



Port of Illahee – Minutes of Regular Meeting on June 12, 2019

Port of Illahee
Minutes of Regular Meeting
June 12, 2019

CALL TO ORDER

Commission Chairman James Aho called the meeting to order at 6:30 PM at Seeds of Grace/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, and Don Jahaske arrived at 6:55 PM.

CONSENT AGENDA

Commissioner Buesch moved to approve the consent agenda items: June Meeting Agenda; May 8, 2019 Regular Meeting minutes as corrected; June 12, 2019 checks numbering 4450 through 4462 totaling \$3,474.24 as outlined in the attached voucher approval; second by Commissioner Burton; approved unanimously.

PUBLIC COMMENT – Tim Knapp explained that he just wanted to check in with the Commissioners. He informed the Commissioners that his career with the Silverdale Water District has come to an end and he is now able to direct all his time and effort towards his two businesses – TIKAR Services LLC and Leeward Marine Works, LLC. He understands that the Port of Illahee is contracting maintenance services with the Port of Brownsville at a really good rate. He realizes that his estimate on the gangway repair was much higher than the Port of Brownsville's and the Port of Illahee has since hired Brownsville to complete the repair. He is glad Illahee is getting such a good deal; he just didn't want the Commissioners to think he was overcharging for his services. He explained that his

overhead costs make it impossible for TIKAR to compete against the Port of Brownsville. Commissioner Aho said that it is good to have Brownsville available as they can jump in and do just about anything, but TIKAR offers a different skillset which is also beneficial to the Port of Illahee. Commissioner Burton agreed that Brownsville is charging Illahee a very reasonable rate but explained that the downside is that it isn't easy getting on their schedule. For example, the gangway repair project that was scheduled to begin May 12th has been postponed until later this month. Commissioner Burton said that the Port is on borrowed time with the condition of the floats. In order for them to remain operable for a few years, immediate repairs are necessary with the intention of applying for grant funding to eventually replace the floats and pilings. Commissioner Burton explained that concrete bids will be necessary when attempting to get funding and asked if TIKAR would bid on it. Tim explained that at this point with the pilings it would be beyond his scope of work, although within the next couple of years that will be changing, so if all goes as planned by the time it goes out for bid, he would be interested in bidding on it. Tim suggested Commissioner Burton contact Marine Floats out of Tacoma as they have a lot of experience with this type of project. Thompson Pile Driving may also be interested. Tim assured the Commissioners that the floats can be restored to look and perform like new and asked them to keep that in mind if grant funding is unable to be secured. Tim said that he is very appreciative for all the work he has been able to complete for the Port in the past and he wanted the Commissioners to know that he is available now more than ever if projects come up in the future.



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REPORTS/UNFINISHED BUSINESS

Treasurer's Report

As of May 31, 2019; the General Fund totaled \$93,731.20, Investments totaled \$318,626.73 and the Balance of the Good Property Management account totaled \$200.15.

Commissioners' Reports

Website - Commissioner Aho is working on getting a link to the Surface Water Management Plan (SWMP). It is difficult because it is such a huge document.

Rental Properties

5560 Ocean View Boulevard – an e-mail dated May 13, 2019 from Brad Gitch of Kitsap Bank was reviewed. The e-mail recapped last month's discussion he had with the Commissioners during the regular meeting about the loan on the property. Commissioner Buesch said that the Commissioners will need to make a decision within the next couple of months to either continue holding onto the property as an investment, which will require the Port to take out another loan on it, or actively try to sell it. If there are no loan origination fees and/or prepayment penalties Commissioner Buesch said that he thinks taking out a new loan would be best for now and an official decision needs to be made soon.

The lots adjacent to the Ocean View Boulevard property has been cleared. Roy Barton said that a company out of Port Orchard is developing the lots. They were granted a boundary-line adjustment on the property, which will allow four homes to be constructed. Selling the rights of the Port's reserve drain field lot to the developer was discussed, but

since they have not approached the Port it is believed they will not need a reserve lot.

5500 Illahee Road – Commissioner Buesch talked with the tenant. Repairs to the roof/deck are on hold until her significant other recuperates from surgery.

Dock/Pier - Commissioner Burton reported that the Port of Brownsville hasn't completed any work for Illahee since the last Port meeting. As mentioned earlier the Gangway Repair Project was set to begin on May 12th, but they had to postpone until the week June 17th. Commissioner Burton agreed with what Tim pointed out, it's a great and reasonable opportunity for Illahee, but we have to work around their schedule. Commissioner Buesch said that he doesn't agree to Illahee being the reserve work once Brownsville committed to a definite start date. Mr. Barton said it might just be a time management issue on Brownsville's part. He has noticed a delay in getting minutes posted to their website at times and has called to find out that they had just forgot. Commissioner Burton said that he knows the fire set them back a bit although it was repaired quickly afterward.

