

**AGENDA FOR  
PORT OF ILLAHEE COMMISSION  
Wednesday, October 14, 2020 - 6:30 p.m.  
ZOOM MEETING #715 0997 5823 / Password: Illahee**

**1. CALL TO ORDER**

**2. CONSENT AGENDA**

1. Agenda

\*2. The September 9, 2020 Regular Meeting minutes

\*3. Pay Bills with check numbers 4662 through 4673 totaling \$ 36,431.94

**3. SIGNING OF DOCUMENTS**

Determine when/how to have at least 2 Commissioners sign the documents

**4. PUBLIC COMMENT**

**5. REPORTS/UNFINISHED BUSINESS**

Aho \*1. Grants

- Ranked #8 out of 18 for ALEA; Ranked #9 out of 14 for WWRP
- Status of the Submerged Aquatic Vegetation (SAV) survey
- Status of application for the Boating Facilities Program (BFP) – Resolution 2020-04
- Did Commissioner Burton contact John Piccone and address his concerns about the proposed design of the new floats?
- Status of Soundwest Engineering and Pro Design work on the conceptual design of the Illahee Store building. Ideas about the septic tank determined?

Haaland 2. Treasurer's Report as of September 30, 2020 General Fund \$ 13,572.91; Investments \$ 335,921.11; Good Property Management (GPM) Account \$ 200.00 (total: \$349,694.02)

3. Reports

Aho

a. Website

- Illahee Creek Watershed Report/Surface Water Management Plan (SWMP) added?
- Mussel sampling (PSNS & County) results added?

Buesch

\*b. Properties

5560 Ocean View Boulevard/Rental

- E-mail from Barbara Zawlocki reporting safety hazard from vegetation overgrowth at the corner of Ocean View and Madrona from the vegetation growing on Port property. Good Property Management was tasked with reminding the tenant it is their responsibility and asked to cut back the brush immediately, which they did.

5500 Illahee Road/Rental

- Stabilization of the wall that caught fire – does something need to be done

5507 Illahee Road/Illahee Store Property

- E-mail from Ken Bagwell explaining several steps are being taken to complete the transaction so the Port is officially listed as the owner of the property.
- Did volunteers clean up the vegetation around the building? If not, should a landscaper be hired?
- Was the height of the orange fencing increased?
- PLIA will be contacted again once the conceptual design has been approved

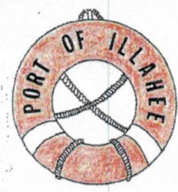
Burton

\*c. Dock/Pier

- Status of ladders
- Status of the roller track fasteners at the bottom of the gangways
- Estimate for a locking gate and/or security company quote?

Buesch 5. Parking Lots – status of Chico Towing signs

Buesch 6. Enduris – has contact been made with Joe Davis?



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**6. NEW BUSINESS**

- Haaland\*1. Small Ports Seminar will be virtual on October 29 – 30 – the WPPA is working on the agenda Registration is now open. If Commissioners decide to attend will they be eligible to receive the \$128 per day stipend?
- Haaland\*2. 2021 Preliminary Budget needs to be adopted. Notice will be published in the local newspaper advising the public that they can view the preliminary budget on the Port's website and/or kiosk and be provided the ZOOM meeting information to be able to attend the November meeting to provide input.

**7. PUBLIC COMMENT**

**8. EXECUTIVE SESSION**

- Property negotiation or Potential litigation?

**9. ADJOURN** - Regular meeting – Wednesday, November 11, 2020 @ 6:30PM via ZOOM?





## Port of Illahee – Minutes of Regular Meeting on September 9, 2020

Port of Illahee  
Minutes of Regular Meeting  
September 9, 2020

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

### CALL TO ORDER

Commission Chairman James Aho called the meeting to order at 6:30PM. Also in attendance were Commissioner Jonathan Buesch; Commissioner John Burton; Administrator, Theresa Haaland; John Piccone of Soundwest Engineering; Roy Barton; Ed Seal; and Lee Knapp of TIKAR Services arrived at 6:48PM.

### CONSENT AGENDA

*Commissioner Buesch moved to approve the consent agenda items: September Meeting Agenda; August 12, 2020 Regular Meeting minutes; September 9, 2020 checks numbering 4651 through 4661 totaling \$7,873.78 as outlined in the attached Voucher Approval; second by Commissioner Burton; approved unanimously.*

### SIGNING OF DOCUMENTS

Commissioners agreed to individually stop by the Port of Silverdale office on Thursday September 10, 2020 sometime between 10:30AM and 2:30PM to sign the necessary documents.

