



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

Port of Illahee
Minutes of Regular Meeting
March 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; Commissioner John Burton; Administrator, Theresa Haaland; Illahee residents: Roy Barton and John Parvis; and Tim Knapp of TIKAR Services arrived at 6:38PM.

CONSENT AGENDA

Commissioner Buesch moved to approve the consent agenda items: February 14, 2018 Regular Meeting minutes; checks numbering 4263 through 4276 in the amount of \$5,209.27 as outlined in the attached voucher approval; second by Commissioner Burton; approved unanimously.

PUBLIC COMMENT

Tim Knapp was not yet in attendance. No public comment.

REPORTS/UNFINISHED BUSINESS

Treasurer's

As of February 28, 2018 the General Fund totaled \$192,980.59, Investments totaled \$212,696.73, and the Balance of the Good Property Management account totaled \$125.36.

Commissioner Burton explained that he had reviewed his property tax statement and noticed that his Port taxes actually increased about \$30. He questioned it since the Port didn't raise taxes for 2018. The other Commissioners plan to review their tax statements as well.

Tim Knapp arrived and reported that he completed the pressure washing of the dock. It took him five hours less than expected, which was reflected in his bill. He plans to complete the piling hoop project within a couple of weeks. Commissioner Aho said that the dock looks really good since it was pressure washed, but the side railings look bad. Commissioner Buesch asked Tim if pressure washing the pressure treated lumber affects it negatively. Tim said that he believes it actually makes the performance better. John Parvis added that salt water is a natural preservative for wood so it could help. Tim said that he has seen no performance difference in the transition from the salt water. Commissioner Burton said that regular maintenance of the facility is crucial. He reviewed the on-line dock survey, which was conducted over four years ago, and realized very little of the then-crucial recommendations had been completed, which is frustrating. He questioned the stability of the facility as he has noticed that the pilings will move when pushed. Commissioner Aho explained that until the cross-bracing was replaced the whole dock would move. Commissioner Burton said that the toe kicks on the dock are rotten. Tim will provide an estimate to replace the toe kicks and take a look at the additional piling hoops. Tim explained that he could provide a high and low estimate for the stabilization of the pilings. He would bill it as a time and material project because it is not clear what exactly needs to be done. Everyone agreed that an estimate would be the right place to start.

Commissioners' Reports

Website - Commissioner Aho checked and verified that the website is backed up.



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

Former Commissioner Schaefer notified Commissioner Aho that he was still in possession of the Port's two filing cabinets. Commissioners Aho and Buesch met, picked up the cabinets and delivered them to the garage at the 5500 Illahee Road property. It's not an ideal location, as it is not a heated space, but it is dry. Commissioner Aho plans to inventory the files and scan items to the website. Mr. Parvis suggested contacting Olympic College to see about possibly getting help to scan/archive the documents. Commissioner Aho may try to locate the contact information of the gentleman, who a few years ago had offered to help the Port organize and scan documents.

Rental Properties

5560 Ocean View Boulevard

Commissioner Buesch reported that All Lawn Maintenance completed the roof and gutter cleaning and some landscaping. A check in the amount of \$360 has been authorized for payment at tonight's meeting. Upon review of the lease agreement it was determined that the tenants are responsible for the landscape maintenance of the property. This is noted for any future requests. Commissioner Buesch checked out the mailbox and tried to make it usable, but it was in bad shape. Commissioner Buesch authorized Good Property Management (GPM) to hire their contractor to replace the mailbox for \$85. The water in the basement hasn't been addressed because GPM's regular contractor doesn't handle that type of work. They offered to contact another business, but it is thought there may be a charge for an estimate. Roy Barton offered to go with Commissioner Buesch to the property to get an idea of what the problem might be, prior to paying a company to provide an estimate. It was

suggested that Commissioner Buesch contact GPM and set up a scheduled date/time to enter the property.

Commissioner Buesch asked if there is a dollar limit in the amount a Commissioner can authorize. Commissioner Aho explained that in the past there hasn't been a financial threshold. When issues came up the designated Commissioner would take care of them and pay for them via a Port-issued credit card and report on it at the next meeting. Generally the cost to fix the issue was not overly expensive. A good example is the recent authorization for a new mailbox. Commissioner Aho suggested the two new Commissioners be issued Port credit cards. Bank of America will be contacted.

Commissioner Burton said that the key situation needs to be figured out. He was given a handful of keys from the former Commissioner, several of which don't seem to have anything to do with the Port. He ended up cutting a couple of the locks to the dock lights because out of the handful of keys not one of them worked. He didn't yet replace the locks because he wasn't sure of the process for reimbursement. Commissioner Aho explained that once the Port-issued credit cards are in place, it will take care of that problem. Commissioner Aho believed that he may have additional keys to give to Commissioner Burton. It was suggested that a key box be ordered and placed in the garage at 5500 Illahee Road along with the Port's file cabinets. Then all three Commissioners could get a key to the garage and have access to all the keys.

5500 Illahee Road

Commissioner Aho was happy to report that the septic issues at the property have been remedied.



