



Port of Illahee – Minutes of Regular Meeting on January 8, 2020

Port of Illahee

Minutes of Regular Meeting

January 8, 2020

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; Roy Barton; Don Jahaske; Cathy Johnson; John Parvis; and Ed and Faryn Seal.

CONSENT AGENDA

Commissioner Buesch moved to approve the consent agenda items: January Meeting Agenda; December 11, 2019 Regular Meeting minutes; January 8, 2020 checks numbering 4549 through 4560 totaling \$12,112.89 as outlined in the attached voucher approval; second by Commissioner Burton; approved unanimously.

ELECTION OF OFFICERS

Commissioner Buesch moved to authorize Commissioner Aho to remain as Chairman/Auditor and Commissioner Burton to remain as Secretary; second by Commissioner Burton; approved unanimously.

Commissioner Burton moved to authorize all Commissioners to retain their current Port responsibilities (Commissioner Aho: Webmaster; Commissioner Buesch: Property Manager; Commissioner Burton: Dock Manager); second by Commissioner Buesch; approved unanimously.

PUBLIC COMMENT

Comprehensive Scheme/Recreation Conservation Office (RCO) funding – John Piccone reported that he has received a fair amount of survey results. He is holding off on analyzing the results until the bulk of them have been received. So far, he has received about one hundred results, which he said is a pretty good turnout. He explained that the results are not a necessary or critical component of the comprehensive scheme, but rather used when determining which projects will be pursued. Commissioner Burton was concerned about finalizing the comprehensive scheme prior to knowing the results of the survey. He asked that if the survey results show that there isn't public support for the projects listed within the scheme, shouldn't the comprehensive scheme be modified. Mr. Piccone said that moving forward with the comprehensive scheme is basically a formality. Once the scheme is adopted then concept plans are developed and that is when the results of the survey will come into play. Commissioner Buesch said that he is interested to see if there is a glaring opposition to any of the projects listed on the survey. Commissioner Aho explained that he was able to view about half of the survey results the other day and figures that about eighty percent of those results were in favor of what the Port has planned. Mr. Piccone said that he will begin quantifying the results. Last week Mr. Piccone sent the Commissioners an e-mail with the draft comprehensive scheme attached. He asked that the Commissioners review it and provide him with any feedback and/or changes. Commissioner Aho did provide Mr. Piccone with a few changes. Commissioner Burton said that he hadn't had a chance to go through it. Mr. Piccone plans to update it with any changes the Commissioners



Port of Illahee – Minutes of Regular Meeting on January 8, 2020

provide and then he will send it out to all three Commissioners one last time before it is posted on the website. A Public Hearing will be scheduled at the start of the February Regular meeting. Mr. Piccone explained that this is when the public is allowed to provide feedback one last time before the plan is adopted. The Regular Meeting will begin directly after the Public Hearing at which time the Commissioners should plan to adopt the Comp Scheme, unless there was public feedback that the Commissioners want to implement into it and/or that would change it. Mr. Piccone said that it is hoped that it will be adopted at the February meeting, but it needs to be made right prior to adoption. Notice of the Public Hearing needs to be published in the local newspaper once for two consecutive weeks. There was discussion about which paper to publish it in, either the Kitsap Sun or the Central Kitsap Reporter. Recently, the Port has been advertising in the CK Reporter as it is less expensive. Commissioner Buesch said that a good thing about the Kitsap Sun is that at least the public can buy a copy of it in just about any of the stores around the area. Roy Barton said that some stores offer the CK Reporter. There was question if everyone in Illahee receives a free copy of the CK Reporter. Commissioner Burton said that he has been receiving the Kitsap Sun for many years; he randomly receives a free copy of the CK Reporter. He said that the local news has decreased in the Kitsap Sun since it was bought out, but it still has a wider distribution. Ed Seal said that they are somewhat new to the area and have a subscription to the Kitsap Sun. He had never heard of the CK Reporter. Cathy Johnson cautioned the Commissioners that whichever paper is decided to be used, it should be used consistently. It was agreed to publish the Notice of Public Hearing in

the Kitsap Sun. Mr. Barton asked about there not being a "return by" date on the surveys. Mr. Piccone explained that it was decided not to add a deadline in hopes that more results would be received. He said that the next step will be to work on some conceptual designs and review the Ports budget. It is unknown which grants will be pursued until then.