### PUBLIC COMMENT

None.

### REPORTS/UNFINISHED BUSINESS

Grants – John Piccone of Soundwest Engineering

Asked the Commissioners if they received the status summary that he sent to them via e-mail this afternoon. They did. Mr. Piccone explained that he typically prepares a summary on projects once they get to the point where numerous things are happening on multiple fronts. He said that the conceptual design has been complete for some time now with some of the excess conceptual design budget being used to further the design to an approximate twenty-five percent level. Mr. Piccone asked the Commissioners to review the current design outside of tonight's meeting and contact him immediately via e-mail and/or phone with any questions and/or concerns. His hope is to have any issues cleared up before moving forward further in the design process. The next step for SoundWest is to bring the design phase up to sixty percent as that is the minimum necessary to begin the permitting process. Mr. Piccone said that the Illahee store design will need to integrate into the Port overlay with details regarding the septic, parking and traffic being addressed. He added that this isn't an urgent item. If it runs parallel with the Waterfront Access Project the preliminary design would be within the November to February timeframe. Most of Soundwest's current efforts is aimed at permitting and working with various regulatory agencies. They completed the initial consultations with the Suquamish Tribe, Washington Department of Fish and Wildlife (WDFW) and Kitsap county. Mr. Piccone said they received good feedback from those meetings. He explained that every regulatory reviewer is coming from a different angle and sees things differently so it is very important to meet with them early on to get their input. He has not met with the Army Corps of Engineers yet, but plans to at least talk to them via phone by the end of this month. The





## Port of Illahee – Minutes of Regular Meeting on September 9, 2020

County personnel brought up the issue of how fire and emergency response would respond to the site as they see it as a steep, confined space. The County requested Soundwest work directly with the Fire Marshall to further discuss. The new floats will be required to have a dry fight fire system as that is the current code. Mr. Piccone will determine where the closest fire connection is located and plans to work with the Fire Marshall as the design process moves forward. Based on input from the County, WDFW, and the Suquamish Tribe a submerged aquatic vegetation (SAV) survey will be required as it is believed eelgrass is in the area. If eelgrass is found it will be mapped to its exact location. A habitat assessment report will be the end product. The SAV survey can only be conducted in the months of June through September. The survey will be required to proceed with permitting applications, so in order to stay on track the survey is scheduled for September 15, 2020; otherwise the entire project will be delayed a year. The assessment report should be received by mid-October. Mr. Piccone explained that there will be numerous environmental review documents/reports that will need to be prepared after the sixty percent design and prior to submitting the various permit applications. He estimated the County's required permits and the Army Corps Joint Aquatic Resource Permit Application (JARPA) will take approximately a year to be issued from the date the necessary documents are submitted. In order to keep the overall project on schedule, Mr. Piccone suggested the preparation of the permits begin once the design has progressed to sixty percent. The final Recreation Conservation Office (RCO) presentation is scheduled for September 29<sup>th</sup>. The RCO will provide a preliminary list of awarded projects in

the order they are to be awarded on November 5<sup>th</sup>. Mr. Piccone said that this is not an official list, but from his experience it is fairly close to the final. The Boating Facility Program (BFP) grant application is due November 1<sup>st</sup>. The process is similar to the Water Access grants and it concludes with the final presentation in February and the preliminary list published in April. Commissioner Burton said that from past discussion he thought the Port would have an idea of its ranking for the Water Access grants. Mr. Piccone said that there may be some miscommunication. The RCO did push the Water Access grant cycle back two months due to COVID-19. He added that the BFP grant cycle has not changed as applications have always been due by November 1<sup>st</sup>. Commissioner Burton asked if the issue of the County road that leads to the dock and includes the Port's parking area was discussed with the County. Mr. Piccone said they did broach the subject that part of the right-of-way could be quit claim deeded to the Port. At this point he doesn't see it warranting a lengthy discussion; although, the pros and cons will need to be addressed in the future. Commissioner Buesch asked if Mr. Piccone knows how many other agencies applied for the same grants. Mr. Piccone wasn't sure but said that over the years he has gotten to know RCO representatives pretty well. After the last presentation the Port's grant manger and an RCO department head reached out to him and cautioned him that it is a very competitive year. They thought Illahee was a good candidate, but advised him to put his best foot forward with the final presentation. For this reason, Mr. Piccone plans to give the presentation himself, instead of office staff. The meeting prematurely ended due to the limitations of using the free ZOOM application.





