



Port of Illahee – Minutes of Regular Meeting on April 11, 2018

Port of Illahee
Minutes of Regular Meeting
April 11, 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 Don Jahaske.

CONSENT AGENDA

Commissioner Burton moved to approve the consent agenda items: March 14, 2018 Regular Meeting minutes; checks numbering 4277 through 4288 in the amount of \$3,892.44 as outlined in the attached voucher approval; second by Commissioner Buesch; approved unanimously.

PUBLIC COMMENT

Tim Knapp provided an estimate which included toe kick and railing replacement/repair, manufacture and installation of four piling rings and an underwater evaluation of the pilings. Commissioner Burton reported that Tim discovered a flaw in the construction of the dock's railing and it needs to be addressed immediately as it is a safety hazard. Commissioner Aho agreed that with the busy season quickly approaching this is something that needs to be addressed. Tim explained that the railing needs to be completed in its entirety, not piecemealed. The toe kicks were discussed and it was thought that some of them could be reused as they are not rotten. Tim said that he determined that piling rings with rollers will work better for the internal pilings, which is reflected in the estimate. If the Commissioners

decided not to go with the rollers it would save about \$1,000, but the rollers will add longevity to the piling so that is something to keep in mind. Commissioner Buesch questioned the integrity of the docks. Tim explained that there is still good wood and the floatation is generally good. There are a few areas that will eventually need attention. Tim said that it would be best to have this all completed at once, but it could be done in smaller bites if that is what the Commissioners agree upon; although, the railing would need to be taken care of all at once and soon. If it were to be done in stages it would end up costing a bit more because a work boat will be necessary for each of these items. Commissioner Burton said that the cleats are in bad shape with approximately one third of them pulled out of the wood. It's a liability concern, so he had asked Tim for an estimate to repair the cleats as well. Tim explained that he could provide that estimate once the underwater evaluation of the pilings is complete as he would have the diver take pictures to determine how the cleats are constructed onto the dock. Commissioner Aho found an interesting board on the beach and further determined it belonged to the dock. He plans to eventually give it to Tim so he can replace it. Roy Barton reminded Tim that in the past he piecemealed items to satisfy the State Auditor's requirements of staying under a certain amount. It is believed that the threshold is \$35,000, which this estimate, in total, is less than. Items of emergent nature don't necessarily fall under the threshold. Tim is concerned about the railing as if it fails it will not be a single point failure. He suggested that if the Commissioners decided not to complete all the jobs at once, the railing be the first priority. Commissioner Buesch said that the pressure washing on the dock looks



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great and thought the railing should be pressure washed prior to any repair. Tim agreed that is the way it should be completed. Commissioner Burton agreed as it would give a better idea of any rotten wood that needs attention prior to starting the job. It was questioned if all of the toe kicks need to be replaced. Tim said that at the least, the toe kicks near the spray area need to be replaced. He suggested replacing half of the toe kicks and stabilizing the entire railing by bolting all the posts. Tim thanked the Commissioners for their time and consideration.

Don Jahaske explained that years ago the community wanted to paint the dock railing the colors of the Washington State Ferry System – green and white. He said that the dock is an eyesore right now, but if it could be beautified he sees it drawing more people to the area and the water. An employee of another local Port told Mr. Jahaske that it could be painted as long as precautions were used to insure paint didn't get in the water. Mr. Jahaske thought the community could be involved with such a project.

Commissioner Aho said that the whole idea of Illahee Day is to beautify the area, normally with cleanup efforts. Commissioner Buesch said that painting the railing would look marvelous at first, but the downside would be the maintenance to keep it looking good because as we all know paint, especially on worn wood, has a tendency to chip off and that would all be going into the water. It could be more of a problem. Commissioner Aho agreed that getting the community involved is a great idea though, so they can take pride in ownership of the area. Mr. Barton said that a call for volunteers went out last year to help with minor landscaping and clean up. He was

disappointed when only three people showed up, one being himself and the other Commissioner Aho. Mr. Jahaske explained that back in the day groups of people walked all over cleaning up the roads.

REPORTS/UNFINISHED BUSINESS

Treasurer's

As of March 31, 2018 the General Fund totaled \$192,768.71, Investments totaled \$212,995.27, and the Balance of the Good Property Management account totaled \$157.86.

Commissioners' Reports

Website - Commissioner Aho explained that he plans to scan in any historical-type documents onto the website, but not everything located in the two filing cabinets provided by former Commissioner Schaefer. There is a lot of unnecessary paperwork within the filing cabinets and it will take much effort to go through it all and pull out items of significance. Commissioner Aho provided articles from the Bremerton Sun Community Section 1997 editions. One was the history of Illahee and the other was the history of Brownsville. These are the types of documents he would like to have available on the website. Mr. Barton suggested the Washington State retention schedule be reviewed, as many of the items within those filing cabinets could probably be purged.

Rental Properties

5560 Ocean View Boulevard

Commissioner Buesch reported that he plans to contact Good Property Management to schedule a time that he can access the basement to view the water issue. He noticed that the mailbox has not yet been replaced.



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5500 Illahee Road

The water bill is in arrears and North Perry Water has the water scheduled for shut off on April 16th. North Perry Water has been contacted and verified that the tenant is receiving a copy of the bill addressed to “current tenant”. The Port automatically receives the bill since it is the landowner and it’s a lienable utility. Back in December 2017 a letter was mailed certified to the tenant explaining that she will now be responsible to pay the water utility at the property. She signed for the letter, so should be aware that she is now responsible. Commissioner Aho successfully communicated with the tenant during the sewer repair via text and said he would text her about the unpaid water bill. It was agreed that the tenant is responsible for the bill and if that means the water gets shut off then it will be up to her to have the service reinstated. Commissioner Burton explained that the tenant provided him with access to the garage basement as he was hoping to get a heater installed on the upper floor, which is now housing the Port’s filing cabinets. He reported that the wiring is not up to code. He even saw bare wires. He used electrical tape and plugs to temporarily fix that issue, turned off the light switch related to that wire and advised the tenant not to use it. Commissioner Burton said that the entire garage should be rewired and suggested a certified electrician be contacted for an estimate. Since the development of a Marine Park would change the dynamics of the entire area, this may be addressed at a later date.