Commissioner Aho sent Mr. Piccone pictures of the gangway shackles and asked him for an assessment. Mr. Piccone said that determining the structural integrity of the shackles is more complex than it seems. Based on the pictures alone he didn't see anything to be overly concerned about and said that it's typically not the place where a gangway will fail, but without going through some sort of analysis he was hesitant to say one way or the other. He explained that if the Commissioners are wanting a definite answer, his structural engineer will need to view the shackles in person and take measurements to determine what load the remaining steel can support. Mr. Piccone estimated the costs of the analysis to be \$1,600. Commissioner Burton questioned if the analysis would include non-destructive testing of the steel. Mr. Piccone said non-destructive testing wouldn't be necessary, although they are capable of doing it. Commissioner Buesch asked if the structural engineer found something alarming, would nondestructive testing then be conducted. Mr. Piccone said that possibly if it was something majorly alarming. He suggested a safety chain be installed, which would keep the gangway from falling if it were to fail. Commissioner Aho said that he has looked at the gangway and doesn't see it as a pressing problem, but does like the idea of installing a safety chain in case of catastrophic



Port of Illahee – Minutes of Regular Meeting on January 8, 2020

failure. Commissioner Burton said that installing a safety chain would not relieve his concerns as it would not completely protect the public. He feels the Port should move forward with accepting TIKAR's estimate #2019-1050 in the amount of \$5,722.50. He added that paying \$1,600 for an analysis is about thirty percent of what it will cost to completely fix the problem. He doesn't see the sense in spending the money on the evaluation but rather just go ahead and fix it. Commissioner Buesch said that before the Port spends nearly \$6,000 he would rather spend the \$1,600 for a qualified assessment. He suggested Soundwest be hired to officially assess it and then if found necessary move forward with hiring TIKAR. Commissioner Burton said that he doesn't agree with taking shortcuts and risk the public's safety. The condition right now is deficient and he doesn't see it lasting for two more years let alone three to five before funding may be available. Commissioner Aho reminded everyone that he is a structural engineer and he has looked at it and doesn't see it as a problem. **Commissioner Buesch moved to hire SoundWest Engineering to assess the brackets on the two gangways.** John Parvis asked if the Commissioners were aware of how much this will cost. It was explained that Mr. Piccone verbally quoted \$1,600. Mr. Piccone added that the fee will be used as diligently as possible to get the most information, but does not want to be cornered into a specific scope of work for a specific budget without a contract. The current on-call planning task can be used as needed and he believes they are a little ahead of budget so isn't worried to use the current task to complete the assessment. He said that his structural engineer would go onsite and look for visual signs of distress, take measurements for

calculations and provide a recommendation. Commissioner Burton questioned the steps taken to conduct the structural engineer's visual inspection. Mr. Piccone said that would be left up to the engineer and that the final recommendation may say something to the affect that it appears to be structurally sound, but more than likely would not say it is absolutely without certainty sound. Commissioner Burton said that he isn't looking for a guarantee of longevity but rather a good structural analysis and recommendation. Commissioner Buesch retracted his original motion. **Commissioner Burton moved to contract with SoundWest Engineering to provide an engineering analysis of the pier hangers to include a visual inspection, measurements, structural calculations and a recommendation, not to exceed \$1,600; second by Commissioner Buesch; approved (Commissioner Aho voted against).**

Mr. Parvis asked if waterproof grease might be helpful to increase the lifespan of the shackles. Commissioner Burton said he knew from experience it wouldn't.

REPORTS/UNFINISHED BUSINESS

Treasurer's Report

As of December 31, 2019 the General Fund totaled \$40,853.14, Investments totaled \$372,947.19 and the Balance of the Good Property Management account totaled \$1.87.

Commissioners' Reports Website - A link to the Surface Water Management Plan (SWMP) has not yet been added to the website. Commissioner Aho reported that he continually updates the website. He added tonight's agenda and asked if anyone in attendance had a chance to view it before the



Port of Illahee – Minutes of Regular Meeting on January 8, 2020

meeting. Mr. Barton and Cathy Johnson both indicated that they did.

