

Port of Indianola



2014 Master Plan

Serving the interests of the community since 1933

Port of Indianola Commissioners

Jeff Henderson

Eric Cookson

John Lane



Port of Indianola

Mission Statement

The mission of the Port of Indianola is to be a steward to the community ensuring the continued long-term use and enjoyment of port property and facilities for the residents and visitors of the Indianola port district.



Circa 1930 Historical picture of the Port of Indianola Dock



Table of Contents

1. Introduction	5
1.1. The Indianola Port District	5
1.2. Purpose and Scope of Master Plan 2014	6
1.3. Relation to other Plans and Jurisdictions	6
2. Background	8
2.1. History of the Port	8
2.2. Elected Commissioners	9
2.3. Prior Master Plans	10
2.4. Prior Grant Funded Projects	11
3. The 2014 Planning Process	12
3.1. Public Participation	13
3.2. Survey Results Interpretation	13
4. Context Analysis	15
4.1. Area Population and Housing	16
4.2. Area Economy	18
4.3. Local Recreation	20
4.4. Local Transportation	20
4.5. Projected Future Growth of Area	21
5. Port Profile	22
5.1. The Port District	22
5.2. Port Inventory	24
6. Economic Evaluation	24
6.1. Local Economic Impact	25
7. Needs Assessment	25
8. Capital Improvement Plan	26
8.1. Short-Term Objectives (5 years)	26
8.2. Medium-Term Objectives (10 Years)	26
8.3. Long-Term Objectives (20 Years)	27
8.4. Timeline and Potential Funding Sources	28
9. References	29
10. Appendices	30
10.1. Appendix A Supplemental Emergency Repair Application	30
10.2. Appendix B Hydraulic Project Approval (WDFW)	40
10.3. Appendix C (Request for Proposal)	49
10.4. Appendix D Pile Bent Design (Exhibit A)	58
10.5. Appendix E Pile Bent Design (Exhibit A)	60



10.6. Appendix F Port of Indianola Planning Survey	60
10.7. Appendix G Public Meeting Agendas	61



1. Introduction

1.1 The Indianola Port District

The Port of Indianola is located on the North Kitsap peninsula on Port Madison within the Port Madison Indian Reservation and includes the small community of Indianola as well as a portion of Poulsbo adjoining the Indianola Road. In 1889, the Washington State Constitution declared that the beds of navigable waters belonged to the people and gave the State Legislature the power to designate which beds would become harbors. In 1911, the “Port District Act” gave control of access to the waterfront to the people through the creation of Port Districts governed by elected commissioners.

Washington Ports are municipal corporations of the state and classified as special purpose districts. According to the Washington Public Ports Association (WPPA), Washington’s 75 Port districts strengthen communities by providing jobs and fortifying local economies.

Established on October 28 1933, the Port of Indianola provides revenue for the continued repair and maintenance of the 900-foot long dock that stretches across the sand flats into deep water. The structure of the Port of Indianola Commission is to provide long-term strategies for the port district, and to create policies that guide development, growth and the operations of the port. The Port of Indianola Commissioners are responsible for the port’s annual budget, approval of tax levy rates, the hiring of professional staff and the ports daily functions. The Port of Indianola is a public entity financed through taxes, service fees, bonds, grants or gifts. The dominant source of revenue for the Port of Indianola is a tax levy that finances the district. The maximum rate a port can levy is 45 cents per \$1000 of assessed property value. Revenue generated through tax levies pay for capital development, and the maintenance and repair of infrastructure. Services fees, bonds, grants and gifts supplement tax levies.



1.2 Purpose and Scope of Master Plan 2014

Under RCW 53.20.010 (Adoption of Harbor Improvement Plan), before creating any improvements, a Port district's Commission must "adopt a comprehensive scheme of harbor improvement in the port district." Commonly called the "Master Plan" reviewed and updated annually.

Since the development of the 2013, Port of Indianola Master Plan the port district has experienced changes in community priorities that have provided unique opportunities in the district.

The 2014 Port of Indianola Master Plan is a comprehensive scheme that outlines the objectives and criteria needed to facilitate the long-range maintenance, replacement and capital improvement of Port of Indianola facilities and properties, which enhance the value of the Port and the community.

The Port of Indianola Master Plan addresses the continued maintenance, capital improvement and the replacement and repair of port structures. The Master Plan includes forecast of financial needs and strategies to accomplish the ports goals. The Master Plan serves as an instrument to adopt a funding strategy.

1.3 Relation to Other Plans and Jurisdictions

It is policy of the Port of Indianola to follow all applicable laws and regulations, and to cooperate with other local jurisdictions and community groups, and their plans.

Specifically, the Port intends that this plan will: Serve as a "regular plan" or a principal agency plan for the purpose of the Washington Recreation Conservation Office (RCO), and seeks to comply with all the guidelines pursuant to. However, the Port retains the option of re-submitting this plan as a "secondary agency plan" under the Kitsap County Recreation Plan.

The Port of Indianola 2014 Master Plan will be executed in compliance with the requirements of federal, state and local permitting agencies with jurisdiction. It will not supersede the comprehensive plan of Kitsap County or its zoning, shoreline, and other ordinances. Furthermore, the Port intends that implementation of this plan will be



conducted in cooperation with Kitsap County planning and zoning regulations. The plan will be consistent and cooperative with the Indianola Port Advisory Committee, (Appendices A-G).

This plan is intended to be cooperative with the community goals of the Kitsap County Comprehensive Plan.



2. Background

2.1 History of the Port

The Indianola dock was built for the Kitsap County Transportation Company owned by Warren L. Gazzam. Gazzam purchased and platted the land that is now Indianola today. Gazzam used his transportation company to provide access to the Indianola community. Prior to the Indianola dock being constructed residents and visitors either tied up at a floating dock, anchored offshore or would land at the Suquamish dock, and walk around Miller Bay or row across the entrance of the bay to the sand spit and walk to town.

In May 1916, the Kitsap County Transportation Company completed construction of the Indianola dock. For many years, the dock provided reliable transportation between Indianola and other Puget Sound ports including Seattle. The HYAK was the most noteworthy leaving the dock each morning and returning in the late afternoon.

By the 1930's the dock was becoming unsafe requiring constant repair and maintenance. The Indianola Land Company, the Kitsap County Transportation Company and the Indianola Beach Improvement Club seeking a solution to meet present and future needs championed the formation of a port district.

On October 28, 1933, the Port of Indianola was established to manage the 900-foot-long dock that stretches across tide flats into deep water. Three port commissioners representing specific districts represent the Port of Indianola. The first port commissioners were Ernest Loughery, Alec Lambert, and Gail Huhn.

Around 1935 the Puget Sound Navigation Company and its Black Ball Ferry line operated by the legendary Captain Alexander Peabody (1895-1980) bought the ferry franchise, and the docking rights to the dock from the Kitsap County Transportation Company.

By 1936 ferry service began to bring cars to Indianola and roads were built inland, the old dock was no longer sufficient for increased travel. A new structurally sound two-lane pier that could accommodate trucks as well as automobiles was erected alongside the old one. An adjustable ramp was built to connect the dock to ferry decks. The former dock became a pedestrian walkway with a long, narrow stairway located partway along that went down to the beach.



In the spring of 1936, the SAN MATEO began regular auto ferry service to Indianola, and other ferries later used the route.

In 1950 the Agate Pass Bridge was completed which connected Indianola to Bainbridge Island with large, frequent ferry runs crossing Puget Sound from Winslow to Seattle.

The last regular ferry run to Indianola was that of the ROSARIO in October 1951.

In 1971 after years of weathering and decay, the Port of Indianola reconstructed the dock and shortened its length to 870 feet. In 1982, the dock was severely damaged during a severe winter storm and underwent major repair work.

Source: http://www.historylink.org/index.cfm?DisplayPage=output.cfm&file_id=9716

Today the Indianola pier known as the “Dock” remains the focal point and identity of the community and serves as a gathering place for local residents and visitors. The “Dock” serves as a place for people to enjoy during their walks, visiting with neighbors and friends, and to fish, swim, and boat from.

The Indianola dock is approaching a milestone as it reaches its centennial since the original dock was built on the Indianola tide flats. The dock as in years past is again in need of much needed maintenance and repair. The 2014 Master Plan is a comprehensive scheme that will ensure the use and enjoyment of the dock for future generations.

2.2 Commissioners

Commissioners representing each of the three positions within the Port District oversee the Port of Indianola facilities. Each Commissioner serves a six-year term. The following list provides the names of past the present Commissioners.

- **1933 – 48 Gail Huhn**
- **1933 – 36 Alec Lambert**
- **1933 – 48 Ernest Loughrey**
- **1936 – 37 Amos Pickrell**
- **1937 – 40 Ernest Bryson**
- **1941 – 48 H.M. Johnson**
- **1948 – 66 Larry Cheetham**
- **1948 – 67 Ambrose Richards**



- 1948 – 66 Alfred Oleson
- 1966 – 73 Cart Dillingham
- 1967 – 70 Bill McKay
- 1970 – 73 Ray Richards
- 1969 – 91 William Couillard
- 1973 – 99 Les Fitch
- 1977 – 92 Jack Henry
- 1991 – 12 John Jacobsen
- 1992 – 05 George Merrill
- 1999 – 03 Scott Morgan
- 2003 – Present Jeff Henderson
- 2005 – 11 Bob Kinnaird
- 2011 – 13 Joan Wald
- 2012 – 13 Judith Frank
- 2013 – Present Eric Cookson
- 2013 – 13 Bill Sibbett
- 2013 – Present John Lane

2.3 Prior Master Plans

The Port of Indianola's first Master Plan was drafted in 2013. The purpose of the plan was to identify the need for planning to guide future management and development of Port facilities. To date the Port of Indianola has an approved 2013 Master Plan. The scope of the plan was to analyze and evaluate the existing Port properties and operations, to lead the community in a process of goal setting and evaluation of alternatives to help improve the Port. Several of the objectives listed in the prior plan have been acted on or completed.



2013 Indianola Master Plan: Written by past Port of Indianola Commissioner

Judith Frank

Objectives:

- Develop and implement a Comprehensive Scheme
- Inspect & perform regular maintenance on existing facilities
- Expand, replace, rebuild or upgrade port facilities
- Promote local events
- Explore options for parking
- Installation of weather camera
- Explore options for restroom facilities
- Work to improve community owned boat ramp
- Work to improve community owned tennis courts
- Investigate feasibility of port owned small boat storage on Port Property
- Conduct routine maintenance on port facilities i.e. dock, beach access and float.
- Explore lighting options for dock

2.4 Prior Grant funded projects

Ports may use grants or direct appropriations to aid in Port development. The Port of Indianola applied for or received grants or direct appropriations for maintenance or development. In 1972, the Port of Indianola rebuilt the existing dock with assistance from a State of Washington Interagency Committee for Outdoor Recreation Grant IAC #70-079D for \$22,856.00. The projects completed since the 2013 Master Plan were the completion of an engineering analysis, replacement of missing cross bracing under the dock, and replacement of shimming of pilings.

Grant Funds Received:

\$22,856.00

Agencies Granting Major Funds:

1. Interagency Committee for Outdoor Recreation

1972 - \$22,856.00



3. The 2014 Planning Process

The Port of Indianola serves an estimated population of 3,500 residents residing within their district based on the (census-designated place (CDP) 2010 census). The Port of Indianola is located on the north side of Port Madison in the Puget Sound. The Port lies in an unincorporated area of Kitsap County approximately half way between the towns of Kingston to the northeast and Suquamish to the southwest. The boundaries for the district are shown in (figure 1).

**Port of Indianola
District No. 7**

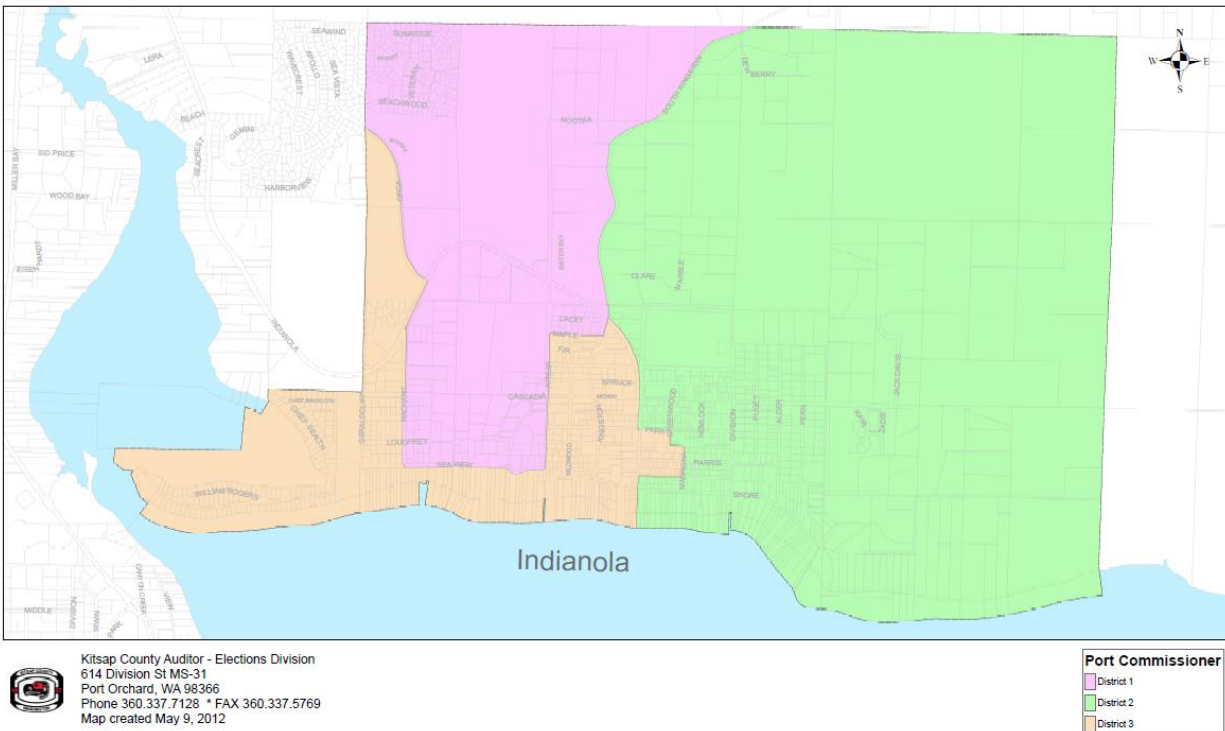


Figure 1

At a special Port meeting held on March 15, 2012, the Port Commissioners passed a motion to form a Port Advisory Board comprised of citizens interested in assisting the Commission in its efforts to create a mission statement and comprehensive scheme.

In 2012, Master Plan meetings were held for the Indianola residents:

- May 2, 2012
- June 25, 2012
- August 6, 2012



- November 6, 2012
- December 18, 2012
- January 2, 2013
- February 2, 2013
- December 3, 2013
- February 11, 2014
- March 11, 2014
- April 15, 2014
- May 20, 2014
- July 17, 2014

The Port held public meetings at the Indianola Club House, to discuss the Master Plan process (meeting minutes are available for viewing in appendix G). Comments on the plan were reviewed and a draft version was developed based on guidance from the Port Commissioners.

3.1 Public Participation

Key to developing the Port of Indianola Master Plan is public involvement. The Port Commission relies upon information obtained from community members attending monthly port meetings, from regular visits to port properties, observations of Port Commissioners, and outreach surveys mailed to addresses within the Port District.

3.2 Port of Indianola Survey Results Interpretation

On May 15, 2014, the Port of Indianola mailed out 791 planning surveys to residents within the 98342 zip code soliciting input from the public to develop the Port of Indianola Comprehensive Master Plan. Ninety-two surveys (11.6%) were received by the Port of Indianola as of July 15, 2014. The survey results help guide the Port Commission in developing goals for the Port over the next five to ten year span. The Port of Indianola is revising its Comprehensive Master Plan in order to improve and/or update its facilities, and apply for grant funding that can assist in the completion of its goals.



The following is list of projects ranked by priority from survey results.

- 1st Priority Pile Replacement
- 2nd Priority Decking and Rail Replacement
- 3rd Priority Install Life Rings on Dock
- 4th Priority Float Improvement
- 5th Priority Install Seating on Dock
- 6th Priority Install Lighting on Dock
- 7th Priority Fund and Plan a 2016 Dock Centennial Celebration

Overall interest in pile replacement, decking and rail replacement and the installation of life rings was high. Moderate public support for improving the float at the end of the dock and the installation of seating and lighting. Low public support for a 2016 Dock Centennial.

Suggested funding options from survey results.

Public Fund Raising for Dock Maintenance and Repair	77% favor
Bond Measure funding for Dock Maintenance and Repair	72% favor
Tax Levy increase for Dock Maintenance and Repair	62% favor
Pursue Local, State and Federal Grant Opportunities for Dock Maintenance and Repair	93% favor

All suggested forms of funding are positive with Grants and Public Fund Raising as the favored method of finance.



The public provided suggestions on improving the Port District, and what they liked about the Port of Indianola.

Suggestions included Port of Indianola properties, properties owned by the Indianola Beach Improvement Club, and Kitsap County. Survey results provided to the IBIC for planning use.

Suggestions for repair, maintenance and development categorized into responsible entities:

Port of Indianola:

Kayak storage, planters, seating, safety ladders, and expansion of port boundaries, artwork, and security cameras.

IBIC:

Boat launch, beach access stairs, pavilion, clubhouse, seating, recycling, artwork.

Kitsap County:

Pedestrian and bike lanes, public safety

Education:

Waste Water, Protection of Wildlife, Dog Waste, Clarification between Port and IBIC properties, Promote community, volunteerism and history.



4. Context Analysis

4.1 Area Population and Housing

Indianola was established as a summer community in 1916 with the formation of the Indianola Beach Land Company. Warren L. Gazzam promoted real estate on land he purchased from the Loughrey family. Indianola includes rural areas as defined under the state Growth Management Act.

In the census of 2010, there were 3202 people residing in the Indianola (CDP), 1592 males (49.7%), 1610 Females (50.3%), 1550 households, and 1300 families living in the CDP (Combined Density Population. The racial makeup of the CDP was 94.00% White, 4.00% Hispanic or Latino, 1.30% Asian, 4.10% Native American, 0.30% Pacific Islander, and 0.70% African American.

There were 1300 households out of which 31.8% had children under the age of 18 living with them. 52.7% were married couples living together, 9.3% had a female head of house with no husband present, and 34.0% were non-families. 22.7% of all households were made up of individuals and 5.8% had someone living alone who was 65 years of age or older. The average household size was 2.46 and the average family size was 2.93.

In the CDP the population age was spread out with 4.9% under the age of 5, 5.7%, and 5-9 years, 8.6% 10-14 years and 6.8% 15-19 years of age. 75.7% of the population is over 18 years of age. 73.3% is over 21, 16.8% over 62 and 11.9% over the age of 65. The median income for a household in the CDP was \$66,548, and the median income for a family was \$73,868. Males had a median income of \$54,621 versus \$39,464 for females. 5% of the families were below the poverty line.

The Puget Sound Regional Council (PSRC) compiles and projects population data by Forecast Analysis Zones (FAZ 9400) as identified by the United States Census. The population in and areas surrounding the Port of Indianola District have continued to grow.



Indianola's Population Growth

Year	Population	Change
1990	1,729	
2000	3,026	75%
2010	3,500	15.7%

Greater Indianola Area Growth

Year	Population	Change
1990	8,420	
2000	12,706	51%
2010	14,771	16.2%
2020*	18,117	22.6%

*projected growth

Indianola is located at 47°45'5" North, 122°31'22" West (47.751389, -122.522778) GR1.

