



Port of Illahee – Minutes of Regular Meeting on November 8, 2017

Port of Illahee
Minutes of Regular Meeting
November 8, 2017

CALL TO ORDER

Commission Chairman Jim Aho called the meeting to order at 5:00 PM at the Annex, 9756 NE Ogle Road (lower level), Bremerton. Notice was placed at 5500B Illahee Road property informing the public that the meeting was being held at the Annex. Also present were Commissioner Cassie Magill; Commissioner George Schaefer; Administrator Theresa Haaland; Illahee residents: Roy Barton, Jon Buesch, John Burton, Irwin and Judith Krigsman; and John Parvis.

Commissioner Aho thanked everyone for attending the meeting and congratulated John Burton for being elected to serve Port Position 1. At the time, Jon Buesch had a slight lead over Mike Mantzke for Position 2. All results will be official on November 28th.

AGENDA was reviewed.

CONSENT AGENDA

Commissioner Schaefer moved to approve the consent agenda items: October 11, 2017 Regular Meeting minutes; October 16, 2017 Kitsap All Ports meeting minutes; and checks numbering 4212 through 4221 in the amount of \$3,215.95 as outlined in the attached voucher approval; second by Commissioner Magill, approved unanimously.

PUBLIC COMMENT

Roy Barton expressed his appreciation for the thoroughness of the minutes and that they are available via the Port's website.

REPORTS

Treasurer's

As of October 31, 2017 the General Fund totaled \$193,480.72 and Investments totaled \$214,138.21.

Commissioners'

Commissioners' Aho and Magill attended the Kitsap All Ports meeting on October 16, 2017. Commissioner Magill reported that she provided a beach combing presentation with items she has found on local beaches over the past twenty years. She said that during the meeting she suggested the Port of Brownsville consider merging with the Port of Illahee. She explained that she thought it was a good option because Illahee's budget doesn't have a lot of room for the ongoing pier/dock maintenance and property repairs and upgrades, especially with the planned purchase of the store. The Port of Brownsville Commissioner, Jack Bailey, who was present at the Kitsap All Ports meeting, seemed receptive to the idea and said that if the incoming Commissioners agree they should approach the Port of Brownsville. Commissioner Schaefer said that it would need to be on a ballot and voted upon by Illahee residents who live within the Port's boundaries. Commissioner Aho explained that the Port of Brownsville's tax rate is significantly higher than Illahee's, so chances of it happening are low as residents would basically be voting to raise their taxes. At the All Ports meeting it was reported that the Port of Keyport has entered into an interlocal agreement with the Port of Brownsville. It allows Port of Brownsville employees to provide maintenance and security to the Port of Keyport on a time and material basis. That may be something to consider in the future.

Commissioner Aho attended the October Small



Port of Illahee – Minutes of Regular Meeting on November 8, 2017

Ports seminar in Leavenworth. He encouraged the incoming Commissioners to consider attending it next year as it's always a very informative seminar. This year there was discussion about new laws regarding public records and the open public meetings act. There was also discussion about Ports that don't have employees but rather contract work out and how it is a good thing, as well as working with other local governments, much like the Port of Keyport is doing with the Port of Brownsville through an interlocal agreement.

Dock Manager's report

Commissioner Magill turned in the unused Port letterhead. It was also mentioned that her Port credit card has already been turned in and destroyed. She reported that all but one portion of the bumpers on the docks have been installed. She is holding off until the Fire Department has a used blue hose available so that it will look uniform with the other docks. The dock lights are now set to turn on at 5:00PM. Commissioner Magill went on to report that she hasn't heard back from Tim Knapp of TIKAR Services about the continued necessary repair to the docks. She suggested the incoming Commissioners consider contacting another contractor. The three vessels that were moored at the Port last month all departed shortly after they were tagged with the notice of violation. A harbor seal was recently enjoying the docks while Commissioner Magill was down there working.

Website

The dock survey has not yet been added to the website. Commissioner Magill plans to compile all of the dock information in her possession and bring it to next month's meeting. Commissioner Aho reported that other than the dock survey, the

website is up-to-date and he asked the public to inform him if they notice anything missing that they feel should be available. The Port wants to be as transparent as possible and make information readily available especially to the Port district constituents.

UNFINISHED BUSINESS

Properties:

5500 Illahee Road – the rent is \$850 per month. For November the tenant paid \$875. It is believed it includes a \$25 late fee. A letter dated November 2, 2017 from the Kitsap Public Health District was reviewed. It was regarding onsite septic system failure at the property. Anne Moen, Environmental Health Technician with the Health District had been in contact with Commissioners Magill and Aho about the problem. Commissioner Magill authorized the Health District to conduct the necessary dye tests to determine where the problem may be originating from. The tests confirmed that there was an issue and narrowed it down to the upper two floors of the property. Further testing indicated there may be a blockage. Clear Septic Solutions in Silverdale was contacted, since the Port already has established an account and relationship with them when they located the Illahee Store's septic system. They are scheduled to come tomorrow afternoon and use their cameras to determine the location of the blockage.

