



## Port of Illahee – Minutes of Regular Meeting on January 9, 2019

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 Lichen Hollow, 8050 Illahee Road, Bremerton. Also present were Commissioner Jonathan Buesch; Commissioner John Burton; Administrator, Theresa Haaland; Tim Knapp of TIKAR Services; Illahee residents: Roy Barton, Charles and Liza Benslay, Don Jahaske, Cathy Johnson, and John Parvis.

### **CONSENT AGENDA**

*Commissioner Buesch moved to approve the consent agenda items: January Meeting Agenda; December 12, 2018 Regular Meeting minutes; and checks numbering 4388 through 4400 in the amount of \$8,281.37 as outlined in the attached voucher approval; second by Commissioner Burton; approved unanimously.*

**ELECTION OF OFFICERS – Commissioner Burton moved to have each Commissioner continue in their current position (Commissioner Aho - Chairman/Auditor/Webmaster; Commissioner Burton – Secretary/Dock Manager; and Commissioner Buesch – Property Manager); second by Commissioner Buesch; approved unanimously.**

**PUBLIC COMMENT** – Tim explained the design of the Port's gangways that lead down to the floats. He provided a shackle similar to the ones currently used. He said that the wave action causes the shackle to rub the plate; nearly half of the plate has eroded at this point. Tim said that it is a major safety concern. He provided estimate #2019-1050 which totaled \$9,210.50 for repair of all four

gangway connections with work to begin on March 15, 2019 and completed by March 30, 2019. Alternative options to complete the job were discussed. Tim agreed that there are other ways to complete the job, but he believes the estimate reflects the least expensive route. Commissioner Burton said that he feels the floats and ramps are in such disrepair that if they are not fixed this winter the Port is putting the public's safety at risk. Tim encouraged the Commissioners to obtain other estimates, but he will leave the March 15<sup>th</sup> – 30<sup>th</sup> window open at least until the next Port meeting. Tim plans to bring a float repair concept to the February meeting, but warned that the thirty 14' rods needed for the floats will cost approximately \$4,200. Commissioner Aho suggested these items be included in the Recreation Conservation Office (RCO) grant as part of the Marine Park, but instead of repair have it all replaced. Tim said that these items can be repaired at much less cost than replacement. If the Port was awarded a grant that would be great, but that could take an additional two years before funding is available and in his opinion these items are in need of immediate attention. Commissioners Aho and Buesch asked for time allowing them to take a look at the gangway prior to agreeing to accepting the estimate. They will each individually look at the gangway prior to next month's meeting. Tim thanked the Commissioners for their time.

Commissioner Aho explained that the Port of Brownsville arranged for the Port of Illahee to hold meetings in the upper level of the Brownsville's annex building after the lower level had been rented. Come to find out the upper level is used as a shop with no heat so wasn't ideal for meetings, although it was appreciated that the Port of



## Port of Illahee – Minutes of Regular Meeting on January 9, 2019

Brownsville tried to accommodate. At last month's meeting Roy Barton suggested contact be made with Seeds of Grace, the non-profit organization that rents the old Gilberton Hall where tonight's meeting is being held. Obviously, it was a good suggestion as Karole Johnson, the Executive Director of Seeds of Grace, was more than happy to arrange for the Port to hold the monthly Port meetings in the building long term. Charles and Liza Benslay explained that they found out about the meeting through the Port's Facebook page, thanks to Mr. Barton.

### **REPORTS/UNFINISHED BUSINESS**

#### Treasurer's Report

The County's December Treasurer's Report has not yet been received, so the fund totals reflect that from November 30, 2018; the General Fund totaled \$160,986.09, Investments totaled \$215,794.04 and the Balance of the Good Property Management account totaled \$196.86.

#### Commissioners' Reports

Website - Commissioner Aho reported that he plans to contact Parametrix, the company that generated the Surface Water Management Plan (SWMP) so that he can obtain a link to the document to add to the website. It is such a large document that he has had trouble adding it to the website. Commissioner Aho did update the website with the new meeting space information along with the sign posted near the dock. He explained that the Port was awarded a Centennial Clean water Grant years ago and a portion of the grant was set aside for Public Information and Education (PIE). The PIE funds were used to create a film called "Illlahee Saving Puget Sound One Watershed at a Time." At that time the film could

only be watched at the theater, then DVD's and now there is an on-line link at [www.thelostcontinent.org](http://www.thelostcontinent.org). Commissioner Aho plans to add the link to the Port's website.

