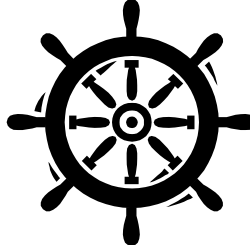


**PORT OF ILLAHEE**  
**2014 MEETING MINUTES**



**THE PORT OF ILLAHEE OF KITSAP COUNTY REGULAR MEETING.**

**SCHEDULED FOR THE SECOND WEDNESDAY OF THE MONTH**

**MEETING DATE: WEDNESDAY, FEBRUARY 12, 2014**

**MEETING TIME: 5:00 PM**

**LOCATION: 5500 ILLAHEE RD  
BREMERTON, WA 98311**

**COMMISSIONERS PRESENT: All**

**COMMUNITY MEMBERS PRESENT: Tim Gomes, Mike Mantzke, Roy Barton and Judith Kringsman**

**(1) THE MINUTES OF THE PREVIOUS REGULAR MEETING WERE READ AND APPROVED AS WRITTEN.**

**(2) VOUCHERS WERE AUDITED AND CERTIFIED BY THE AUDITING OFFICER AS REQUIRED BY: RCW 42.24.080.**

**(3) EXPENSE REIMBURSEMENT CLAIMS HAVE BEEN CERTIFIED AND RECORDED ON A LISTING WHICH HAS BEEN MADE AVAILABLE TO THE BOARD, AS REQUIRED BY RCW 42.24.090.**

**(4) GENERAL FUNDS VOUCHERS: #3408 THROUGH # 3420  
APPROVED TO PAY VOUCHERS FOR A TOTAL OF: \$4,129.09**

**(5) TREASURE REPORT: As of 2/10/2014 General Fund: \$32,827.05  
Investments: \$307,064.09**

**(6) COMMISSIONER'S REPORTS:**

1. Gifted properties: A motion was made to pay attorney Vancil to get this cleared up, motion was seconded and passed, Commissioner Magill voted NO
2. Commissioners Magill and Aho reported on the All Ports Meeting
3. Commissioner Aho provided a printed questionnaire/report (attached)

**(7) DOCK MANAGER'S REPORT:**

1. Life Ring: Needs a new backing board and lettering
2. Missing wheel on ramp to the near float:
3. Pier lighting:

**(8) COMMUNITY INPUT**

1. Complaints were made that the Port website is not up to date, no budget.
2. A motion was made to have a new web site developed, seconded and passed. Commissioner Aho will look into it.
- 3.

**(9) UNFINISHED BUSINESS:**

1. Illahee day:
2. Illahee store:
3. 5500 Illahee Rd:
4. 5560 Ocean View Blvd: Rent up to date
5. Cross Braces Under the Pier: A motion was made to get another survey as long as cost is  $\pm$  15% of the last survey. Seconded and passed, Commissioner Magill voted NO
6. Lease hold excise tax audit: nothing yet
- 7.

**(10) NEW BUSINESS:**

1. Positions elected: Chair – Jim Aho; Port Mgr – Cassy Magill; auditor – Jim Aho; Sec/Treas – George Schaefer
2. Sign All Ports Minutes
3. Sign signature form for checks/info for credit card
4. Budgeting Accounting & Reporting System (BARS) Training on February 26<sup>th</sup>
5. Laptop custody
6. Comprehensive Plan: Motion made to bring up at the next meeting, seconded and passed.

**ADJOURNED AT: 6:00 PM**

**Next scheduled meeting: March 12, 2014 @ 5:00pm**

**Next All Ports meeting: April \_\_, 2014 @7:00pm**

**Commissioners**

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Cassie Magill

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James Aho

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George Schaefer

12 February 2014

I want to continue to make written reports, at least for while, with this being my first full meeting. I have decided to put them in a report format so they can be readily included in the meeting minutes.

#### Item #1 Thank You

Thank you for being patient with me as I realize I have much to learn about the Port and have now made the move from being a bystander, to a position of responsibility. After attending the Kitsap County Ports Meeting on 1/27/14, also referred to as the "all Ports meeting", and reviewing other Kitsap County Ports mission statements, I came away with a greater appreciation for our Ports and the work they do, not only just on the waterfront, but also for their communities. Let me say briefly, that 'it was an eye-opener' and there are many areas where Ports can make a difference.

#### Item #2 Duties and Stipends

There appear to be several other duties and positions that are divided among the three Port commissioners. I noticed an auditing officer is mentioned in the meeting agenda, who monthly audits and certifies vouchers. There is also a Treasurer, and a Secretary, who currently seem to be handled by one person. And there is the dock manager position, which because of the extra duties, I presume has a position description, or some document to denote the assigned duties. And I presume there is also a document noting the additional stipends, over and above the basic commissioner stipend, for each position. Can you provide more information on how the responsibilities are divided among the commissioners and what the stipends are, and how they were determined?

#### Item #3 Dock Manager Position

At the end of the 8 January 2014 Port meeting, after I was sworn in, I was asked if I wanted to assume the dock manager duties, which had been assigned to my predecessor. I stated I wanted to think about it until the next meeting.

There are two issues that have been Port agenda items for awhile; the installation of cross-bracing and dock (or pier) lighting. Both of these items have progressed to the point of bids. Commissioner Mantzke has provided several bids for various lighting possibilities and at the January 8, 2014 suggested it was just a matter of Commissioners making a decision. Also at the January 8, 2014 meeting Commissioner Magill stated she would solicit bids for the cross-bracing. My recommendation is that those two actions continue to completion under the direction of the Commissioners' Schaefer and Magill, and that Commissioner Magill receive the Dock Manager's stipend for her efforts to complete the cross-bracing. I would be glad to assume other Dock Manager duties and upon completion of the lighting and cross-bracing assume full Dock Manager responsibilities.

#### Item #4 Comprehensive Plan for 2014

Last month! asked if the Port had a mission statement, and was pleasantly surprised to find that not only did they have one, but they provided a two page Comprehensive Plan dated December 11, 2008, and later emailed an updated three page Comprehensive Plan that was dated June 10, 2010. The latter document answered the question of whether the Port's vision is broad or narrow. It has been a broad vision, and it appears to align with many of the other Kitsap County Ports. The more recent document provided the basis for a revised and updated Comprehensive Plan that is herein submitted as a draft for your comments and consideration.

#### Item #5 Community Reporting Parameters

At the January 8, 2014 Port meeting I was advised that, according to a seminar attended recently by Commissioner Magill, I could no longer report on the Port of Iliahee meetings in the Iliahee community updates, since I was now a Port commissioner. I stated that I had already made a request in an update for someone to take over reporting on Port meetings, but I didn't understand or agree that there was now a prohibition of my being able to report on Port meetings. I requested written documentation on the reporting prohibition, and now even more since no one has stepped forward to report on the meetings. I therefore officially request I be advised, in writing, of the required reporting parameters required for Port commissioners.