawn. Commissioner Magill said that she is aware that there is a light out at the end of the dock. Tim Knapp of TIKAR Services was scheduled to complete some additional work on the dock and it was thought the work needed to be completed within the month of August since that is the Department of Fish and Wildlife's window of opportunity (aka fish window) for in-water work to be completed this year. Commissioner Magill talked with Tim Knapp and was told that he has injured his back and is unable to complete the job at this time. He explained to Commissioner Magill that the work that needs to be done will not be in-water work, so the fish window does not apply to this job. He plans to have the work completed before winter.

Commissioner Magill has ordered additional mutt-mitts as they were running low. The cost was approximately \$125 and should last about a year.

Commissioner Aho was concerned about a broken stanchion on the concrete stairwell near the dock.



Port of Illahee – Minutes of Regular Meeting on August 9, 2017

Apparently a car backed into it. Commissioner Magill was aware of it and said it seems secure for public use.

Commissioner Aho said that vegetation is limiting the view from drivers coming out of the dock parking lot. He had weedeated the ground around the planter there, but the planter is the issue and needs some attention.

PUBLIC INPUT

Danya McConnell asked if the store property was vandalized last night. Commissioners were unaware of any vandalism.

John Burton asked if the broken board on the dock and the vandalism to the electrical panels were the same issues addressed at the July meeting or were they new issues. Commissioner Magill said that they are the same issues; she was just giving an update of her progress on them. Mike Mantzke suggested that any loose boards be replaced with longer marine-grade long boards which would eliminate the seams.

UNFINISHED BUSINESS

Illahee Day is scheduled for Saturday, August 12th. It will be Commissioners Magill and Schaefer's last Illahee Day as Port Commissioners. They wanted to be in charge of the refreshments for the event and have since placed an order with Subway, which will feed about fifty people. Bremerton Bottling Company has donated five or six cases of pop and a case of water. Commissioner Aho requested additional water be purchased. Commissioner Schaefer has applied for a Kitsap County Health Department food permit, which cost \$54. He will be picking up the permit prior to the event. Ms. McConnell said she will donate store bought

cookies. Commissioner Magill said that as long as they are packaged and unopened that should be fine. Commissioner Magill said that the fire department will not be at Illahee Day this year because they are on high alert due to the burn ban. Commissioner Aho has been cleaning up the area in preparation for the event, but explained that there is more work to be done and any help would be much appreciated.

5500 Illahee Road – John Burton asked if the Commissioners were aware that the swing gate on the upper part of the property was damaged. Commissioner Magill said that it looked like a car had backed into it and it has since been removed. She didn't think it should be replaced since the property will eventually be demolished. Mr. Burton said that he actually saw the neighbor back his car into the fence. He was curious if the tenants inform the Port when such issues arise. Commissioner Magill said that they generally do, but not for this incident. The tenant recently complained to Commissioner Magill about holes and soft spots in the deck. Commissioner Magill helped tear out about four or five feet of damaged boards and replaced them with Hardie board she had on hand. She also used new plywood to brace the underside. She said there are about ten patches on that deck, but believes it should be secure for the time being. The tenants pay \$850 per month in rent. The Port pays the power and water utility on the property. Commissioner Schaefer reported that the bimonthly water bill for the property came in at \$484.00. It was agreed that was an excessive amount of water use. Commissioner Schaefer added that it also indicates that the septic is being over-burdened. Commissioner Magill mentioned that when she



Port of Illahee – Minutes of Regular Meeting on August 9, 2017

was at the property she saw that the water was being used outside to water their garden.

Commissioner Aho recommended the tenants begin paying for the water at the property.

Commissioner Aho moved to amend the 5500 Illahee Road lease to include the tenants' responsibility to begin paying the water utility.

There was discussion: Roy Barton asked if the amendment should also include the power utility. Commissioner Aho suggested that the Puget Sound Energy bill be reviewed and discussed during next month's meeting. ***The motion was second by Commissioner Schaefer; approved unanimously.***

Don Jahaske said that he feels the tenants in that residence are a liability to the Port. Mr. Jahaske had been involved in management of condominiums and was privy to a water use study that showed on average a person uses 73.49 gallons of water per day. He agrees with the findings of that study as he has monitored his own personal use and it's right on target of about 73 gallons per day. For the water bill to be over \$200 per month shows that there is an excessive use of the water and if the tenants were responsible for paying it, they would probably be more careful. Ms. McConnell agreed.

5560 Ocean View Boulevard – there is question about how many people are living in the residence. The lease shows two individuals, but there are generally four vehicles parked there.

Commissioner Schaefer will contact the property management to further discuss. Commissioners received an e-mail from residents who live on Madrona Avenue complaining that the bushes on the Port's property are restricting their sight when they turn onto Ocean View. Commissioner

Schaefer will forward the e-mail to the property management.