## Port of Illahee – Minutes of Regular Meeting on September 9, 2020

Everyone rejoined the meeting.

Commissioner Aho asked Mr. Piccone to discuss the three amendments that were on the agenda for approval. Mr. Piccone reminded the Commissioners that the vast majority of these items are reimbursable if the Port is awarded the grants. The first amendment is for the grant assistance task order number three to include efforts for the upcoming Boating Facilities Program (BFP) grant application and the second amendment is for task order number five related to permitting assistance and includes funds for the SAV survey. The third item is actually a new task order (number six) which allows Soundwest to further the conceptual design to approximately the sixty percent level with not only the design but the permitting process as discussed. Mr. Piccone said that there are two options, one is to remain optimistic and move forward with the process so that we are prepared when the funding is awarded or the second option is to stop at this point until we know for sure the grant funding will be awarded. The RCO looks favorably upon projects that are at least at the sixty percent level and moving forward with permitting efforts. He explained that if it decided to stop and wait, he doesn't see the permits being approved until possibly 2022. To stay on schedule, we need to move ahead with the process. ***Commissioner Buesch moved to approve Port of Illahee – Agreement to Furnish Engineering Services Task Order Amendment to Task Order No. Three for Grant Assistance, Port of Illahee – Agreement to Furnish Engineering Services Task Order Amendment to Task Order No. Five for Project Permitting Assistance, and Task Order Number***

***Six Agreement to Furnish Engineering Services to the Port of Illahee for Design Development; second by Commissioner Burton, passed unanimously.***

Mr. Piccone said that he plans to keep working with Commissioner Aho and attend the Port meetings as needed to provide updates. He anticipates reviewing the findings of the SAV survey at the November meeting. He explained that once the permit applications are submitted, he will need a significant amount of time to go over the high-level schedule for the project with the Commissioners. He asked if there were any questions. Roy Barton asked how much money did the three items that were just approved entail. Mr. Piccone broke it down and said it was approximately \$60,000. Ed Seal said that it is quite a lengthy process and it is making him reevaluate his idea to build a stairway from his house down to the beach. Mr. Piccone thanked everyone and left the meeting at 7:05PM

### Treasurer's Report

As of August 31, 2020 the General Fund totaled \$16,068.07, Investments totaled \$335,757.88 and the balance of the Good Property Management account totaled \$200.00.

### Commissioners' Reports

Website – Commissioner Aho reported that he was able to put the preliminary agenda on the website. The new Content Management System makes it a little inconvenient compared to how he previously did it. He has not yet added the links to the Illahee Creek Watershed Report/Surface Water Management Plan or the County's mussel sampling results, but requested this continue on the agenda.





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### Rental Properties

#### 5560 Ocean View Boulevard/Rental Property –

Commissioner Buesch reported that he looked into splitting the reserve drain field lot from the lot that the house sits on to free up the reserve drain field lot allowing the Port to possibly sell it. He read a portion of an e-mail dated September 13, 2018 from Staci McDowell of the Kitsap Public Health District. The e-mail read:

“Attached you will find the records in regards to the subject properties. In the records there is a notice to title that states the undeveloped parcel cannot be sold separately without either a recorded formal drainfield easement agreement, or the replacement of the onsite sewage system components on the onsite sewage system easement property with equivalent Health District approved reserve on the other approved property. This reserve was created in 2006 when a deck was added to the home and the septic system needed to be brought up to code.

In other words, if you would like to sell the parcels separately, the reserve area that was designated on the undeveloped parcel needs to be moved to the parcel with the home. To accomplish this, a Building Clearance Compliance will need to be applied for. A septic designer will determine the new reserve on the developed parcel. A list of the licensed designers can be found on our website. I recommend calling more than a couple for approximate quotes and availability.”

Commissioner Buesch explained that he reviewed the County Assessor’s website and determined that four of the lots just north and northwest of the drain field lot are owned by RCP Construction out of Port Orchard. He decided to call RCP Construction and spoke to Naomi Tollman who

confirmed they do own the lots. He asked Ms. Tollman if she thought RCP might be interested in purchasing the drain field lot but explained that it’s not actually for sale, that he was just on a “fishing” expedition at this point. Ms. Tollman told Commissioner Buesch that at this point they wouldn’t be interested as they have a lot of money tied up in the four lots and the drain field lot is a bit smaller than those four lots although they did build a house and sold it on the lot just south of the drain field lot, which is similar in size.

