



## Port of Illahee – Minutes of Regular Meeting on May 11, 2022

Port of Illahee  
Minutes of Regular Meeting  
May 11, 2022

The Regular Port of Illahee meeting was held virtually through the ZOOM app (meeting id# 71509975823 / Password: Illahee). 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 6:30 PM. Also, in attendance were Commissioner Amber Bartz; Commissioner John Burton; Administrator Theresa Haaland; John Piccone of Sound West Engineering; Lee Knapp of TIKAR Services; Roy Barton; Jon Buesch; Don Jahaske; and Janet Soderberg.

### **CONSENT AGENDA**

*The following consent agenda items were approved: May Meeting Agenda; April 13, 2022 Regular Meeting minutes; May 11, 2022 checks numbering 4878 through 4888 totaling \$16,734.42 as outlined in the attached Voucher Approval (motion by Burton; second by Bartz; unanimous).*

### **PUBLIC COMMENT – None**

### **REPORTS/UNFINISHED BUSINESS**

#### Grants/Waterfront Access Improvements –

John Piccone had sent an email dated May 5, 2022 to the Commissioners providing a brief update of the Waterfront Access Improvements project and the Store project. It included a layout for the store parking areas, which showed six stalls. He explained that the proposed layout is his first recommendation and is very similar to the former concept the

Port had prepared. He explained that with it being such a small site the parking is difficult. The landscaping on the layout was added just as a sample. If the layout was to be submitted as is, the County's approval for some deviations would be necessary. Mr. Piccone explained that he is wanting feedback from the Commissioners about the proposed layout.

Regarding the shoreline, a State Environmental Policy Act (SEPA) Determination of Non-Significance (DNS) was received, which is good. Mr. Piccone explained that during the discussion with the County everyone seemed to agree that the County required right-of-way improvements would not be possible. Mr. Piccone said that he is trying to get written confirmation on that. Kitsap County Public Works (KCPW) reached out to the County's Project Manager, Colin, and was told that KCPW does not support the technical deviations as proposed. Mr. Piccone plans to reach out to Colin to see if a simple detailed response will suffice. If that doesn't work, Mr. Piccone plans to run it past higher ranks within the County.

Commissioner Aho said that he wants to look over the parking at the store again. He would like to see a large window on the east side of the building highlighting the view, but with the current design the view would just be parked cars. Mr. Piccone said that he doesn't see any other way to do it without losing parking. Commissioner Burton said that the layout looks about as good as we can get it. He questioned the septic tanks that are to replace the old fuel tanks. Mr. Piccone said that he wants to pin down what the site concept looks like prior to having that conversation with the County in an effort to rule out complications. He doesn't



## Port of Illahee – Minutes of Regular Meeting on May 11, 2022

want to size the septic prior to that. He thinks the most feasible option will be to have the septic pipe go under Illahee Road to a drain field, although there may be room within the landscaped area within the Store parking area. He said he is leery to have the Port spend money on a full septic design until we know for sure how the layout works. Commissioner Aho explained that he recently signed off on the PLIA grant paperwork. The PLIA contractor will come in and perform the site remediation within the estimated \$536,000 that was estimated a few years ago. Commissioner Aho added that it will push us to keep moving forward with the Store site. Commissioner Burton agreed that it will definitely push the septic design. Mr. Piccone questioned that. Commissioner Burton explained that when PLIA begins, they will be removing the old fuel tanks at which time the septic tank need to be installed, while the ground is all opened. Mr. Piccone said that the removed tanks probably won't align with the septic design. Commissioner Bartz thought Mr. Piccone's layout looked reasonable. Commissioner Aho didn't think that the landscaping in that area wouldn't last long. Mr. Piccone explained that it is surrounded by a curb, which will help protect it. Commissioner Burton asked if a variance is necessary for the six stalls to go to the five-foot mark and if the adjacent property owner would get a vote. Mr. Piccone thought that the property owner and the County would each get a vote. Mr. Barton said that the use of the building is going to determine the necessary size of the septic tank and system. If the building is going to primarily be used for meetings, it probably wouldn't require a very large tank and/or system, but if a coffee shop is going to be in there, as originally discussed, it

