



## Port of Illahee – Minutes of Regular Meeting on August 8, 2018

Port of Illahee  
Minutes of Regular Meeting  
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### **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 Burton moved to approve the consent agenda items: August Meeting Agenda; July 11, 2018 Regular Meeting minutes; July 30, 2018 Kitsap All Ports Meeting minutes; and checks numbering 4329 through 4339 in the amount of \$15,968.88 as outlined in the attached voucher approval; second by Commissioner Buesch; approved unanimously.*

**PUBLIC COMMENT** – Roy Barton questioned why the Waste Management bill was so much higher than in month's past. It was explained that it consists of two bills. The Port is billed monthly, which is believed to be for the garbage at the dock and then every three months another bill is paid for the residential service at the 5500 Illahee Road rental. It is a bit confusing because both bills list 5500 Illahee Road as the service address. The bill for the residential service shows service of 2 64-gallon containers and one 64-gallon recycling container. Commissioner Burton said that he knows the tenant only has one receptacle and it is smaller than a 64-gallon container. It seems that the Port is being overcharged and it was

questioned for how long. Waste Management will be contacted to further discuss.

Tim Knapp reported that the repair of the toe kicks is complete as well as the securing of the railing. He explained that he had to replace some of the side board railings as well. He is happy how everything turned out. Commissioner Aho thanked Tim for completing these two projects prior to Illahee Day. Tim said that the piling hoops are being fabricated now and he plans to install them within the next two weeks. Commissioner Burton explained that the deck boards need attention as several are loose with raised nails and both the gangway and handrail leading to the beach are posing safety hazards. Tim said that his concept for the decking is to fasten them down using screws for a temporary fix and then start replacing the deck boards with the Chemonite lumber in phases, starting with the ones that are in most need of replacement. Commissioner Burton added that refastening the boards will buy the Port several years before having to replace them. Eventually, a replacement schedule will be drawn up. He hopes to complete ten percent of the boards at one time and continuing until it is one-hundred percent complete. In the meantime, repairing the items that pose a safety hazard will be the focus. Commissioner Buesch questioned the life expectancy of the new Chemonite boards. Tim explained that docks with this material have a thirty-year life expectancy and the new piling hoops should be good for over thirty years, so the Port will be in good shape. Tim said that the Chemonite material will lighten over time and he warned not to ever paint it as it will trap moisture. Mr. Barton asked if the beams that the toe kicks and railing were attached to were in good



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condition. Tim said that yes, to his surprise, they were. He could still possibly find some splitting, but for now it all looks in decent shape. He has yet to complete a thorough evaluation of all the beams, but will be completing that soon.

### **REPORTS/UNFINISHED BUSINESS**

#### Treasurer's Report

As of July 31, 2018 the General Fund totaled \$151,985.79, Investments totaled \$214,271.03 and the Balance of the Good Property Management account totaled \$198.86.

#### Commissioners' Reports

Website - Commissioner Aho reported that he attended a presentation at the Recreation Conservation Office (RCO) in Olympia earlier this month. Kitsap County Parks made the presentation as they have applied for a Washington Wildlife and Recreation Program (WWRP) – Urban Wildlife grant to acquire over sixteen acres, that is currently threatened with development. If awarded the grant the land will be added to the Illahee Preserve Heritage Park. Commissioner Aho found it interesting that at the presentation the County used and referred to the Surface Water Management Plan (SWMP) that the Port had ordered and paid for in 2007 after receiving a Clean Water Fund grant from the Washington State Department of Ecology. At that time the Illahee Commissioners were concerned about the upland Timber's Edge development's effect on the Illahee waterfront. At one point the Commissioners considered purchasing the Timber's Edge development, but the public was against it. Sediment coming from the Illahee Creek, believed to be from upland development, was encroaching on the Port dock. A 65' culvert was installed to

alleviate the problem. Commissioner Aho periodically checks the culvert and he has noticed it is slowly filling up. He is concerned that a bad storm may cause a log to plug the culvert and this would wash out a portion of Illahee Road. The County is aware of the problem, but unfortunately there are no funds available to use for precautionary measures. If the road were to wash out, Federal and State funds would become available. John Parvis asked if the Washington State Youth Academy could be called upon to help clean up logs and debris in that area.