Source: US Census Bureau of 2010

Projected population growth in Indianola and its nearby surrounding areas points to the necessity for Port long-range planning to meet the demands and needs of the community.

Kitsap County is located in the state of Washington and named after Chief Kitsap of the Suquamish Tribe. In 2010 the population was 251,133. In addition to occupying most of the Kitsap Peninsula, Kitsap County includes both Bainbridge Island and Blake Island. According to the U.S. Census Bureau, the county has a total area of 566sq mi. 396sq mi of it is land and 170sq mi of it is water. The total area is 30.04% submerged lands. Kitsap County has more salt waterfront property of any county in the United States.

Source: US Census Bureau of 2010.



4.2 Area Economy

While the federal government remains a driving force in Kitsap County, the trade and service sectors have gained significant ground in adding to a diversified economic base. Total employment has increased over 5% annually in the past twenty years. The civilian labor force of the employed and unemployed 16 years and older residing in the county is 93,300. The unemployment rate of 7.2% in 2012 in Indianola compared to the US average of 9.10%. The availability of labor remains the region's strongest economic asset. While unemployment figures paint a picture similar to the rest of Puget Sound, the numbers are deceiving because of a large commuter work force.

The access to East Sound jobs requires a significant commute and workers are often willing to accept local jobs at lower wages in exchange for a better quality of life.

Spouses of military personnel, newly discharged personnel, and retired personnel are highly qualified, highly trainable and are desired by modern businesses. With the addition of well-qualified students from Olympic College, private training institutes, and local high schools, the Kitsap Region is highly desirable at a time of labor shortages in virtually every other nearby job market.



KITSAP LABOR MARKET 2011

Labor Force Classification	Dec-2011	2010/2011
<i>Civilian Labor Force</i>	121,390	-4,360
<i>Resident Employment</i>	112,200	-4,340
<i>Unemployment</i>	9,170	-20
<i>Unemployment Rate%</i>	7.6%	.06%
Employment by Place of Work		
<i>Total Nonfarm</i>	82,300	-100
<i>Total Private</i>	53,000	0
<i>Goods Producing</i>	5,700	-100
<i>Natural Resources and mining</i>	3,800	-100
<i>Manufacturing</i>	1,900	0
<i>Service Providing</i>	76,600	0
<i>Private Service Providing</i>	47,300	100
<i>Trade, Transportation, and Utilities</i>	13,400	300
<i>Retail Trade</i>	11,000	100
<i>Professional and Business Services</i>	7,500	0
<i>Leisure and Hospitality</i>	7,700	-100
Government	29,300	-100
<i>Federal</i>	16,200	0
<i>State Government</i>	2,100	-200
<i>Total Local Government</i>	11,000	100

Source: www.kitsapeda.org



4.3 Local Recreation

Indianola Community Beach is a community owned beach located adjacent to the east and west of the Indianola dock.

4.4 Local Transportation

Washington State Ferries connect highways on the following four routes that cross Puget Sound and are accessible to both walk-on passengers and vehicles.

Fauntleroy (West Seattle) - Southworth

Seattle - Bremerton

Seattle - Bainbridge Island

Edmonds – Kingston

Foot ferry service is available on the following routes:

Bremerton – Port Orchard

Bus Service: Kitsap Transit meets each ferry during the work week, and offers public transportation throughout the area, with connections to the Olympic Peninsula via Jefferson Transit.

The Kitsap Peninsula is accessible from the Olympic Peninsula (West) via the Hood Canal Bridge and from Tacoma (South) via HWY 16 and the Tacoma Narrows Bridge. Updates and web cams are on their websites.

Ferry ride by Washington State Ferry from Kingston to Edmonds is a 30-minute ferry ride from for cars and walk-ons.

All of these modes of transportation use the Washington State Ferry to a varying extent to get to work.

Source: www.kitsaptransit.org, www.wsdot.wa.gov



Means of transportation to work:

- Drove a car alone: 370 (77%)
- Carpooled: 18 (4%)
- Bus: 3 (1%)
- Ferryboat: 6 (1%)
- Motorcycle: 6 (1%)
- Bicycle: 3 (1%)
- Walked: 7 (1%)
- Other means: 3 (1%)
- Worked at home: 65 (14%)

Source: www.citydata.com

4.5 Projected Future Growth of Area

Kitsap County population density is the third highest out of 39 counties in the state. Although the general appearance of Kitsap County seems “rural” due to the vistas of water, mountains and trees, it is growing at an estimated annual rate of 1.02%.

Source: <http://www.kitsapeda.org/>

Kitsap County Population Projection (Cities)

	2000	2005	2010
Kitsap County	236,245	235,769	239,865
Bremerton	33,259	34,181	35,074
Port Orchard	7,393	7,583	7,768
Poulsbo	6,857	7,693	8,046
Bainbridge Island	20,308	21,556	21,957
Kingston	1,611	1,728	2,099
Indianola	1,160	1,256	1,370

Source: www.ofm.wa.gov



5. Port Profile

5.1 The Port District

The Indianola Port Districts population largely commutes outside the community employed in management, business and financial operations (14.55%), professional and related occupations (23.86%), service (17.05%), sales and office (25.68%), construction, extraction and maintenance (8.86%), and production, transportation and material moving (9.09%). The Port of Indianola is generally a residential community with a small economic base. The Indianola pier offers recreational opportunity to residents and visitors as well as a landing platform for embarking/disembarking recreational boaters. The Port of Indianola pier is the focal point of the Indianola community.

Source: <http://www.bestplaces.net/economy/zip-code/washington/indianola/98342>

The Port of Indianola is comprised of an 870' recreational pier, a seasonal 30'x12' swim/mooring float w/ramp connected to the pier and stair access to the community owned beach. The Port currently employs two part-time employees and three elected Commissioners. The Port District has over 1,400 residents. The Port serves not only Indianola, and district seven residents but also the surrounding local communities.



5.2 The Port Inventory



The Port of Indianola, Tax ID number 4360-001-032-0006, 19809 Indianola RD NE, properties are comprised entirely of an approximately 870' wooden dock, a 30'x12' swim/mooring float w/metal ramp and a set of beach access stairs. The Port land type is 'Tidelands' with 125' of frontage with no legal acreage. It is designated Recreational Property Class. Port property is bound on the east and west sides by Rural Residential properties. To the direct north Indianola RD NE terminates at the dock entrance. The photograph and map at left show the location of Port property in Indianola and a representation of the Port of Indianola in its present configuration.



6. Economic Evaluation

Washington's ports strengthen communities by providing jobs and fortifying local economies. They are the only public agencies whose primary purpose is economic development. Washington's ports are successful because they have substantial powers to pursue their economic development mission. They have the flexibility to take advantage of development opportunities that present themselves in the marketplace. Ports in Washington State are diverse. They own and operate shipping terminals, marinas and docks, airports, industrial areas, railroads and parks and recreational facilities. Some ports operate in all of these sectors, others in only one or two, but almost every Washington port pursues an aggressive program for economic development. These programs include industrial development, infrastructure development, import/export assistance, tourism, and entrepreneurial development. Ports are willing to invest for the long-term in their communities, and often in activities that create jobs, but not sufficient economic return to induce private sector investments. Specifically, ports have the authority to:

- Develop marine terminals, airports and other facilities for handling cargo and accommodating passengers
- Buy and improve pieces of property for lease or something to sell to private industry for industrial and commercial purposes
- Provide air and water pollution control facilities Operate trade centers and export trading companies
- Enter into public works contracts
- Establish and operate foreign trade zones
- Provide environmental enhancement, protection and public access
- Build and operate or lease out marinas and related facilities and provide public boat ramps for public use
- Promote tourism as an economic stimulus within the Port district



6.1 Local Economic Impact

As described in the Area Economy section of this report, Indianola is a rural community located on the north shore of Port Madison. Indianola is an amazing place for residents and vacationing families to live and enjoy the tranquility and peace of a beach community. The Port of Indianola facilities promote recreational activities by providing the community public access to Puget Sound that enhances the community of Indianola.

7. Needs Assessment

This section addresses the nature and degree of the facility needs that may be provided for by the Port of Indianola. These facility needs could provide directly recreational services, which the Port can encourage or improve in association with principal Port District residents. This may be through services directly to these residents or through services to visitors and residents of the greater region, which enhances the local community, and are consistent with the wishes of local residents.

The following goals and objectives were suggested during Port of Indianola (POI) Advisory Board sessions. The intent of the Port Commission and Advisory Board is to update the Master Plan at least biannually so that it is a dynamic, working document. The Advisory Board and Port Commission fully expect that the Port's goals and objectives will evolve and be modified every few years as the top priorities are met and new projects/priorities are established. The following is a list of projects/objectives

- Provide a comprehensive framework for future decision-making throughout the Port organization.
- Maintain and enhance existing dock, beach access stairs and swim/moorage float w/ramp.
- Enhance community recreational opportunities by working with other environmental and private entities to accomplish this goal in a cost-effective and timely manner



8. Capital Improvement Program

The findings, objectives, primary, and decision criteria in this plan will be arranged into short-term goals (5 year), medium-term (10 year), and long-term (20 year) categories. These categories serve to organize facility plans according to priorities, with short-term objectives being the most in need of attention. This plan does not necessarily imply that medium-term goals are only to be addressed after the short-term goals have been implemented, or that long-term goals must wait until all others have been addressed. These objectives may be acted upon at any time. The Port Commission is left with the discretion to pursue goals according to changes in constraints, the intensity of the need, and the availability of resources over time.

8.1 Short Term Objective (5 Years)

Dock

Inspect and perform regular maintenance as necessary, on the dock i.e. pile strapping, cross bracing, and piling replacement. Add lighting on dock and upgrade existing electrical wiring, if required. Investigate installation of navigational light. Appendices A-E.

Swim Float

Locate and procure permanent off-season storage facility, contract services for moving swim float to and from storage facility. Perform Regular maintenance as needed.

Beach Access Stairs

Inspect and perform regular maintenance as necessary

Small Boat Storage

Enhance/build small boat and kayak storage for recreational use.

8.2 Medium Term Objective (10 Years)

Dock

Inspect and perform regular maintenance as necessary, on existing dock. Continue piling replacement program.

Swim Float

Perform Regular maintenance as needed.



Beach Access Stairs

Inspect and perform regular maintenance as necessary

Small Boat Storage

Inspect and perform regular maintenance as necessary

8.3 Long Term Objective (20 Years)**Dock**

Inspect and perform regular maintenance as necessary, on existing dock. Continue piling replacement program.

Swim Float

Perform Regular maintenance, and replacement as needed.

Beach Access Stairs

Inspect and perform regular maintenance as necessary

Small Boat Storage

Inspect and perform regular maintenance as necessary



8.4 Timeline and Potential Funding Sources

Short Term Objective (5 Years)

Project	Timeline	Potential Funding Source	Cost Estimate Range	Primary Decision Criteria
Dock	On-going	Port	\$200,000.00 - \$600,000.00	Age
Swim Float	On-going	Port	\$6,000.00 - \$12,000.00	Community Need
Beach Access Stairs	On-going	Port	\$5000.00	Community Need
Small Boat Storage	On-going	Port	\$5,000.00 - \$10,000.00	Community Need

Mid Term Objective (10 Years)

Project	Timeline	Potential Funding Source	Cost Estimate Range	Primary Decision Criteria
Dock	On-going	Port	\$200,000.00 - \$600,000.00	Age
Swim Float	On-going	Port	\$6,000.00 - \$12,000.00	Community Need
Beach Access Stairs	On-going	Port	\$5000.00	Community Need
Small Boat Storage	On-going	Port	\$1,000.00 - \$5,000.00	Community Need

Long Term Objective (20 Years)

Project	Timeline	Potential Funding Source	Cost Estimate Range	Primary Decision Criteria
Dock	On-going	Port	\$200,000.00 - \$600,000.00	Age
Swim Float	On-going	Port	\$6,000.00 - \$12,000.00	Community Need
Beach Access Stairs	On-going	Port	\$5000.00	Community Need
Small Boat Storage	On-going	Port	\$1,000.00 - \$5,000.00	Community Need



9. References

1. US Census Bureau of 2010
2. www.Kitsapeda.org
3. [www. Kitsaptransit.org](http://www.Kitsaptransit.org)
4. www.wsdot.wa.gov
5. www.citydata.com
6. www.ofm.wa.gov
7. 2013 Port of Indianola Master Plan
8. www.historylink.org/index.cfm?DisplayPage=output.cfm&file_id=9716



Appendix A:



SUPPLEMENTAL APPLICATION COMMERCIAL EMERGENCY REPAIR



OK per Rick Pope - 11/1 - see staff consult

The purpose behind issuing permits over the counter is to reduce plan review time. All permits issued over the counter are subject to field inspection with the understanding that applicants are ultimately responsible for code compliant construction practices. General inquiries regarding specific code questions may be made at anytime; however the applicant assumes the responsibility to correct all code deficiencies regardless of conditions. In order to process this permit, the Supporting Document: Commercial Emergency Repair must be completed and submitted with this application. If you prefer to waive over the counter processing, you may elect to request a plan review by DCD prior to issuing your permit.

Type of Repair:

☐ Fire Damage

☐ Storm Damage

☐ Other _____

Section 1 – General Information

Description of Work: _____

For all areas to be repaired please provide the following:

Story (1 st , 2 nd , Basement)	Construction Type	Square Foot Area	Use of Space	Calculated Occupant Load

Section 2 - Property Information

Site Address: _____
Assessor Tax Parcel Number(s): _____
Present Zoning: _____
Present Use of Property: _____

Section 3 - Lender Information

Lender information required if construction financing cost exceeds \$5,000.

Lender: _____
Lender's address: _____
Lender's Phone: _____ Lender's email: _____

Kitsap County Department of Community Development
614 Division Street, MS-36
Port Orchard, WA 98366-4682
www.kitsapgov.com/dcd/
Revision Date: 3/16/2012

Phone: (360) 337-5777
Fax: (360) 337-4925
Form Number: 3703A
Email: Kitsap1@co.kitsap.wa.us
Page 1 of 2



Section 4 – Applicant/Property Owner Information

The authorized agent/representative is the primary contact for all project-related questions and correspondence. The County will email requests and information about the application to the authorized agent/representative and will 'copy' (Cc) the owner noted below. The authorized agent/representative is responsible for communicating information to all parties involved with the application. It is the responsibility of the authorized agent/representative and owner to ensure their mailbox accepts County email (i.e., County email is not blocked or sent to "junk mail"). There may be instances where regular USPS or courier mail is used.

Property Owner:

Name: _____
Address: _____
Phone #: _____ Cell Phone #: _____
Email Address: _____

Note: For projects with multiple owners, attach a separate sheet with each owner(s) information and signatures.

Tenant:

Name: _____
Address: _____
Phone #: _____ Cell Phone #: _____
Email Address: _____

Applicant:

☐ Owner ☐ Applicant (other than owner) ☐ Authorized Agent/Representative

Name: _____
Address: _____
Phone #: _____ Cell Phone #: _____
Email Address: _____

Contractor

Washington State allows homeowners to be their own general contractor. However, when choosing a contractor or subcontractor to perform work they are required to be registered with the Washington State Department of Labor and Industries. For more information about choosing and hiring a contractor visit <http://www.lni.wa.gov/tradeslicensing/>.

☐ Check if this is the Authorized Agent/Representative for this project.

Name: _____ Title: _____
License Number: _____ Liability Certificate: _____
Address: _____
Work Phone #: _____ Cell Phone #: _____
Email Address: _____

I affirm, under penalty of perjury, that all answers, statements, and information submitted with this application are correct and accurate to the best of my knowledge. I affirm that none of the activities within the location of this application violate any State or Federal laws. I also affirm that I am the owner of the subject site. Further, as owner, I grant permission to any and all employees and representative of the County of Kitsap and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application. I understand, in accordance with the Department of Community Development fee policies, the base fee is determined by an average processing time. If staff hours required to process the permit exceeds the base fee, additional charges may be incurred, and I agree to pay all fees of the County that apply to this application. I understand refunds may also be issued for those permits that require less processing time.

Print Name

Signature

Date

Kitsap County Department of Community Development
614 Division Street, MS-36
Port Orchard, WA 98366-4682
www.kitsapgov.com/dcd/
Revision Date: 3/16/2012

Phone: (360) 337-5777
Fax: (360) 337-4925
Form Number: 3703A
Email: Kitsap1@co.kitsap.wa.us
Page 2 of 2





SUPPORTING DOCUMENT COMMERCIAL EMERGENCY REPAIR



Instructions for Over the Counter Permit Application

The purpose behind issuing permits over the counter is to reduce plan review time. All permits issued over the counter are subject to field inspection with the understanding that applicants are ultimately responsible for code compliant construction practices. General inquiries regarding specific code questions may be made at anytime; however the applicant assumes the responsibility to correct all code deficiencies regardless of conditions. If you prefer to waive over the counter processing, you may elect to request a plan review by DCD prior to issuing your permit.

The illustrations and information in this supporting document are intended to explain the common codes which can apply to your project. At your first inspection, the inspector will discuss your project and detail additional code items which will need to be addressed with your project.

Before You Apply for Your Project

- ✓ If you hire someone to perform the work, they must be a registered contractor—it's the law in Washington State. To verify your contractor's information, contact the Washington State Department of Labor and Industries (phone: (360)415-4000; website: www.LNI.wa.gov).
- ✓ Electrical work requires a separate permit from the Washington State Department of Labor and Industries (phone: (360)415-4000; website: www.LNI.wa.gov).

Fees are due at the time of submittal. [See Current Fee Schedule.](#)

Accepted forms of payment:

- Cash
- Check/Cashier's Check - Make checks payable to Kitsap County Dept of Community Development
- Electronic Checks
- Credit Cards: MasterCard, Discover, American Express or VISA



Section 1 – Counter Complete Submittal Requirements

Use the column to the left to check off items included with your submittal.

✓	Required Submittal Items
	1. Completed Supplemental Application
	2. Mechanical/Plumbing Supplemental Application (if applicable)
	3. Detailed <u>Scope of Work</u> + <u>Engineering Report</u> - 2 copies
	4. Floor plan* – 2 Copies (See Section 4)
	5. Photos of damaged areas

Section 2 – Inspections

Inspectors visit the construction site during the project to make sure that it complies with building code requirements. The inspector may conduct one or more inspections during one visit if they can observe all work done. Additionally, the inspector may make or require other inspections to ascertain compliance with the provisions of the code.