would probably require a larger tank/system. Mr. Barton added that the future use of the building has never been officially decided. Mr. Piccone agreed and said that the size of the septic is similar to the necessary parking as both will be used to determine the potential use of the building. The amount of required parking stalls and the size of the septic both are determined by the building's use. He would refer to partial use as Port offices. Mr. Piccone explained that just about everyone has similar issues right now with the County permitting. He said he wasn't sure that the two projects (waterfront access and the store renovation) should be linked together at this point, as it will more than likely open more difficult comments from the County. He added that when he and Commissioner Aho do talk to the County about the store site, they will just be talking about it in general terms, seeing them as two separate projects with a synergy between the two. Mr. Barton questioned if Colin works directly for the County or if he is a third-party contractor reviewing the plans for the permit. Mr. Piccone explained that Colin does actually work for the County, which is good although he is a bit inexperienced, he has proved to be sharp and reasonable. It was agreed that the County should be sending out the permit reviewers to have an onsite look at the facility in relation to the permit requirements, especially since they are dealing with a Port District. Mr. Buesch asked about the landscaping and if the configuration of it as outlined within Mr. Piccone's design is determined by the County. Mr. Piccone explained that the County provides general requirements, but the layout can be influenced. Mr. Buesch suggested landscaping improvements be made above the retaining wall, which would free up space for an



## Port of Illahee – Minutes of Regular Meeting on May 11, 2022

additional parking stall. Commissioner Aho suggested the Commissioners review the proposed design and if a better layout is determined, then they can provide it to Mr. Piccone. Mr. Piccone said that if anyone wants to give him a call and further discuss the layout, he'd be happy to discuss it and could even update it via CAD and provide them with a copy. If he saw any red flags, he would let them know. Commissioner Aho said that he could put the current design on the website. It was later determined that the design is already on the website within the Agenda Packet. Mr. Piccone said that he will wait for further feedback from the Commissioners on the store site.

With regards to the Waterfront Access permitting, Mr. Piccone explained that the Army Corps of Engineers (ACE) May 13<sup>th</sup> deadline for the Tribe to respond is approaching. A structural inspector has an early June opening to inspect the pier, docks, pilings, cross-bracing. The expected costs for the inspection are estimated to be slightly under \$5,000. This would be a separate contract from Sound West and it is not eligible for grant reimbursement. Commissioner Burton said that he thinks it needs to be completed soon. All Commissioners agreed. Mr. Piccone will contact the inspector and inform Commissioner Burton when the inspection is scheduled as he wants to be involved.

Commissioner Aho received an email dated May 4, 2022 from Michelle Perdue, the Stormwater Program Manager with Kitsap County Public Works. Ms. Perdue asked about the progress of the Waterfront Access project. She was informed that it is in the permitting

stage and therefore difficult to know a set timeline. Ms. Perdue responded that they too have had similar delays due to permitting. She said that she was going to keep the Illahee (filtration) project on their list of potentials and asked that the Port continue to keep them in the loop of the status of the project.

### Illahee Store Project

The majority of the Store project had been previously discussed under Grants/Waterfront Access Improvements. Commissioner Aho reported that he did electronically sign the Pollution Liability Insurance Agency (PLIA) grant agreement. PLIA is under contract with a contractor at a fixed price bid. All that they ask is that the Port work with them and the contractor.

### Treasurer's Report

As of April 30, 2022 the General Fund totaled \$143,943.76, Investments totaled \$277,613.22 and the balance of the Good Property Management (GPM) account totaled \$200.00 for a total of \$421,756.98.

### Reports

Website – Commissioner Aho continues to regularly update the website.

### Properties

5560 Ocean View Boulevard/Rental Property – Commissioner Bartz explained that she was made aware that two new appliances were needed – a washer and a dishwasher. Also, the carbon monoxide alarm needed to be replaced, the kitchen faucet needed to be repaired and there was some necessary minor electrical repair. Commissioner Burton explained that since the property was advertised to include appliances, the Port was



## Port of Illahee – Minutes of Regular Meeting on May 11, 2022

responsible to replace the items. Good Property Management (GPM) purchased and had installed a refurbished washer and dishwasher to include new hoses and connectors as required. The costs will be deducted from the May rental payment. GPM had their handyman look at the electrical issues and he determined it was beyond his expertise so GPM had an electrician go to the property, but the tenants weren't home although they were made aware of the appointment beforehand. They plan to send the electrician back once the tenant contacts GPM to make arrangements. The costs thus far total \$2,165.10.