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

Dock/Pier – Commissioner Aho received a complaint via e-mail about the flag at the dock needing replacement. Commissioner Aho explained that there is a flag at the Illahee Store property, but it is definitely a two-man job to replace the flag. Commissioner Burton will meet with Commissioner Aho to help with replacing the flag. Commissioner Burton expressed his concerns about the disrepair of the dock and floats. The floats are decrepit. He has talked with Tim about replacing them with a new air bladder system. This will be further investigated and discussed. Besides the rotten toe kicks, several cleats are partially pulled out and rusted. He was frustrated that the Interlocal Agreement with the Port of Brownsville had not yet been approved, although it's been in discussion for the past three months. Commissioner Aho said that it is basically the same agreement Brownsville has with Keyport and he would like it to be more conformed to the Port of Illahee. Commissioner Burton saw it as more of a general agreement, which will get the ball rolling with maintenance of the dock. The agreement was for Port of Brownsville personnel to perform routine maintenance services. It was thought the monthly sweeping and/or hosing off the dock and floats may be a bit excessive. Commissioner Aho explained that in the past the stipend for the Dock Manager position was for that Commissioner to overview the dock facilities and take care of or call someone to take care of pressing issues. It was suggested the agreement be more of an on-call maintenance agreement versus a routine maintenance agreement. Commissioner Burton requested the agreement be reworded and sent to the Port of Brownsville as soon as possible, so that necessary maintenance can begin. The Final agreement will first be sent to the

Commissioners for final approval and then onto Brownsville.

Port of Brownsville Commissioner Fred Perkins stopped by the meeting for approximately five minutes. The Interlocal Agreement was discussed. He explained that Brownsville is willing to work with Illahee in whatever capacity necessary.

Public Records requests were discussed. Some local Ports have had public records requests that became very costly to the individual Port. Commissioner Aho explained that this is why the Port tries to have an all-inclusive website.

Illlahee Store Property/5507 Illahee Road –

Commissioner Aho reported that Attorney Bagwell has told him that the Purchase and Sale Agreement will be ready for signature this week. Once signed the Sheriff's sale will take place within thirty days. The Recreation Conservation Office (RCO) has approved the Port's Waiver of Retroactivity for the purchase of the store property. This allows funds used to purchase the store to be used as matching funds if awarded a grant for the Marine Park. Commissioner Aho had a phone conference with Pollutions Liability Insurance Agency (PLIA) personnel. Although the Port is number sixteen on the list there is a good possibility of being awarded funds for the cleanup this round. PLIA personnel told Commissioner Aho now that funds are being released, shovel-ready projects are the focus with work beginning as early as the end of April or early May. Of course the purchase of the property will need to be final prior to any work being completed, but it seems everything is coming together nicely.

Waterfront Improvement – Marine Park

Commissioner Aho has reached out to Illahee



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

resident, Rachele Freegard, who several months ago had offered her architectural expertise to help with plans. Ms. Freegard has not responded and because time is of the essence it was suggested that David Grellier be contacted as he has performed architectural design for many projects throughout the County. **Commissioner Burton made a motion authorizing Commissioner Aho to hire professional services to prepare preliminary plans/drawings for the Marine Park Project not to exceed \$12,000 and preliminary plans/drawings for the Illahee Store not to exceed \$13,000; second by Commissioner Buesch. Discussion:** Mr. Barton thought it was a bit premature to hire a company to create plans when the Port doesn't yet own the property. Commissioner Aho said that it will all be contingent upon the purchase of the Illahee store property to ensure the Port isn't out any money if the purchase falls through, yet ready to move forward if it finalizes. **The motion was approved unanimously.**

Interlocal Agreement with the Port of Brownsville was discussed under Dock/Pier.

NEW BUSINESS

Threshold was discussed under Rental Properties.

Port file cabinets was discussed under Website.

Public Disclosure Commission (PDC) – Commissioners were reminded to file their Financial Affairs Statements by April 15, 2018.

Ordering checks – the Port is down to approximately thirty checks so an order through Costco will be made in the near future.

PUBLIC COMMENT

Mr. Barton suggested that some sort of moisture absorbing product be placed in the 5500 Illahee Road garage since the Port's files are being stored in there.


EXECUTIVE SESSION

None

ADJOURN

At 9: 10PM Commissioner Buesch moved to adjourn; second by Commissioner Aho; approved unanimously.

Approved:



Commissioner



Commissioner



Commissioner



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

VOUCHER APPROVAL

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 **\$5,209.27** and from the General Fund, this 14th day of March, 2018.

Port Auditor

Port Commissioner

Port Commissioner

Number	Name	Amount
4263	JOHN BURTON	228.00
4264	JON BUESCH	228.00
4265	JAMES AHO	228.00
4266	ALL LAWN MAINTENANCE	360.00
4267	KITSAP BANK	1 236.34
4268	PUGET SOUND ENERGY	126.70
4269	CASCADE NATURAL GAS	4.00
4270	HONEY BUCKET	87.00
4271	KITSAP COUNTY TREASURER	196.00
4272	WASTE MANAGEMENT	21.17
4273	BANK OF AMERICA	120.56
4274	KENNETH W. BAGWELL, INC., P.S.	720.00
4275	TIKAR SERVICES, LLC	1 253.50
4276	THERESA HAALAND	400.00