Kitsap County Department of Community Development
614 Division Street, MS-36
Port Orchard, WA 98366-4682
www.kitsapgov.com/dcd/
Revision Date: 6/5/2013

Phone: (360) 337-5777
Fax: (360) 337-4925
Form Number: 3703D
Email: Kitsap1@co.kitsap.wa.us
Page 1 of 3



Section 3 – Prescriptive Construction Drawings

Floor Plan

Please draw your floor plan here. Drawing must be fully dimensioned or to scale. Your floor plan must provide the following:

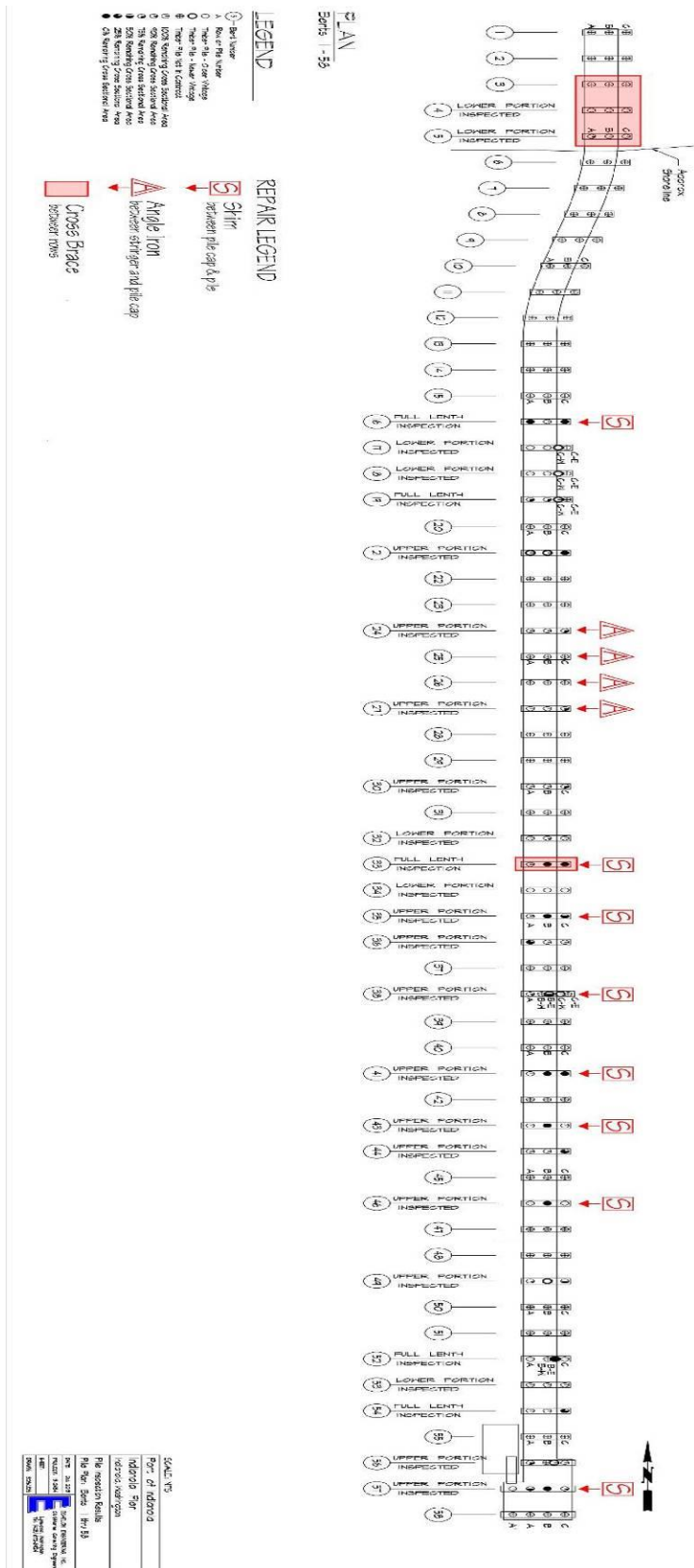
- ✓ The arrangement of rooms and partitions;
- ✓ The location and dimensions of existing cabinets, racks, aisles, exit paths, windows, and doors.
- ✓ The direction of door swings and all door hardware.
- ✓ All existing plumbing fixtures, mechanical equipment, mechanical rooms, and storage areas.

Scale: 1 square = 5 feet (1" = 20')

Kitsap County Department of Community Development
614 Division Street, MS-36
Port Orchard, WA 98366-4682
www.kitsapgov.com/dcd/
Revision Date: 6/5/2013

Phone: (360) 337-5777
Fax: (360) 337-4925
Form Number: 3703D
Email: Kitsap1@co.kitsap.wa.us
Page 2 of 3







1973 Bents 1 through 6
Note cross bracing between bents and between piles



2006 Intertidal zone
Note cross bracing between bents and between piles
Bent 33 is halfway out



2013 Bents 1 through 5
Replace cross bracing at 3, 4, and 5



2013 Bents 4 through 8
Replace cross bracing at 4 and 5





Shims will distribute load between piles



4" x 6" angle brackets with 1/2" diameter lag bolts



Angle brackets will secure stringer to pile cap
Pile cap is already securely pinned to pile



Access to full length of pier at low tide



Section 5 – General Code Provisions

The following are common code requirements which apply to commercial projects. This information is intended to provide basic, helpful information only and shall not be construed as an all-inclusive list of code requirements.

Basic Requirements

1. **APPROVED PLANS:** IBC 107.3.1. The building permit, inspection card, and 1 set of approved construction documents must remain on the job site at all times until the completion of the project.
2. **PREMISES IDENTIFICATION:** Kitsap County Code 16.60. Approved numbers or address shall be posted for all new and existing buildings in such a position, facing the way of travel, as to be plainly visible and legible from the street or road fronting the property. If the numerical designation of the building is not clearly visible from a named way of travel, the numerical designation shall also be displayed near the main entrance to the property and the driveway entrance upon which the building is situated.
3. **FIRE PROTECTION EQUIPMENT:** IFC Section 901. Fire detection, alarm and extinguishing systems shall be inspected, tested and maintained in an operative condition at all times, and shall be replaced or repaired where defective.

General Floor Plan Requirements

4. **ROOM IDENTIFICATION:** IBC 107. Each room and its intended use must be clearly shown.
 5. **DOORS & EXITS:** IBC 1015. Clearly show exit door and exit access. At least one egress door shall be provided, additional exit are required if your occupancy load is more than 49. The egress door shall be pivoted or side-hinged, with a minimum clear width of 32" when measured between the face of the door and the stop (usually a 36" door) and clear height of 80". Occupant load of 50 or more the door shall swing in the path of travel, and that can be opened without the use of a key, tool or special knowledge.
 6. **EXIT SIGNS:** IBC 1011. Exit signs are required for occupancy with more than one exit. An exit sign is not required over the main exit that is obviously and clearly identifiable as an exit. Exit signs are required to be internally or externally illuminated with backup power of 90 minutes.
 7. **MEAN OF EGRESS ILLUMINATION:** IBC 1006. The means of egress including exit discharge shall be illuminated at all times the building is occupied.
- For buildings requiring two exits an emergency electrical system in case of loss of power is required.
8. **FIRE EXTINGUISHERS:** IFC 906. A minimum 2A:10B:C fire extinguisher is required every 75 feet traveling distance any direction. Fire extinguisher shall be installed where the top is not higher than 5 feet above the ground. For special uses additional or larger size fire extinguishers may be required.
 9. **COMBUSTIBLE STORAGE:** IFC 315.3.1. Storage shall be maintained two feet or more below the ceiling in nonsprinklered areas of buildings or a minimum of 18 inches below sprinkler head deflectors in sprinklered areas of buildings. Storage in attic, under-floor and concealed spaces shall be in a one hour fire resistance rated construction, unless building is sprinklered.
 10. **STORAGE RACKS:** IBC 105.2. Nonfixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches in height are not required to have an additional permit. However, if over that height a racking permit is required showing anchoring. If 8 feet or more, engineered plans are required.
 11. **FIXTURE CONTROLS AND DOOR HARDWARE:** Handles, pulls, latches, locks and other operational devices on doors and fixtures shall have a lever or other implement that will permit the device to be operated by wrist or arm pressure and does not require tight grasping, pinching or twisting to operate. Door hardware shall be mounted not less than 36" and not more than 48" above the floor.
 12. **ACCESSIBLE RESTROOMS:** An accessible restroom must provide wheelchair access to all fixtures, and allow a wheelchair to turn full circle (not less than 60" in diameter). Doors in any position may not encroach into this space by more than 12". The clear floor spaces at fixtures, the accessible route of travel, and the unobstructed floor space may overlap. Properly utilized, the required clearance under fixtures can be included in the unobstructed floor space, thus reducing room size.

Kitsap County Department of Community Development
614 Division Street, MS-36
Port Orchard, WA 98366-4682
www.kitsapgov.com/dcd/
Revision Date: 6/5/2013

Phone: (360) 337-5777
Fax: (360) 337-4925
Form Number: 3703D
Email: Kitsap1@co.kitsap.wa.us
Page 3 of 3





SUPPORTING DOCUMENT PROJECT SCOPE OF WORK



A project scope of work is required to accompany most residential and commercial projects. A scope of work assists the plans examiner in accurately determining what elements of your project require review and can answer questions immediately that would otherwise require correction letters.

Please provide, in detail, your proposed scope of work; to include, detail of floors and intended use of each room; new construction, or remodel, or addition, with breakdown of each, along with square footage of each floor.

Residential Projects

Describe in detail, plans for each area to be remodeled, converted, or added on to existing:

Examples:

- First Floor of SFR to remain the same
- 600 sq foot garage to be converted to family room
- 2nd Floor of SFR to be remodeled, down to the studs (describe mechanical, plumbing, insulation and wallboard installation plans, etc.), and detail square footages and their intended uses.

Commercial Projects

Describe in detail, plans for each area to be remodeled, converted, or added on to existing AND include square footage of each use for each floor:

Examples:

- Add 1,000 square feet to existing lobby area and frame new office
First Floor = 500 sq ft office + 1,000 sq ft retail = 1,500 square foot total
2nd Floor = 500 sq ft office = 1,000 sq ft storage = 1,500 square foot total
- 4,000 square foot tenant improvement renovation including demolition of existing office, store room and expand existing bathroom to meet ADA requirements. Remove existing lighting and replace.
First Floor = 300 sq ft office + 64 sq.ft. restroom + 3,636 sq ft retail = 4,000 square foot total

Attach your scope of work to this document or complete the section on the following page.



Indianola Pier Repair

November 19, 2014

Scope of Work

1. Shim 11 piles at bents #16, 33, 35, 38, 41, 43, 46, and 57. Work will consist of installing wood shims at piles located at these bents in order to increase or provide bearing from the pile cap to the pile.
2. Install temporary cross bracing on bents #3, 4, 5, and 33. Work will consist of installing 4" x 8" wood members with steel spikes where they had been previously removed during the County's installation of storm drainage work, or have disappeared as a result of storm damage.
3. Install 4" x 6" angle iron at bents #24, 25, 26, and 27 with ½" x 4" galvanized steel lag bolts. Work will consist of installing angle iron between the pier stringer and pile cap at these bents in order to secure the superstructure of the pier to the pile cap. This hardware has been damaged or is missing.

Work Plan

The Port of Indianola has authorized this repair work to be completed by volunteers and for materials and equipment to be donated. The work will be accomplished as soon as possible after a pre-construction inspection by Kitsap County inspectors in order to secure the pier prior to upcoming winter storms.

Future work (not included under this permit) may include replacement of pilings and beams to support the pier superstructure, will be publicly bid and awarded to a licensed contractor, and will be under a building construction permit during the summer work window for this type of construction.

Estimated Cost

Material

(8) 4" x 8" wood beams @ \$100 each	\$800.00
(96) spikes @ \$1.00 each	96.00
Wood shims	100.00
(8) angle brackets @ \$12 each	96.00
(64) lag bolts @ \$1.00	<u>64.00</u>
Subtotal	\$1,156.00

Labor

Shimming 2 people @ \$20/hr. for 6 hours	\$240.00
Cross bracing 6 people @ \$20/hr. for 8 hours	960.00
Angle iron 2 people @ \$20/hr. for 4 hours	<u>160.00</u>
Subtotal	\$1,360.00

TOTAL	\$2,516.00
--------------	-------------------



Appendix B:



Exhibit B to RFP

State of Washington

Department of Fish and Wildlife

Mailing Address: 600 Capitol Way N, Olympia WA 98501-1091, (360) 902-2200, TDD (360) 902-2207
Main Office Location: Natural Resources Building, 1111 Washington Street SE, Olympia WA

Dear Hydraulic Project Approval Recipient:

You recently received a Hydraulic Project Approval (HPA) from the Washington Department of Fish and Wildlife (WDFW). I would like to know how we did in providing service to you and how we might do a better job. Please take a few moments to complete the enclosed comment card. The card is already addressed to my office and stamped; you only need to drop it in the mail.

WDFW is responsible for protecting fish and wildlife across the state. Our regulatory authority includes the protection of fish and fish habitat, and we do this through the HPA whenever someone wants to do work in or near the water. Our goal is to help landowners and contractors do this work and at the same time, protect fish and fish habitat.

It is important to me that WDFW employees be clear, consistent, and timely when responding to the needs of Washington citizens. The HPA comment card is one way for me to measure how we are doing in this regard. For that reason, your comments will be very useful and greatly appreciated.

Thank you for taking time to complete our survey.

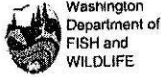
Sincerely,

A handwritten signature in black ink, appearing to read "Philip Anderson".

Philip Anderson
Director

Enclosure





HYDRAULIC PROJECT APPROVAL
RCW 77.55.151 - See appeal process at end of HPA

48 Devonshire Road
Montesano, WA 98563
(360) 249-4628

Issue Date: April 16, 2013
Project Expiration Date: April 15, 2018

Control Number: 129805-1
FPA/Public Notice #: N/A

<u>PERMITTEE</u>	<u>AUTHORIZED AGENT OR CONTRACTOR</u>
Port of Indianola ATTENTION: Judith Frank PO Box 496 Indianola, WA 98342 360-621-5786 Fax: 360-779-8090	

Project Name: Port of Indianola Facilities 5- Year Maint Project
Project Description: Provide general maintenance, repair and replacement of the pier (to include railings, decking, structural components and piles), the swim/mooring float with ramp and attachments to the pier, and the beach access stairs as required for their proper maintenance and safety over the next five years.

PROVISIONS

1. This Hydraulic Project Approval (HPA) is issued for routine maintenance activities at a saltwater marina or marine terminal necessary to restore the marina or marine terminal to the conditions in existence on June 6, 1996, or as approved in the initial HPA (as built). These may include repair of damage caused by a significant storm event or by an accident, if the structure can be repaired within the scope of the maintenance HPA and within the original footprint of the marina.

UNLESS OTHERWISE INDICATED, THE FOLLOWING APPLY TO ALL ACTIVITIES:

2. This HPA is valid as indicated April 16, 2013 through April 15, 2018, and work may occur anytime so long as the following timing conditions are also met:

a. JUVENILE SALMON: Work waterward and below the ordinary high water line shall not occur from March 1 through June 14 of any year for the protection of migrating juvenile salmonids.

b. SPAWNING HERRING PROTECTION: Work waterward and below the ordinary high water line shall not occur from January 15 through April 30 of any year for the protection of herring spawning beds.

NOTIFICATION REQUIREMENT:

3. The Area Habitat Biologist (AHB) listed below shall receive written notification (FAX: 360-876-1894 or e-mail: Chris.Waldbillig@dfw.wa.gov) from the person to whom this Hydraulic Project Approval (HPA) is issued (permittee) or the agent/contractor no less than three (3) working days prior to the start of construction activities. The notification shall include the permittee's name, project location, starting date for work, and the control number for this HPA.

4. If at any time, as a result of project activities, fish are observed in distress or a fish kill occurs, or water quality problems develop, immediate notification shall be made to the Washington Military

Page 1 of 7





Issue Date: April 16, 2013
Project Expiration Date: April 15, 2018

Control Number: 129805-1
FPA/Public Notice #: N/A

Department's Emergency Management Division at 1-800-258-5990 and the Area Habitat Biologist listed below.

REPORTING REQUIREMENT:

5. The permittee or contractor shall submit to the WDFW Habitat Biologist listed below, a calendar year annual report of all maintenance activities performed under this Hydraulic Project Approval by January 31 of the following year or in the final year of the HPA, within 30 days after the expiration date. An annual report, or e-mail, is also required if no work is performed. At any time if problems are experienced with implementation of this HPA, either the permittee or WDFW may request a joint review meeting. The annual report shall include:

- a. General: Reporting agency, contact person, address, telephone number, date of report, time period;
- b. Summary: The control number for the HPA, total number of individual projects;
- c. Problem(s) encountered: Provision violation, notification, corrective action, impacts to fish life and water quality from problem;
- d. Recommendations for improvement to BMP's and mitigation;
- e. List of individual projects completed: Location, brief description of each maintenance activity performed, and date each activity occurred.

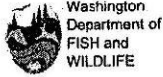
PLANS:

6. Work shall be accomplished per plans and specifications listed in the JARPA and plans received on March 25, 2013 and approved by the Washington Department of Fish and Wildlife, except as modified by this Hydraulic Project Approval. A copy of this HPA shall be available on site during construction.

7. This HPA is for maintenance repairs or replacement of the existing structures only and shall not result in expansion of the structure. Work approved under this HPA includes:

- a. Float and pier replacement/repairs as required for maintenance and public safety including pressure washing, new timber placement on pier, pier bracing, and decking. Float repairs including timber replacement, floatation replacement, and decking.
- b. Lighting upgrades, conduit replacement, power cabling replacement and security system replacement/repairs.
- c. Water line and fire line upgrades and repairs.
- d. Miscellaneous welding and cutting on existing metal frame works, piling, and gangways to maintain safety and repairs as needed.
- e. Repair/replacement ramps and gangways as necessary in order to maintain public safety.
- f. Underwater inspections of pilings and piers as required to maintain public safety.
- g. Periodic underwater inspections and replacement of anodes on pilings as required.
- h. Piling removal and replacement as required for maintenance and safety.
- i. Painting and general maintenance of docks, pier and facilities as required.
- j. General maintenance of pier, docks and port assets as required. Repair/replacement of utility





HYDRAULIC PROJECT APPROVAL
RCW 77.55.151 - See appeal process at end of HPA

48 Devonshire Road
Montesano, WA 98563
(360) 249-4628

Issue Date: April 16, 2013
Project Expiration Date: April 15, 2018

Control Number: 129805-1
FPA/Public Notice #: N/A

- services to pier and docks as required. Periodic removal of marine growth on various utility lines and hoses to prevent separation and/or breaking.
- k. Removal or upland disposal/relocation of floating materials to prevent damage to port facilities as required.
- l. Seasonal removal and installation of swim float.
- m. Removal of Noxious weeds in along shoreline.
8. Beach area depressions created during project activities shall be reshaped to pre-project beach level upon project completion.
9. Project activities shall not occur when tidal waters inundate the project area, including the work corridor.
10. Bed material shall not be utilized for project construction or fills.
11. Significant replacement of pier decking greater than six feet in width shall have grating installed on at least 50 percent of the surface area of the structure. Replacement ramps shall have grating covering 100 percent of the surface area of the structure. Replacement floats shallower than -15.0 MLLW, and greater than six feet in width shall have grating installed on at least 50 percent of the surface area of the structure. Flotation shall be located under a solid decked area only. Grating shall have a 60 percent open space configuration. The grated area shall not be used for storage purposes.
12. Replacement floats, and associated anchoring systems shall be deployed in such a manner the bed is not damaged.
13. Piling removed shall be fully extracted when possible, or cut two feet below the mudline and capped, and disposed upland such that they do not enter waters of the state.
14. As per the approved JARPA, replacement pilings shall be steel or concrete, shall not be creosote and shall be the same size or smaller in diameter as what was removed.
15. The following sound attenuation methods shall be required for the driving or proofing steel piles with an impact hammer below the ordinary high water line:
- a. For steel piles, 10 inches in diameter or less, a 6 inch thick wood block shall be installed between the piling and the impact hammer during pile driving operations or a bubble curtain shall be installed around the pile during pile driving operations.
- b. For steel piles greater than 10 inches in diameter, a bubble curtain shall be installed around the pile during pile driving operations.
- ALSO APPLY IF TREATED WOOD IS USED:
16. All lumber to be used for the project shall meet or exceed the standards established in the most

Page 3 of 7





HYDRAULIC PROJECT APPROVAL

RCW 77.55.151 - See appeal process at end of HPA

Coastal
48 Devonshire Road
Montesano, WA 98563
(360) 249-4628

Issue Date: April 16, 2013

Control Number: 129805-1

Project Expiration Date: April 15, 2018

FPA/Public Notice #: N/A

recent version of 'Best Management Practices For the Use of Treated Wood in Aquatic and Wetland Environments' developed by the Western Wood Preservers Institute, Wood Preservation Canada, Southern Pressure Treaters' Association, and Southern Forest Products Association. As of January, 2012, the latest version is dated November 1, 2011.