The Port's 2010 Comprehensive Plan expired in 2016 and in order to be eligible for Recreation Conservation Office (RCO) grants the plan needs to be updated.

Commissioner Aho reported that the Port's webpage averages about ten hits a day and about twenty hits a day when the "Illahee Day" sign is posted. Ninety-three hits in one day is the record thus far. The Port is using the website as a way for the public to view any and all Port records.

If/when a public records request is received the requestor will be directed to the website.

Commissioner Aho explained that 2015 and 2016 expenditures are missing from the website as well as the dock survey. Commissioner Schaefer said he would get the expenditure information to Commissioner Aho and Commissioner Magill was going to find the survey, although she questioned if what she had was the actual survey.

The Illahee store property – the second site survey is underway with the installation of four Department of Ecology monitoring wells. The findings of the first tests have been confirmed. Estimates of the clean-up costs are expected sometime in September. Agencies requested the Port try to find historical photos of the store. Longtime resident, Marie Reed, had shared her photo albums with other residents and they were able to provide the Port with photos that showed a lot of kids standing around the pumps outside the old store. Copies of the photos were provided to the requesting agencies. Copies were also passed around at the meeting for everyone to take a look. Commissioner Magill asked if the contamination



Port of Illahee – Minutes of Regular Meeting on August 9, 2017

might interfere with the underground utility lines. Commissioner Aho said that the enhanced underground survey showed that the utilities are not close to the area. Commissioner Aho plans to contact the Port's attorney to see if the sheriff sale could be conducted sooner since the taxes aren't being paid on the property. At one point, Flett Dairy was paying the taxes, but hasn't done so in years.

Port Administrative support – with the retirement of Commissioner Schaefer the Port will have a large administrative void. It was decided at last month's meeting to hire Theresa Haaland, who has experience working with local Ports, to begin providing administrative support, transitioning in September.

Dock lighting policy – this item was discussed under New Business last month. Currently, the sign at the dock states Port facilities are closed from 10:00PM to daylight except for moored boat users. The lights used to turn off at 10:00PM, but in recent years they have remained on well into the night to accommodate the fishermen. The closure rule has not been enforced in years.

NEW BUSINESS

Comprehensive Plan – Commissioner Aho handed out copies of a Proposal to Update the Port's Comprehensive Plan to Develop a Waterfront Park and Other Possible Future Port Projects. He explained that he really wanted Commissioners Magill and Schaefer's input as their efforts have been monumental in the current direction of the Port and he wants to honor that by having them involved in the adoption of the new Comp Plan before they retire from their positions; therefore, he suggested holding a public meeting for formal

discussion during next month's regular meeting. The possibility of demolishing the 5500 Illahee Road property and turning it into a park was discussed. An RCO grant will be necessary to move forward with that project. The Port may hire grant writer, Kathleen Byrne-Barrantes of Grant Solutions, Inc., but it would depend on how much she charges. The Illahee Store property was discussed Commissioner Aho explained that once the store property is purchased the Comp Plan will be amended.

PUBLIC COMMENT

Mr. Mantzke said that he agrees with Commissioner Magill and others that the 5500 Illahee Road property is a liability to the Port and thus, taxpayers. Temporary repairs to the property, although commendable, could cause problems if an accident were to take place. In a court of law a judge will most likely ask if the repairs were conducted in a workman-like manner aka via a licensed/bonded contractor. The current tenants' water use shows their blatant disregard of the Port. He suggested the Port's attorney be contacted and tasked with beginning the eviction process. Ms. McConnell agreed.

Mr. Barton asked if there was any guarantee of the Port purchasing the Illahee Store property. He said that besides the steep grade at the 5500B Illahee Road property he thought the meeting room that the Port was using was pretty much uninhabitable. He could only be in there for fifteen to twenty minutes due to the mold and mildew smell and the meeting room has since had flooding issues so it may now be even worse. Commissioner Aho responded explaining that the Port does not have any guarantee, but in the meantime does have an



Port of Illahee – Minutes of Regular Meeting on August 9, 2017

access agreement that may allow for meetings to be held inside the store property. He will verify that. Mr. Barton said that another issue is that the Port has been talking about the Comp Plan for three years now. He thought it was updated during the public hearing to move forward with the purchase of the Illahee Store. Commissioner Aho again responded explaining that at that time it was just amended. The entire plan needs to be updated now and notice of a public hearing is required to be published in the local newspaper two weeks prior to the hearing. Commissioner Schaefer said he was in favor of moving forward with the public hearing. ***Commissioner Aho moved to proceed with the necessary steps to hold a public hearing to discuss the Port's Comprehensive Plan and waterfront park during next month's regularly scheduled Port meeting.*** There was discussion about where the meeting will be held. If the weather is nice it could be outside of the Illahee Store, but if the weather doesn't cooperate that won't work. The access agreement to the store will be looked into further. ***The motion was second by Commissioner Schaefer; approved unanimously.*** A notice will be published in the local newspaper accordingly.