### 5500 Illahee Road/Rental Property –

Commissioner Bartz had nothing to report on the property, but acknowledged Commissioner Burton has been in discussion with the tenant in the past. Commissioner Burton explained that he has generally just been keeping the tenants abreast of the upcoming Waterfront Access project and how that will eventually affect their tenancy. He explained that Commissioner Bartz is still responsible for any day-to-day issues. In the past, the tenant has reached out to Port staff if there is a problem.

### 5507 Illahee Road/Illahee Store Property –

Commissioner Bartz reported that she reached out to Alfredo of All Lawn Maintenance to clean the gutters. He said that he will get to it when he has time on his schedule. Commissioner Bartz plans to contact Alfredo in the next day or two, if she doesn't hear from him first.

### Illahee Road Lot – nothing to report

Dock/Pier – Commissioner Burton reported that TIKAR completed the pressure washing

and the railing along the stairs. Lee explained that it took two and a half days to pressure wash the dock. They repaired the missing old railing and cut out the old metal that was jetting out of the ground in that area and patched it with cement for safety. The final sign has been installed. They plan to install the last couple of lag screws on the gangway tracks during a low tide. Commissioner Burton plans to look into purchasing new flags as the current one is the last one the Port has and it is getting ragged. He explained that he called around to different sani-can businesses for a comparison, but he determined that there aren't that many companies that supply Kitsap County. He found Randi-can to be very close to the same price as Honey Bucket. Mr. Buesch said that Hemley's Septic used to serve Kitsap County. Commissioner Burton said that his online search didn't include Hemleys. Mr. Barton suggested looking into Skookum Contract Services. Commissioner Burton will continue looking.

Commissioner Burton reported that there have been a couple of boats that have moored at the docks for a couple of days at a time with no issues and/or concerns.

Commissioner Burton attended the April All Ports meeting. He explained that he reported on last month's status of the grants and in particular the delays with permitting and the new wrinkle with the Tribes. He said that the meeting wasn't well-attended, but those that were there explained similar issues with permitting. Another item on the meeting's agenda was a presentation from the Kitsap County Department of Community Development (DCD) regarding changes to future codes including requiring electric car



## Port of Illahee – Minutes of Regular Meeting on May 11, 2022

charging stations. The requirement will be aimed at new development and revisited development. There is some new knowledge that there are only a couple of companies that make the charging stations. One suggestion was to have charging stations at gas stations. Another obstacle is that Tesla's necessary charging stations are different from all others. Commissioner Burton said that to require the Port of Illahee to install a couple of charging stations with free use isn't feasible for the Port and may invite camping. It would also limit the Port's parking even more. Apparently, this is being proposed and if approved it would become part of the code next January. It was thought that it might not necessarily be required for smaller ports, but aimed more at commercial construction. It created a lot of discussion with everyone in attendance at the All Ports meeting. It's apparently an initiative to meet the Governor's goal. For the Port of Illahee, it's just not a realistic use of the Port's properties and it's immaterial to the Port's goals. Commissioner Aho agreed. It might be okay for the Port of Kingston, but not the Port of Illahee. Jack Bailey, former Commissioner with the Port of Brownsville and who has been involved with the Kitsap All Ports group for many years, was in attendance and given an award of service. Jerry Williams, the new Executive Director with the Port of Brownsville, and Port of Brownsville Commissioner Shaun Nye ran the meeting. There was discussion about passing the chair around to other Port districts, although it will remain at Brownsville as it is a more central location for everyone.

Surveillance cameras – tabled.

### **NEW BUSINESS**

2022 Budget Report as of April 30, 2022 was

reviewed. Commissioner Burton explained that he was approached by Port of Brownsville personnel after the All Ports meeting and advised to pay attention to the budget information as that's where the Port of Brownsville got into trouble with the State Auditor.