17. Sawdust, drilling's, dripping's, and trimmings from treated wood shall be contained with tarps or other impervious materials and prevented from contact with the beach, bed or waters of the state.

18. Structures built of treated wood shall incorporate features, such as steel, plastic or rubber collars, fendering or other systems to prevent the abrasion of the treated wood by floats, ramps or vessels.

19. Flotation for floats shall be fully enclosed and contained or constructed to prevent the breakup or loss of the flotation material into the water and shall not readily be subject to damage by ultraviolet radiation and abrasion caused by rubbing against piling and/or waterborne debris.

MARINE HABITAT FEATURES

20. All outfalls that are incorporated into the bulkhead shall be placed in a manner that prevents erosion of the shoreline.

21. Eelgrass and kelp shall not be adversely impacted due to any project activities (e.g., barge shall not ground, anchors or spuds shall not be deployed, equipment shall not operate, and other project activities shall not occur in eelgrass and kelp beds).

22. Removal or destruction of overhanging bankline vegetation shall be limited to that necessary for the construction of the project.

23. Intertidal wetland vascular plants, such as pickleweed or saltgrass, shall not be adversely impacted due to project activities (e.g., barge shall not ground, anchors or spuds shall not be deployed, equipment shall not operate, and other activities shall not occur in intertidal wetland vascular plants).

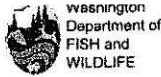
24. All natural habitat features on the beach larger than 12 inches in diameter, including trees, stumps, logs, and large rocks, shall be retained on the beach following construction. These habitat features may be moved during construction if necessary. Logs and stumps shall be secured during temporary placement to remain on the beach.

WATER QUALITY

25. Fresh concrete or concrete by-products shall be prevented from entering waters of the state. All forms for any concrete shall be completely sealed to prevent leaching of wet concrete. Impervious materials shall be placed over any exposed concrete not lined with forms that will come in contact with state water. Forms and impervious materials shall remain in place until concrete is cured.

Page 4 of 7





HYDRAULIC PROJECT APPROVAL

RCW 77.55.151 - See appeal process at end of HPA

48 Devonshire Road
Montesano, WA 98563
(360) 249-4628

Issue Date: April 16, 2013
Project Expiration Date: April 15, 2018

Control Number: 129805-1
FPA/Public Notice #: N/A

26. No petroleum products or other deleterious materials shall enter state waters.

PROJECT LOCATIONS

Location #1 19809 Indianola Rd NE

WORK START: April 16, 2013				WORK END: April 15, 2018		
WRIA: 15.9100		Waterbody: Wria 15 Marine			Tributary to: Puget Sound	
1/4 SEC: NE 1/4	Section: 15	Township: 26 N	Range: 02 E	Latitude: N 47.74583	Longitude: W 122.52611	County: Kitsap
Location #1 Driving Directions (From the Kingston, WA ferry terminal to the Indianola pier) Proceed West on WA-104 W turning left onto Iowa Ave. Cross WA-104 E to NE West Kingston Rd and continue until turning left on S. Kingston Rd NE. Follow this road to a left turn at the entrance to the Whitehorse Golf Course. Turn left at Indianola Rd NE and proceed to the Indianola pier.						

APPLY TO ALL HYDRAULIC PROJECT APPROVALS

This Hydraulic Project Approval pertains only to those requirements of the Washington State Hydraulic Code, specifically Chapter 77.55 RCW (formerly RCW 77.20). Additional authorization from other public agencies may be necessary for this project. The person(s) to whom this Hydraulic Project Approval is issued is responsible for applying for and obtaining any additional authorization from other public agencies (local, state and/or federal) that may be necessary for this project.

This Hydraulic Project Approval shall be available on the job site at all times and all its provisions followed by the person(s) to whom this Hydraulic Project Approval is issued and operator(s) performing the work.

This Hydraulic Project Approval does not authorize trespass.

The person(s) to whom this Hydraulic Project Approval is issued and operator(s) performing the work may be held liable for any loss or damage to fish life or fish habitat that results from failure to comply with the provisions of this Hydraulic Project Approval.

Failure to comply with the provisions of this Hydraulic Project Approval could result in a civil penalty of up to one hundred dollars per day and/or a gross misdemeanor charge, possibly punishable by fine and/or imprisonment.

All Hydraulic Project Approvals issued under RCW 77.55.021 are subject to additional restrictions, conditions, or revocation if the Department of Fish and Wildlife determines that changed conditions require such action. The person(s) to whom this Hydraulic Project Approval is issued has the right to appeal those decisions. Procedures for filing appeals are listed below.

MINOR MODIFICATIONS TO THIS HPA: You may request approval of minor modifications to the required work timing or to the plans and specifications approved in this HPA. A minor modification to the required work timing means up to a one-week deviation from the timing window in the HPA when there are no spawning or incubating fish present within the vicinity of the project. You may request subsequent minor modifications to the required work timing. A minor

Page 5 of 7





Issue Date: April 16, 2013
Project Expiration Date: April 15, 2018

Control Number: 129805-1
FPA/Public Notice #: N/A

modification of the plans and specifications means any changes in the materials, characteristics or construction of your project that does not alter the project's impact to fish life or habitat and does not require a change in the provisions of the HPA to mitigate the impacts of the modification. Minor modifications do not require you to pay additional application fees or be issued a new HPA. To request a minor modification to your HPA, submit a written request that clearly indicates you are requesting a minor modification to an existing HPA. Include the HPA number and a description of the requested change and send by mail to: Washington Department of Fish and Wildlife, PO Box 43234, Olympia, Washington 98504-3234, or by email to HPAapplications@dfw.wa.gov. Do not include payment with your request. You should allow up to 45 days for the department to process your request.

MAJOR MODIFICATIONS TO THIS HPA: You may request approval of major modifications to any aspect of your HPA. Any approved change other than a minor modification to your HPA will require issuance of a new HPA. If you paid an application fee for your original HPA you must include payment of \$150 with your written request or request billing to an account previously established with the department. If you did not pay an application fee for the original HPA, no fee is required for a change to it. To request a major modification to your HPA, submit a written request that clearly indicates you are requesting a major modification to an existing HPA. Include the HPA number, check number or billing account number, and a description of the requested change. Send your written request and payment, if applicable, by mail to: Washington Department of Fish and Wildlife, PO Box 43234, Olympia, Washington 98504-3234. If you are charging the fee to a billing account number or you are not subject to the fee, you may email your request to HPAapplications@dfw.wa.gov. You should allow up to 45 days for the department to process your request.

APPEALS INFORMATION

If you wish to appeal the issuance, denial, conditioning, or modification of a Hydraulic Project Approval (HPA), Washington Department of Fish and Wildlife (WDFW) recommends that you first contact the department employee who issued or denied the HPA to discuss your concerns. Such a discussion may resolve your concerns without the need for further appeal action. If you proceed with an appeal, you may request an informal or formal appeal. WDFW encourages you to take advantage of the informal appeal process before initiating a formal appeal. The informal appeal process includes a review by department management of the HPA or denial and often resolves issues faster and with less legal complexity than the formal appeal process. If the informal appeal process does not resolve your concerns, you may advance your appeal to the formal process. You may contact the HPA Appeals Coordinator at (360) 902-2534 for more information.

A. INFORMAL APPEALS: WAC 220-110-340 is the rule describing how to request an informal appeal of WDFW actions taken under Chapter 77.55 RCW. Please refer to that rule for complete informal appeal procedures. The following information summarizes that rule.

A person who is aggrieved by the issuance, denial, conditioning, or modification of an HPA may request an informal appeal of that action. You must send your request to WDFW by mail to the Washington Department of Fish and Wildlife HPA Appeals Coordinator, 600 Capitol Way North, Olympia, Washington 98501-1091; e-mail to HPAapplications@dfw.wa.gov; fax to (360) 902-2946; or hand-delivery to the Natural Resources Building, 1111 Washington St SE, Habitat Program, Fifth floor. WDFW must receive your request within 30 days from the date you receive notice of the decision. If you agree, and you applied for the HPA, resolution of the appeal may be facilitated through an informal conference with the WDFW employee responsible for the decision and a supervisor. If a resolution is not reached through the informal conference, or you are not the person who applied for the HPA, the HPA Appeals Coordinator or designee will conduct an informal hearing and recommend a decision to the Director or designee. If you are not satisfied with the results of the informal appeal, you may file a request for a formal appeal.

B. FORMAL APPEALS: WAC 220-110-350 is the rule describing how to request a formal appeal of WDFW actions taken under Chapter 77.55 RCW. Please refer to that rule for complete formal appeal procedures. The following information summarizes that rule.

A person who is aggrieved by the issuance, denial, conditioning, or modification of an HPA may request a formal appeal of that action. You must send your request for a formal appeal to the clerk of the Pollution Control Hearings Boards and serve a copy on WDFW within 30 days from the date you receive notice of the decision. You may serve

Page 6 of 7





Department of
FISH and
WILDLIFE

HABITAT BIOLOGIST
RCW 77.55.151 - See appeal process at end of HPA

48 Devonshire Road
Montesano, WA 98563
(360) 249-4628

Issue Date: April 16, 2013
Project Expiration Date: April 15, 2018

Control Number: 129805-1
FPA/Public Notice #: N/A

WDFW by mail to the Washington Department of Fish and Wildlife HPA Appeals Coordinator, 600 Capitol Way North, Olympia, Washington 98501-1091; e-mail to HPAapplications@dfw.wa.gov; fax to (360) 902-2946; or hand-delivery to the Natural Resources Building, 1111 Washington St SE, Habitat Program, Fifth floor. The time period for requesting a formal appeal is suspended during consideration of a timely informal appeal. If there has been an informal appeal, you may request a formal appeal within 30 days from the date you receive the Director's or designee's written decision in response to the informal appeal.

C. FAILURE TO APPEAL WITHIN THE REQUIRED TIME PERIODS: If there is no timely request for an appeal, the WDFW action shall be final and unappealable.

ENFORCEMENT: Sergeant Jackson (29) P2

Habitat Biologist	waldbcmw@dfw.wa.gov
Chris Waldbillig	360-874-7258

Chris Waldbillig for Director
WDFW

CC: Jerry Gregory, USACE PM (e-mail)
Alison O'Sullivan, Suquamish Indian Tribe (e-mail)
Lisa Lewis, Kitsap County DCD (e-mail)
Lindie Schmidt, WA DNR (e-mail)

Page 7 of 7





Statement of Exemption From Shoreline Substantial Development Permit Requirements

Kitsap County Code Section 22.08.060

Applicant Port of Indianola - Judith Frank
Project Site Port of Indianola harbor facilities
Activity Normal maintenance and repair of
harbor facilities. This is for a five-year shoreline
exemption permit.

In accordance with Kitsap County Code Title 22.08.050 (Shoreline Management), the applicant is to post a decision granting shoreline permit exemption for a period of ten days from the date the decision was issued. The decision may be appealed to the Hearing Examiner within ten (10) days of the date of decision. Exemption from the permit requirements does not exempt the activity, development or use from complying with the policies of the Kitsap County Shoreline Management Master Program or from any other regulatory requirement.

Reviewed and Approved DCD Environmental Planner (Lisa Lewis)

Date of Decision March 19, 2013

Date Posted MARCH 29, 2013

For more information, please contact the Kitsap County
Department of Community Development.

(360) 337-5777

www.kitsapgov.com/dcd



Appendix C:

**Request for Proposal
Port of Indianola
Pier Pile and Pile Cap Replacement
January 7, 2014**

To: Port of Indianola Small Works Roster (Pile contractors)

- Pacific Pile & Marine – Carrie Nolte (carrien@pacificpile.com)
- Thompson Pile Driving – Doug Fritts (thompsonpiledriving@msn.com)

Additional contractors:

- American Construction – (info@americanconstco.com)
- Manson Construction – Simon Johnston (sjohnston@mansonconstruction.com)
- Quigg Brothers – Matt Zepeda (mattz@quiggbros.com)

From: Port of Indianola

Re: Indianola Pile and Cap work for June 15, 2014 Opening

History

The Indianola pier was built in 1916 as an arrival point for the Mosquito Fleet that carried passengers and goods to the Kitsap Peninsula. During those years of service the “dock”, as it is commonly known to Indianola residents, was the lifeline to the community, until 1951 when the State of Washington bought the ferry system and discontinued ferry service to Indianola. In the years that followed, the dock was used as a walking pier and for fishing, swimming and crabbing until 1971 when the dock had fallen into such a state of disrepair that it was closed.

At that time, funds were secured from the State, and money was raised in the community to renovate the pier. Piles were replaced, the dock was narrowed to half the width, new railings were installed and new decking. The Dock was re-opened to public use in 1972.

One major storm in the 1980’s took off part of the pile caps, stringers and decking, but the people of Indianola rallied in the middle of the night to retrieve the lumber and the pier was rebuilt.

Indianola benefitted for many years by having a committed group of Port Commissioners that served for decades, stewarding the dock through regular repairs. About every decade pile soundings were made and piles replaced that were in questionable condition.

The current Port Commissioners are working with a Port Advisory Board consisting of people with experience in the construction and engineering field, former Port Commissioners, and concerned Indianolan’s. This volunteer group and the Port Commissioners are looking to partner with the selected contractor for a successful outcome that is mutually beneficial. Thus, suggestions, value engineering, planning and logistical options are welcomed and encouraged.



This RFP is based on analysis of existing pile conditions and pile bents have been identified for replacement in order of condition.

Permits

The Port of Indianola has the following maintenance permits, which include pile replacement:

- Washington Dept. of Fish and Wildlife (DFW) - Hydraulic Project Approval (HPA) Expires March 2018
- Kitsap County - Shoreline Maintenance Permit. Expires March 2018
- State Environmental Policy Act (SEPA) Exemption - Issued with the maintenance permits.

Copies of these permits are attached to this RFP. **(Exhibit B)**

The Port of Indianola requires the contractor to comply with all provisions of the HPA, and advise of any issues you may have with the permit on the bid form in the comments section.

The Port may ask the DFW for what is often called a “minor modification” in order to begin work as early as 6/1/14 in order to capture more time of the “summer season”. If this is allowed, please indicate in the comments section your ability to complete the work at that time.

It is the Port’s understanding that the maintenance work described herein is also included in the Army Corps of Engineers (ACE) Nationwide Permit 03. The selected contractor shall comply with all regulations of the Nationwide Permit.

The Port will acquire a building permit from Kitsap County for the work described herein, concurrent with our selection of a contractor for the work.

We request that, from your past experience with these types of projects, there are additional permits required, you identify them.

Replacement Pile Bents

Currently the pier consists of approximately 58 pile bents starting at the “head of the dock” on the North shore end, extending approximately 850’ south to a cluster of piles that make up a larger platform space at the end of the pier (see attached pictures).

Each pile bent, with the exception of the cluster of piles, contains three creosote piles (approximately 12” in diameter) installed at various times over the dock’s lifespan. A treated pile cap (12” x 12”) extends east to west over the three piles creating the bent (see attached pictures).



The intent of this RFP is secure pricing and a construction start date as early in the spring pile driving window (begins June 15, 2014) as possible. The heaviest use time of the pier is during the summer months, and we would like to have the work completed by July 1.

The design of the new pile bent(s) are attached – see **Attachment A (1) and Attachment A (2)** as an alternate.

Creosote wood piles are no longer a viable replacement for pier piling, so the newly designed pile bents utilize 12” galvanized steel piles with the appropriate sized cap, as described in **Attachment A(1)**. Further, as you will see in the design, the steel pile and cap replacement allows for the removal of the middle pile in the modified bents. This material change will require a greater number of creosoted piles to be removed than the number of steel piles installed.

The new pile and cap installation must meet the same height requirement of the existing pile and cap so that the existing decking stringers maintain the same elevation in each location to uphold the profile of the dock.

Your pricing should include the field weld of a bracket on the east and west side of the stringers that support the walking surface to the top of the pile cap, that is field galvanized, and lagged into the 3”x 9” stringer on both sides. We have also added an alternate to weld a 12”x12” plate to the end of the I beam to create the “look” of the historic wood member.

Alternate Design & Pricing

As a potential cost savings measure, we would like an alternate price for a bent that is of slightly different dimensions using a 10” galvanized pile, a welded plate over the top and bolting or welding (means and methods as determined by bidder) a smaller I beam as pile cap. See **Attachment A(2)** as design for the alternate, and pricing option with second bid form for Alternate A(2). There would be no alternate for the end cap plate on design A(2) as the I beam would not accommodate the historic “look”.

Pricing breakdown

The Port anticipates a fundraising venture to secure funds for maintenance work we believe is possible to complete this year. Since mobilization cost is a large figure typical for work like this, the Port Advisory Board is seeking pricing that allows us the most flexibility in the total number of pile bents we can replace. We anticipate subsequent years of pile bent replacement until we have replaced all of the bents with the new steel design.

Please identify in your pricing a mobilization bid and a per pile bent bid that will allow us to target a number of bents and direct you to prepare for the total number once we have a better idea of available funding. We anticipate replacing at least 7 pile bents in this cycle,



with the hopes that with appropriate pricing and available funds we may be able to do as many as 14 total bents.

See attached bid form for pricing breakdown, and please make notes or add alternates for any potential cost savings or procurement suggestions that would assist in the affordability of this undertaking.

The best value/conforming proposal shall be accepted and a contract negotiated with the Port of Indianola for the completion of the work.

Bents identified and ranked for replacement

Attachment C is a drawing of the pier structure with identification as to pile bent location. Please note that this drawing was used in other work issues over the past decade and includes construction notes that are NOT RELEVANT to the work being solicited in this RFP. This is used to familiarize you with pile bent location and overall pier design.

Used in conjunction with this force ranked list of bents that need to be replaced, please provide pricing on the bid form.

The bents to be replaced in order of importance are:

- | | |
|----|----|
| 1. | 55 |
| 2. | 33 |
| 3. | 21 |
| 4. | 19 |
| 5. | 16 |
| 6. | 7 |
| 7. | 13 |

The second group of seven bents should we be able to afford a more extensive build are:

- | | |
|-----|----|
| 8. | 8 |
| 9. | 12 |
| 10. | 15 |
| 11. | 56 |
| 12. | 53 |
| 13. | 52 |
| 14. | 20 |

We note that if all 14 bents are complete, there are locations that provide for more work completed where bents are adjacent to each other, presumably requiring less barge movement etc. and therefore optimally some savings.

Those paired bents become:

- 7 – 8
12 – 13



15 – 16
55 – 56
52 – 53
19 – 20 – 21
33

Schedule

Please include your proposed start date for the work and the expected duration of the installation based on the sliding scale of pile bent included in the bid form.

Affirm that your company will hold the date you propose.

Indicate the amount of deposit required for holding scheduled dates on the bid form.

Request for Proposal issued – January 7, 2014
Proposals due – January 28, 2014

Deposit to selected contractor – February 15, 2014

Final total pile bent scope established – March 1, 2014

Final pricing based on total number of pile bents established and contract finalization - March 15, 2014.

Construction commence – TBD - as close to June 15, 2014 as possible (or earlier if exception granted)

Construction completion – TBD depending on total number of pile bents replaced. Date to be supplied by selected contractor with final pricing of pile bents March 15, 2014.