#### Rental Properties

5560 Ocean View Boulevard – Commissioner Buesch reported that he was notified on December 13<sup>th</sup> that the dryer at the rental was not working. He talked with Good Property Management (GPM) personnel and requested they take care of it, but there was roughly just \$200 in the Port's GPM account, which they said was not enough to purchase a dryer. GPM personnel did find a reconditioned dryer at All Best Appliances that cost \$165 and Commissioner Buesch used his Port Visa card to pay for it. The soonest delivery was in approximately two weeks, so Commissioner Buesch took it upon himself to transport the dryer to the rental and he delivered the broken dryer to All Best. Within a couple of days the dryer stopped working. All Best picked the dryer up, fixed it and returned it to the rental, which cost the Port \$87 and was charged to Commissioner Buesch's Visa card. While Commissioner Buesch was at the rental he asked to look at the basement to see if there was any water damage or sign of leaking. He didn't find any sign of moisture.

5500 Illahee Road – Commissioner Buesch reported that the roofer has been contacted, but the tenant has not yet been contacted to coordinate. Around Christmas Eve Commissioner Buesch received a call about an issue with one of the poles holding up the deck. When he arrived at the property he found one of the poles was barely sitting on the concrete pier block; an inch more and it would have not been supported by the block. Thankfully with the



## Port of Illahee – Minutes of Regular Meeting on January 9, 2019

use of the tenant's large floor jack he was able to lift the deck and pound the pole back into place. It is believed a vehicle ran into the pole. It was suggested to bolt the pier block to the pole. Don Jahaske suggested construction blocks be used to keep vehicles away from that area. Commissioner Buesch said that it should be fine the way it is since in all these years this is the first time of such an incident and the house will be demoed in the somewhat near future anyway.

### Dock/Pier

Commissioner Burton reported that TIKAR has replaced four of the eight piling hoops which is great, but it doesn't necessarily prolong the life of the piling. When the Port applies for a grant new piling should also be part of the project. Commissioner Burton's concern is that the survey that was conducted five years ago noted several items that needed immediate attention, yet no work has been done on those items. Both gangways surfaces need to be replaced. It was thought that an aluminum material might be used but when Tim contacted the manufacturer, he was told that in order to sustain the integrity of the design the same wood material would need to be used. Several cleats and bolts need to be replaced and/or refastened. The child safety bars along the inner gangway needs immediate attention as there are several broken and/or loose bars and that is something that Commissioner Burton plans to have completed this year. He explained that decisions need to be made to move forward with several of these critical maintenance projects.

The flag at the dock needs to be replaced.

Commissioner Aho suggested State Representative Derrek Kilmer's office be called and asked to send the Port a new flag.

Since Commissioner Buesch isn't the Dock Manager and didn't want to overstep any boundaries he asked Commissioner Burton if he would mind if he were to ask Tim to meet him at the dock to discuss the gangway repair project. Commissioner Buesch explained that he just feels the estimate is high compared to the work he sees needed, so would like Tim to talk him through it. Commissioner Burton said that over the water work comes with higher than normal liability issues so that is one reason it's an expensive job along with all the other work that is necessary, and the plates will need to be custom built to fit the gangways. Commissioner Aho said that he too wants to take a look at it. Commissioner Buesch suggested Matt Appleton of the Port of Brownsville also be contacted to look at it to get his ideas on fixes and costs. Commissioner Burton explained that unfortunately, coordinating with the Port of Brownsville has been a bit more difficult than he anticipated.

### Illahae Store Property/5507 Illahee Road –

Commissioner Aho reported that the Port closed on the property on November 30, 2018 and are technically the owners of record at the moment. According to attorney Bagwell the details of the Sheriff sale will be known this week, although several of the attorneys involved are retired which may partially be the cause of the delay. Commissioner Aho provided the details of the property. It has contaminated soil which will cost approximately \$539,000 to remedy. The Port ranked number sixteen on the Pollution Liability Insurance Agency's (PLIA) grant list, so will be awarded funds to clean up the property. Some of



## Port of Illahee – Minutes of Regular Meeting on January 9, 2019

the contamination flows over to the County right-of-way. The County is willing to work with the Port to clean up that area as well. As soon as Commissioner Aho is provided an update from attorney Bagwell he will update the Port's website. Notice will be published in the Kitsap Sun. Mr. Barton asked if PLIA will require the Port to pay a portion of the cleanup. The Port provided PLIA with financial information but hasn't heard back about that.