Commissioner Aho said that besides it being private property, the terrain would not be safe. Mr. Barton reminded everyone of when the County would use bobcats to clean out the culvert. Apparently, the Washington State Department of Fish and Wildlife put a stop to that. Commissioner Aho plans to add the SWMP to the Port's website. He also plans to add the Public Liability Insurance Agency's (PLIA) Cleanup Action Plan of the Illahee Store property.

Commissioners Aho and Buesch met with PLIA personnel in Olympia to discuss the Port's financial state. PLIA asks all applicants to provide financially to the project if possible. PLIA has since requested Port Income Statements from 2015 through 2017. Commissioner Aho responded to PLIA as they requested projected income information. Within the e-mail Commissioner Aho states the estimated costs to bring the Illahee Store building up to code. Commissioners Buesch and Burton thought the figures were a bit low. Commissioner Burton explained that several years ago his neighbors spent \$65,000 on a new septic system. The septic at the property will need to be renovated. It is thought that one of the underground tanks may be



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able to be used as a sewage holding tank and then just periodically have the tank pumped. It is thought that PLIA will inform the Port soon of how much money they plan to contribute towards the \$539,940 cleanup efforts. Mr. Barton said that the cleanup costs may not be accurate. It might cost even more than \$539,940. Commissioner Aho explained that that figure includes a twenty percent scope contingency, so it should be covered. Mr. Barton voiced his concern with the Commissioners not obtaining actual estimates for big ticket items that will be required to upgrade the store, such as a new roof, electrical, septic system, external paint, etc. He is concerned that these costs will be much higher than the Commissioners anticipate and thinks it would be prudent to be aware of the actual costs prior to owning the property.

### Rental Properties

#### 5560 Ocean View Boulevard

Commissioner Buesch reported that there wasn't anything to report regarding the rental property. A County parcel map showing the Port's Ocean View Boulevard property and the additional lot that was purchased with the property as an extra drain field was reviewed. Commissioner Buesch questioned if the two parcels could be sold separately so the Port could sell the house property and keep the extra parcel to create additional parking. With the dock getting used more frequently by non-motorized water enthusiasts, parking is a growing issue. Even if the Illahee Store property is purchased, it only has enough parking for roughly six vehicles. Commissioner Aho explained that the new owner of the house next to the store, Monyee Kazek, told him during Illahee Day that if the Port needed more parking she may consider leasing out

a couple spots. Commissioner Buesch questioned if she might be interested in selling a portion of her parking area to the Port.

5500 Illahee Road – with the rainy seasoning approaching and the known leak from the deck of the property into the second story of the building, it was thought a portion of the deck should be tarped off to avoid any further damage. This would limit the tenant's use of the deck. Commissioner Buesch will contact the tenant to discuss.

### Dock/Pier

Commissioner Burton said that unfortunately Brownsville personnel are so busy with work at Brownsville that they haven't had time to troubleshoot the electrical issue with the deck lighting. Commissioner Buesch questioned why the new lights were installed prior to verifying the electrical worked. Commissioner Burton said that either way the lights needed to be installed and the electrical needed to be fixed. Matt Appleton the manager for the Port of Brownsville told Commissioner Burton that he has worked up an estimate for the float repair, but Commissioner Burton has yet to receive it. Commissioner Burton plans to work with Tim on the more immediate maintenance priorities. The Port boundary signs have been installed by Into the Blue Designs and Signs located in Brownsville, who were referred by Matt of the Port of Brownsville. The estimated cost is \$300 and they plan to mail a bill to the Port's P. O. Box.