Dock/Pier – Commissioner Burton reported that the flag at the dock has been replaced. He noticed that one of the large flood lights needs

replacement. Once the interlocal agreement with Illahee and Brownsville is in place he will call requesting them to replace it. Commissioner Aho suggested that further discussion about TIKAR’s estimate and the priority of ongoing maintenance be discussed during NEW BUSINESS.

Interlocal Agreement

The Brownsville/Illahee Interlocal Agreement was discussed. Attorney Bagwell gave a final approval of the most current agreement. ***Commissioner Buesch moved to adopt the Interlocal Agreement between the Port of Brownsville and the Port of Illahee dated April 11, 2018. Commissioner Burton seconded the motion.*** Discussion: Commissioner Burton voiced his concern about some of the legalese used within the document. Commissioner Aho reassured him that since attorney Bagwell approved of the wording it should be fine. ***It was approved unanimously.*** The document will be forwarded to the Port of Brownsville for adoption.

Visa Cards were given to Commissioners Buesch and Burton. They were told to call the phone number on the cards to activate them and reminded to keep any and all receipts, which will be attached to the bill.

Illahee Store Property/5507 Illahee Road –

Commissioner Aho reported that once again Attorney Bagwell has told him that the Purchase and Sale Agreement will be ready for signature this week. He is hopeful that is the case. Commissioner Aho had prepared a letter for signature addressed to several County agencies explaining the Port’s plan to purchase the property. Upon discussion with Attorney Bagwell it was



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decided the letter was a bit premature and will be prepared for signature once the property is owned by the Port. Commissioner Aho explained that he sees the letter as a good way to inform the County Commissioners and Department Heads of the Port's plans for the future of the area in an effort to gain the County's support.

Waterfront Improvement – Marine Park

Commissioner Aho reported that Kathleen Byrne-Barantas is unable to assist in writing a grant for the Port as she is helping another agency to obtain an Aquatic Land Enhancement Account (ALEA) grant and it seemed she wasn't interested due to the small scope of the Port's project. Commissioner Aho has since reached out to David Grellier who is with Hecker Architects in Bremerton and is awaiting an estimate. Commissioner Aho is working on the grant application and read the project description aloud. Due to matching funds availability he thought it would be best to complete the project in phases. Phase I would be the demolition of the 5500 Illahee Road building. A couple years later Phase II could be implemented, which could consist of a shelter and restroom facility. Of course this is all dependent on the purchase of the Illahee Store property.

Key Box – is housed with the Port's file cabinets in the garage of 5500 Illahee Road. All three Commissioners have the key to access that portion of the garage. Commissioner Burton plans to make copies of necessary keys and place them in the box.

Property Taxes – Commissioner Aho reported that he checked his tax bill and determined that his Port related taxes also increased, just a few dollars, but still it was an increase. Since the Port hasn't raised

taxes in many years, this seems strange. It is thought it has something to do with a change in assessed value. Commissioner Burton said that in order to maintain the Port facilities raising taxes is a must. Taxes haven't been increased in many years and it reflects in the condition of the facility.

NEW BUSINESS

TIKAR's estimate was reviewed. Commissioner Buesch suggested that once the interlocal agreement is in place, an estimate from the Port of Brownsville be requested for the same work. Commissioner Burton explained that he sees the Port of Brownsville's role as being more of the day-to-day, smaller items that need attention; whereas, Tim would complete the larger jobs. There was discussion about the priority of the work and it was determined that all of it is important, especially as the warmer weather is approaching, which in turn will draw more people to the facility.

Commissioner Burton moved to hire TIKAR Services to provide services as outlined in Estimate # 2018-1023, with a change of replacing just the toe kicks in the spray area and the addition of pressure washing the railing, not to exceed \$22,851.85; second by Commissioner Buesch; approved unanimously.

All three Commissioners reported that they have filed their Public Disclosure Commissioner (PDC) paperwork.

PUBLIC COMMENT

Mr. Barton voiced his concern over the Port purchasing the Illahee Store property without knowing the costs necessary to bring the building up to code. The costs to remodel a building can run high and with the Marine Park Project, he said



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it just seems that the Port may be cut too thin. Commissioner Aho said that when the building was inspected, the only item that came up was the roof. Mr. Barton said that the septic system or lack thereof is a big issue too, costing upwards of \$400 every time the holding tank would need to be pumped. Commissioner Aho said that previous Port Commissioners have worked on this transaction for many years. Commissioner Buesch added that it's been an eyesore for the last seventeen years. This will benefit the community in the long run. Work on the building wouldn't need to be completed immediately. Once the Port owns it then work can be done overtime as the budget allows.

EXECUTIVE SESSION

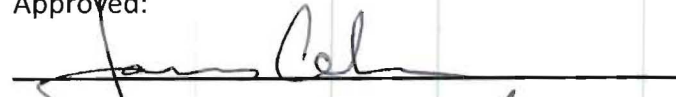
At 8:34PM it was announced the meeting would be going into Executive Session for approximately twenty minutes to discuss real estate matters.

At 8:55PM the meeting returned to Regular Session.

ADJOURN

At 8:56PM Commissioner Buesch moved to adjourn; second by Commissioner Burton; approved unanimously.

Approved:


Commissioner


Commissioner


Commissioner

