



Port of Illahee – Minutes of Regular Meeting on December 9, 2020

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Minutes of Regular Meeting

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Due to the COVID-19 Virus and Governor Inslee's Proclamation 20-05 the meeting was being held virtually through the ZOOM app (meeting id# 71509975823). Notice of the virtual meeting was posted near the kiosk at the head of the pier and on the Port's website – portofillahee.com.

CALL TO ORDER

Commission Chairman James Aho called the meeting to order at 6:30PM. Also in attendance were Commissioner Jonathan Buesch; Commissioner John Burton; Administrator, Theresa Haaland; John Piccone of Soundwest Engineering; Roy Barton; John Parvis; and Janet Soderberg.

CONSENT AGENDA

Commissioner Buesch moved to approve the consent agenda items: December Meeting Agenda; November 11, 2020 Regular Meeting minutes; December 9, 2020 checks numbering 4684 through 4693 totaling \$8,858.28 as outlined in the attached Voucher Approval; second by Commissioner Burton; approved unanimously.

SIGNING OF DOCUMENTS

Commissioners agreed to individually stop by the Port of Silverdale office by Friday afternoon to sign documents.

PUBLIC COMMENT – Commissioner Aho explained that the meeting would be opened for Public Comment after John Piccone provides an update about the grants. Mr. Piccone has a time constraint as it's his wife's birthday!

REPORTS/UNFINISHED BUSINESS

Grants – Mr. Piccone thanked the Commissioners. He reported that Soundwest has applied for three grants on the Port's behalf. Two of which are water access grants – Aquatics Land Enhancement Account (ALEA) and Washington Wildlife and Recreation Program (WWRP) and the most recent application was for the Boating Facilities Program (BFP) grant. The water access applications are fully complete with the preliminary and final presentations already conducted. The comments from the Recreation Conservation Office (RCO) stated that the Port did pretty well in the ranking, although it is a very competitive year. The Port's grants manager said that it is a difficult site due to the access, but she thinks the Port will see some funding. She explained that the acquisition grants generally receive priority in the funding, but as long as it's a decent budget the Port should be fine. The BFP preliminary application and presentation was held last month. Mr. Piccone explained that he received even better feedback on that presentation, although it won't be scored until after the final presentations in February. The condition of the floats and the possibility of losing public water access make the project very desirable to the RCO. After the final rankings for all three projects are posted, then we wait to find out the budget. Once the RCO wraps up the project budgeting in the Spring we will know for sure if the Port will be awarded the grants. Mr. Piccone reported that he is finalizing the sixty-percent design plans which will be used in the permit applications. He plans to send the sixty-percent design plans to the Commissioners individually prior to using them for the permits and follow-up with discussion to answer any questions or concerns. He doesn't anticipate any issues as there



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isn't any significant change to what has been discussed and agreed upon in the past. He would like to present the plan at the January or February Port meeting. The sixty-percent design is the minimal needed to begin the permit process, which is important to start as soon as possible because of the amount of time it takes to be issued the necessary permits. Once the permits are issued, they are good for five years and can be extended out to seven years, if necessary. Mr. Piccone explained that when the final design is nearing there will be several technical items needed, such as geo technical review of pilings, etc. He is hoping to have the Army Corps of Engineers permit application and County-required permit applications ready for submission by the first part of February, so that during the final presentation he can drive home to the RCO that all items are ready to go. The permitting is a very involved process and Mr. Piccone plans to provide a more detailed update to the Port at the January meeting. Biological reports and mitigation reports are also required and it is an effort Mr. Piccone would like to be working on once the Commissioners look over the sixty-percent design. Eventually he will schedule a time to talk in detail, possibly by working with each Commissioner individually, once we know exactly what the funding is going to look like. At that time the details of the costs will need to be determined and compared to the actual grant award and the Port's budget. Mr. Piccone went on to explain that the estimates within the grants are generally high as underestimating the costs can be detrimental to a project, but it also allows for areas where costs can be cut a bit without dramatically changing the overall project. Commissioner Buesch asked if the RCO requires an itemization of the money spent or is it more of a lump sum, so that if

one item cost less the remaining can be spent somewhere else. Mr. Piccone said that it is itemized within the grant application, but the final distribution of funds isn't broken out; just cost for construction submitted as a lump sum. All that is required is that the work is completed similar to the presented project. Commissioner Aho said that he knows from experience that the RCO favors projects that are ready for permit submission. He asked Mr. Piccone the status of the Department of Natural Resources (DNR) lease extension with the Port. Mr. Piccone said that he isn't too concerned about it at the moment as the sixty-percent design is priority. The lease boundaries will need to be changed slightly and the DNR will need to perform a review. The DNR will be included within the permitting process at which time the lease extension will be discussed. He said that it does need to be addressed, but is less of a priority at the moment. He may have more information at the January meeting. Preliminary conversations with the DNR have taken place at which time they did not foresee any red flags and said it looked like a great project. They are basically just awaiting our request for the lease renewal, which will be happening soon.