Site Visit

It may be useful for all contractors to visit the site, review the structure and be able to ask questions of individuals involved in the process prior to proposal. We would be willing to have a group site visit or a proprietary visit by firms separately. If your firm desires this, please call or email to schedule as soon as possible.

Team

Please propose a leadership team for the project, including brief resumes of similar experience for those proposed.

Experience

Include a list of similar projects and brief descriptions (pictures if possible) of recent projects.



Warranty

Please include standard warranty language for this type of work and if there are any optional warranties available on pile and pile cap installation work

Insurance

Please include your evidence of insurance and any limitations. Please acknowledge and supply evidence of Labor & Industries coverage, and any other specialty coverage for work over water or trade specific insurance that is relative to pile driving and pier construction.

Right to Reject

The Port of Indianola has the right to reject any and all bids for any reason.

Conclusion

The Port of Indianola exists only to maintain the historic pier that is beloved by the community. Countless volunteer hours have gone into maintenance and stewardship over almost a century. The Port does not have any revenue stream other than a small tax base which is typically enough to maintain the pier, until we endeavor to do wholesale change for longevity purposes, such as the one contemplated here.

To that end, we as a community would appreciate very much the type of pricing that you might offer up to a non-profit entity dedicated to preserving the history of maritime on Puget Sound and this historic icon.

We look forward to working with one of you in June, to strengthen and preserve our pier.

Attachment D(1) and D(2) are the bid forms for the design and alternate design. The Excel sheet calculates per bent, however, you are free to submit whatever bid form you prefer as long as all the cost and other pertinent information is included and able to be interpreted.

Questions or comments should be directed to:

Arthur K. Langlie
aklanglie@comcast.net
206-619-96

Thank you!



Photos of Existing Pier







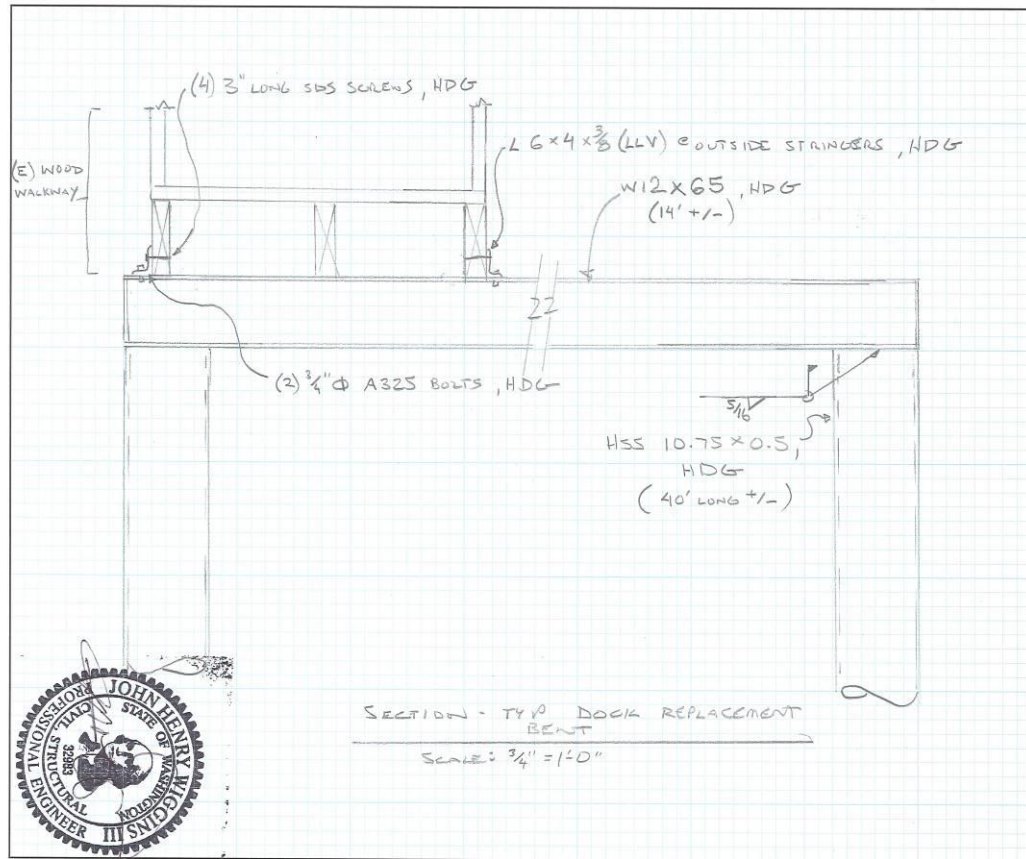
Appendix D:

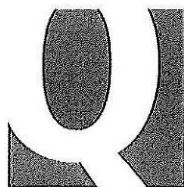
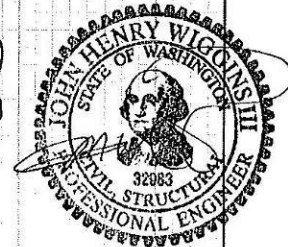
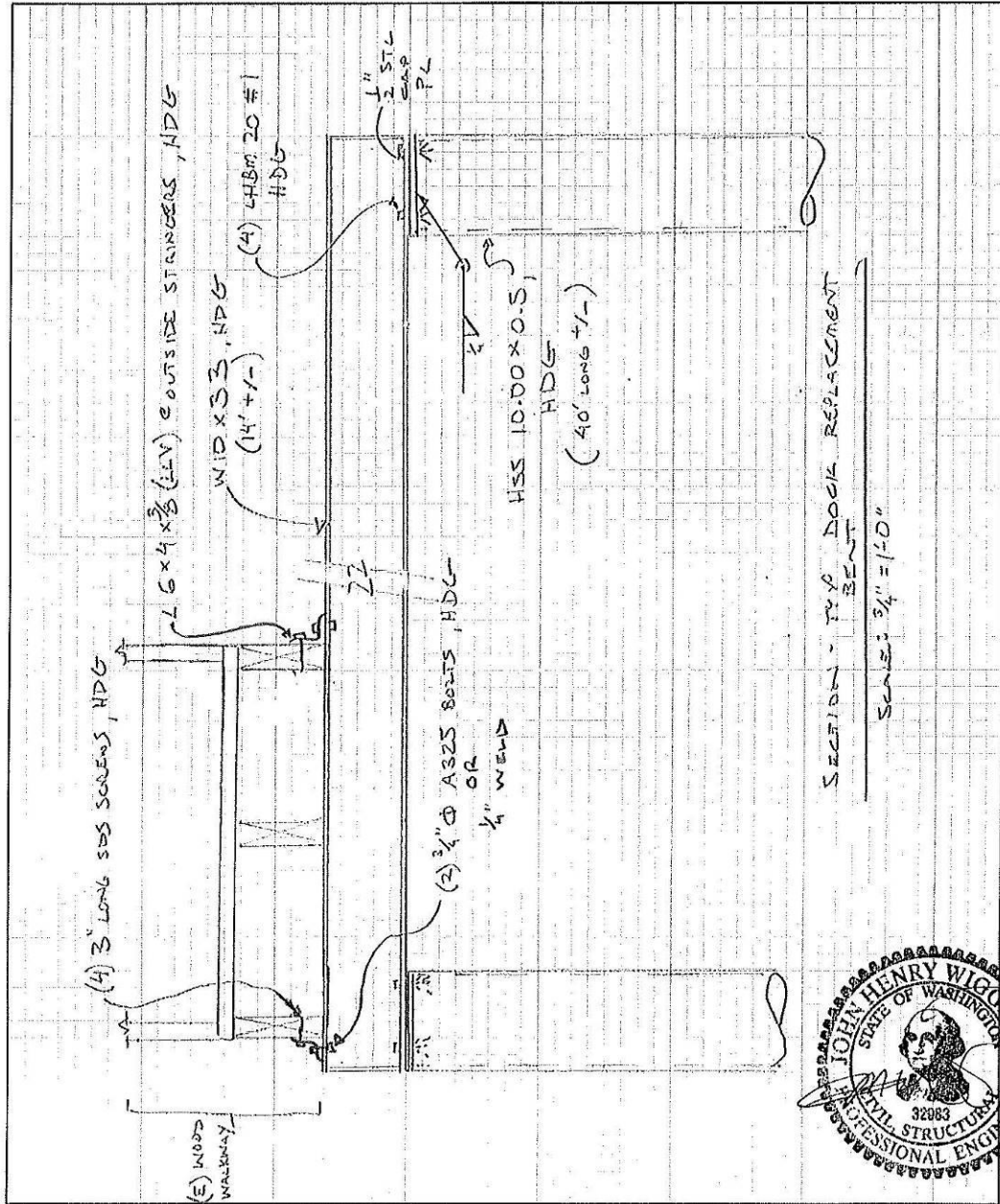


1511 THIRD AVENUE
SUITE 323
SEATTLE, WA 98101
TEL 206.957.3900
FAX 206.957.3901
www.quantumce.com

QUANTUM CONSULTING ENGINEERS

project: Indianola Dock
date: 1/3/14
project no: 13360.01
designer: SK-03R
checked by: _____





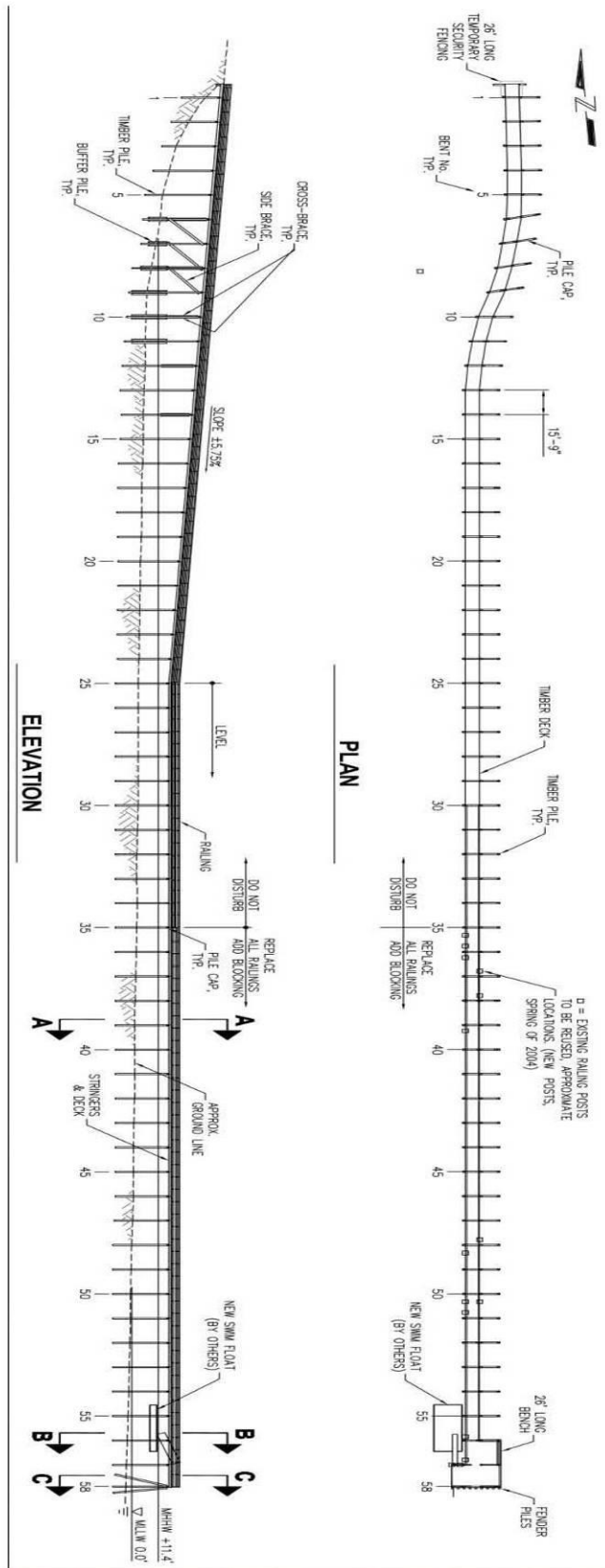
QUANTUM | CONSULTING ENGINEERS

1511 THIRD AVENUE
SUITE 323
SEATTLE, WA 98101
TEL 206.957.3900
FAX 206.957.3901
www.quantumce.com

project	INDIANOLA PARK	date	12/17/13	project no.	13360.01
	REHAB	designer		sheet	SSK-03 R2
client		checked by			



Appendix E:



Appendix F:

PORT OF INDIANOLA PLANNING SURVEY

Please Return survey: Mail: Port of Indianola Drop Off: Indianola Country Store

P.O. Box 496
Indianola, WA 98342

A Comprehensive Master Plan is a written guideline for public entities to develop goals over a five to ten year span. The Port of Indianola is revising its Comprehensive Master Plan in order to improve and/or update its facilities, and apply for grant funding that can assist in the completion of its goals. Survey responses will assist the Port to compile a revised Comprehensive Master Plan. Please help the Port of Indianola plan for the future by responding to this brief survey that will help us better serve you.

The following is list of projects suggested by the Board of Commissioners, the Advisory Committee, and the Public.

We ask that you place a corresponding number between **1** and **7** with each suggested project. **1 indicating high priority and 7 indicating low priority; please rank each item only once according to your priority.**

- Pile Replacement _____
- Decking and Rail Replacement _____
- Float Improvement. _____
- Install Seating on Dock _____
- Install Lighting on Dock _____
- Install Life Rings on Dock _____
- Fund and Plan a 2016 Dock Centennial Celebration _____

We ask that you place a corresponding **Yes** or **No** with each suggested funding option.

- Public Fund Raising for Dock Maintenance and Repair _____
- Bond Measure funding for Dock Maintenance and Repair _____
- Tax Levy increase for Dock Maintenance and Repair _____
- Pursue Local, State and Federal Grant Opportunities for Dock Maintenance and Repair _____

Other Suggested Projects?

Please answer the following two questions:

What do you like most about the Port of Indianola?

How can the Port Improve its Facilities?

Are you interested in being part of the Advisory Committee? If so please fill out your name and e-mail address below so we can contact you.

Name: _____

E-Mail Address: _____



Appendix G:

Meeting Minutes May 2, 2012

Minutes of Indianola Port Commission Meeting, May 2, 2012 @ IBIC Clubhouse

Meeting called to order at 7:03 PM by Commissioner Henderson

Attendees: Commissioners Jeff Henderson, Joan Wald, Port Auditor Carol Tripp

Acting Secretary Lee Lannoye, Others: Dave Haley, president IBIC, Karen Tiemeyer, Kirsten Jewell

Minutes from the March 15, 2012 special meeting were reviewed and approved as corrected by commissioners Wald and Henderson.

Financial report was given by Carol Trip. She reported that required filings were up to date, Taxes collected by the county on behalf of the Port will be deposited in the Port of Indianola account in May and June, October and November, as received from the Ports taxpayers. The \$3,522 contract retention for Marine Services piling contract has 2 of the 3 required state agency releases and when the 3rd one is received, the retention can be released to the contractor.

Vouchers 1590, (PND engineering, \$140), 1591 (Puget Sound Energy \$87.53), 1592 (Washington Public Ports Association \$115), and 1593 (IBIC \$1,441.50) were reviewed by the commissioners and approved for payment.

A letter of resignation was received from Commissioner John Jacobsen, effective April 15, 2012. John would like to continue to be responsible for posting meeting notices and meeting minutes on the Bulletin board in front of the Post Office as he has been doing for the past 21 years. Commissioner Wald will be responsible for obtaining plaques for Commissioner Jacobson and Port Auditor Jo Benning, recognizing their many years of outstanding service to the Port and the Indianola Community.

A discussion was held on the process to be followed for appointing a replacement to Commissioner Jacobsen's remaining term. Both Commissioner Wald and the new commissioner will have to stand for election at the November 2013 county wide general election. Commissioner Wald for a new 6 year term and the newest commissioner for the remaining 2 years of Commissioner Jacobsen's original 6 year term.

A notice of the vacancy and request for qualified applicants residing in District 2 will be posted weekly in the Kitsap Herald and the June 14 issue of the IBIC breeze newsletter. An application form will be available for qualified applicants and must be submitted to the Port thru their PO Box 496 by Noon, Monday June 25, 2012. A special meeting will be held June 28th @ 7 pm at the IBIC clubhouse to review the applicant's qualifications and in executive session, commissioners Wald and Henderson will select a new commissioner.



A motion was made by Comm. Henderson, seconded by Comm. Wald to move the regular scheduled July 3, 2012 port meeting to July 10, 2012 7pm @ the IBIC clubhouse. Motion passed.

A presentation was made by Lee Lannoye on the two website development proposals that were received by Lee Lannoye at the request of the Port. The written proposals were reviewed and discussed. The proposal from Cory Gregerson was approved and accepted, subject to the Port Auditors confirmation that she will be able to easily post the ports financial data to the website. The contract is for \$350 for initial website development and deployment, plus \$20 per year for hosting dotnet-host .com. Additional consulting or development after the initial deployment at \$40 per hour. The website, Port of Indianola.com, will be up and running within 2 weeks providing sufficient digital content is received by the site developer.

A draft mission statement prepared by the Port Advisory Committee was reviewed and discussed by the commissioners and meeting attendees. After some revisions, the commissioners requested the Mission statement revisions be sent to all committee members along with a copy of the Washington Public Ports association Comprehensive plan recommendations for discussion at the next Port Advisory committee meeting on May 10, 7pm at the IBIC clubhouse.

Further discussion was held on the membership of the advisory committee and it was decided to appoint those attending the May 10 meeting who were willing to participate on an ongoing basis. The first task of the committee is to complete the mission statement and begin the process of developing a 5+ year comprehensive plan for the Port. The commissioners requested that the May 10 meeting develop a time line for a draft comprehensive plan for presentation to the Port Commissioners for review and adoption.

A discussion was held on the current Dock signage and enforcement of these rules by the security personnel retained by the IBIC...Commissioner Henderson will review these rules with Enduris (ins. Pool) and report back to the commission.

Commissioner Henderson gave an update on the status of the dock swim float replacement .Design plans and specs , were reviewed, An estimate of \$12,000 for materials to be ordered next week and construction by volunteer labor with completion by the first week of June with installation shortly thereafter. It was noted that the existing float cannot be reinstalled as the new pilings are not compatible with the old float. The old float must be appropriately disposed of in an approved land fill. Commissioner Henderson will manage this process with the help of community volunteers.

Security: Commissioner Henderson met with the IBIC Security committee and agreed on a process that will commence on June 15. The IBIC security committee estimates a cost of \$10,000 for security service for the season plus the hourly cost of hiring off duty police officers to supplement the security service.



A motion by Commissioner Henderson, seconded by Commissioner Wald for the port to contribute to the IBIC 70% of the cost of security up to \$7,500 was discussed and then approved by the commissioners.

Kirsten Jewell, representing the newly formed Indianola Rowing Club, a 501c3, advised the attendees that they will be participating in this year's Indianola Days. Kirsten also discussed the Port of Silverdale and their association with a rowing club in Silverdale and hoped that in the future, there may be a something the Port of Indianola could do with the Indianola Rowing Club.

Commissioner Henderson adjourned the m meeting at 9:25

Lee Lannoye , acting secretary

Commissioner: Jeff Henderson Commissioner: Joan Wald



Advisory Board Meeting Minutes June 25 2012

PORT OF INDIANOLA ADVISORY BOARD MEETING MINUTES – 6/25/12

Meeting opens at 7:00pm at the IBIC Clubhouse Library room

Attendees: Joan Wald, (POI Commissioner/Board liaison), Carol Tripp, (POI Accountant), Lee Lannoye, Bob Summer, Judith Frank (meeting Chairperson), Dave Haley, Karen Tiemeyer

Minutes from the June 10, 2012 meeting were distributed and reviewed.

