



Port of Illahee – Minutes of Regular Meeting on June 13, 2018

Port of Illahee
Minutes of Regular Meeting
June 13, 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; and Illahee residents: Roy Barton, Judith Krigsman and John Parvis.

CONSENT AGENDA

Commissioner Buesch moved to approve the consent agenda items: June Meeting Agenda; May 9, 2018 Regular Meeting minutes; and checks numbering 4303 through 4317 in the amount of \$66,334.72 as outlined in the attached voucher approval; second by Commissioner Burton; approved unanimously.

PUBLIC COMMENT – None

REPORTS/UNFINISHED BUSINESS

Treasurer's Report

As of May 31, 2018 the General Fund totaled \$216,898.13, Investments totaled \$213,634.37, and the Balance of the Good Property Management account totaled \$71.86.

Commissioners' Reports

Commissioner Aho explained that he was notified by the Washington Public Ports Association (WPPA) that he had been placed on report because he failed to submit his personal financial report to the Washington State Public Disclosure Commission (PDC) as required by law. Commissioner Aho

explained that he completed the form on-line and even received a confirmation number so he was surprised to receive the notice. He called the PDC and was told that he didn't fill out the form correctly. He resubmitted it and received another confirmation number and verified it showed as complete.

Website - Commissioner Aho reported that he posted the RCO Technical Review meeting date, time and location on the website prior to the meeting. As far as he knows the website is up to date. He asked everyone to tell him if they think of anything more to add as the Port wants to be as transparent as possible.

Rental Properties

5560 Ocean View Boulevard

Commissioner Buesch reported that he hasn't viewed the basement water issue and thinks it would be best to wait until the fall. He verified that the mailbox has been replaced. It's a smaller box but should be sufficient. The tenant had reported that Puget Sound Energy requested the ivy be removed from the power pole near the property. Commissioner Buesch was going to remove it but determined there wasn't a power pole on the property. Barbara Zawlocki had e-mailed the Port on May 23, 2018 complaining about vegetation along Ocean View Boulevard and Madrona Avenue causing a safety hazard for oncoming traffic. Commissioner Buesch has since cut the vegetation in that area. There was discussion about the landscaping being the tenant's responsibility. Commissioner Buesch decided to just take care of it since the e-mail was directed to the Port. In the future such requests may be forwarded to Good Property Management



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so that the tenants are notified. Commissioner Buesch suggested the Board eventually consider selling the property as any proceeds could be well used at the waterfront.

5500 Illahee Road

Notice hasn't been received from North Perry Avenue Water District about a delinquency so the tenant must be paying it regularly now.

Dock/Pier – Commissioner Burton reported that he and Matt Appleton, the Port of Brownsville manager, evaluated the Port of Illahee facilities. Commissioner Burton has asked Matt to provide the Port with an estimate to replace the four flood lights on the dock with LED lights, if possible, and to install a light sensitive meter so that they are on a dusk to dawn timer. Commissioner Burton explained that there is currently a timer for the lights, but it is a manual operation. It is not light sensitive so when there is a change in season or daylight savings time the timers stay the same. He believes that is why the lights were staying on past 2:00AM. He has since changed the timer to turn on at 6:00PM and off at 12:30AM. Commissioner Burton explained that he is concerned about the public's safety when the overhead lights are not on and also concerned about liability to the Port, so he asked Matt to include deck lighting in the estimate, something that will provide just enough light to make it safe but not bright enough to attract unwanted afterhours activity. Commissioner Burton purchased new locks for the box that covers the light switches. The tampering of the locks and box has been an ongoing issue, so Matt was tasked with coming up with a way to secure it. Besides the electrical portion of the pier/docks Commissioner Burton and Matt discussed the

structure. Many of the spreader boards that the cleats sit on are broken with rusted bolts sticking out. Only about a fourth of the tie bolts are remaining. Matt was asked to provide an estimate for these items as well. During the walk-through Commissioner Burton was pleased to hear of Matt's background and experience and found him to be very knowledgeable and capable to work on the Port facility. Commissioner Burton said that eventually the ramps going down to the docks will also need to be addressed. There is just a lot of needed maintenance on the entire facility. Commissioner Buesch questioned if repairing the dock and floats vice replacing them was throwing good money after bad. He asked if Matt could provide an estimate for new floats. Commissioner Burton said that if new floats were installed, new piling would be necessary. It was thought a grant would be needed to replace the floats and this is something to consider in the future. Commissioner Aho said that sometimes other Ports get rid of floats, docks, etc. and it could be brought up at an upcoming Kitsap All Ports meeting. In the meantime, Commissioner Burton will await Matt's estimate and ask Tim for estimates on several of the items also. Commissioner Aho said that back when Don Deitch was a Commissioner, he provided a lot of the maintenance on the facilities, which left a nice nest egg in the Port's account, but once former Commissioner Deitch retired from the Port the maintenance was basically deferred until somewhat recently and now it's a matter of catch up. Commissioner Burton said that this is something to consider when discussing the 2019 Budget and the decision of increasing the taxes.

