



## Port of Illahee – Minutes of Regular Meeting on November 13, 2019

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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 Seeds of Grace/Lichen Hollow, 8050 Illahee Road, Bremerton. Also present were Commissioner Jonathan Buesch; Commissioner John Burton; Administrator, Theresa Haaland; John Piccone of Soundwest Engineering Associates; Cathy Johnson; John Parvis; Pat Sechrest; and Janet Soderberg.

### **CONSENT AGENDA**

*Commissioner Buesch moved to approve the consent agenda items: November Meeting Agenda; October 9, 2019 Regular Meeting minutes; October 28, 2019 Kitsap All Ports Meeting minutes; November 13, 2019 checks numbering 4517 through 4532 totaling \$23,570.23 as outlined in the attached voucher approval; second by Commissioner Burton; approved unanimously.*

**PUBLIC COMMENT** – Commissioner Aho suggested everyone introduce themselves. Janet Soderberg asked what the Commissioners had just approved. Commissioner Aho explained that the consent agenda items were approved, which included last month's meeting minutes and paying the November bills. It was further explained that this is done in an effort to save time during the meeting.

### Treasurer's Report

As of October 31, 2019 the General Fund totaled \$73,304.90, Investments totaled \$371,506.91 and the Balance of the Good Property Management account totaled \$200.15.

Commissioners' Reports Website - A link to the Surface Water Management Plan (SWMP) has not yet been added to the website. Commissioner Aho said that last month Cathy Johnson made a request that the agenda packets be added to the website. Commissioner Aho said that it may be difficult to add the entire agenda packet, since it usually includes so many attachments. Adding just the agenda to the website would be possible though. Ms. Johnson said that it would be helpful to at least have the agenda prior to the meeting.

### Rental Properties

5560 Ocean View Boulevard – Commissioner Buesch reported that the note with Kitsap Bank is coming due next month. The Port had been provided with a commitment letter dated October 8, 2019 from Kitsap Bank. The letter was sent to the Port's attorney Ken Bagwell for review. Attorney Bagwell thought it was acceptable and that it should be approved via resolution, which confirmed what Cathy Johnson had mentioned last month. Resolution 2019-03 was read aloud.

*Commissioner Burton made a motion to adopt Resolution 2019-03 Authorization to Proceed with Entering into a New Loan with Kitsap Bank – 5560 Ocean View Loan; second by Commissioner Buesch; approved unanimously.* The signed commitment letter will be forwarded to Brad Gitch of Kitsap Bank. An e-mail dated November 10, 2019 was reviewed. It was a request to cut back the vegetation at the corner of Oceanview Boulevard and Madrona Avenue as it is causing a visual hazard to oncoming traffic. Commissioner Buesch explained that he had cut back the bamboo in that area earlier this year. He offered to contact a landscaper he knows to trim it all back this time.



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Commissioner Aho said that he had received a similar complaint about the vegetation and the individual had offered to go take care of it for the Port. Commissioner Burton questioned if this is the Port's responsibility or the tenants, since the lease shows the tenant is responsible for the landscaping of the property. It was agreed to forward the e-mail to Good Property Management and have them request the tenant trim back the vegetation in that area.

5500 Illahee Road – Commissioner Buesch reported that he hasn't physically inspected the deck, but looking from the parking area up to the deck it appears the stain has been applied to it.

Dock/Pier – Commissioner Burton reported that the Port of Brownsville is having some internal turnaround and he doesn't think they will be able to help with Illahee's maintenance until that is all settled. He met with Tim and Lee of TIKAR Services and expected to have a bid for tonight's meeting. Tim messaged that he wouldn't be able to attend tonight's meeting, but that an e-mail was sent to Commissioner Burton. Unfortunately, Commissioner Burton did not receive the e-mail. Commissioner Burton said that applying for a grant to replace the floats and pilings is great, but in the meantime major maintenance to ensure the public's safety and lessen the Port's liability needs to take place. The gangway alone is deteriorating and becoming more and more of a hazard as many of the safety bars are either broken off or missing. Most of the cleats are unusable. These are items that he had asked TIKAR to provide an estimate to repair and/or replace. Tim was also going to provide the Port with an indefinite time maintenance contract. Other regular maintenance

such as power washing should also be happening soon. The squid fishermen have been using the dock quite a bit and some boaters on the weekend, but not too many which is understandable when most of the cleats aren't reliable. Last month the e-mail from Andre Besler, the owner of the 32-foot Bayliner that has been moored at the Port facility, was reviewed. Since then Commissioner Burton e-mailed Mr. Besler and confronted him about regularly overstaying the allowed maximum three-day stay at the dock and also not notifying the Port ahead of time. Commissioner Burton is concerned that Mr. Besler's use of the Port facility could be viewed as favoritism. He explained that he will be working on ordering new signage for the Port facility, which will include verbiage from Resolution 2019-02 Illahee Port Facility Use and Moorage Rules and Regulations that was recently adopted. Commissioner Burton explained that he made a new Port e-mail account for himself as he didn't have the password for the previous account. Commissioner Aho said that although the Commissioners aren't allowed to e-mail each other it is good to know each other's addresses in case the public is trying to get ahold of one of the other Commissioners. Commissioner Burton requested Commissioner Aho to add his new e-mail address to the website. Commissioner Aho made note.