PUBLIC COMMENT

Mr. Mantzke asked if the Commissioners ever discussed the possibility of adverse possession or eminent domain of the store property. It seems this has been dragging out for over seventeen years. It is thought that for the governmental entity to claim eminent domain on a property it would have to prove a need for said property. Mr. Mantzke said that it's a public nuisance and would benefit the community if the Port were to acquire it. He cautioned that the longer the Port waits and

once the test results are known and become public knowledge the Port will need to act fast on the acquisition. Unfortunately, the Port has no say in the timeframe of the process as it is a sheriff sale.

Mr. Barton reported that he and Commissioner Aho tore down the ramp at the 5500B Illahee Road property. The wood is stacked up and ready for disposal. Commissioner Magill said she has received a complaint from a concerned citizen that someone is going to get hurt from the nails that are in the stacked up wood. Commissioner Magill and Mr. Barton will work on cutting up the boards and disposing of them. Commissioner Aho was hoping it could be cleaned up prior to Illahee Day. Mr. Barton explained that unfortunately, that was not possible.

Mr. Mantzke said that with the hiring of the new administrative staff he recommends that procedures be streamlined as much as possible, which will prove to be much more cost effective.

The dock lighting was discussed. There was concern about keeping the lights on throughout the night as it may be inviting to unwanted visitors. Commissioner Magill is concerned that if the lights are off individuals will break into the power boxes like they have in the past. Mr. Mantzke suggested a small security camera be placed discretely in the area to determine who is doing it or fence it off with razor wire if necessary. Mr. Barton suggested that the 10:00PM closure rule be enforced even to the squid fishermen. Commissioner Magill said that there is no gate, so that would be hard to enforce. The Port of Waterman has their lights on all night to accommodate the squid fishermen. Mr. Mantzke agreed with Mr. Barton and supported the idea of enforcing the 10:00PM closure rule.



Port of Illahee – Minutes of Regular Meeting on August 9, 2017


Commissioner Aho reported that John Burton will be running unopposed on the November ballot to replace Commissioner Schaefer for Illahee Port Commissioner Position 1 and Jon Buesch and Mike Mantzke are both running to fill Commissioner Magill's Position 2 seat.

Commissioner Aho encouraged everyone to attend Illahee Day this coming Saturday to celebrate the community as well as Commissioners Magill and Schaefer.

ADJOURN

The meeting adjourned at 6:35 PM (motion by Schaefer, second by Magill, unanimous).

Approved:



Jim Aho, Commissioner



Cassie Magill, Commissioner



George Schaefer, Commissioner



Port of Illahee – Minutes of Regular Meeting on August 9, 2017

PORT OF ILLAHEE - Fund # 88712 WARRANTS APPROVAL

WE, THE UNDERSIGNED BOARD OF COMMISSIONERS OF THE PORT OF ILLAHEE, KITSAP COUNTY, WASHINGTON, DO HEREBY CERTIFY THAT THE MERCHANDISE OR SERVICES HEREINAFTER SPECIFIED HAVE BEEN RECEIVED AND THAT THE WARRANT(S) LISTED BELOW ARE APPROVED FOR PAYMENT IN THE AMOUNT OF \$3,464.80 AND FROM THE GENERAL FUND, THIS 12th DAY OF JULY, 2017

(1.) THE UNDERSIGNED DO HEREBY CERTIFY UNDER PENALTY OF PERJURY, THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST THE PORT OF ILLAHEE, WASHINGTON, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

PORT COMMISSIONER

PORT COMMISSIONER
Auditor

PORT COMMISSIONER

WARRANT	CLAIMANT	AMOUNT
1 4176	Kitsap Bank - Loan # 02520800-101 - payment #31 of 60	\$1,236.34
2 4177	Bank of America - Credit Cards	\$359.93
3 4178	Cascade Natural Gas	\$4.00
4 4179	Kitsap Public Health District - Food permit for Illahee day	\$54.00
5 4180	Puget Sound Energy	\$30.14
6 4181	North Perry Ave Water District	\$484.00
7 4182	James Aho - Mileage reimbursement - Alderbrook Inn R/I	\$34.24
8 4183	Cassie Magill	\$342.00
9 4184	James Aho	\$466.00
10 4185	George Schaefer	\$342.00
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
TOTAL		\$3,342.65