Commissioner Wald informed the committee that the Commissioners had appointed the above list of attendees plus Kirsten Jewell as the Port Of Indianola Advisory Board/Committee.

The draft Mission Statement was discussed and revisions agreed on. The revised Mission Statement will be submitted to the Port Commissioners for their Review and Approval.

The draft Introduction to the Port Of Indianola Comprehensive Plan was reviewed and discussed. The agreed on corrected version will be submitted to the Port Commission for their review and comments.

A discussion was held on the list of items needed from the port commission in order to work on the Comprehensive plan. Background Information such as maps, studies and engineering data on the Dock, Inventory of physical assets, description of land and tidelands owned by the port. Also needed is a listing of and detail on recently completed projects.

At the next meeting the advisory board will begin to develop the port property plan. This will include a proposed use of assets, which will need to be prioritized along with a proposed timeline. Examples that were discussed; replacing the Docks creosote pilings with approved metal pilings, construction of Kayak, canoe and small boat storage, a small boat launch location, acquisition of upland properties. This was not meant to be a final list, only examples. A discussion was held on how to best to involve and obtain as large a community input as possible. Suggestions included using the online "Survey Monkey"; including a questionnaire insert in the Indianola Breeze, and using the Ports Website with a questionnaire. These would

The next POI Advisory committee meeting will be Tues. July 17 @7 pm, in the IBIC Clubhouse

Lee Lannoye (acting secretary)



**Indianola Port District
PORT COMMISSION AGENDA
BOARD OF PORT COMMISSIONERS**

Jeff Henderson: Chairman

Judith Frank: Commissioner

Joan Wald: Commissioner

Beverly Ford: Recording Secretary

AGENDA OF THE REGULAR MEETING OF THE INDIANOLA PORT DISTRICT BOARD OF PORT COMMISSIONERS, AUGUST 6TH, AT 7:00 P.M. INDIANOLA CLUBHOUSE, INDIANOLA AVE, INDIANOLA, WA. 98342

CALL TO ORDER 7:00 PM

Judith Frank
Joan Wald
Jeff Henderson: Absent
Carol Tripp Accountant
Beverly Ford: Recording Secretary

COMMISSIONER COMMENTS

None

PUBLIC COMMENTS:

Greg Trueb; interested in joining Port process with increased awareness.
Lee Lannoye

CONSENT AGENDA ITEMS

Approve meeting minutes of Port of Indianola meeting July 3rd, 2012
Recommended Action: Motion by Commissioner Frank
Approve by motion of the Board of Port Commissioners to adopt minutes
2nd & passed by Commissioner Wald
Warrants:
Recommended Action: Motion by Commissioner Frank
Approve by motion of the Board of Port Commissioners to approve warrants
2nd & passed by Commissioner Wald

OLD BUSINESS ITEMS

A: Old dock signs: Vandalized sign to be joined with new sign at end of dock with larger size & clearer regulations.

Motion made by Commissioner Wald to accept signage as worded. 2nd & passed by Commissioner Frank

B: Paperwork: Records, correspondence, newspaper articles excess to be purged, with consideration of historical fact. Discussion of compiling documents in digital records and installing a records retention policy.

NEW BUSINESS ITEMS

Preliminary budget for POI was discussed. The preliminary budget must be presented to the Board of Commissioners on or before September 15th

Question of levy of 1% increase in 2013 budget was discussed with Carol Tripp, Auditor. Also discussed was how to plan & set up the 2013 budget.

Comprehensive 6 year plan to replace pilings on pier, discussion revolving around State & Federal grants for Capitol improvements. Due to environmental facts POI would qualified to receive grants.



It is proposed that POI will compile a pilings inspection by October 15th. Cost estimate would run around \$500.00. This should be factored into the 2013 budget.

Compensation for Recording Secretary to be discussed, POI Board adjourned to EXECUTIVE SESSION @ 8pm to discuss personnel issues.

Regular meeting resumed @ 8:10. Recording Secretary duties; attending meetings, recording minutes, keeping meeting minutes in minutes book & posting to POI website. Motion made by Commissioner Wald to have Beverly Ford be paid \$40 a meeting for POI meetings. Commissioner Frank 2nd, Motion was passed.

Date was set for Advisory Committee, August 27th @ 7PM.

Carol Tripp presented Accounting summary; please see attached forms.

Discussion about Commissioners signing warrants, invoices & timing conflicts. The board instructed Carol to draft a policy for invoice payments to be present at next POI meeting. Motion made by Commissioner Frank to move physical location of POI checkbook to Carol Tripp; Auditor. 2nd & passed by Commissioner Wald.

OPEN TO PUBLIC COMMENT (LIMIT 3 MINUTES EACH)

Comments about warrants, expenses, etc.

COMMISSIONER COMMENT

None

REQUEST FOR FUTURE AGENDA ITEMS

Commissioner Frank will be researching a navigational light at end of pier that would be solar powered.

Replacing bent sign at beginning of pier when float is removed at end of summer. Discussion to provide dry storage for float at end of summer. Discussion for enforcing 30 minute moorage sign.

ADJOURNMENT

8:48 pm



Meeting Minutes November 6, 2012

Indianola Port District PORT COMMISSION MEETING MINUTES BOARD OF PORT COMMISSIONERS

Jeff Henderson, Chairman

Joan Wald, Commissioner

Judith Frank, Commissioner

Carol Tripp, Port Bookkeeper

MEETING MINUTES OF THE REGULAR MEETING OF THE INDIANOLA PORT DISTRICT BOARD OF PORT COMMISSIONERS, TUESDAY, NOVEMBER 6, 2012 AT 7:00 P.M. INDIANOLA CLUBHOUSE, 20446 INDIANOLA ROAD NE, INDIANOLA, WA 98342.

CALL TO ORDER 6:58 PM; In Attendance: Jeff Henderson, Judith Frank, Carol Tripp, Brad Miller (pile sounding report), Lee Lannoye (POI Advisory Board member)

OPEN MEETING TO PUBLIC COMMENTS None

COMMISSIONER COMMENTS None

CONSENT AGENDA ITEMS

A. October 2, 2012 regular meeting minutes approved by motion of the Board of Commissioners **Correction: Brad Miller conducted pile soundings instead of Brian Bogner

B. Warrants #1615-#1619 in the amount of \$1,058.52 were approved by motion of the Board.

OLD BUSINESS ITEMS

- A. Comprehensive Plan continues in development per Comm. Frank. The Advisory Board will meet on Nov. 20th to review a rough draft of the plan. A notice will be placed in the North Kitsap Herald.
- B. JARPA permit update: per Comm. Frank, the JARPA/HPA permits and SEPA checklist are continuing to be developed and should be ready for review by the county in mid-December.
- C. PND follow-up on final site visit charge questions: Comm. Henderson stated he had finished a draft of a letter to PND regarding the charges. He said he would cc the draft to the other Commissioners for their review and, if he was unable to do so, he would inform his fellow Commissioners of same.
- D. IBIC Discussion of Beach Porta-Potties: It was the Port Commissioners' understanding that the IBIC would do fact-finding on the feasibility and costs of



providing porta-potties for the IBIC beach areas before the Port could make any decisions regarding supporting that effort.

NEW BUSINESS ITEMS

- A. Piles Soundings report from Brad Miller: The upper and lower grade of the pier pilings of the first half of the pier and the upper grade of the pilings in the remaining half of the pier have been assessed. None received a rating of a 100. Mr. Miller said they are all very old pilings, many of which are compromised being characterized as hollow, with deep splits or, to the extreme, completely 'trashed'. He said the first half of the pier's pilings are the most compromised. The stub piles around many are 98% to 100% trashed. He said a good portion of the pilings are not strapped to the caps which could easily compromise the stability of the pier during a Southerly winter storm. Mr. Miller said he could not complete the final half lower grade pile soundings until Spring of 2013 due to lack of a sufficiently low tide to give access to the remaining tiles. He advised that the Commission hire a consulting engineer to advise on necessary short-term and long-term steps that may need to be taken to guarantee the stability and safety of the pier. The Board agreed and Comm. Henderson will e-mail a request to Shane Phillips at Coasts and Harbor Engineering Firm to get information regarding costs to have the pier assessed as to what steps may be necessary to ensure its future viability.
- B. Beverly Ford resigned her position as Port Recording Secretary and verbally requested that she not receive compensation for work done to date. Her resignation was accepted and discussion ensued regarding drafting a job description for the vacant position and posting it in the December Breeze and in the Post Office. Carol Tripp stated she would e-mail a job description to Comm. Frank who would draft one for the POI.
- C. WPPA Seminar update: Commissioners Frank & Wald attended the seminar Oct. 25th & 26th. They focused on funding sources, hiring consultants and SEPA checklist guideline information.
- D. Comm. Frank will draft a letter to Kitsap County supporting the permanent placement of a solar speed sign on Indianola Road NE entering town.
- E. Carol Tripp, Port Bookkeeper, submitted an accounting report & payment voucher form. She stated she will sell some investments to fund current Port expenditures which will be replenished incoming Port revenues.

OPEN TO PUBLIC COMMENT None

COMMISSIONER COMMENTS

The regular December 4th meeting will be rescheduled to a special December 18th meeting which will address regular Port business. A notice of same will be posted in the North Kitsap Herald.

EXECUTIVE SESSION None

ADJOURNMENT 8:36 PM



Meeting Minutes December 18, 2012

Indianola Port District PORT COMMISSION MEETING MINUTES BOARD OF PORT COMMISSIONERS Special Meeting Minutes- December 18, 2012

Jeff Henderson, Chairman
Joan Wald, Commissioner
Judith Frank, Commissioner
Carol Tripp, Port Bookkeeper

MEETING MINUTES OF THE SPECIAL MEETING OF THE INDIANOLA PORT DISTRICT BOARD OF PORT COMMISSIONERS, TUESDAY, DECEMBER 18, 2012 AT 7:00 P.M. INDIANOLA CLUBHOUSE, 20446 INDIANOLA ROAD NE, INDIANOLA, WA 98342.

CALL TO ORDER 7:05; In Attendance: Jeff Henderson, Joan Wald, Judith Frank, Carol Tripp, Lee Lannoye, Dave Haley, Bob Summers, Steve Linger

OPEN MEETING TO PUBLIC COMMENTS (LIMIT 3 MINUTES)

Public Comments is the time set aside for members of the public to address the Board on items of District business other than scheduled agenda items. NONE

COMMISSIONER COMMENTS

Commissioner Comments is the time for Board members to present verbal reports and suggest future agenda items.

Comm. Frank will submit, by January 14th, a legal public notice for discussion of Comprehensive Scheme and minor amendment to the mission statement during the regular February 5th meeting. Carol Tripp will send proper verbiage to Comm. Frank for the Recording Secretary opening notice.

CONSENT AGENDA ITEMS

All matters listed within the Consent Agenda have been distributed to each member of the Commission for reading and study, are considered to be routine and will be enacted by one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and place on the Regular Agenda by a Commission member or by Citizen Request.

A. Meeting minutes of November 6, 2012 approved and warrants accepted and processed.

B. Warrants-#1620-1624+ \$866.5; processed and signed

C. Resolutions (none)

OLD BUSINESS ITEMS

A. PND FINAL SITE INVOICE FOLLOWUP-COMMISSIONER HENDERSON

Comm. Henderson spoke with a PND representative (John Olsen) who states he is still waiting for a response from those who have the authority to make a decision regarding amending the final site invoice as has been requested by the POI. Comm. Henderson



will draft and send a certified letter stating the POI's efforts to resolve this issue.

B. COAST AND HARBORS-SHANE PHILLIPS MEETING WITH POI UPDATE-COMMISSIONER HENDERSON

Comm. Henderson reported that Mr. Phillips will have a proposal prepared for the Commission's review prior to the January 3 Special meeting.

C. JARPA/SHORELINE EXEMPTION PACKET UPDATE-COMMISSIONER FRANK

An accepted official POI Comprehensive Scheme is a required component in the JARPA/Shoreline exemption packet for the 5-year maintenance permit. Comm. Frank will be meeting in January with Dave Haley and Bob Summers to finalize the JARPA permit and SEPA and Shoreline Exemption checklists prior to formal acceptance of the Comp. Scheme. Once the packet is completed an appointment with the County will be scheduled for the final packet submission.

D. RECORDING SECRETARY JOB VACANCY AND DESCRIPTION UPDATE

The job vacancy and description update was accepted by the Commissioners. Carol Tripp will send an example of appropriate legal verbiage to Comm. Frank for post the job vacancy.

NEW BUSINESS ITEMS

A. COMPREHENSIVE SCHEME DRAFT REVIEW

Comments were favorable and no additions or amendments made.

B. AMEND POI MISSION STATEMENT

The previous resolution to accept the POI Mission Statement will be amended to add 'maintaining and ' within the text of the statement. Comm. Henderson stated he will email or deliver a copy of the previous resolution accepting the new Mission Statement.

C. ACCOUNTING SUMMARY

Carol Tripp stated she will be moving a majority of funds from the POI general fund into the investment account. There have been no invoices from IBIC regarding 2012 Security, 2012 mutt mitts and 2012 waste management after April 2012. Carol Tripp states it is important to have these invoices prior to the end of 2012 to avoid having them go forward to the 2013 budget. Dave Haley stated he would contact Moe O'Rourke, the IBIC Bookkeeper.

OPEN TO PUBLIC COMMENT (LIMIT 3 MINUTES EACH)

****Steve Linger** reported that Port Madison is among the top three areas in Puget Sound subject to crab poaching incidents. He requested a vote of support from the POI to allow law enforcement agencies, i.e. Suquamish police, Kitsap Sheriff's Dept. and Fish and Game personnel access after hours to the Dock for surveillance purposes. The Port Commissioners supported this request.

****Dave Haley** (IBIC Trustee) reported that it is not feasible to place a port-a-potty down at the beach due to the inability to pump the waste out. The other option is to place one near the entrance to the dock. The Commissioners stated more discussion is required on this issue but determined it could be considered an eyesore.

COMMISSIONER COMMENTS NONE

EXECUTIVE SESSION NONE

ADJOURNMENT 8:20pm



Meeting Minutes January 2, 2013

Indianola Port District PORT COMMISSION MEETING BOARD OF COMMISSIONERS

MEETING MINUTES OF THE SPECIAL MEETING OF THE INDIANOLA PORT DISTRICT BOARD OF PORT COMMISSIONERS, TUESDAY, JANUARY 2, 2013 AT 7:00 P.M. INDIANOLA CLUBHOUSE 20446 INDIANOLA ROAD NE, INDIANOLA, WA 98342

CALL TO ORDER 7:03 PM, In attendance, Jeff Henderson, Joan Wald, Lee Lannoye, Bob Summers, Dave Haley

OPEN MEETING TO PUBLIC COMMENTS (LIMIT 3 MINUTES)

Public Comments is the time set aside for member of the public to address the Board on item of District business other than scheduled agenda items. NONE

COMMISSIONER COMMENTS

Commissioner Comments is the time for Board members to present verbal reports and suggest future agenda items. NONE

CONSENT AGENDA ITEMS

All matters listed within the Consent Agenda have been distributed to each member of the Commission for reading and study, are considered to be routine and will be enacted by one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by a Commission member or by Citizen Request.

- A. Meeting minutes of December 18, 2012 (Special Meeting)
- B. Warrants #1624 - #1629 - \$10,040.36, processed and signed
- C. Resolutions – Amended Mission Statement to include ‘maintaining’ – necessary to dovetail with proposed Comprehensive Scheme being prepared by the Port of Indianola Commissioners.

OLD BUSINESS ITEMS

- A. PND Final Invoice – no response to repeated request for PND to respond to Port of Indianola letter questioning validity of charges on invoice.
- B. Coast & Harbor Proposal – Discussion of proposal submitted on December, 21, 2012 from Cost & Harbor Engineering regarding a condition assessment of the Indianola Dock. Suggested language changes to submitted assessment “Assumptions” section were discussed.
- C. Recording Secretary Position Notice has been posted in the Indianola Post Office and IBIC Clubhouse.
- D. Permitting Packet Subcommittee Meeting is planned by Commissioner Frank.
- E. Comprehensive Scheme public notice will be placed in the North Kitsap Herald within the two-week timeframe of the Port of Indianola Special Meeting scheduled for Friday, January 8, 2013.



NEW BUSINESS ITEMS

A. Accounting summary was postponed and will be included in the February 8, 2013 Special Meeting.

OPEN TO PUBLIC COMMENT (LIMIT 3 MINUTES EACH)

Bob Summers commented on the positive change in Port of Indianola Commissioners meetings since his first exposure to the Commission. The addition of the Advisory Board allowing public input and comments as well as procedural changes has made the Commission more available to its constituents.

COMMISSIONERS COMMENTS – NONE**EXECUTIVE SESSION** – NONE**ADJOURNMENT** – 7:40 P.M.

February 2, 2013

**Indianola Port District
PORT COMMISSION MEETING MINUTES/February 8, 2013
BOARD OF PORT COMMISSIONERS**

**Jeff Henderson, Chairman
Joan Wald, Commissioner
Judith Frank, Commissioner
Carol Tripp, Port Bookkeeper**

Port of Indianola Meeting Minutes for February 2, 2013:

CALL TO ORDER 7:02; In Attendance: Jeff Henderson, Joan Wald, Judith Frank, Carol Tripp, Port Advisory Board members, Lee Lannoye, and Bob Summers.

OPEN MEETING TO PUBLIC COMMENTS (LIMIT 3 MINUTES)

Public Comments is the time set aside for members of the public to address the Board on items of District business other than scheduled agenda items.

Carol Tripp announced that Port of Kingston was having an auction of office equipment. The Commissioners agreed to have her represent the POI and, if possible, purchase a printer/scanner with a \$25 limit on funds spent.

COMMISSIONER COMMENTS

Commissioner Comments is the time for Board members to present verbal reports and suggest future agenda items.

Comm. Frank reported on HBs-1128, 1198, 1178. Addressing relief from harassing public records requests, potential requirements for public officials to receive training in OPMA/PRA issues and requiring changes in Commissioner terms on general ballots only.

CONSENT AGENDA ITEMS

All matters listed within the Consent Agenda have been distributed to each member of the Commission for reading and study, are considered to be routine and will be enacted by one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and place on the Regular Agenda by a Commission member or by Citizen Request.

A. Meeting minutes of January 2, 2013 approved and warrants accepted and processed.

B. Warrants-#1630-#1635=\$432.10; processed and signed

C. Resolution #2013-01; approval and adoption of 2013 Six-Year Comprehensive Scheme

OLD BUSINESS ITEMS

A. PND FINAL SITE INVOICE FOLLOWUP-COMMISSIONER HENDERSON

Comm. Henderson reported that there has been no response from PND re: our certified letter to them explaining our concerns about their final site invoice. Several attempts have been made to expedite a response from them.



B. COAST AND HARBORS Proposal update -COMMISSIONER HENDERSON

After discussion, it was determined that Comm. Henderson would contact Shane Phillips of Coasts & Harbors to inform him that the Port will delay any further attention to the proposal until Mr. Miller has completed the final 25% of his pile sounding assessment. Further discussion focused on whether or not to seek other bids. This will be an ongoing discussion at future meetings.

C. JARPA/SHORELINE EXEMPTION PACKET UPDATE-COMMISSIONER FRANK

Comm. Frank reported that she attempted to contact County planner, Ellen Tietz to arrange for an intake appointment to submit the permitting packet now that the Comprehensive Scheme has been formally accepted by the POI. She also reported that the fee for submission has been raised another \$150 as of 2013. Also, the administrative fee of \$50 has been raised, as well. That amount is unknown at this point.