Illlahee Store Property/5507 Illahee Road – An e-mail dated November 5, 2019 to attorney Bagwell from attorney Matthew Holyoak was reviewed. He explains that he and attorney Gary Chrey are still working with the County Clerk's office to sort out the issues with the Notice of Sheriff's Return on Sale. He anticipates that the issues will be resolved shortly as they are aware that the Port is waiting for it. An e-mail dated October 30, 2019 from



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Brenda Curtis of the Department of Ecology addressed to Commissioner Aho was reviewed. Within the e-mail Ms. Curtis states that the Illahee Store site continues to be in non-compliance and has been since 2002. She asked to meet with Commissioner Aho to discuss the Port's plan to remove the abandoned tanks. Commissioner Aho has since talked to Ms. Curtis. She was with the Department of Ecology several years ago and then left Ecology, so when she came back and noticed the same property in non-compliance after all of these years she was concerned. Commissioner Aho informed Ms. Curtis that the Port just recently purchased the store via a Sheriff sale and are currently within the redemption period. Commissioner Burton said that his recollection in talking to attorney Bagwell at the Sheriff sale was that attorney Holyoak was going to attempt to get the Krick's to sign off on the paperwork sooner to avoid the redemption period lasting an entire year from the date of the Sheriff sale. Commissioner Aho said that Ms. Curtis understood the situation and she planned to write a recap of what they discussed and send it to Commissioner Aho. It will then be forwarded to attorney Bagwell. Once the paperwork is finalized from the courts the Pollution Liability Insurance Agency, PLIA, will be notified so that the cleanup can be scheduled. A check in the amount of \$454.74 from the Kitsap County Sheriff's Department was received and has since been deposited into the Port's account. It is a refund for a portion of the amount the Port paid for the Sheriff sale, apparently it did not cost the entire \$1,000. Commissioner Buesch reported that Kitsap Roofing, Inc. recently completed the installation of the new roof on the building. He is satisfied with the work and a check to Kitsap Roofing, Inc. in the amount of \$13,145.40 has been authorized for

payment. It took about a day and a half to complete the job and included thirteen sheets of new plywood, new sheeting and fascia board all around. They did a really good job and after viewing the other bids it was at a really good price especially considering they were required to pay prevailing wage. New gutters need to be installed and many estimates for the gutters were included in the roofing bids (Kitsap Roofing \$1200; A1 Roofing \$800; Roof Doctor \$1,440; Cloise and Mike \$1090). Commissioner Buesch explained that he also received a bid from Affordable Gutters that came in at \$644. They have since applied to be on the Small Works Roster. The owner is the only worker, so the Prevailing Wage requirements do not apply. ***Commissioner Buesch made a motion to hire Affordable Gutters to install new gutters on the 5507 Illahee Road building cost the Port \$644 plus tax; second by Commissioner Burton; approved unanimously.***

Comp Plan/Recreation Conservation Office (RCO) funding – Commissioner Aho explained that he was informed by John Piccone of Soundwest Engineering that the proper term to use for the plan is actually the Comprehensive Scheme of Harbor Improvements. Mr. Piccone explained that he would like to obtain pictures of the dock, gangway and floats in its current state prior to any maintenance. He advised that before any over-the-water work is performed the Port is required to have necessary maintenance permits in place. Commissioner Burton asked if a simple job such as power washing the dock would require a permit. Mr. Piccone said unfortunately, yes. He said that he can assist the Port in applying for the permits and suggested this become an agenda item with action to begin early next year. Mr. Piccone



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provided a handout of the schedule for adoption of the Comprehensive Scheme and a list of the goals and objectives. A Special Meeting is planned for next Wednesday, November 20<sup>th</sup> at the Seeds of Grace building. Notice has been published in the CK Reporter and is on the website. During the Special Meeting the goals and objectives will be presented to the public and time will be provided for their input/feedback. He is also working on a survey to present to the public at the meeting and will eventually be mailed to every household within the Port District. He explained that the feedback from the survey is very informative and useful and adds community input and validity to the Comprehensive Scheme. It also shows the RCO that the public is behind the Port in this endeavor, which helps in scoring higher for grants. The survey is really an important aspect and the public will be encouraged to complete and return them back to the Port. It was agreed that the return address should be the Port's P. O. Box. Mr. Piccone would like to get the surveys mailed shortly after the Special Meeting. December 11<sup>th</sup> will be the date for the final call of the survey responses. By December 20<sup>th</sup> the survey results and public comment will be incorporated into the draft scheme and it will be provided to the Commissioner for review and feedback. The adoption of the comp scheme will be on the February 2020 agenda and notice will be published in the newspaper once for two consecutive weeks prior to the meeting.

