



Port of Illahee – Minutes of Regular Meeting on February 14, 2018

Port of Illahee
Minutes of Regular Meeting
February 14, 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; Administrator, Theresa Haaland; Tim Knapp of TIKAR Services; and Illahee residents: Roy Barton, Don Jahaske and John Parvis.

CONSENT AGENDA

Commissioner Buesch moved to approve the consent agenda items: January 10, 2018 Regular Meeting minutes; January 22, 2018 Kitsap All Ports Meeting minutes; checks numbering 4249 through 4262 in the amount of \$4,601.99 as outlined in the attached voucher approval; and excused Commissioner Burton's absence; second by Commissioner Aho; approved unanimously.

PUBLIC COMMENT

Tim Knapp reported that he installed the piling hoop. He learned that additional rollers and material were necessary, but he is very happy with the outcome and anticipates the hoop outlasting the floats. An estimate from TIKAR Services to replace three additional piling hoops was reviewed. An e-mail from Commissioner Burton, acting Dock Manager, was also reviewed. He explains that he reviewed TIKAR's estimate via e-mail and found it to be reasonable and absolutely necessary for maintenance of the dock and thinks the work should be completed immediately. *Commissioner Buesch moved to accept Estimate #2018-1019 from TIKAR Services, LLC in the amount of*

\$3,618.80; second by Commissioner Aho.

Discussion:

Commissioner Buesch asked how many piling hoops there are on the pier/docks as maybe it would be cost effective to replace all of them at the same time. Tim said that there were eight in total, four of which are a different style than what he recently fabricated, so those would be a separate estimate. Commissioner Buesch asked the condition of the additional hoops that are not part of the estimate. Tim explained that they too need attention, but they aren't as much of a priority.

The motion was approved unanimously.

An estimate from TIKAR Services to pressure wash the pier, railings and floats was reviewed. Tim explained that he had a hard time safely getting his equipment down to the floats because of the slippery condition of the pier and floats, but mainly the pier. Commissioner Burton's e-mail was again reviewed. Via the Port's website Commissioner Burton was able to review the Dock Survey, which was generated nearly four years ago. One item on the survey was to pressure wash the entire deck of the dock. Within the e-mail Commissioner Burton states that the pressure washing could be accomplished by the Port of Brownsville, once the Interlocal Agreement is in place. Unfortunately, there are some changes that need to be made to the agreement. Once the changes are complete, it will need to be sent to the Port of Illahee's attorney Ken Bagwell for final review and then it will be sent to the Port of Brownsville for approval, but since both Ports hold the monthly meetings on the second Wednesday of the month it could be an additional two months before it is in place. Tim said that he didn't necessarily want the job, but something needs to be done as soon as possible as



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it is a liability issue for the Port at this point. Tim was asked how much he would charge to pressure wash just the more crucial areas of the pier/docks. Tim said that the decking on the fixed pier is the priority, although it all needs to be done. He gave a verbal estimate of \$1400 plus tax to complete the pressure washing of the fixed pier only.

Commissioner Aho explained that Commissioner Burton has recently been assigned as the Dock Manager and his input on this decision is important, but since this could become a liability for the Port and in order for Tim to safely proceed with the installation of the additional piling hoops, time is of the essence. ***Commissioner Aho moved to authorize TIKAR Services LLC to pressure wash the decking of the fixed pier with costs not to exceed \$1400 plus tax in accordance with Tim Knapp's verbal estimate; second by Commissioner Buesch; the motion was approved unanimously.*** Tim plans to complete the job this coming week.

The Port of Brownsville will be asked to provide a Word document of the Interlocal Agreement so that changes can be made. Once complete, it will be e-mailed to the Commissioners for review prior to sending it to attorney Bagwell for his input.

REPORTS/UNFINISHED BUSINESS

Treasurer's

As of January 31, 2017 the General Fund totaled \$193,289.85, Investments totaled \$212,459.96, and the Balance of the Good Property Management account totaled \$186.61.

Commissioners' Reports

Website Commissioner Aho has updated the Port's website and added the dock survey. He wants the Port to be one-hundred percent transparent. It is

also beneficial to have everything posted on the website so that all the Commissioners have access to Port documents. Mr. Barton asked if the website is backed up regularly. Commissioner Aho explained that the Port uses BlueHost as its web hosting service. They bill the Port annually sometime in March. Commissioner Aho will ask about website backups to ensure it is covered. He would like input on the website and asked that if anyone notices anything missing or if they have other ideas for the website to let him know.

