



## Port of Illahee – Minutes of Regular Meeting on January 10, 2018

Port of Illahee  
Minutes of Regular Meeting  
January 10, 2018

### CALL TO ORDER

Commission Chairman James Aho called the meeting to order at 6:30 PM at the Annex, 9756 NE Ogle Road (lower level), Bremerton. Also present were Commissioner Jon Buesch; Commissioner John Burton; Administrator Theresa Haaland; Tim Knapp of TIKAR Services; and Illahee residents: Roy Barton and John Parvis.

### CONSENT AGENDA

*Commissioner Buesch moved to approve the consent agenda items: December 13, 2017 Regular Meeting minutes; and checks numbering 4235 through 4248 in the amount of \$5,371.33 as outlined in the attached voucher approval; second by Commissioner Aho; approved unanimously.*

### ELECTION OF OFFICERS

Commissioner Aho explained that RCW requires the annual election of a Chairman and Secretary. Besides those two positions, Commissioners have served as the Dock Manager and Webmaster. He suggested a Property Manager position be included. There was discussion. *Commissioner Buesch moved to appoint Commissioner Aho to continue to serve as Chairman of the Board, Auditor, as well as the Port's Webmaster; second by Commissioner Burton; approved unanimously.*

*Commissioner Aho moved to appoint Commissioner Buesch as Property Manager and Commissioner Burton as Secretary and Dock Manager; second by Commissioner Burton; approved unanimously.*

### PUBLIC COMMENT

Tim Knapp provided a "show and tell" of the piling hoop he fabricated. He explained that when he was down at the dock to begin fitting the hoop he noticed the corner of the dock separating. He plans to add to the fabrication of the hoop which will take care of that problem on the dock. He said that the wood on the dock seems okay, but he won't know for sure until he starts digging at it. He plans to install the hoop on Sunday. Since Commissioner Burton is the Dock Manager, he'll plan on meeting Tim at the dock on Sunday. Commissioner Buesch was interested in attending as well. The Commissioners were advised that as long as they aren't communicating about Port Business that should be fine. Tim thanked the Commissioners for their time.

### REPORTS/UNFINISHED BUSINESS

#### Treasurer's

The County hasn't yet provided the December Treasurer's Report so as of November 30, 2017 the General Fund totaled \$197,270.56, Investments totaled \$214,349.20, and the Balance of the Good Property Management account totaled \$154.11.

#### Commissioners' Reports

Commissioner Aho has not yet added the dock survey to the website.

Commissioner Buesch explained that the Port computer he was provided seemed to never have been set up. He will get some help from an IT person he knows. He provided Commissioner Burton with all of the paperwork and keys related to the dock since he is now officially the Dock Manager.



## Port of Illahee – Minutes of Regular Meeting on January 10, 2018

### Properties

5500 Illahee Road NE – Commissioner Aho reported that the septic issues continue at the property. It was thought the problem was fixed until the Kitsap Public Health Department (KPHD) conducted another dye test, which showed there was still a leak and contamination near the dock. This was discussed and several suggestions were provided to Commissioner Aho, who will continue to work with Clear Septic and report to Anne Moen the Environmental Health Technician with the KPHD.

A certified letter was mailed to the tenant explaining that she will be responsible to pay for the water utility, which will be due on February 15<sup>th</sup>. The signed certification was never received. Roy Barton suggested a copy of the letter be sent via regular mail. The Commissioners agreed. Commissioner Burton questioned if the Port should enter into a lease with the tenant, instead of just a verbal agreement. Commissioner Aho said that having a physical presence at the property is good, but especially with the septic issue thought it would be best to just continue with the verbal agreement. The other Commissioners agreed.

5560 Ocean View Boulevard – Good Property Management suggested the roof and gutters of the property be cleaned. An estimate in the amount of \$136.25 from Gutter Girls, LLC was reviewed. It was explained that if the Port were to hire a company directly, the Small Works Roster would need to be used. Commissioner Aho didn't think the roof looked too bad when he recently went past the property. Good Property Management was told to hold off on the cleaning at this time. Commissioner Buesch requested a Small Works

Roster application to provide to a company who does roof cleaning work.

5507 Illahee Road – The Port received notice that it ranked #16 out of 38 for Pollution Liability Insurance Agency (PLIA) funding. Commissioner Aho reported that he spoke with PLIA's Executive Director, Russell Olsen. Mr. Olsen told Commissioner Aho that there is a good chance that the Port will receive the funding this year and should be ready to move forward with clean-up efforts. This is basically what the Port has been waiting for in order to move forward with the Sheriff's sale of the property. Commissioner Buesch questioned if the County would have stipulations to have the property cleaned up within a certain timeframe. Commissioner Aho is unaware of any stipulations. Mr. Barton said that someone could still outbid the Port at the Sheriff's sale. The Commissioners agreed to further discuss the details of the possible purchase during Executive Session.

Interlocal Agreement between the Port of Illahee and the Port of Brownsville has been generated. The Commissioners will review it and it will be further discussed at next month's meeting.

Waterfront Improvement – Marine Park – there is a Recreation Conservation Office (RCO) grant webinar scheduled for February 15, 2018.

New laptops – Commissioner Aho was told by an IT person that it wouldn't be necessary to purchase new laptops for the Commissioners because the current laptops should be adequate.

Former Commissioner Magill's Compensation began in June of 2012. She was contacted and



## Port of Illahee – Minutes of Regular Meeting on January 10, 2018

agreed that the amount she had been paid was sufficient.

**NEW BUSINESS** – nothing to report

**EXECUTIVE SESSION** – at 8:15PM it was announced the meeting would be going into Executive Session for approximately fifteen minutes to discuss real estate.

At 8:30PM the meeting returned to Regular Session.

Commissioner Aho was tasked with relaying the Executive Session discussion to the Port's attorney, Ken Bagwell.

The Kitsap All Ports meeting is scheduled for Monday, January 22, 2017 at 6:30PM at the Port of Brownsville. Commissioner Aho encouraged the two new Commissioners to attend.

Commissioner Burton explained that he may have to miss the February meeting for personal reasons.

### **ADJOURN**

***The meeting adjourned at 8:35PM*** (motion by Aho, second by Buesch, unanimous).

Approved:

Handwritten signature of Commissioner Aho in black ink, written over a horizontal line.

Commissioner

Handwritten signature of Commissioner Burton in black ink, written over a horizontal line.

Commissioner

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Commissioner

