



Port of Illahee – Minutes of Regular Meeting on September 12, 2018

Port of Illahee
Minutes of Regular Meeting
September 12, 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: Don Jahaske; and John Parvis arrived at 7:00PM.

CONSENT AGENDA

Commissioner Buesch moved to approve the consent agenda items: September Meeting Agenda; August 8, 2018 Regular Meeting minutes; and checks numbering 4340 through 4352 in the amount of \$13,083.00 as outlined in the attached voucher approval; second by Commissioner Burton; approved unanimously.

PUBLIC COMMENT – None

REPORTS/UNFINISHED BUSINESS

Treasurer's Report

As of August 31, 2018 the General Fund totaled \$138,758.75, Investments totaled \$214,658.14 and the Balance of the Good Property Management account totaled \$198.36.

Commissioners' Reports

Website - Commissioner Aho reported that he hasn't yet added the Surface Water Management Plan (SWMP) or the Public Liability Insurance Agency's (PLIA) Cleanup Action Plan (CAP) for the Illahee store property to the website.

Rental Properties

5560 Ocean View Boulevard

Commissioner Buesch explained that he plans to check the basement of the property for the water

issue. He will ask Roy Barton to join him since Mr. Barton offered to be involved. Commissioner Burton asked if the Port could obtain a copy of the property's septic system from the County Health Department in hopes to determine if the lot that the house sits on can be sold separately from the additional lot that was purchased as a reserved drain field. Septic information from the Health Department will be gathered and e-mailed to the Commissioners as well as added to the October agenda packet.

Commissioner Burton explained that he will not be able to attend the October meeting, but plans to attend the WPPA sponsored seminar in Leavenworth the following week.

5500 Illahee Road – Commissioner Buesch plans to talk to the tenant about tarping off a portion of the deck, which will limit her access on the deck. Commissioner Burton explained that the tenant approached him about replacing some glass panels, believed to be in the bathroom, with other glass panels from the second-floor bathroom. Since the second floor is vacant it was thought that would be okay. Commissioner Buesch will follow-up with the tenant on that as well. Commissioner Burton explained that the hot tub remains on the deck. It is no longer operable, but the tenant has continued to use it as a pool during this summer. The tenant showed Commissioner Burton areas of the deck that are rotting. He believes that the beams are sound, but can't say for sure. The weight of the hot tub full of water on the deck is a safety concern. It was agreed that the hot tub should not be used. Commissioner Buesch will also discuss this with the tenant. He said that it is his understanding that the Port will not be spending any money on the building as it is just not feasible



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since the plan is to eventually demolish it to make way for the Waterfront Park. The other Commissioners agreed.

Last month it was determined that Waste Management was overcharging the Port for the garbage service at the rental. They have been charging the Port for two garbage receptacles for several years now, when in fact there has only been one. Commissioner Burton verified with the tenant that there has only been one garbage receptacle for as long as she has lived there, nearly ten years. Waste Management was contacted and they are working on issuing a credit. It is unknown how far back they will go for the credit, but it should be listed on the next bill, which won't be received until November since the residential service is billed every three months.

Commissioner Aho explained that he normally sets out the Port meeting sign near the dock parking area the Friday prior to the meeting, but he was out of town this week and failed to do that. The sign is in the garage at the 5500 Illahee Road property. He asked that if the other Commissioners notice it's not out a few days prior to the meeting that they go ahead and put it out.