North Perry Avenue Water District (NPAWD) has charged the Port a \$25 new account set-up fee for the Illahee Store account. Although it is a dormant account, the fee still applies. It was decided at last month's meeting to hold the check until the Port officially owns the building, but the check also includes the water bill payment for the dock's account. Commissioner Aho requested the check be mailed to avoid a possible late fee on the dock water account.

### **NEW BUSINESS**

Seeds of Grace – Commissioner Aho explained that Seeds of Grace is incurring utility costs as the Port uses the space for its monthly meetings. Seeds of Grace is a non-profit organization and runs primarily off of donations. Although the Port cannot donate to an organization, costs for the use of the space could be attributed to rent. The amount of rental payment was discussed.

*Commissioner Buesch moved to pay \$35 to Seeds of Grace each time the Port uses the 8050 Illahee Road building for meeting space, second by Commissioner Burton.* Discussion. Mr. Barton suggested the Commissioners review the Seeds of Grace brochure to determine the amount they normally charge for the cost of the rental. Mr. Jahaske added that the Port is only using the

meeting space not the kitchen facilities. John Parvis said that he thought \$50 per meeting would be adequate. Mr. Benslay said that they do a lot of good for the community. Cathy Johnson was asked her opinion and she thought anywhere from \$35 to \$50 seems to be the going rate for public entities. *The motion carried unanimously.*

### **PUBLIC COMMENT**

Mr. Parvis asked if other Ports have any surplus docks that Illahee might be able to acquire. It was explained that just last month the Port of Poulsbo was advertising used docks they no longer needed. But the docks looked somewhat decayed and the size would not work for Illahee anyway.

Mr. Jahaske asked about the Port of Brownsville's meeting space. They apparently pay the Brownsville Yacht Club to hold meetings in the space above the deli and the Yacht Club has priority so there are times that the Port of Brownsville has to either change the meeting date/time or find another venue.

**EXECUTIVE SESSION** – At 8:04PM it was announced that the meeting would be going into Executive Session for approximately five minutes to discuss real property.

Executive Session continued much longer than originally anticipated, but it is believed everyone from the public had left after the five minutes as they did not reenter the building. At 8:42PM the meeting returned to Regular Session.

### **ADJOURN**

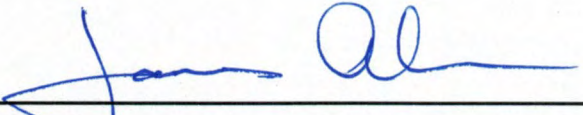
*At 8:43 PM Commissioner Buesch moved to adjourn; second by Commissioner Aho; approved*

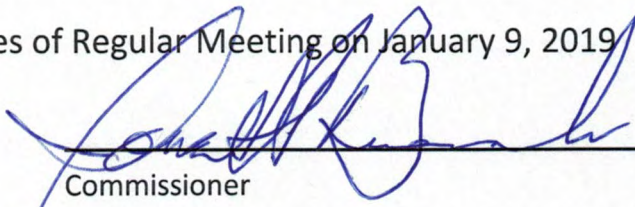


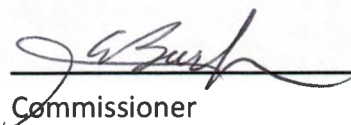
Port of Illahee – Minutes of Regular Meeting on January 9, 2019

*unanimously.*

Approved:


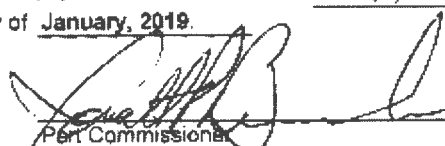

  
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Port of Illahee – Minutes of Regular Meeting on January 9, 2019

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 <b>\$8,281.37</b> and from the General Fund, this <u>9th</u> day of <u>January, 2019</u> .		
 Port Auditor	 Port Commissioner	
	 Port Commissioner	
Number	Name	Amount
4388	JAMES AHO	256.00
4389	JONATHAN BUESCH	256.00
4390	JOHN BURTON	256.00
4391	CASCADE NATURAL GAS	5.00
4392	HONEY BUCKET	87.00
4393	PUGET SOUND ENERGY	38.52
4394	WASTE MANAGEMENT	21.51
4395	KITSAP BANK	1,236.34
4396	WASHINGTON PUBLIC PORTS ASSOCIATION	300.00
4397	WASHINGTON STATE DEPARTMENT OF REVENUE	1,049.67
4398	BANK OF AMERICA	756.53
4399	TIKAR SERVICES, LLC	3,618.80
4400	THERESA HAALAND	400.00