5560 Ocean View Boulevard – Good Property Management has confirmed that there are two adults living at the premises. They have recently sold one of their four vehicles. The tenant's adult son may be residing with them in the near future. They are hoping to get the Port's permission to have a dog at the premises. Good Property



Port of Illahee – Minutes of Regular Meeting on November 8, 2017

Management would have them pay a \$300 pet deposit, if the Commissioners agree.

Commissioner Schaefer said that the last tenants had a small dog. ***It was agreed to allow the tenants of 5560 Ocean View Boulevard to have a dog at the premises contingent upon paying the \$300 pet deposit*** (motion by Schaefer, second by Aho, unanimous).

5507 Illahee Road – the Port's attorney, Ken Bagwell, is working with attorney Gary Chrey on a commercial purchase and sale agreement, but it is believed it will still have to go through the sheriff's sale. There was talk about the Port paying \$60,000 for the property but having a \$100,000 credit towards the purchase. Jon Buesch asked, what happens if someone offers \$101,000 for it? John Burton asked, if it fell through would the Port lose the \$60,000? Commissioner Aho agreed there were lots of unanswered questions regarding the purchase of the store and he plans to ask attorney Bagwell to attend an upcoming Port meeting to provide an update and answer questions. Commissioner Aho reported that he has been in contact with Kim Sellers the Port's Recreation Conservation Office (RCO) grant manager. She's planning to come to Illahee sometime in December to get a better understanding of what the Port is planning and to give suggestions and direction on appropriate grants. The intention is that the Port will use the purchase of the Illahee Store property as matching funds for a grant to create a marine park at the 5500 Illahee Road property. In order to do that the Port will need to submit a Waiver of Retroactivity to the RCO regarding the purchase of the Illahee store property. Commissioner Aho had asked Ms. Sellers her thoughts on the Port hiring a grant writer to apply for funding. Ms. Sellers said it

wasn't necessary and several entities apply without using a grant writer, so Commissioner Aho decided not to contact Kathleen Barrantas at this time. The Pollution Liability Insurance Agency (PLIA) was discussed. Last month's minutes state that the PLIA grant is only available to governmental agencies, but it is believed that it is also available to private entities, but governmental agencies have priority.

2018 Final Budget

Commissioner Aho explained that the line item for Grant Writer in the 2018 Preliminary Budget was changed to Professional Services in the 2018 Final Budget. Commissioner Magill asked about the Harbor Scheme line item that had been included in the 2017 Budget, but wasn't in the 2018 Budget. Commissioner Aho explained that since the Comprehensive Plan had been adopted earlier in the year, there wasn't a need to include the Harbor Scheme line item. Commissioner Magill disagreed and said that the Harbor Scheme and Comprehensive Plan are two different items and provided the definition of a Harbor Scheme. Commissioner Aho said that this same issue came up at the recent Small Ports seminar he attended. A Harbor Scheme is basically a broad range of future plans; whereas, the Comp Plan is more detailed. He learned that it is really up to interpretation and feels the Comp Plan serves the purpose well for the Port and since it has already been generated and adopted there will not be any near future costs associated with it and that is why it is not listed on the 2018 Final Budget. ***It was agreed to approve Resolution 2017-03 Adoption of the 2018 Final Budget and 2017-04 Levy Increase*** (motion by Schaefer, second by Aho, unanimous).



Port of Illahee – Minutes of Regular Meeting on November 8, 2017

Commissioner Schaefer noticed that Resolution 2017-04 Levy Increase did not include the same wording as in years' past and believed this would affect future banking ability. Commissioner Aho said that the Port hasn't raised taxes in years; it continues to collect \$79,646.00, as it has for the past several years now and if the Port was unable to bank the highest allowed levy for 2018 it wouldn't have much impact. Mr. Buesch questioned why the Port wasn't collecting the maximum amount allowed. It was explained that years ago the Port Commissioners serving at that time decided to make it a practice of not raising taxes. Mr. Buesch thought the Port should be collecting the highest allowed amount and save it, so that when larger maintenance items arise there it is not as much of a financial burden on the Port. Commissioner Magill said that it really hadn't been needed in the past and several Port constituents already complain about the amount of taxes they are paying. John Burton agreed with Mr. Buesch that the Port should collect the highest allowed as the money in hand doesn't seem to be adequate to cover the necessary maintenance items let alone any larger projects. To avoid merging with another Port district that has a much higher tax rate, the Port should be collecting as much as allowed, which would still be significantly lower than most other Port districts. Mr. Barton said that the Port of Brownsville recently tried to pass an Industrial Development District (IDD) tax at one of its regular meetings; it was a packed meeting with several unhappy constituents and the Port Commissioners ended up tabling the item. Commissioner Aho said that generally not until the money is needed are the taxes raised. Throughout the years the Port Commissioners have tried to be good stewards by applying for grants and doing whatever necessary

to avoid raising taxes.