Rental Properties

5560 Ocean View Boulevard – Commissioner Buesch explained that Good Property Management (GPM) provided an estimate in the amount of \$572.25 from the Gutter Girls to complete roof and gutter cleaning of the house. He submitted an Application for Small Works Roster from All Lawn Maintenance. He knows they do good work at a reasonable rate. He was provided a verbal estimate of \$370 to clean the roof and gutters as well as some additional landscaping of the property. It was questioned what the tenants responsibilities are according to the lease. This will be reviewed, but in the meantime GPM will be notified to hire All Lawn Maintenance and have the bill go directly to the Port. An e-mail from GPM dated February 8, 2018 was reviewed. It stated that the mailbox at the property is in poor condition besides the tenant's complaints about it, the United States Postal Service refuses to deliver mail to it because of its condition. Another issue is that the storage area downstairs off of the back patio has groundwater coming in from the walls and it looks like the water is threatening to get into the carpeted living room downstairs. GPM has asked a contractor to look at both of the problems



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and report back on what he determines as well as estimates. Commissioner Buesch suggested the Port wait for the report from the contractor, but in the meantime he will check out the mailbox.

5500 Illahee Road – Commissioner Aho reported that Clear Septic replaced a broken connection pipe that was between the septic tank and the pump tank. This is the second issue with the septic system and a lot of work was done trying to determine the problems and fix them. The good news is that with all the work, tests, time and money that was spent on this issue, the Port can rest assured that the property has a well functioning septic system for a future marine park. Kitsap Public Health District will perform the post-corrective dye test closer to the end of the month allowing the area time to “clean out” prior to testing.

Dock/Pier – discussed under PUBLIC COMMENT

Illahoe Store Property/5507 Illahee Road – Commissioner Aho reported that he reached out to attorney Bagwell with regards to the next steps in the purchase of the Illahee Store property. Unfortunately, they weren’t able to make contact other than phone messages, but Commissioner Aho was able to create a Resolution from the information attorney Bagwell provided via the messages, which he read aloud. ***Commissioner Aho moved to adopt Resolution 2018-01; second by Commissioner Buesch. Discussion:*** Commissioner Aho explained that Flett Dairy’s attorneys added language to the purchase and sale agreement regarding the Port’s assumption of risk for environmental issues. Attorney Bagwell doesn’t see this as a problem because the Port is fully aware of the issues and has plans for

remediation. Commissioner Buesch questioned the last paragraph within the resolution regarding “the title company to begin preparing for the transfer of the property via assignment of judgment versus transfer via deed.” Commissioner Aho explained that some of the language within the resolution was provided by attorney Bagwell and since he represents the Port there shouldn’t be a problem with it. The resolution basically gives Commissioner Aho authority to act and sign documents on behalf of the Port in order to have the transaction move quickly. Roy Barton asked why the Recreation Conservation Office (RCO) is mentioned within the resolution. Commissioner Aho explained that the Port plans to use the money paid for the store property as matching grant funds for the future marine park and wanted to make sure that was clearly stated. ***The motion was approved unanimously.***

Waterfront Improvement – Marine Park – Commissioner Aho has reached out to Illahee resident Rachelle Freegard as she offered her experience in grant writing and architectural services to help with the RCO grant application. Commissioner Aho plans to work on an RCO Aquatic Lands Enhancement Account (ALEA) grant application as deadlines are approaching.

Interlocal Agreement with the Port of Brownsville - discussed under PUBLIC COMMENT

NEW BUSINESS

Winter Mussel Sampling – deployment of samplers is scheduled from February 1st through March 9th. This is done every year. Commissioner Buesch asked if the pressure washing will interfere with it.



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Commissioner Aho will inform Robert Johnston, who runs the program.

Leasehold Excise tax audit was conducted. The Washington State Department of Revenue's Auditor's Detail of Differences and Instructions to Taxpayers was reviewed. The outcome was that the "leasehold excise tax returns from January 2014 through September 30, 2017 have been accepted as filed." The document will be e-mailed to Commissioner Aho so that it can be added to the website.

PUBLIC COMMENT - Mr. Barton explained that the Gilberton Community Hall is going to be gifted to a non-profit organization. That organization has yet to be determined. Unfortunately, Port Districts are not 501c3 organizations. Mr. Barton suggested the Illahee Forrest Preserve. Commissioner Aho agreed that might be a possibility.

PUBLIC COMMENT - None

ADJOURN

At 7:56PM Commissioner Buesch moved to adjourn; second by Commissioner Aho; approved unanimously.

Approved:

Commissioner

Commissioner

Commissioner