**PUBLIC COMMENT** – Mr. Buesch said that with regard to PLIA coming in and taking out the old fuel tanks and cleaning up the dirt, it makes sense that would be the time to install the septic tank, while it's all opened up. He said he wasn't sure if that is what is stated within the PLIA contract and if it was is there anything determined about the drainfield for the store. Is the septic going to be able to be put on the Dietch property? With a septic a drainfield is necessary. Mr. Buesch reported that Rich Martinez of Kitsap Bank reached out to him asking for a new point-of-contact in relation to the new bond. He had asked if there were any indications as to when the construction would take place. Mr. Martinez was aware that Mr. Buesch was no longer a Commissioner, but figured he still had his finger on the pulse of the Port. Mr. Buesch informed Mr. Martinez that the Port has been experiencing some permitting delays. Mr. Martinez later called the Port Administrator and was basically informed the same.

Commissioner Burton said that with regard to the septic system at the store, that is why he brought it up to Mr. Piccone, since we haven't seen a design or feasibility study on it. That is why he was trying to emphasize it's being driven by the PLIA cleanup. Mr. Buesch agreed. Mr. Barton asked about the original PLIA agreement, if there was wording in it stating septic tanks would be allowed to be



## Port of Illahee – Minutes of Regular Meeting on May 11, 2022

installed. He realizes that they are tasked with taking out the old tanks, but questioned if there may have been a revision to replace those tanks with septic tanks and if there wasn't it could open up a whole can of worms and the Port may want to just have them take out the tanks, fill the hole and let it be until the development of the store property.

Commissioner Aho reminded everyone that he and then Commissioner Buesch drove down to Lacey, WA to the PLIA office at which time they were told that replacing the fuel tanks with septic tanks was something the Port would have to address directly with the contractor and that is why Mr. Piccone is now working on the store project. Mr. Piccone has tried to contact Dave of Dave's Septic, but does have another septic designer. Commissioner Aho said that as far as PLIA goes, he just recently electronically signed the contract basically saying the Port is ready to go. Mr. Barton asked if there was a contract to physically review, which might outline replacing the fuel tanks with the septic tanks. He explained that for government the "he said/she said" discussion about the tanks isn't going to work. It needs to be in writing. Commissioner Aho explained that the contract basically says we will work with them and they will work with us. Mr. Barton questioned if there will be additional costs. Commissioner Aho said it depends on how we structure things and a lot of things still need to be worked out. The contract is in place to work together, we want the property cleaned up and they want to clean it up. Mr. Buesch said that they will come in and take the tanks out and clean up the dirt and basically bring it back to the general shape it was when they first began minus the contamination and metal caps. He would expect extra costs for

the septic tank to be paid by the Port. It would be nice to have the septic tank installed, while it's all opened up instead of having to go back and dig it all up again. Commissioner Aho said that the PLIA cleanup is going to force the Port to figure out the store quickly and he thinks that is where Mr. Piccone is at with it.

**EXECUTIVE SESSION – None.**


### ADJOURN

*At 7:54PM the meeting adjourned* (motion Burton; second Bartz; unanimous).

Approved:

  
Commissioner

  
Commissioner



  
Commissioner

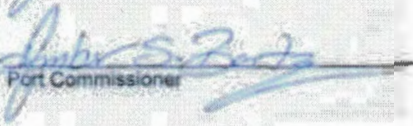


Port of Illahee – Minutes of Regular Meeting on May 11, 2022

**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 \$16,734.42 and from the General Fund, this 11th day of May, 2022.

  
 Port Auditor
   
 Port Commissioner

  
 Port Commissioner

Number	Name	Amount
4878	JAMES AHO	258.00
4879	AMBER BARTZ	384.00
4880	JOHN BURTON	384.00
4881	CASCADE NATURAL GAS	5.00
4882	HONEY BUCKET	112.96
4883	PUGET SOUND ENERGY	83.31
4884	WASTE MANAGEMENT	88.69
4885	BREMERTON BACKFLOW SERVICES	90.00
4886	SOLIDWEST ENGINEERING ASSOCIATES	11,460.00
4887	TIKAR SERVICES, LLC	3,260.27
4888	PORT OF SILVERDALE	600.00