Rental Properties

5560 Ocean View Boulevard/Rental –

Commissioner Buesch explained that the Port had a bond issued as the note with Kitsap Bank matured on December 19, 2019. There were fifteen years left on the note and every five years it had to be renegotiated. With the bond negotiations are no longer necessary and the loan on the house is set until it is paid in full in 2034. Payments are due just twice annually in June and December. An e-mail from Barbara Zawlocki asking that the vegetation be cut back at the corner of Oceanview and Madrona. An e-mail was again sent to Good Property Management requesting the tenant cut back the vegetation. Commissioner Buesch said that he drove past that area and it looks as though it has been trimmed. He didn't have a problem seeing oncoming traffic, but he did note that his truck is higher than a car.

5500 Illahee Road/Rental – Commissioner Buesch reported that he received a call from the tenant a couple weeks ago as the heater wasn't working. He inspected it to try and determine what might be wrong. The tenant was somewhat certain the thermostat was the culprit. Commissioner Buesch purchased a new thermostat which did in fact fix the problem.

5507 Illahee Road/Illahee Store Property –

Commissioner Buesch reported that the building has a new roof and gutters. One of the downspouts was not the correct color, which will be corrected. A trash removal service company has been hired to remove everything from the building

including two outdoor heating units, internal duct work and light fixtures. Originally the amount of the quote came to \$7,000. Commissioner Buesch negotiated with the owner of the company and the final agreed upon amount was \$6,000 plus tax, one thousand dollars less than the \$7,000 limit that was authorized last month. The job isn't complete, but it is getting close and payment will more than likely be processed next month. Commissioner Buesch reported that he removed a small piece of the popcorn ceiling and tile flooring and has sent them in for testing. The costs will be about \$40 for each sample. Once the results of the testing are received the Commissioners will need to determine the next steps. An e-mail dated December 20, 2019 to Commissioner Aho from attorney Bagwell reported that the court confirmed the sale of the property to the Port, so the Port does own the property, but the one year redemption period is still in place until September 6, 2020. Attorney Bagwell stated in the e-mail that generally there is no way to waive the redemption period, but after doing a little research and speaking to attorney Chrey he believes a quit claim deed provided to the Port from the Kricks may be the solution. Attorney Chrey is going to explore that further. PLIA will be contacted once the redemption period is complete. Commissioner Buesch asked if PLIA should be informed that the Port partially owns the property, so that they are aware it is moving forward. Commissioner Burton asked how long before the Port will lose its position on PLIA's clean-up list. Commissioner Aho said that it was explained to him that once a cleanup is listed on PLIA's list, it remains on it. He said that he isn't certain but that is what he remembers being told. Since the Port has been working at purchasing the store, he doesn't think it would be knocked off the list.



Port of Illahee – Minutes of Regular Meeting on January 8, 2020

Enduris was contacted and informed that the 5507 Illahee Road property needs to be added to the Port's insurance. E-mails to and from Joe Davis of Enduris were reviewed. There was uncertainty if Enduris would insure the building for more than just liability until it has been renovated. Commissioner Buesch requested Enduris be contacted and pressed to issue insurance on the building itself, not just liability.

Dock/Pier – Commissioner Burton explained that he has noticed that the Port of Brownsville seems to be catching up on internal items. An e-mail from Megan Hartman informing the Commissioners that when she was at the dock, she witnessed a log from the dock fall off into the water. She included a picture in the e-mail. Commissioner Burton reported that he inspected it and asked TIKAR Services to inspect it. TIKAR concluded that it was not a structural log but rather a bumper. TIKAR informed Commissioner Burton that they would charge \$100 to remove the log and \$100 to dispose of it. Commissioner Burton asked them to take care of it as well as power wash the docks as they are extremely slippery and dangerous, and also asked them to fix the broken metal railing. All items will be charged on a time and material basis. Commissioner Burton reported that the northeast piling is rotten at the waterline. TIKAR has also submitted the Hydraulic Project Approval (HPA) permit application. They will not order the lumber for the float repair until the HPA has been approved. Commissioner Aho explained that some grants that are going to be pursued may possibly include some maintenance funds, so Mr. Piccone needs to be informed of future maintenance. Commissioner Burton said that he is just hoping the minimal maintenance TIKAR has been tasked