### Illlahee Store Property/5507 Illahee Road –

Commissioner Aho explained that he talked with attorney Bagwell about the status of the Sheriff's sale, but unfortunately attorney Bagwell didn't



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have any new information. He also isn't sure what is taking so long. It was agreed that until it is known how much of the cleanup costs PLIA will cover, the Port isn't in a rush for the Sheriff's sale. Commissioner Aho reported that someone again broke into the building through the roof and he again patched it.

### Budget

The 2019 Preliminary Budget will need to be adopted at the October meeting with the Final Budget being adopted at the November meeting. There has been discussion at previous Port meetings about the correlation between the Port taxes not being raised over the years and the current disrepair of the dock due to deferred maintenance. In order to prepare the Preliminary Budget it was questioned if the Port will be levying the allowed one percent above the highest allowed levy or not raise taxes by continuing with the flat \$79,646. Commissioner Burton questioned the one percent over the highest allowed levy. The County Auditor point-of-contact information will be provided to the Commissioners via e-mail so that they can receive adequate information and get all of their questions answered prior to next month's meeting. Commissioner Aho explained that this is a public issue. If taxes are going to be raised the public will show up at meetings and the Commissioners need to be prepared to answer their questions and explain to them the reasoning behind raising the taxes. This will continue on the agenda.

Illahaee Day was held on August 4<sup>th</sup> and seemed to be a success with anywhere from ninety to one hundred attendees. Food was provided by McClouds and cost the Port \$500. That along with

ice and beverages the event came in under budget, which is great. The desert potluck seemed to be a hit. The Commissioners heard lots of positive input. Someone did suggest the Port clean off the graffiti that's on the walls in the Illahaee Store.

Mr. Barton suggested the Commissioners consider the entire Illahaee Port District when preparing the Budget, not just the core that live within a mile of the dock. He said that some taxpayers probably seldom even drive down Illahaee Road. Commissioner Aho said that at Illahaee Day he was happy to meet individuals who live off of Candy Cane Lane, University Point and there were a couple vendors selling cards and produce that lived even further out.

WPPA sponsored Small Ports Seminar in Leavenworth is scheduled for October 18<sup>th</sup> and 19<sup>th</sup>. Commissioners confirmed they made reservations.

**NEW BUSINESS** – None

**PUBLIC COMMENT** – None

Commissioner Buesch said that he agreed with Mr. Barton on having an idea of the costs involved with getting the Illahaee store up to a usable condition. He will plan to obtain estimates for some of the work that needs to be done and report at a future meeting. He reminded everyone that it's a busy time for contractors so obtaining estimates might not be that easy.

**EXECUTIVE SESSION** - None



**ADJOURN**

*At 8:38PM Commissioner Burton moved to adjourn; second by Commissioner Buesch; approved unanimously.*

Approved:

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

Commissioner

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

Commissioner

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

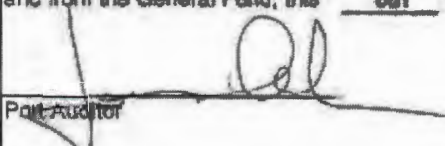
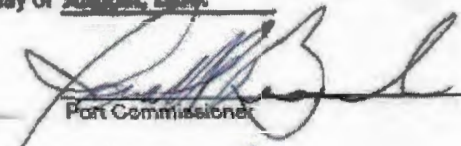
Commissioner




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**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 \$15,868.88 and from the General Fund, this 8th day of August, 2018.

Port Auditor \_\_\_\_\_ Port Commissioner \_\_\_\_\_  
  
 Port Commissioner \_\_\_\_\_

Number	Name	Amount
4329	JAMES AHO	640.00
4330	JOHN BURTON	384.00
4331	JONATHAN BUESCH	512.00
4332	NORTH PERRY AVENUE WATER DISTRICT	43.55
4333	CASCADE NATURAL GAS	4.00
4334	HONEY BUCKET	87.00
4335	WASTE MANAGEMENT	147.75
4336	KITSAP BANK	1,236.34
4337	PORT OF BROWNSVILLE	897.39
4338	TIKAR SERVICES, LLC	11,406.85
4339	THERESA HAALAND	510.00