NEW BUSINESS

Election results – as stated at the beginning of the meeting John Burton will be replacing Commissioner Schaefer's Port Position 1 seat and according to the County website Jon Buesch was in the lead to fill Commissioner Magill's Port Position 2 seat, although that will not be official until November 28th. Commissioner Aho reminded Commissioner Magill that since the Port is an at large district and she was filling an unexpired term her commitment ends once the results are official. Commissioner Magill questioned that, but said she would continue to work on the dock until then. There was discussion and questions about when the two new Commissioners will actually take office. This will be looked into further. Commissioner Aho asked that Mr. Buesch and Mr. Burton plan to attend the upcoming Washington Public Ports Association (WPPA) sponsored New Commissioner seminar on November 14th and 15th in Seattle. Commissioner Aho is planning to attend on the 14th. Besides general Port information, the seminar will also cover the open public meetings act and public records training that Commissioners are required to take within the first ninety days of taking office. Commissioner Aho explained that the Port would cover the cost of the seminar and also reimburse their travel expenses. Mr. Buesch thought he could attend. Mr. Burton didn't think his work schedule would allow for him to attend and mentioned he would look into online training for to meet the requirements. ***It was agreed to expend money to send Commissioners to the WPPA sponsored New Commissioners Seminar on November 14th and 15th in Seattle*** (motion by Aho, second by Schaefer, unanimous).



Port of Illahee – Minutes of Regular Meeting on November 8, 2017

The Honey Bucket bill and the Waste Management bill for service at the dock are both charged to Commissioner Schaefer's Port Visa card.

Commissioner Schaefer turned the card in to be destroyed. It was agreed that prior to cancelling and destroying the card the auto pay for those two bills should be cancelled and changed to paper invoice via the mail. This will leave Commissioner Aho the only one holding an active Port-issued Visa card.

Mr. Buesch asked Commissioner Magill who the point-of-contact is at the fire station.

Commissioner Magill works with Jason Reed to get used fire hose for the bumpers. Commissioner Magill plans to provide Mr. Buesch with all the information at next month's meeting.

Judith Krigsman asked what will be done with the outgoing Commissioners Port- issued computers. Both Commissioners Magill and Schaefer plan to turn in the computers at the December meeting and it was thought the computers will then be given to the incoming Commissioners.

Commissioner Aho thought that since the computers are a bit outdated, a good use for them might be to eventually use them for security cameras at the store property. Commissioner Magill suggested they be wiped clean.

Ms. Krigsman said that she is aware that the Port passed the Comp Plan and that they had a choice of it being a Comp Plan or Harbor Scheme. She agrees with Commissioner Magill that they are not one in the same. The Harbor Scheme is a general layout of future plans, where the Comp Plan is more detailed for accountability. Ms. Krigsman read in the Kitsap Sun about the Port of

Brownsville's plans to implement the IDD tax so that they can improve the pier that leads to their permanent moorage facility and also to fund a dredge project. She sees the Port of Brownsville in an entirely different ballgame than the Port of Illahee. A merge would not be a good fit and having an agreement with them to conduct work for Illahee could get a little dicey. Mr. Barton said that he thinks a lot of local Ports have outgrown their usefulness. Years ago Ports were established out of need for transporting goods and people. Historically they had a value, but not so much anymore. He said that another entity that has the ware-with-all to upgrade it and maintain it should be in charge of it; such as the Kitsap County Parks Department. Commissioner Magill agreed that it could be better for Illahee. Mr. Barton said that several Ports around the State nowadays fall under the sunset laws. Ms. Krigsman said that it takes a lot of things to make a community and with the Port taking the lead with future plans and ideas for economic development with the store property and possibly creating a marine park, in her opinion there is a plan to make it more than what it is now. Mr. Barton questioned the community interest with regards to the Port, pier and dock. Ms. Krigsman said that there may not be a lot of attendance at the Port meetings and such, but when you need them the community turns out.

Commissioner Aho said that currently the Port of Brownsville isn't charging Illahee for the use of the Annex space, but they are in discussion with a private company who would like to eventually rent it. The December and January Port meetings are confirmed to be held at the Annex.



Port of Illahee – Minutes of Regular Meeting on November 8, 2017

ADJOURN

The meeting adjourned at 6:43PM (motion by Schaefer, second by Magill, unanimous).

Approved:

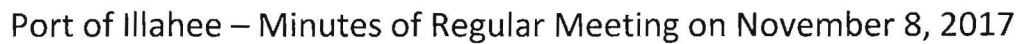


Jim Aho, Commissioner

Cassie Magill, Commissioner



George Schaefer, Commissioner



We, the undersigned Board of Commissioners of the Port of Illahee, Kitsap County, Washington, do hereby certify that the merchandise and/or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$3,215.95 and from the General Fund, this 8th day of November, 2017.

Port Commissioner

[illegible]