Commissioner Aho explained that in order to be eligible to apply for RCO grants the Port's Comprehensive Scheme must be updated. Ms. Soderberg questioned the methodology of the survey. It was explained that they will be handed

out at the Special Meeting next week and then also mailed to every residence within the Port District. Mr. Piccone explained that the survey is not a requirement, but it offers an added level of public input. Commissioner Burton added that the grants are on a two-year cycle and the deadline is coming due. The Port will be applying for several different grants. We need to obtain as much public input as possible in a fairly small amount of time. The deadline for the RCO to receive the comp scheme is March 1<sup>st</sup>. Ms. Soderberg said that she was concerned about the survey and lack of response time. Mr. Piccone said that it's not a critical piece of the comp scheme although it does give early warning signs if the public is not in agreement with the Port's vision. Mr. Piccone said that if the Port were just updating its comp scheme and not applying for grants, he wouldn't recommend a public survey. Commissioner Burton mentioned that in all his thirty-five years of living in Illahee he has never seen anything promoting the Port District. He thinks this is a good thing for the community. It could get the public more involved with the Port, as there are some individuals that don't even realize there is an Illahee Port District. Commissioner Burton said that he has also found that there is confusion for the public between the Port and the Illahee Preserve. He cautioned that the two entities be kept separate. John Parvis agreed and that Illahee State Park adds to the confusion. Commissioner Aho said that when he was campaigning to become a Port Commissioner six years ago, he was knocking on doors out on the perimeter of the district and was surprised that a lot of the people said they had noticed that they pay taxes to the Port of Illahee. Nowadays, most people don't even receive the local paper and that is one reason that it was decided to mail out the



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surveys. Mr. Piccone explained that he and Commissioner Aho have worked on the substance of the comp scheme and it is basically a very general plan, which is what it is meant to be as a more conceptual plan will be prepared later at which time the details will be determined. Mr. Piccone said that the survey questions will also be very general. There are so many factors within a priority that it is just better to determine if the public agrees overall or not. Commissioner Aho said that with the shape of the floats, pilings and gangway he thinks the public will support it. It was agreed that it should be made clear to the public that this is for the chance at obtaining grant money it will not affect taxes. Mr. Piccone said that because of his line of work he has seen the financial health of many other Port districts. He commended the frugality of Commissioners past and present to create the financial stability the Port has today. Commissioner Aho explained that Mr. Piccone was hired because he has become a very successful grant writer. He is actually an engineer by trade but also a grant writer. Grant funding and permitting basically go hand in hand, so he will be very valuable to the Port as we move forward.

2020 Final Budget was reviewed. Commissioner Burton questioned budget line items. He said that he couldn't justify budgeting \$75,000 for property improvements to the Illahee Store property and \$50,000 for the Waterfront Park Project when the budget for the Float Repair is \$25,000 and the Piling Project is just \$10,000. He said that the main mission for the Port is to maintain the over-water amenities and they are failing. Commissioner Aho said that he didn't view the figures as limits but rather place holders as the money can be moved around as needed. Cathy Johnson, who retired as

the Finance Director of the City of Bremerton, was asked for input. Ms. Johnson said that although she realizes the money can be moved when needed, it makes sense that the budget somewhat reflects your plan. She would amend it.

***Commissioner Burton motioned to adopt Resolution 2019-03 Adoption of the 2020 Final Budget with the Budget amended to reflect: 774:00 WATERFRONT FACILITIES 774.30 Float Repair Project \$50,000; 774.40 Waterfront Park Project \$10,000; and 774.50 Piling Project \$25,000 and adopt Resolution 2019-04 Levey Limit Increase; second by Commissioner Buesch; approved unanimously.***

Commissioner Aho assured Commissioner Burton that when he and Mr. Piccone met to discuss the comp scheme Commissioner Aho informed Mr. Piccone that the dock, the gangway, and the floats are all priority. Keeping the water access available to the public is key. Commissioner Burton said that Tim Knapp and Mr. Parvis had informed him of a repair method for the pilings, where a tube is inserted over the current piling and then cement is poured into the tube. It apparently becomes very solid. Commissioner Burton plans to talk to Tim about the underwater survey he had given the Port an estimate for last year. Commissioner Burton said he was surprised and now concerned that there are required permits to perform work on the over-water amenities. Commissioner Aho recalled former Commissioner Mike Manske working on the application, but doesn't believe it was finalized.