During the April 11th meeting it was agreed to hire TIKAR Services to provide repairs as outlined in



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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. Tim has recently pressure washed the railing, the bill totaled \$1,526 and is being paid at tonight's meeting. The pressure washing was completed first to evaluate the state of the wood. An updated estimate (#2018-1023) in the amount of \$17,401.85 for the toe kick project was reviewed. Since the amount of the railing pressure washing and the toe kick replacement totaled \$18,927.85 which was less than the original estimate it was determined no motion was necessary for TIKAR Services to complete the job.

The signs delineating Port property were discussed. Port of Brownsville Commissioner Jack Bailey had e-mailed the Port a picture of the sign that the Port of Eglon has posted stating "Port Boundary – Please Respect Private Property". That e-mail will be forwarded to Commissioner Burton so that he can order the signs. Commissioner Burton asked where he can order more Mutt Mitts as the Mutt Mitts station has been empty for some time now. Ms. Kringsman offered to contact the Kitsap County SSWM department as she has called in the past and the County provided them at no charge. Commissioner Aho thought there may be a box of the Mutt Mitts in the basement at 5500 Illahee Road. Once Commissioner Burton obtains them he will store them in the garage near the Ports filing cabinets. Judith also offered to provide an end of year report detailing how many Mutt Mitts were needed for the year. Commissioner Aho mentioned that there are quite a few individuals within the Illahee community that are more than willing to help out, Judith Kringsman and Roy Barton are two and John Lind is another one.

He continues to take the garbage receptacle to the road each week. These are just a few of the individuals that make Illahee special.

Commissioner Burton explained that he responded to an e-mail from an individual whose family was planning a memorial service for their mother on June 3rd. They planned to charter a boat with the pickup/drop off at the Illahee dock. They were asking about parking. He explained that the parking on the sloped area is available and that there are a few spots at the old Illahee store, although it does not belong to the Port yet is frequently used by individuals visiting the dock. He cautioned them about not parking in front of the private residence north of the store. On the 3rd Commissioner Burton noticed four vehicles parked at the sloped lot. Commissioner Aho said that it was the family of Emmet and Ruth Kraft and that they were Illahee residents for years.

Illahee Store Property/5507 Illahee Road –

Commissioner Aho reported that attorney Ken Bagwell has informed him that Flett Dairy has also signed the Purchase and Sale Agreement. Apparently, once attorney Bagwell receives the \$60,000 check, which is being authorized at tonight's meeting, it will supposedly trigger the countdown to the Sheriff's sale. The check will be dropped off at attorney Bagwell's office tomorrow. At least two Commissioners will need to be present at the Sheriff sale in case additional funds are necessary to finalize the purchase. Once the date and time of the sale are known, notice will be posted on the Port's website as it will be considered a Special meeting of the Port.



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Waterfront Improvement – Marine Park –

Commissioners Aho and Buesch provided a recap of the RCO Technical Review held at the RCO office in Olympia on May 30th. There were lots of questions, comments and suggestions provided during the presentation. It was also determined that the Port could apply for a Water Access grant to use as a match to the ALEA grant, which is great news. The project wouldn't have to be completed in phases if both grants were awarded.

Commissioner Aho presented the Power Point that he presented at the Technical Review and a new presentation to be used for the Water Access grant. He plans to contact Hecker Architects and ask for an updated drawing of the design that doesn't include the phases. Ms. Krigsman suggested adding a picture of the Illahee community sign. Commissioner Aho made note.

NEW BUSINESS

Commissioner Buesch questioned the Cascade Natural Gas (CNG) bill and the North Perry Avenue Water District (NPAWD) bill. The CNG bill is for the basement of 5500 Illahee Road and has been minimal in costs and the NPAWD bill is for the water at the dock.

PUBLIC COMMENT

Ms. Krigsman said that she remembered discussion about the 5560 Ocean View property years ago. The property is actually two lots with the empty lot housing the drain field. She suggested the Commissioners consider moving the drain field and selling the house since the market is high right now. The additional lot could be used for parking. It was determined that the property was purchased for \$410,000 in December of 2009.

EXECUTIVE SESSION

At 8:42PM it was announced the meeting would be going into Executive Session for approximately twenty minutes to discuss real estate matters.

At 9:00PM the meeting returned to Regular Session.

ADJOURN


At 9:01PM Commissioner Buesch moved to adjourn; second by Commissioner Burton; approved unanimously.

Approved 

Commissioner



Commissioner



Commissioner



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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 **\$66,334.72** and from the General Fund, this 13th day of June, 2018


Port Auditor


Port Commissioner


Port Commissioner

Number	Name	Amount
4303	JAMES AHO	412.31
4304	JOHN BURTON	228.00
4305	JONATHAN BUESCH	342.00
4306	CASCADE NATURAL GAS	4.00
4307	HONEY BUCKET	87.00
4308	NORTH PERRY AVENUE WATER DISTRICT	43.66
4308	PUGET SOUND ENERGY	141.82
4310	WASTE MANAGEMENT	21.17
4311	BANK OF AMERICA	21.77
4312	HECKER ARCHITECTS	1,530.96
4314	TIKAR SERVICES, LLC	1,526.00
4313	KITSAP BANK	1,236.34
4315	KENNETH W. BAGWELL, INC., P.S.	200.00
4316	THERESA HAALAND	540.00
4317	LAW OFFICE OF KENNETH W BAGWELL TRUST ACT	60,000.00