Dock/Pier

Commissioner Burton reported that Tim hasn't completed the piling hoop project yet as he is dealing with family-related health issues. He has full intention of completing the project very soon. The Port of Brownsville has been busy with their own project, so haven't had a chance to work on the Port's electrical issues. Commissioner Burton noticed one of the walkway lights in the middle is actually on a motion sensor and it did light up when he passed it. That's encouraging as it shows electricity is at least to that point. The timers are

still set for the lights to go off around midnight and that seems to be adequate as he hasn't heard anything negative about it. He said that the sign at the dock states that it is closed after 10PM, but that isn't really the case. Commissioner Aho said that the sign also states that the dock is for Illahee residents only, that is also incorrect. Eventually the sign will be taken down cleaned up and the wording changed. The new Port boundary signs have gotten the public's attention. Several individuals that read the sign are surprised as they were not aware that the adjacent waterfront is considered private property. The adjacent property owners seem happy with the signs. Commissioner Aho said that he has been approached on two separate occasions from individuals who said that the signs aren't legal because they state "No Trespassing", which violates the Public Lands Trust Doctrine.

Commissioner Aho asked the individuals to put it in writing and send it to the Port so it could be addressed, so far nothing has been received. The Port of Brownsville provided a quote dated September 6, 2018 for the dock float repair. Commissioner Burton plans to ask Tim for an estimate as well. Commissioner Buesch agreed that before work is authorized there should be at least another estimate. Commissioner Burton said that for the 2019 Budget he believes that \$45,000 should be set aside for maintenance to the dock and floats and he would like the Port to start saving an additional \$10,000 every year to eventually be used for the Piling Replacement Project. Commissioner Aho asked what the dock survey stated about the pilings. Commissioner Burton said the survey that was conducted in 2014 basically said that if the necessary maintenance was completed the pilings might last an additional five



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years. The maintenance has not been completed and it's now four years since the survey. Commissioner Burton said that at the least several should be replaced at one time. Commissioner Aho said that it would be cost effective to complete the Piling Replacement Project all at once, but if that's not possible the dock survey could be used to determine which ones need immediate attention. John Parvis questioned the material that will be used for the piling. Commissioner Burton suggested looking at other Ports to determine what is used. It is believed steel and concrete would be best. Mr. Parvis said that at the Indianola dock the railing has been replaced with a Trex material, which is really nice. Commissioner Burton said that Brownsville is using a composite material for many things also. It wears better and lasts longer.

Illahoe Store Property/5507 Illahee Road –

Commissioner Aho reported that he again talked with attorney Bagwell about the status of the Sheriff's sale. Attorney Bagwell has e-mailed Flett Dairy's attorney Gary Chrey, but hasn't received a response. The Port also hasn't heard from PLIA about the grant for cleanup costs. Commissioner Aho talked to Dan Hatch of Q-Logics Environmental Consulting, the company scheduled to complete the cleanup. Mr. Hatch said that he called PLIA and left a message asking for status on the Illahee project, but hasn't heard back yet. He is currently out of town with plans to place another call upon his return.

An estimate from Hanley Construction dated September 5, 2018 for a new roof on the building was reviewed. Commissioner Buesch explained that contractors aren't willing to provide an overall estimate on the store property without charging the Port. A conceptual scope of work is necessary,

which is not free. It is unknown exactly how much a company will charge for it. ***Commissioner Buesch moved to spend no more than \$5,000 to hire a contractor to provide the Port with a conceptual scope to make the 5507 Illahee Road building functional as a coffee shop/meeting space. Commissioner Burton second the motion.*** Discussion: Commissioner Burton explained that he would be more comfortable paying for the conceptual scope once the Port owns the building. Commissioner Aho said that he is certain the Sheriff sale will happen and the Port will own the building. He feels it is important to move forward in that direction and hiring a company to provide a conceptual scope is a good first step. ***The motion carried unanimously.*** Commissioner Burton explained that the septic issue at the property should be included in this scope. It was uncertain if a conceptual scope would cover the septic system. If not, that will be a separate item and looked into eventually. Commissioner Buesch will work on hiring a company to provide the conceptual scope and will explain everything to the contractor. He also hopes and will attempt to get the conceptual scope for a lower price than what was approved.

Using the Small Works Roster was discussed. There were questions regarding the threshold and going out for bid on projects. This will continue on next month's agenda.