The big tug boat owned by Bob Williams that was discussed last month did in fact tie up to the Port of Illahee's facility. This tug is nearly 100 feet long and is way too big for the floats. Mr. Williams used one of the pilings and a cleat to tie up to and as the tide changed a portion of the dock was lifted and the cleat was damaged. Commissioner Burton told Mr. Williams that he cannot stay at the facility as the vessel was way too big. Apparently, Mr. Williams thought he was doing the Port a favor by acting as a breakwater. Commissioner Aho said



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that he too talked to Mr. Williams and asked him what he was doing tying up to the Port's facility as his vessel was much too large. The tug is now anchored out near Illahee State Park.

Commissioner Burton is researching the Port's rights regarding this issue. If the tug returns, he plans to call the Coast Guard and ask that a "sea worthy" check be conducted because the tug looks to be in bad shape. It was suggested that the Department of Natural Resources (DNR) be contacted. A 34' – 35' cabin cruiser also moored at the facility for four days. On the fourth day Commissioner Burton posted the boat with the Port's "Notice of Violation". Commissioner Burton boarded the boat to try and find identifying information. The vessel number had been rubbed off from outside of the boat and there was no identifying plate inside the boat although he was unable to access under the hatch. Commissioner Burton asked if the Port has bylaws and questioned the Port's legal authority to enforce rules and if the Notice of Violation had ever been officially adopted by the Port. Mr. Barton said that former Commissioner Magill had asked similar questions before she fulfilled her term. He thought that the sheriff's office could have been contacted regarding the cabin cruiser because it could have been a stolen vessel since all of the identifying markers were removed. The Port's resolutions will be reviewed to see if rules were ever adopted and or bylaws discussed.

Commissioner Burton reported that Mr. Williams' truck continues to be parked at the store parking lot. When Commissioner Burton was installing the new flag near the dock an individual in a green Jeep Cherokee, that was loaded with stuff, stopped and asked him what the rules were for the parking area

and the marina. Commissioner Burton informed him that neither was meant for long term use. It was later noticed that the Jeep Cherokee was parked overnight at the Illahee store lot.

Commissioner Burton worries that the Port is in a weird vacuum-type situation until the purchase of the store property is finalized at which time the Port will have authority to have vehicles towed. Commissioner Aho said that he also talked to the owner of the Jeep Cherokee while he was parked at the store parking lot. He informed the individual that the Port is in the process of purchasing the property and has plans for it. Commissioner Aho was relieved to see the vehicle gone later in the afternoon.

Illahsee Store Property/5507 Illahee Road –

Commissioner Aho reported that within the last few weeks vandals damaged the inside of the store and he believes it is significant enough that a police report should be made. He explained that there has been minor vandalism in the past, but this was different with Port owned tables and chairs thrown about and wooden shelves smashed. Mr. Barton said that it's pretty typical of abandoned buildings. Commissioner Aho said that he periodically checks the roof and the inside of the building but suggested that some sort of alarm system eventually be installed. Commissioner Aho received an e-mail from an Illahee resident, Vic, who offered to repair the hole in the roof as an effort to keep vandals from accessing the inside of the building. Commissioner Buesch questioned who would be liable if a volunteer got injured while working on the building. Commissioner Burton agreed and said a volunteer should not be working on the building and at this point the Port really has no authority to authorize it anyway. Once it is



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official that the Port owns the building one of the first things that needs to be done is to have it reroofed. Commissioner Aho explained that he was looking at the Pollution Liability Insurance Agency's (PLIA) award list, where the Port was listed as #16 and he noticed that below the Port's name it states "offer forthcoming." This is a concern and prompted Commissioner Aho to send attorney Bagwell several e-mails asking him to push the sale along as the Port is in jeopardy of losing out on significant grant funds. Attorney Bagwell forwarded an e-mail from Attorney Chrey stating that the goal is to have the schedule for the Sheriff's sale to Commissioner Aho in a couple of days and definitely this week. Commissioner Aho had PLIA paperwork laminated and plans to post it on the building once the date of the sheriff's sale is set and advertised.