D. RECORDING SECRETARY JOB VACANCY AND DESCRIPTION UPDATE

The job vacancy is, as yet, still unfilled. There have been no responders to notices posted at the PO and Country Store and articles in the Breeze. Another notice in the Port Update article will be in the February Breeze. At this time, the recording secretary duties are being performed by the Commissioners.

E. COMMISSIONER COMPENSATION

Discussion among the Commissioners and members of the Advisory Board included consideration of the increase in responsibilities and demands on Commissioners' time outside of regular meetings. Additionally, Comm. Frank remarked that, in the past, the Commissioners' position was treated more as a volunteer position and wanted to clarify that Port Commissioners are elected Kitsap County officials required to meet professional standards in their duties which, in the current climate, requires an increased level of professionalism. Comm. Wald agreed that Commissioner compensation is not out of order and that nearly all the state Port Commissioners receive at least compensation for Port meetings. The Advisory Board recommends implementation of Commissioner Compensation. Comm. Frank recommended that compensation of \$104 for one meeting only, special or regular, per month to begin January 2014 after which time all sitting commissioners will have been duly elected subsequent to the November general election. Comm. Henderson disagreed saying he didn't agree with instituting the compensation. He said his decision had to do with tradition. Comments from Advisory Board member Lee Lannoye reiterated that the Commissioners' responsibilities have greatly increased and the future challenges for the Port will result in these demands being present in the foreseeable future. Both he and Mr. Summers, as Advisory Board representatives, supported the compensation. Commissioner Frank will draft a resolution (2013-2) to be presented at the March Board meeting to be voted on.

NEW BUSINESS ITEMS

A. ACCOUNTING SUMMARY

Carol Tripp presented a Budget vs. Actual Revenues and Expenditures document for 2012. Budgeted expenses=\$19,350; Actual expenses=\$46,114.25 resulting in a variance of \$26764.75. Her Accounting Summary highlighted an overall total equaling a deficit of \$4,542 for 2012. The two primary Port expenditures were Repairs & Maintenance=56.4% and Outside Services/Shared Security Costs=17.55%. Discussion



focused on the Port's levy of 15 cents per \$1,000 which is the lowest tax levy of all the State Ports. Recognition of the growing demand on the Port budget for engineering reports and future costs pertaining to maintenance, repair and replacement of the Dock, etc. evolved into a discussion regarding potentially raising the tax levy amount. Carol will contact Suzanne Boltz at the County Election Dept. to gather information on that process. Carol also suggested that Meghan, at the North Kitsap Herald, might help when/if it is necessary to take the Port's case for obtaining more operating revenue to the public.

B. ADOPTION OF THE PORT OF INDIANOLA 2013 SIX-YEAR COMPREHENSIVE SCHEME

The draft had been reviewed and accepted by all three Commissioners. One typographical error was corrected. The Scheme can now be incorporated into the JARPA permitting packet to be submitted to the County Shoreline Management Dept.

OPEN TO PUBLIC COMMENT (LIMIT 3 MINUTES EACH) NONE

COMMISSIONER COMMENTS

Comm. Henderson expressly wanted to put on record the Port's appreciation to the Port Advisory Board for its efforts in developing the Six-Year Port Comprehensive Scheme. Additionally, he specifically thanked Comm. Frank for her energies in spearheading that effort.

EXECUTIVE SESSION NONE

ADJOURNMENT 8:50 P.M.



PORT COMMISSION MEETING

BOARD OF COMMISSIONERS

MEETING MINUTES OF THE INDIANOLA PORT DISTRICT BOARD OF PORT COMMISSIONERS, Tuesday, December 3, 2013 at 7:00 PM, INDIANOLA CLUBHOUSE 20446 INDIANOLA ROAD NE, INDIANOLA, WA 98342

CALL TO ORDER 7:00 PM, In attendance: Jeff Henderson, Eric Cookson, John Lane

OPEN MEETING TO PUBLIC COMMENTS (LIMIT 3 MINUTES)

Public Comments is the time set aside for members of the public to address the Board on items of District business other than scheduled agenda items. NONE

COMMISSIONER COMMENTS:

Commissioner Comments is the time for Board members to present verbal reports and suggest future agenda items.

Commissioner Henderson updated the recent progress on the dock repairs:

On Saturday November 30th as part of a long planned bracing project, a group of Indianola residents and friends converged on the dock at 10am. After a pre-project safety meeting, safety harness and rope set up, the crew installed cross bracing to 4 pile bents toward the head of the dock. Each volunteer signed a waiver holding the Port harmless, and the WA State L&I was aware of the work, the hours and people were documented and the project will be closed with them by Commissioner Henderson. In the months leading up to the work, Lisa Fitch, Connie Reckord, Paul Larson and a host of others worked on getting the permitting complete from the county. Bill Sibbett provided logs that were milled by Paul Smyth at Smyth Lumber. Art Langlie donated other materials, as did Jeff Kanyer, and many others in the work party brought the necessary tools to the project.

In just four hours the work was complete and the dock notably more stiff. During the installation process, the group discovered that the piles are in very good shape and were very solid, making for an excellent member for which to attach cross bracing.

Commissioner Henderson acknowledged and thanked the following Port of Indianola Volunteer Labor Roster, Saturday, November 30, 2013: Matt McGinnis, Paul Larson, Donald Gibson, Matt Fitch, Bob Kinnaird, Mark Wiser, Les Fitch, Chris Moore, Travis Moore, Donald Moore, Bill Sibbett, Jeff Kanyer, Andy Wiser, Patrick Hatchel, Eric Landeen, Keith Gates, Rob Kinnaird, Art Langlie, Ross Kinnaird.

Commissioner Henderson noted that the last time any pilings were replaced was 1997, based on records.

CONSENT AGENDA ITEMS:

All matters listed within the Consent Agenda have been distributed to each member of the Commission for reading and study, are considered to be routine and will be enacted by one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by a Commission member or by Citizen Request.



A. Meeting Minutes of the November 12, 2013 meetings – Motion to approve by Commissioner Henderson, Second by Commissioner Cookson, approved unanimously
B. Payables - Vouchers #1683 – 1687 for services and merchandise totaling \$2280.12 will be held over for approval at next month's meeting due to absence of an auditor.

OLD BUSINESS ITEMS – NONE

NEW BUSINESS ITEMS

A. New Commissioners – Oath of Office. New Commissioners Lane and Cookson were sworn in by Commissioner Henderson per WA State law immediately and will be sworn in again at the January 7, 2014 meeting.

B. Accounting Summary – Approx. Balance in General Fund + Investment Account - \$53,373.66. Commissioner Henderson noted that significant revenue from taxes will show up in next month's statement.

C. Accounting Position – This position is open. Jessica and Scott have both expressed their intention to resign. Susan Henry has volunteered to take over this position. She will set up a meeting this month with Jessica and Scott to review the position requirements. If there is anyone else in the community that would like to team with Susan and help out in this position, this would be a good time to learn more about the position. Susan and Commissioner Henderson will request a job description from Jessica. Susan has stated that she will take over the accounting position without accepting a fee, thus saving the Port that further expense.

D. Advisory Board Report-

Lisa Fitch reported for the Technical Advisory Committee that the shimming repairs on the dock are completed. One more cross bracing needs to be done but it can only be done at the correct tide cycle, by boat. Bill Sibbett has volunteered his boat.

Richard Linzer reporting for the Financial Advisory Committee, confirmed that the Port of Indianola could establish a revolving line of credit of \$100,000.00 with the Liberty Bay Bank. Members of the Indianola community can participate as credit holders via a CD. The CD term is typically 2 years. Richard suggested that it would be advisable to oversubscribe up to \$120,000.00 as an added reserve for the Port. The next step in this process is to sign the necessary paperwork with the bank.

Resolution 2013-18 to establish a \$100,000.00 Line of Credit at the Liberty Bay Bank of Poulsbo. A motion was made by Commissioner Henderson to establish the Line of Credit, Seconded by Commissioner Cookson and unanimously passed.

E. Port of Indianola Website Update by Matt McGinnis. Mr. McGinnis and Commissioner Lane met with the current website administrator to review the current system's capabilities to meet current and future needs of the Port. Matt noted that the website has been updated recently. Commissioner Lane noted that the current website administrator and host were fine for the purposes of the dock. There is a functioning calendar but meeting announcements need to be communicated to Matt in order to be posted on the website. Advisory Committee meetings should also be posted with time and location. The current website also has a feedback function but it is not effective and may actually be confusing or frustrating to the public. General discussion ensued and agreement reached that the current feedback loop be disabled and replaced with direct email connection to the Commissioners. Current email for the Commissioners is cumbersome and there are storage issues. Matt and Commissioner Lane will continue to work with Corey on the website and specifically will investigate if a cloud based



system is appropriate for Port business. Lisa Fitch requested that resolutions and agendas be available on the website. Julianne noted that minutes and agendas from the Advisory Committees should also be available online.

F. Petty Cash Custodian – Commissioner Henderson proposed Resolution 2013-19 that Commissioner Cookson take over as Petty Cash Custodian. Motion by Commissioner Lane, Second by Commissioner Cookson, unanimously passed.

G. Port of Indianola Post Office Box Custodian – Commissioner handed over the PO Box key and Port of Indianola Date stamp and ink to Commissioner Lane.

H. 2014 Port of Indianola Master Plan - Commissioner Cookson reviewed the Draft plan. While there was a 2013 Plan adopted, a new plan is needed to account for recent events and changes. The draft plan will be subject to community review and discussion and it needs to be published and posted for 2 weeks before it can be adopted.

I. Next Meeting – Tuesday, January 7, 2014 7:00 PM

OPEN TO PUBLIC COMMENT (LIMIT 3 MINUTES EACH)

A. The issue of Liability for work by volunteers was raised by Rick Healey. Mr. Healey presented Commissioner Henderson with notes and a list of contacts to review with the Port Counsel and Port Insurance Broker. Mr. Healey noted that the waiver signed by the volunteers may not protect the Port Commissioners and taxpayers, in the event of serious injury.

B. The community acknowledges and thanks Bill Sibbett for stepping in, on short notice, as Port Commissioner, and for the materials donated for the repairs.

COMMISSIONERS COMMENTS –

A. Commissioner Henderson noted that application for small works can be updated on the website instead of updating and renewing MSRC membership. This will save the Port some expense.

B. The outgoing auditor, Jessica, has suggested that the Port of Indianola consider changing the regular meeting date to later in the month in order to align better with the county financial reporting schedule. Since the county maintains the bank account for the Port and does not report until the 10th of the month, the Port financials do not reflect the latest revenue and expenses. This issue will be added to next meeting's agenda.

C. Commissioner Cookson suggests that this may be a good time to find a new logo for the Port. Dave Haley will send photos to Eric which may be useful.

EXECUTIVE SESSION – NONE

ADJOURNMENT – 8:40PM



CALL TO ORDER 7:02 PM, In attendance: Jeff Henderson, Eric Cookson, John Lane

COMMISSIONER COMMENTS: NONE

Commissioner Comments is the time for Board members to present verbal reports and suggest future agenda items.

CONSENT AGENDA ITEMS:

All matters listed within the Consent Agenda have been distributed to each member of the Commission for reading and study, are considered to be routine and will be enacted by one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by a Commission member or by Citizen Request.

A. Meeting Minutes of the January 7, 2014 meeting – Motion to accept by Commissioner Lane, Second by Commissioner Henderson, approved and passed unanimously

B. Payables - Vouchers #1692 - 1697 totaling \$746.04 Motion to accept by Commissioner Henderson, Second by Commissioner Lane, Passed unanimously.

OLD BUSINESS ITEMS – NONE

NEW BUSINESS ITEMS

A. Accounting Summary – Port Auditor, Susan Henry, reported that December 31, 2013 balance was \$55,969.34 and the January 31, 2014 balance is \$51,634.00. With the change in the date of the regular meeting, it is now possible to keep more current with the balance. The Port has not received the reimbursement from IBIC for security. The security fee was paid when the invoice was received (November 2013 vouchers) but part of the fee is due to be reimbursed. Lisa Fitch will contact the IBIC Board on this issue.

B. Resolution 2014-06 to cancel Warrant #1686, dated 01/07/2014 for \$911.38 to correct the Port account. Motion to authorize warrant be cancelled by Commissioner Lane, Second by Commissioner Henderson, Passed unanimously.

C. Port of Indianola Website update – Based on discussion and review with the website provider, the existing email system is acceptable for current purposes. The storage space issue can be resolved by using an exterior hard drive as an archive. The hard drive would be kept in the safe deposit box. The goal of using the hard drive is to free up space on the website. We need to add a public request form for records and information to the website and we can base our form on the Port of Poulsbo form. We also need to find out how long we must keep records online for searching purposes by the public versus adding to archives. Commissioner Lane will resolve these issues.

D. Advisory Committee Report –

a. Request for Proposal Results – Art Langlie reviewed the responses received for piling replacement. The RFP was sent out in January to five contractors. Four responses were received, with one no bid. The responding companies in order of highest cost to lowest cost were: American, Thompson, Pacific Pile, and Quigg Brothers. The RFP did request cost for options: one option using 12 inch steel pilings which would mimic the size of the



current pilings, and a second option using 10 inch steel pilings which would still be many times stronger than actual design requirements but would be more cost effective. Additionally, the RFP requested a cost breakdown for seven Pile bents and fourteen pile bents. The response of the lowest bidder, Quigg Bros., indicated that the cost of the fourteen bents is only marginally more than seven bents, since the mobilization costs are such a significant part of the job. There is also not much saving achieved by using 10" piles over 12". Another important consideration was the schedule for this project. Quigg Brothers responded with the optimal response for the Port. Since the dock would be closed during this project, the Commissioners were pleased that Quigg Brothers indicated they could schedule this project for the last two weeks of June and would be completed by July 4th. All four contractors said that the dock was in good shape considering its age.

The low bid provided by Quigg Brothers amount was:

\$ 295,881.00 for the Piles and Caps

\$ 3,043.00 for the Plates (12" x 12" plates on end of beams)

\$ 298,925.00 Total (includes Taxes)

Being just under \$300K qualifies this job for small works.

Art Langlie will call the contractor and pursue negotiations to define the terms and conditions and get a contract signed for 14 pile bents with 12" piles and plates.

1. Grant Funding Discussion – Research has been done by Susan Hancock and Commissioner Cookson into the possibility of using grant funding to help pay for the repairs on the dock. The Washington Recreation and Conservation Office grant application deadline is May 1, 2014 for 2015 funding. Although it would be great to obtain grant dollars, the consensus of the Commissioners and community in attendance was that we are too late to take advantage of grants for the current project. Additionally, there is no guarantee of receiving funding from the grant process and the work planned needs to go forward this year. The grants are for matching funds and are on a two year cycle. The Port should start to plan for 2016 application for 2017 funding.

b. Finance Committee Report – The Port will finance the pile replacement work with a 5 year term loan for \$215,000 from a local bank. A community group, to be known as Friends of the Port of Indianola Dock/Indianola Port Association will be invited to help in making credit available to the Port for these repairs via the Creditholders Program. A Creditholders Agreement will formalize the relationship between the interested individuals, the bank, and the Port. Funds received from the creditholders will be held by the bank as a Jumbo CD. These funds will be pledged as per the Creditholder Agreement. Interest to the creditholders will be minimal. The rewards are primarily the preservation and maintenance of the dock. The IBIC Clubhouse was originally funded in the same way years ago.

Details, including the Creditholders Agreement, will be available through the Port Commission Advisory Committee during the next week as well as through the website, Post Office and newspaper.

Resolution 2014-05 Motion to accept RFP from Quigg Brothers for 14 bents, total of 28 piles, with 12" piles and 12" caps, as detailed in the bid received, Not To Exceed \$300,000 and contingent on permits and financing via term loan for the repair of the dock this summer by Commissioner Lane, second by Commissioner Cookson, passed unanimously.

E. 2014 Port of Indianola Master Plan - Commissioner Cookson reviewed a proposed change to the mission statement



Resolution 2014-04 Motion to accept the changes to the mission statement by Commissioner Lane, second by Commissioner Henderson, passed by all. Plan needs to be submitted to the State. Next step required for completion of the Plan is a survey.

F. A suggestion was made that donations by the community could be collected by IBIC which is a 501(c) (3) organization and passed along to the Port. This method would allow individuals who wanted to make a donation to the Port to have a tax benefit. This idea will be proposed to the IBIC.

G. Change the monthly Port Commission meeting to Tuesday, March 11, 2014 at 7:00 PM. The March meeting will be held at the Indianola Church instead of the Clubhouse.

OPEN TO PUBLIC COMMENT (LIMIT 3 MINUTES EACH) NONE

COMMISSIONERS COMMENTS – NONE

EXECUTIVE SESSION – NONE

ADJOURNMENT – 8:50 PM



Indianola Port District
PORT COMMISSION MEETING
BOARD OF COMMISSIONERS

MEETING MINUTES OF THE INDIANOLA PORT DISTRICT BOARD OF PORT
COMMISSIONERS, Tuesday, March 11, 2014 at 7:00 PM, INDIANOLA FOURSQUARE
CHURCH, 20789 DIVISION ST NE, INDIANOLA, WA 98342

Commissioners in attendance: Jeff Henderson, Eric Cookson, John Lane
Port Auditor: Susan Henry
Recording Secretary: Jayne Larson

CALL TO ORDER 7:06 PM,

COMMISSIONER COMMENTS: Commissioner Comments is the time for Board members to present verbal reports and suggest future agenda items. Commissioner Cookson noted the recent illness of some members of the Port community and requested all present at the meeting to keep positive thoughts for them and their families.

CONSENT AGENDA ITEMS:

All matters listed within the Consent Agenda have been distributed to each member of the Commission for reading and study, are considered to be routine and will be enacted by one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by a Commission member or by Citizen Request.

A. Meeting Minutes of the February 11, 2014 meeting – Commissioner Cookson moved to accept the minutes, Second by Commissioner Lane, passed unanimously.

B. Payables - Vouchers #1698 - 1700 totaling \$88.94. Motion to accept by Commissioner Cookson, Second by Commissioner Lane, Passed unanimously.

OLD BUSINESS ITEMS – NONE

NEW BUSINESS ITEMS

A. Accounting Summary – Port Auditor, Susan Henry, reported that the account balance as of February 28, 2014 is \$53,115.05 The Port has received the reimbursement from IBIC for security and that will show up in the next month's statement. Susan plans to have the annual report ready in time for the May Commissioners meeting.

B. Advisory Committee Reports –

a. General Obligation Bond – Commissioner Henderson acknowledged the time and effort of Commissioner Lane, Richard Linzer and Paul Larson in pursuing and defining the bond option for the Port to finance the piling replacement. Commissioner Lane contacted the Kitsap County Treasurer who suggested the bond option. After many hours, discussions, phone calls and meetings, the Port has been approved for a \$250,000 bond loan through Cashmere Bank of Bellevue WA. The bond will have a 7 year term, starting with a 1.8% interest rate which will increase over the life of the loan. There is no prepayment penalty. Draft resolution documents for the bond have been received and there are details to define. A specific issue requiring further determination



are the timing of the closing. The closing is the date when the funds become available and the interest starts to accrue. Those present at the meeting discussed the benefits of an earlier closing to give flexibility to an earlier starting schedule, if that becomes possible. The timing of permitting the work may influence the schedule for the closing. Commissioner Lane will ask the bank if we can condition the closing on receipt of permits.