Roy Barton asked if the design of the Illahee Store building is a moot point right now. Mr. Piccone said that he has talked at length with Commissioner Aho about this and the store could be ready for construction at the same time that the project is ready to go; although, he realizes construction on the store may be up for debate. The permitting for over-the-water work takes much longer so he plans to start that first. Once it is complete, he will begin the site development permitting with the County and at that time the



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store site may be able to be dovetailed into that permit so that it is all part of the site plan development and the store design would be available sometime between February and March with permits related to the store submitted between May and June. Mr. Barton said that in regards to the tanks that have to be replaced at the store and the Port being funded by the Pollution Liability Insurance Agency (PLIA) to do that, is there a possibility that the PLIA funding could be lost since the project was number sixteen on the award list over three years ago. Commissioner Aho said that he had talked with the director of PLIA who assured him that once a project is on the list it remains on the list until completed. He also told Commissioner Aho with the Port's project costing approximately \$540,000 it is considered a smaller project that can probably be fit in along the way. Many of the other PLIA clean-up projects are multi-million-dollar projects. Mr. Barton said that he is concerned that since PLIA is a governmental agency, they may come up with a new list and Illahee may be dropped. Commissioner Aho said that it doesn't work that way and the only concern that PLIA may have is that the costs from three years ago may be quite a bit less than what it will actually cost now. Mr. Piccone said that the process with removing the tanks will be a totally separate project from the renovation of the building; although, there are some things that will overlap. He suggested that in late February or into March we diverge into more conversations about this as we look at funding and make choices about priorities. Mr. Piccone thanked everyone and left the meeting.

PUBLIC COMMENT – Mr. Barton said that he read in the November minutes, that were just approved,

that Commissioner Aho said that there hasn't been a tax increase for a number of years, but in fact taxes were increased one-percent just last year. The minutes were read as follows:

Commissioner Aho agreed and said that there was no increase in taxes for nearly ten years. The previous Commissioners were very frugal and didn't want to spend any money and/or raise taxes.

The minutes could be interpreted incorrectly, but there was a timeframe of about ten years when there was not an increase in the taxes. It was agreed that the minutes should remain as is.

John Parvis said that he recently went down to the dock and was very impressed with the new cleats and how good the facility is looking. It hasn't looked this good in years. He thanked Commissioner Burton for his diligence. Commissioner Aho agreed and thanked Commissioner Burton.

Treasurer's Report

As of November 30, 2020 the General Fund totaled \$36,379.23, Investments totaled \$311,190.13 and the balance of the Good Property Management account totaled \$310.00.

Commissioners' Reports

Website – Commissioner Aho will add the links to the Illahee Creek Watershed Report/Surface Water Management Plan or the County's mussel sampling results when he is able to do so. He reported that he did add all of the past agenda packets from March 2020 through current, ever since the meetings have been held via ZOOM. Now the website has an added title of "Meeting Agenda



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Packets/Correspondence” for anyone interested. Since the agenda packets provide much supporting documentation, having them available to the public just adds to the Port’s transparency. Commissioner Aho reported that he also made a printable Port Facility Use and Moorage Rules and Regulations flyer. He was planning to add it to the Port’s kiosk, so that if anyone wants to know the rules, they can easily take a look at them at the kiosk. The Port’s Preliminary Budget is posted on the kiosk every year and the 2021 Preliminary Budget has been posted on there since October, so it seems adequate to post the rules there also. Commissioner Burton said that he has copies of the signed Resolution of the Facility Use and Moorage Rules and Regulations that he provides to boaters that overstay the maximum three-nights and others that may be breaking the rules. Commissioner Burton agreed that it was a probably a good idea to add it to the kiosk.

Rental Properties

5560 Ocean View Boulevard/Rental Property –

Commissioner Buesch reported that Good Property Management (GPM) provided more details about the plumbing charge. The water bill at the property jumped over \$500 for two months, come to find out that the toilet in the master bathroom was running. The plumber replaced the internals of the toilet, which fixed the problem.

Commissioner Buesch said that the tenants never have signed an updated lease.