Recreation Conservation Office (RCO) funding – Commissioner Aho replied to attorney Bagwell's e-mail and cc'd Kim Sellars, the Port's RCO grant manager. Commissioner Aho had talked to Ms. Sellars and confirmed that she will use the e-mail to begin processing the paperwork for the Waiver of Retroactivity so that the Port's out of pocket funds paid towards the store property might be used towards matching funds for an anticipated RCO grant. Commissioner Aho and Ms. Sellars also discussed grants in general and what might work for the Port to create a marine park, replace the floats and pilings, etc. Americans with Disabilities Act (ADA) accessibility is of concern because of the grade of the property to the water, but Commissioner Aho reminded that Hecker and Associates had provided a general concept and engineers will need to insure it is ADA accessible, it will be interesting. Commissioner Burton asked

how it will work since the County basically owns the parking lot. It is thought that ADA parking will be made available at the bottom of the lot allowing access to the marine park and dock. Hiring a grant writer was discussed. The Port of Silverdale is under contract with local grant writer Kathleen Byrne-Barrantes of Grant Solutions, so there may be a conflict of interest to hire her. Ms. Sellars had mentioned that the engineering designers that the Ports of Brownsville and Kingston used did a really good job. Commissioner Aho reminded everyone that he applied for the grants last round, but it did take a lot of time and effort. Commissioner Buesch said that if the Port has a better chance of securing the grants by hiring a company to do it then that's what needs to be done. Commissioner Aho will begin looking into different grant writing companies.

Small Works Policy – Commissioner Aho explained that he sent the draft resolution to attorney Bagwell for approval. Attorney Bagwell amended the wording slightly. ***Commissioner Buesch moved to adopt Resolution 2019-01 Small Works Roster Policy to Award Public Works Contracts; second by Commissioner Aho.*** Discussion: Commissioner Burton questioned if the RCW's referenced in the resolution had been verified. It was unknown if they were, but attorney Phil Best created the original resolution for the Port of Silverdale and attorney Bagwell had since okayed it, which assured Commissioners Aho and Buesch that it was satisfactory. Commissioner Burton was hesitant to sign the resolution without knowing for sure if the RCW's were adequate. Commissioner Burton verified the RCW's on the State of Washington's website via a cell phone. ***The motion passed unanimously.***



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Silt buildup at docks – Commissioner Aho said that he cannot find the pictures or any other information regarding the silt buildup. It was agreed that this item will be removed from future agendas.

Illahee Day has been celebrated on the first Saturday in August for the past several years. Commissioner Aho said that there is a group of people who grew up in the Illahee area in the 1930's – 1950's that meet the second Saturday in August. Commissioner Aho was told that they hope the Port keeps Illahee Day on the first Saturday of August so that they can still have their get together. Apparently, several families arrive via boat. Commissioner Buesch said that he will not be able to attend on the first Saturday. Commissioner Aho suggested that Illahee Day be held once the Port officially owns the store. This will continue on next month's agenda.

NEW BUSINESS - None

PUBLIC COMMENT – Mr. Barton jokingly said he was happy to see the impressive turnout at the meeting. He tries to rally the troops by sending out a reminder posted to the Illahee community via Facebook.

The brush at the corner of the Ocean View property needs to be cut back. A complaint was made that it is creating a visual hazard. Apparently, a driver was nearly hit by an oncoming vehicle. Commissioner Buesch asked that Good Property Management be notified about the situation so that they can tell the tenants and

inform them that it is their responsibility to cut back the brush in accordance to the lease.

Commissioner Aho thanked Commissioner Burton for replacing the flag at the dock. The line is a bit brittle, but should last at least a couple more years.

EXECUTIVE SESSION

At 8:42PM it was announced that the meeting would be going into Executive Session for approximately five minutes to discuss property negotiation.

At 8:47PM the meeting returned to Regular Session.

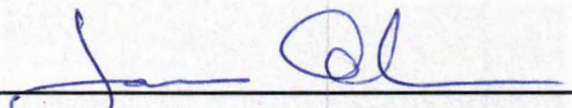
Commissioner Burton is unable to attend the July meeting.

The All Ports meeting is scheduled for Monday, July 29th with a pre-meeting potluck barbeque at 5:00PM.

ADJOURN

At 8:50PM Commissioner Buesch moved to adjourn; second by Commissioner Burton; approved unanimously.

Approved:



Commissioner

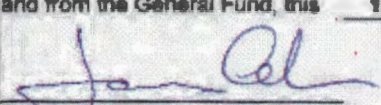




Commissioner

Commissioner



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VOUCHER APPROVAL		
<p>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 <u> \$3,474.24 </u> and from the General Fund, this <u> 12th </u> day of <u> June </u>, 2019.</p>		
<p> _____ Port Auditor</p>	<p> _____ Port Commissioner</p>	
<p> _____ Port Commissioner</p>		
Number	Name	Amount
4450	JAMES AHO	256.00
4451	JONATHAN BUESCH	256.00
4452	JOHN BURTON	256.00
4453	CASCADE NATURAL GAS	5.00
4454	HONEY BUCKET	87.00
4455	NORTH PERRY AVENUE WATER DISTRICT	91.16
4456	PUGET SOUND ENERGY	128.70
4457	WASTE MANAGEMENT	21.51
4458	BANK OF AMERICA	17.40
4459	KITSAP BANK	1,238.34
4460	PORT OF BROWNSVILLE	523.13
4461	SEEDS OF GRACE	35.00
4462	THERESA HAALAND	560.00