The Port Commissioners will need to sign the final bond resolution. The funds are released to and held for the Port by the County Treasurer who makes the bi-annual payments. The property tax revenues will cover the bond payments and there will be a cushion for ongoing Port operating expenses.

b. Permitting Process- Connie Reckord and Lisa Fitch discussed the current status of the permits. Lisa has completed the preliminary application to the county. The Port permit falls under a Commercial Application, as a Major Tennant Improvement. Connie is working on the SEPA and forecasts that will be ready to submit next week. She estimates that the county will take 6 to 8 week to process the permit. Connie has sent a request to Fish and Wildlife Department to allow us to start the project early, on June 1, 2014, and she expects a response soon.

c. Construction Contract – Art Langlie distributed copies of a contract from Quigg Brothers for review. He noted that this is an AGC standardized form and that Quigg have already signed and they have agreed to receive payment at the completion of the work. The Commissioners and community members will review the contract and plan to send it to WPPA for review for compliance with public projects requirements. Review by an independent attorney was discussed and rejected based on consensus of the Commissioners and others at the meeting.

C. 2014 Port of Indianola Master Plan Draft - Commissioner Cookson distributed and reviewed a survey which will be mailed out to the 98342 zipcode. It may also be available on the website. The survey will satisfy the requirement for public input in the Master Plan.

D. DOE Grant Request – Commissioner Cookson acknowledged Susan Hancock for pursuing a grant opportunity with DOE for \$50,000, under their water quality branch. The application is the next step in the process.

E. Port Website – Public Records Request Addition to POI Website – Commissioner Lane contacted the Poulsbo Port and got approval to use their request form as a template. Reports may involve reasonable copy fees. Commissioner Lane will check and see how the Port of Kingston handles these requests. Matt will upload the report onto the website.

F. The next meeting will be on April 15, 2014, 7:00 PM at the Indianola Clubhouse.

OPEN TO PUBLIC COMMENT (LIMIT 3 MINUTES EACH)

A. The community present at the meeting wished to specially acknowledge Commissioner Lane and all others' wonderful work which has resulted in the bond option.

B. An article in the Breeze is suggested as a way to inform the community about the status, progress and future of the dock repairs. Since there is no Breeze published in May, April would be the target issue and the deadline is March 31st.

COMMISSIONERS COMMENTS – NONE



EXECUTIVE SESSION – NONE

ADJOURNMENT – Commissioner Lane moved to adjourn the meeting at 8:31 PM,
Second by Commissioner Cookson, passed unanimously.



Indianola Port District
PORT COMMISSION MEETING
BOARD OF COMMISSIONERS

MEETING MINUTES OF THE INDIANOLA PORT DISTRICT BOARD OF PORT
COMMISSIONERS, Tuesday, April 15, 2014 at 7:00 PM, INDIANOLA CLUBHOUSE
20446 INDIANOLA ROAD NE, INDIANOLA, WA 98342

Commissioners in attendance: Jeff Henderson, Eric Cookson, John Lane
Port Auditor: Susan Henry (absent)
Recording Secretary: Jayne Larson

CALL TO ORDER 7:02 PM,

COMMISSIONER COMMENTS: Commissioner Comments is the time for Board members to present verbal reports and suggest future agenda items.

A. Resolution 2014-6 – Memoriam John R. Jacobsen

Commissioner Henderson reported that John R. Jacobsen died on Friday, April 11, 2014. John was a highly respected Commissioner serving the Port of Indianola with distinction from 1991 through April 15, 2012. John provided leadership in the maintenance of the Port and mentorship to succeeding Port of Indianola Commissioners and set an example of volunteer commitment to his community and the Port of Indianola.

A memorial service for John is planned for May 3, 2014.

Motion: Commissioner Lane moved to approve Resolution 2014-6 to honor John R. Jacobsen for his years of volunteer service to the Port of Indianola, and to express the Commissioners' condolences to the family, friends and colleagues, and to give a copy of this resolution to the Jacobsen family.

Seconded by Commissioner Henderson

Passed unanimously.

CONSENT AGENDA ITEMS:

All matters listed within the Consent Agenda have been distributed to each member of the Commission for reading and study, are considered to be routine and will be enacted by one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by a Commission member or by Citizen Request.

A. Meeting Minutes of the March 11, 2014 meeting – Commissioner Lane moved to accept the minutes, Second by Commissioner Henderson, passed unanimously.

B. Payables - Vouchers #1698 - 1701 totaling \$1541.83 for payment to Quantum Consulting. Motion to accept by Commissioner Lane, Second by Commissioner Henderson, Passed unanimously.

C.

OLD BUSINESS ITEMS – NONE

NEW BUSINESS ITEMS

A. Accounting Summary – Port Auditor, Susan Henry, although absent from this meeting, sent the Accounting Summary report, dated April 15, 2014, which



Commissioner Henderson read. The account balance as of March 31, 2014 is \$58,459.56.

B. Advisory Committee Reports –

- a. General Obligation Bond Discussion – Commissioner Lane reported that Cashmere Valley Bank and K & L Gates are ready to process the bond financing when the Port is ready to proceed. The bank has requested that the Port keep the bank informed of progress. Commissioner Lane requested that the Finance Advisory Committee meet to discuss and to advise the Port on whether the Port might go forward with the bond transaction ahead of finalizing the permits.
- b. Permitting Process Discussion - Connie Reckord and Lisa Fitch reported on the current status of the permits. The Corp of Engineers needs to approve the project. Lisa has almost completed the SPIF (Specific Project Information Form) necessary for the permit application to the county. The SPIF usually gets a quicker turn around with 20 piles or less. If more than 20 piles is requested, the permit approval cycle is much lengthier and could even be denied. The Technical Advisory Committee recommends that the scope of the project be reduced to 20 piles to be replaced instead of the previously planned 28 piles. The county permit application is waiting for the number of piles and the specific piles which would be replaced. This change in the scope of the project will involve renegotiation with Quigg Brothers.

Additionally, the Corp of Engineers may require a biological assessment for the project. Those present suggested that the Suquamish Tribe could support and assist us with their resources. The biological assessment can be lengthy and costly. The eel grass on our beach will require that the equipment for the pile replacement be floated and not beached.

It was also discussed that the Port community request a letter of support from the Suquamish Tribe to include with our permit application.

Connie reports that a SEPA is required.

Motion: Commissioner Lane moved to accept that the scope of the project be changed from 14 bents to 10 bents.

Seconded by Commissioner Cookson.

Passed unanimously.

- A. 2014 Port of Indianola Master Plan Draft - Commissioner Cookson is ready to mail the survey which will go to the 98342 zip code.
- B. DOE Grant Request – Commissioner Cookson and Susan Hancock confirmed that the application had been completed and mailed. No response has been received. A response is expected soon.
- C. Dock decking maintenance – Commissioner Lane has inspected the decking boards and marked those that would be candidates for preventative maintenance. In the interest of getting ready for summertime activities and traffic on the dock, Commissioner Lane will organize a work party to replace these boards within the next week.
- D. On-going use of Indianola dock was discussed and the consensus of the Commissioners and the community present at the meeting is that the current condition of the dock is significantly improved since last year and will remain open.
- E. Record Retention Policy – Commissioner Lane contacted the WPPA to get their requirements for saving and archiving records. Executive communication, such



as the email records, need to be saved for 2 years after which they can be disposed.

- F. June 2014 Indianola Breeze – Port Update – Commissioner Lane suggested an article be included in the June Breeze to inform the community about the progress and current status of the Port and plans for the future. The deadline for the Breeze is May 31, 2014. Commissioner Lane and others in at the meeting suggest that a quarterly update in the Breeze about the Port may be valuable too. Articles in the Breeze can urge and remind the community to attend Port Commission meetings for more information.
- G. The next meeting will be on May 20, 2014, 7:00 PM at the Indianola Clubhouse.

OPEN TO PUBLIC COMMENT (LIMIT 3 MINUTES EACH)

- A. Commissioner Henderson and Susan Hancock addressed a meeting at the Suquamish Tribe recently. They described the current project and requested assistance from the Tribe. The Tribe offered assistance with permit writing and engineering analysis.
- B. The Port of Indianola website has been updated with a public records request form. This form requires that the requestor complete a hard copy of the form and deliver it to one of the Port Commissioners.
- C.

COMMISSIONERS COMMENTS – NONE

EXECUTIVE SESSION – NONE

ADJOURNMENT – Commissioner Henderson moved to adjourn the meeting at 8:27 PM, Second by Commissioner Cookson, passed unanimously.



**Indianola Port District
PORT COMMISSION MEETING
BOARD OF COMMISSIONERS**

MEETING MINUTES OF THE INDIANOLA PORT DISTRICT BOARD OF PORT
COMMISSIONERS, Tuesday, May 20, 2014 at 7:00 PM, INDIANOLA CLUBHOUSE
20446 INDIANOLA ROAD NE, INDIANOLA, WA 98342

Commissioners in attendance: Jeff Henderson, Eric Cookson, John Lane
Port Auditor: Susan Henry
Recording Secretary: Lisa Fitch

CALL TO ORDER 7:05 PM

COMMISSIONER COMMENTS: Commissioner Comments is the time for Board members to present verbal reports and suggest future agenda items. NONE

CONSENT AGENDA ITEMS:

All matters listed within the Consent Agenda have been distributed to each member of the Commission for reading and study, are considered to be routine and will be enacted by one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by a Commission member or by Citizen Request.

- A. Meeting Minutes of the April 15, 2014 meeting – Commissioner Lane moved to accept the minutes, Second by Commissioner Henderson, passed unanimously.
- B. Payables - Vouchers #1701-1702 totaling \$423.11 for payment to Kingston Lumber and Puget Sound Energy. Motion to accept by Commissioner Lane, Second by Commissioner Henderson, Passed unanimously.
- C.

OLD BUSINESS ITEMS – NONE

NEW BUSINESS ITEMS

- A. Accounting Summary – Port Auditor, Susan Henry, reported POI account balance of \$77,674.55
- B. Permitting Progress – Connie Reckord, Lisa Fitch
 - 1. Documents are nearly complete, coordination of final construction specifics are progressing. Lisa Fitch will contact Suquamish Tribe for assistance with ESA. Submittal goal of June 1, 2014 for Kitsap County Permit as well as Corps of Engineers submittal package. Corps of Engineers requires approximately 60 days for completion of their review.
 - 2. Commissioner John Lane reports that Bond funding is ready to go and is on hold awaiting permit receipt.
 - 3. Revised estimate and schedule has been received from Quigg Brothers. New bid reflecting replacement of 20 ea. piling including tax, approximately \$247,836.00. Revised schedule for construction, September 9, 2014 -> September 26, 2014.
 - 4. Questions regarding the dimensions of Port of Indianola property. Commissioner Henderson will provide a copy of the property Deed to Connie and Lisa.



5. Long term planning: Discussion regarding continued replacement of piling on a specific schedule over the next 10 years. Due to long-term plans it may be appropriate to set-up a revolving line of credit v. Bond issuance.
6. Senator Rothfus to visit Port of Indianola facilities with Commissioner John Lane on May, 23, 2014.
- A. Port of Indianola Master Plan – Commissioner Cookson – Survey forwarded to all households in 98342 zip code. Approximately 5% returned to date. Responses are necessary to include with updated Port Master Plan.
- B. Grant Request – Department of Ecology – Applied for Grant focuses on removal of creosote from Puget Sound environment.
- C. Decking Maintenance – Commissioner Lane 24 deck boards were replaced with previously specified Chemonite treated wood by Commissioner Lane and volunteers. Commissioner Lane with input from Advisory Board member Bill Sibbett suggested that future deck maintenance and deck board replacement utilized untreated Douglas Fir v. treated lumber. Commissioners unanimously decided to utilize untreated Douglas Fire for all future deck board maintenance. Susan Butler will head a community fund raising initiative during Indianola Days to raise money to replace Dock decking boards as decking boards are identified for replacement.
- D. On-going use of Indianola Dock – the addition of cross-bracing has stabilized the dock. Commissioners unanimously agreed that dock will remain open for all traditional uses.
- E. Record Retention Policy – Commissioner Lane – Port of Poulsbo has provided a copy of their record retention policy. Port of Indianola will work to create a similar policy.
- F. Indianola Breeze Update – Commissioner Lane will create an update of Dock status for the June 2014 Breeze.
- G. Swim Float Modifications – Additional ballasting will need to be added to stabilize the swim float. Bill Henry will accomplish this before the seasonal swim float is installed on May 30, 2014.
- H. Next Meeting – Tuesday, June 17, 2014 – 7:00PM Indianola Clubhouse
- I.

OPEN TO PUBLIC COMMENT (LIMIT 3 MINUTES EACH)

Commissioners were asked if the Indianola boat launch could be renamed for John Jacobsen. The Indianola boat launch is owned and maintained by the Indianola Beach Improvement Club.

COMMISSIONERS COMMENTS

Commissioner Lane –

- A. Discussed the opportunity to recognize Commissioner Jacobsen and all previous Port Commissioners with signage on Port property.
- B. Expressed thanks to Mr. John Morgan and Commissioner Henderson for removal of the very large maple tree that lodged itself under the Dock.
- C. Expressed thanks to Paul Larson, Tim Butler and Commissioner Lane for their assistance maintaining the deck boards and replacing necessary deteriorated deck boards
- D. Statement for the record: Quigg Brothers Inc. was awarded the potential contract to replace piling on the Indianola Dock based on their flexibility, schedule and



lowest cost. The fact that a constituent of the Port of Indianola has a business relationship with Quigg Brothers was unknown to the Commissioners and had no effect on choosing Quigg Brothers Inc. as the successful bidder.

EXECUTIVE SESSION – NONE

ADJOURNMENT – Commissioner Lane moved to adjourn the meeting at 8:39 PM, Second by Commissioner Henderson, passed unanimously.



Indianola Port District
PORT COMMISSION MEETING
BOARD OF COMMISSIONERS

MEETING MINUTES OF THE INDIANOLA PORT DISTRICT BOARD OF PORT
COMMISSIONERS, Tuesday, July 17, 2014 at 7:00 PM, INDIANOLA CLUBHOUSE
20446 INDIANOLA ROAD NE, INDIANOLA, WA 98342

Commissioners in attendance: Jeff Henderson, John Lane, Eric Cookson
Port Auditor: Susan Henry
Recording Secretary: Connie Reckord

CALL TO ORDER 7:04 PM

COMMISSIONER COMMENTS: Commissioner Comments is the time for Board members to present verbal reports and suggest future agenda items. NONE

CONSENT AGENDA ITEMS:

All matters listed within the Consent Agenda have been distributed to each member of the Commission for reading and study, are considered to be routine and will be enacted by one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by a Commission member or by Citizen Request.

A. Meeting Minutes of the June 17, 2014 meeting – Commissioner Lane moved to accept the minutes as submitted, Second by Commissioner Henderson, passed unanimously.

B. Payables - NONE

OLD BUSINESS ITEMS – NONE

NEW BUSINESS ITEMS

A. Accounting Summary – Port Auditor, Susan Henry, reported POI account balance of \$75,496.40

B. Permitting – Commissioner Henderson -No update from Kitsap County, permit submitted May 29, 2014. SEPA comment notice published later than anticipated by KCD CD. Commissioner Henderson to contact KCD CD for updated progress of permit.

C. Bond Funding – Commissioner Lane - Finance Committee recommended financing 100% of Quigg Brothers contract in the amount of \$250,000.00. Commissioner Lane recommends that Port of Indianola borrow the entire amount necessary for the Quigg Brothers contract.

Quigg Brothers has requested an advance of \$66,000.00 to cover material costs NLT August 25, 2014. Funding date of General Obligation Bond may be later than payment to Quigg. Port of Indianola has funds available to forward to Quigg Brothers and reimburse Port of Indianola account once General Obligation Bond has been funded through Kitsap County.



Commissioner Lane noted that August 19, 2014 should be the funding date for the Bond and is also the date of next scheduled Port of Indianola Commissioners meeting.

Commissioner Lane will confirm how semi-annual payments are made and report to Susan Henry – Port Auditor.

D. Port of Indianola Fundraising – Susan Hancock – A meeting will be scheduled to determine contents of a Port of Indianola Fundraising update to be published in the Sept/Oct Indianola Breeze to discuss fundraising options and objectives including deck maintenance.

Advisory Committee member Les Fitch recommended that the Port next focus on the near shore piling as those are the next highest priority. Options need to be generated and how that pile replacement will be accomplished and funded.

Commissioners Lane and Henderson stressed the need to start planning for our next maintenance effort to understand costs and to move toward fundraising.

Susan Hancock – fundraising suggestions – book of historical dock images, etc. Susan will schedule a meeting, Commissioner Henderson to provide some historical dock artifacts.

E. Kayak Storage – Commissioner Lane – Consider delaying any action on kayak storage until September or later as any maintenance to the near shore piling will affect any design considerations.

F. Portable Toilets – IBIC – Commissioner Henderson – IBIC requested that the Port sponsor one of three additional portable toilets at a rate of \$85.00 per month for a three month period. Port approved reimbursement to IBIC for a 2 month period and any future request for shared community expenses be requested in advance of IBIC action. Letter and reimbursement to be submitted simultaneously. Motion to approve payment for two months at \$85.00 per month (July and August 2014) for one portable toilet by Commissioner Henderson, second Commissioner Cookson, unanimously passed.

G. Survey Result for Planning Document – Commissioner Cookson – A total of 791 surveys were forwarded to Port constituents, 92 returned for a return rate of approximately 11%. Following Port of Indianola priorities were detailed in responses:

- 1: Piling Replacement
- 2: Deck and Railing Maintenance
- 3: Life Rings
- 4: Float
- 5: Seating
- 6: Lighting
- 7: Port Centennial Celebration (2016)

Commissioner Cookson will compile the results and submit to Port constituents via and insert in The Indianola Breeze. Perhaps a 2 sided document can also include fundraising information, status of dock repair/maintenance.



Commissioner Lane recommended that the survey updates be included in The Indianola Breeze as the cost will be less than a zip code mailing. However an Indianola Breeze submission will be not reach the entire Port District.

Commissioner Cookson suggested that survey results also be added to the Port webpage.

H. Next Meeting – Tuesday, August 19, 2014 – Indianola Clubhouse 7:00 PM

OPEN TO PUBLIC COMMENT

Where does Indianola Road end and Port of Indianola property start? Is it possible to designate one ADA parking space allocated?

Questions must be answered by Kitsap County as the road-end is designated as a Fire Lane.

Commissioner Henderson does not believe that the Port owns any property within the road-end.

During the launch of the Fireworks barge Wally Frizell expressed dismay that the barnacles, etc. that fall off the Port swim float during winter storage make a mess on the beach. Port will ensure that cleanup is accomplished in future years. Additionally the Port will acknowledge the generosity of Wally Frizell for allowing winter storage of the swim float.

Commissioner Henderson received a telephone call from a Port Advisory Committee member about a community member installing 2x4 ladder rungs on a dock piling.

Commissioner Henderson contacted the community member and requested that the ladder rungs be removed immediately as this was an extreme safety hazard as well as compromising the integrity of the wood piling. Ladder rungs were removed.

Commissioner Henderson to provide copies of Corps of Engineers documents to Advisory Committee members Connie Record and Lisa Fitch. Port of Indianola must comply with notification requirements to Corps of Engineers regarding construction start within three working days.

Piling replacement schedule: Mobilization – September 7, 2014

Completion – September 21, 2014 – anticipated

Swim Float to be removed prior to construction, small community float to remain into September.

COMMISSIONERS COMMENTS

Commissioner Lane is anxious about the Kitsap County permit – Commissioner Henderson will contact County on Friday, July 20 for an update on permit status.

EXECUTIVE SESSION – NONE

ADJOURNMENT – Commissioner Lane moved to adjourn the meeting at 8:23 PM, Second by Commissioner Henderson, passed unanimously.