with will allow the dock and floats to remain open and available to the public for the next few years while grant funds are pursued and become available. Commissioner Aho explained that what is outlined in the Comprehensive Scheme needs to parallel with the maintenance that is being conducted by TIKAR and in accordance with the HPA. Commissioner Burton said that they were elected to maintain the facility and provide public access to the water. He agrees with pursuing grants, but he is not willing to hold off on the much-needed maintenance until when/or if a grant is awarded to the Port. Commissioner Aho agreed that the minimal maintenance should be conducted and tasking TIKAR with getting rid of that log is important. He suggested the pressure washing take place in the spring. Commissioner Burton said that it should be completed every six months and it needs to be completed soon, because it's a safety concern. John Parvis said he was in favor of having it completed sooner rather than later. The HPA application was discussed. Theresa had signed off of the State Environmental Policy Act Letter of Exemption in an effort to move the application along. Within the letter there is an outline of the proposed maintenance activities, which was reviewed and agreed upon.

State Auditor – The 2017 – 2018 Local Government Assessment Audit is complete. There were two Exit Recommendations. The first one was regarding written policies or procedures governing the use of credit cards. Each of the Commissioners have Port-issued Bank of America credit cards. A credit card agreement outlining the responsibilities that go along with using the card was prepared for each of the Commissioners' signatures. The second recommendation was to ensure that when going



Port of Illahee – Minutes of Regular Meeting on January 8, 2020

into Executive Session the time, reason and anticipated duration as well as the time it ended are noted within the minutes.

NEW BUSINESS

Resolution 2020-01 – when attorney Bagwell was working on securing the Port’s bond, he had asked for the supporting documentation related to the Port’s meeting schedule. It seemed if the meeting dates and or times changed it was just noted within the minutes as no resolution could be found. Attorney Bagwell advised that the Port begin adopting a resolution annually that establishes the meeting schedule for that year. *Commissioner Buesch moved to adopt Resolution 2020-01 Establishing the 2020 Regular Meeting Schedule; second by Commissioner Burton; approved unanimously.*

2019 Year-End Budget Review was discussed.

PUBLIC COMMENT

Mr. Barton suggested the Port look into changing their credit card provider from Bank of America to government cards with Enterprise as they offer cash back at the end of the year with no annual fees. It was mentioned that the Bank of America cards have no annual fees, but do not offer any cash back rewards.

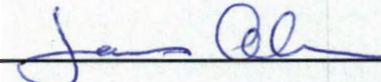
EXECUTIVE SESSION

None

ADJOURN

At 8:07PM Commissioner Burton moved to adjourn; second by Commissioner Buesch; approved unanimously.

Approved:



Commissioner


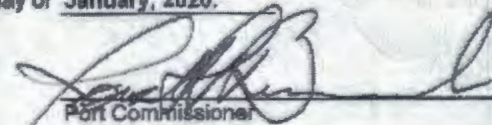



Commissioner



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 \$12,112.89		
and from the General Fund, this <u>8th</u> day of <u>January, 2020</u> .		
 Port Auditor	 Port Commissioner	
	 Port Commissioner	
Number	Name	Amount
4549	JAMES AHO	256.00
4550	JONATHAN BUESCH	256.00
4551	JOHN BURTON	256.00
4552	CASCADE NATURAL GAS	5.00
4553	PUGET SOUND ENERGY	91.58
4554	WASTE MANAGEMENT	22.11
4555	BANK OF AMERICA	24.51
4556	WASHINGTON STATE DEPARTMENT OF REVENUE	1,078.58
4557	SOUNDWEST ENGINEERING ASSOCIATES	9,038.13
4558	WASHINGTON PUBLIC PORTS ASSOCIATION	300.00
4559	SEEDS OF GRACE	35.00
4560	THERESA HAALAND	750.00