WPPA Small Ports Seminar recap – Commissioner Aho said he thought it was a really good and beneficial seminar as there is a lot to learn about Ports. He mentioned that there is a new Commissioner seminar in Tacoma next week and



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asked Commissioner Burton if he was interested in attending it since he wasn't able to attend last year with Commissioners Aho and Buesch.

Commissioner Burton said he would be unable to attend.

State Auditor recently sent an e-mail to the Port asking for information about the Port's two leases. A scanned copy of the lease for 5560 Ocean View Boulevard was provided and it was explained that the lease at 5500 Illahee Road was via a verbal month-to-month agreement and that the residence will eventually be demolished to make way for development.

Election – congratulations to Commissioner Aho who was elected to serve as a Port Commissioner for another six years.

### **NEW BUSINESS**

Computer issues repair/replace – Commissioner Burton's Port-issued laptop is failing to hold a charge. Three laptops were all purchased at the same time approximately seven years ago. Commissioner Burton wasn't sure if it was a battery issue or a software glitch since it is running off of Windows 7. He questioned if it would be better to have it serviced or invest in a new replacement. Commissioner Aho said that his son works in the IT industry and is very tech savvy. He offered to take it home for his son to attempt to fix it. Commissioners Aho and Buesch both said that they just continually keep their Port-issued laptops plugged in and haven't had a problem. It's not convenient for Commissioner Burton to continually keep his plugged in so this is not an option. Commissioner Buesch asked that if/when the laptops are replaced that the old ones be given to

the East Bremerton Rotary as they have an individual who wipes them clean and they are then presented to the students of the month from the alternative high school.

WPPA Port Dues will remain at \$300 for 2020.

### **PUBLIC COMMENT**

Mr. Parvis asked about the vegetation that was left behind from the roof replacement project at 5507 Illahee Road. He asked if a chipper or a shredder should be rented to get rid of it. Commissioner Aho said that there is hardly any trash in the Port's garbage receptacles and he just usually will slowly add items that are left around the property to the them. Soon the inside will need to be cleaned out at which time a Waste Management dumpster will more than likely be rented, so that is another possibility. Commissioner Buesch said that he called the Junk Haulers in Belfair. He hasn't heard back from them, but would like to be able to meet with them at the store and get an estimate for the removal of everything in the store. Commissioner Aho said that Frank Richmond, who at one time lived in Illahee, might be interested in anything metal that's in the store. Commissioner Aho plans to e-mail Mr. Richmond. Commissioner Aho said that when they were cutting the tree branches hanging over onto the Port's property on the southside of the Illahee Store property, he ended up having to access the neighboring property in order to reach the tree limbs. In the future the Port may want to pursue a property line adjustment.

### **EXECUTIVE SESSION**

None



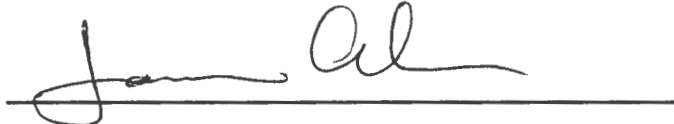
**ADJOURN**

*At 8:55PM Commissioner Buesch moved to adjourn; second by Commissioner Burton; approved unanimously.*

Approved:

  
\_\_\_\_\_  
Commissioner

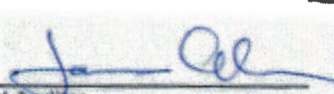
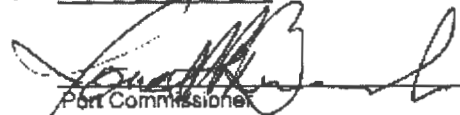

  
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Commissioner

  
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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 <b>\$23,570.23</b> and from the General Fund, this <u>13th</u> day of <u>November, 2019</u>		
 Port Auditor		 Port Commissioner
		 Port Commissioner
Number	Name	Amount
4517	JAMES AHO	882.92
4518	JOHN BURTON	567.00
4519	JONATHAN BUESCH	895.60
4520	CASCADE NATURAL GAS	5.00
4521	HONEY BUCKET	87.00
4522	PUGET SOUND ENERGY	186.05
4523	WASTE MANAGEMENT	22.11
4524	BANK OF AMERICA	15.75
4525	KITSAP ROOFING, INC.	13,145.40
4526	WASHINGTON PUBLIC PORTS ASSOCIATION	150.00
4527	SOUNDWEST ENGINEERING ASSOCIATES	5,094.45
4528	KENNETH W. BAGWELL, INC., P.S.	360.00
4529	KITSAP BANK	1,236.34
4530	SOUND PUBLISHING, INC.	102.61
4531	SEEDS OF GRACE	35.00
4532	THERESA HAALAND	785.00