Budget

The 2019 Budget was discussed. Commissioner Burton reiterated his thoughts on setting aside \$10,000 towards the Piling Repair Project every year and allotting \$45,000 to maintenance of the dock and floats. His thought is that \$40,000, or so, should be used for the bigger ticket items such as deck board replacement, float repair, etc. with the



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additional \$5,000 used for the smaller day-to-day maintenance items such as power washing, lighting, etc. Commissioner Burton said that he doesn't feel like the Port is doing justice to the public by not repairing and maintaining the dock facility and in order to do that the Port should be levying the maximum allowed because the Port has many other costs. The insurance bill alone is over ten percent of what the Port has levied this past year. **Commissioner Burton moved for the Port to levy the maximum amount allowed for the 2019 Budget; Commissioner Buesch second the motion.** Discussion: Commissioner Aho said that he also thinks it's necessary. He explained that the reason he first ran to serve as a Port Commissioner is because he was concerned about the stability of the Illahee dock. Not long after he became Commissioner the cross bracing was replaced/added and it really did help to shore everything up, but it obviously needs further repair. Commissioner Burton said that it's the Commissioners' duty to take care of the District's asset by completing the needed repairs and maintenance. That is what they were voted into office to do. Mr. Parvis asked if there could be work parties to save on costs and get the community involved. It was explained that in the past Commissioners have taken it upon themselves to perform minor repairs to save the Port money, which although honorable it seems that has in some ways contributed to the current disrepair of the facility. Commissioner Burton has seen the tools and material Tim uses to perform repairs, it's not your normal items that can be found in your toolbox at home. Commissioner Aho said that in the future, especially with the purchase of the store, he could envision community work parties

and such, but for the dock facility and its state of necessary repair, a community work party just wouldn't be adequate. Mr. Parvis said that he supported the Commissioners' decision. **The motion carried unanimously.**

NEW BUSINESS

Insurance – the premium to Enduris in the amount of \$9,166 is being paid at tonight's meeting.

WPPA Tax Survey was completed and submitted. A copy is included in the agenda packet for the Commissioners review.

Backflow Testing letter from North Perry Avenue Water District was received requesting a backflow test at Illahee Road and Oceanview Boulevard. Commissioner Buesch explained that this has to do with water used for irrigation systems. So, the 5560 Ocean View property must have an outdoor irrigation system. The letter will be sent to Jeff Mihulka of Bremerton Backflow as he has performed the test in the past.

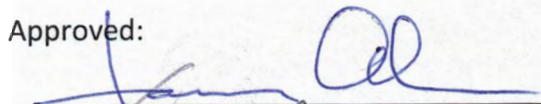
PUBLIC COMMENT – None

EXECUTIVE SESSION – None

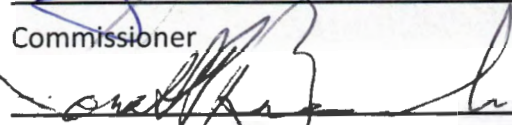
ADJOURN

At 8:36PM Commissioner Burton moved to adjourn; second by Commissioner Buesch; approved unanimously.

Approved:



Commissioner




Commissioner


Commissioner




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 \$13,953.00 and from the General Fund, this 12th day of September, 2018.


 Port Auditor


 Port Commissioner


 Port Commissioner

Number	Name	Amount
4340	JAMES AHO	326.31
4341	JONATHAN BUESCH	258.00
4342	JOHN BURTON	258.00
4343	CASCADE NATURAL GAS	4.70
4344	HONEY BUCKET	87.00
4345	PUGET SOUND ENERGY	145.77
4346	WASTE MANAGEMENT	21.51
4347	BANK OF AMERICA	537.37
4348	POSTMASTER	298.00
4349	ENDURIS	9,166.00
4350	KITSAP BANK	1,236.34
4351	KENNETH W. BAGWELL, INC., P.S.	140.00
4352	THERESA HAALAND	610.00