5500 Illahee Road/Rental Property – nothing to report.

5507 Illahee Road/Illahee Store Property –

Commissioner Buesch reported that the orange

fencing is just made of plastic and although a deterrent, it won’t actually keep people from accessing behind the building. He provided photos from his phone that showed a lot of graffiti at the back of the building. He asked if anyone has suggestions to please let him know because at this point, he is not sure what to do other than installing a tall chain link fence, but even that wouldn’t be one hundred percent secure. Commissioner Buesch said that he did fill the hole that was discussed last meeting as well as another one-inch hole he found. He noticed that many of the soffit vents don’t have screens. There is no sign of rodent activity within the building. The roof and gutters also need to be cleaned, but there is only so much that he can do without having to climb up onto the roof, which he has no plans to do. He called All Lawn Maintenance, a company that has done work for the Port in the past and is listed on the Kitsap Small Works Roster. All Lawn Maintenance quoted \$175 to clean the roof and gutters and treat the roof with a moss repellent. Commissioner Buesch said that he has some nylon screen material and thought that All Lawn Maintenance may also be willing to perform that task for an additional fee. Commissioner Aho said that for that minimal amount Commissioner Buesch should just get it done and have them bill the Port. There was discussion about having a threshold for approving maintenance-type work. Possibly anything \$500 and below can be approved by a Commissioner without a vote of the board in an effort to keep work moving along. This will be further discussed at a future meeting. In regards to keeping individuals from accessing the back of the store building, Commissioner Aho said that he thought it would be best to talk to the owners of the triangular piece of property. Commissioner



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Buesch explained that he did talk to them after a Port meeting they had attended earlier this year. They seemed like they might consider selling the triangular piece of property to the Port. It was thought that a lot line/boundary line adjustment might take care of it, if the Port did become the owners. Commissioner Burton remembered the owners attending the Port meeting, but they were interested in going in with the Port to install a fence to keep the public off of their property. He didn't recall any discussion about selling that piece of property. Commissioner Buesch had talked to them after the meeting just in passing. Mr. Barton said that there would be no use to install a more permanent fence since the property will eventually be under construction. Commissioner Buesch offered to approach the couple after the first of the year and see if they might seriously consider selling that part of their property as it will give the Port more control of the area. Everyone agreed. Commissioner Burton said that as long as they don't think the Port would pay an exuberant amount of money for it. It isn't necessarily a useful piece of property to the Port as it sits, but in the long term it could be very beneficial. There was discussion about taking down the trees and opening up the space. Commissioner Buesch said that instead of installing a fence he would suggest extending the bulkhead, which would make it more accessible for store parking and would be more of a distinguishable marker between the two properties.

Dock/Pier - Commissioner Burton reported that the ladders had been installed just prior to last month's meeting and that in viewing the ladders he sees they are in way better shape now, but they will need to be maintained every year. He plans to get

an estimate for the signs. Commissioner Buesch questioned what company he used for signs in the past. Commissioner Burton said that the Port of Brownsville referred him to Blue Heron and they did good job. Commissioner Buesch said that Hanson Signs in Bremerton has a good reputation too. Commissioner Burton said that he realizes the Safe Security estimate is tabled until Spring/Summer of 2021. He did ask Mr. Piccone to include a monitored gate in the new design. Mr. Piccone said that monitored gates are pretty common so it won't be an issue. Commissioner Burton said that he also requested new handrails along the set of steps leading down to the beach be included in the new design. For better security Commissioner Burton suggested consideration to hire a seasonal security guard for random patrols, since there is so much more late-night use during the warmer months. He has noticed that, for the most part, the fishermen are following the rules.

NEW BUSINESS

2020 End of Year Budget Report was reviewed and discussed.

PUBLIC COMMENT

John Parvis said he didn't have any comment other than it was a good meeting.

Janet Soderberg thanked the Commissioners for posting the sandwich board sign that informs the public of the meeting date and time. She said that it might be a good idea to have the wording on both sides of the sign and instead of having it just pointed towards Ocean View Boulevard have it facing north/south on Illahee Road. Commissioner Aho said that he puts the sign out about a week prior to the meetings and he normally repositions it



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to face not only Ocean View but also Illahee Road, but this month he didn't reposition it. Mr. Barton was posting invites on social media, but it seemed to draw little interest. Commissioner Aho said that he used to send out Illahee updates, which provided a reminder of the meeting schedule and every now and then different groups or individuals might attend a meeting because they saw it. With COVID-19 and the inability to meet in person, many people are not comfortable attending online meetings. Commissioner Aho said that he will try to put out more information about the meetings and be more efficient with the signs, especially if the Port is awarded the grants and move forward with the Illahee store renovations. The Commissioners thanked Ms. Soderberg for her input.

Approved:

Handwritten signature of Commissioner Aho in black ink.

Commissioner

Handwritten signature of Commissioner Buesch in black ink.

Commissioner

Handwritten signature of Commissioner Burton in black ink.

Commissioner

EXECUTIVE SESSION

None

ADJOURN

At 7:35PM Commissioner Buesch moved to adjourn the meeting; second by Commissioner Burton; approved unanimously.