Commissioner Buesch said that the assessed value on the lot is approximately \$75,000. In talking to Ms. Tollman he was told the average they paid for the four lots was closer to \$65,000 each.

Commissioner Burton said that the 5560 Oceanview lot seems much larger than the drain field lot, so it seems like it would be able to house a reserve drain field area. Commissioner Buesch agreed and said that it is splittable, but it will cost time and money. He would think the costs associated with doing it would be much less than the value of the lot, so it may be worth pursuing in the future. He said that in the past there was discussion about turning the drain field lot into an overflow parking area for the pier, but he doesn’t think that would be a good fit. The main reason is that it would require the public to walk along Illahee Road to get to the Port facility, which isn’t safe.

5500 Illahee Road/Rental Property – Commissioner Buesch has not looked at the wall that caught fire, but plans to do so later this week.

5507 Illahee Road/Illahee Store Property – Commissioner Aho said that as of September 6<sup>th</sup> the redemption period is over and the Port is now





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the official owner of the property. At this point Commissioner Aho is reluctant to push the Pollution Liability Insurance Agency (PLIA) to begin the cleanup process until Soundwest Engineering with the assistance of Pro Design submits the conceptual design for the building and the Commissioners approve it.

Commissioner Aho said that he has been approached by many people from the Illahee community that have been eager to help clean up around the building. Up until now they have been told that nothing is to be done with it until the Port officially owns it, although John Parvis has performed some weed eating around the building. Commissioner Aho asked if the Port should sponsor some sort of cleanup event and provide a small dumpster. Commissioner Buesch said that because of the COVID-19 pandemic no more than five people could be present for the cleanup. He said that the Illahee Preserve has run into problems when attempting to hold work parties. Another possible issue is that the dumpster might be randomly used by individuals. Commissioner Aho suggested allowing those interested to cut the blackberry bushes and stack them up in an area and then throw the excess vegetation into the Port's garbage receptacle when there is space. Commissioner Burton said that he wouldn't separate the Illhaee Store property from the Port's parking area. His wife just spent several hours last Saturday cleaning up around the parking area. The amount of garbage she gathered would have filled several garbage cans. He said that he thought it would be worthwhile to clean up around the store so that people can see it's being taken care of and it might deter them from littering on the property. He added that he would like to see the orange

plastic fencing doubled in height to make it more difficult for people to access behind the building. Commissioner Buesch offered to call All Lawn Maintenance and request an estimate on cleaning up the lot. Commissioner Aho suggested to allow individuals that have expressed an interest in cleaning the lot up a chance to do so. He could post it on the Port's website asking for volunteers to cut the blackberry bushes and clean up in general at their leisure and if it doesn't get done by next month's meeting Commissioner Buesch can contact All Lawn Maintenance.

The meeting prematurely ended due to the limitations of using the free ZOOM application.

Everyone rejoined the meeting.

Commissioner Burton said that he would just be concerned for the public because he has noticed sanitation issues, where the area has randomly been used as a bathroom. Commissioner Buesch said that the main issue are the blackberry bushes, but he would be concerned with individuals climbing up the wall trying to cut them back. He said that he thought it would be better to just get it done by a qualified business and then allow the public to maintain it. He suggested to call All Lawn Maintenance and get an estimate and as long as the estimate is under \$500 move forward with hiring All Lawn to complete the task. Commissioner Aho said that Roy Barton and others have been cleaning up around the dock for years and a lot of the Illahee taxpayers would look at spending \$500 for a task that could be completed by volunteers as a bit lavish. Commissioner Aho suggested a call for volunteers to clean up the blackberry bushes be added to the Port's website and if it is not cleaned





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up by next month's meeting then get a quote from All Lawn. It was agreed that the public will need to be reminded that they must adhere to the social distancing precautions and provide their own personal protective equipment. Mr. Barton suggested spraying glyphosate on it all prior to pulling the sticker bushes out as it will make it more manageable. Commissioner Burton explained that the Parks Department says glyphosate aka Roundup cannot be used, so that may be an issue. Mr. Barton said that the landscaper probably has a license to use it, but since volunteers are going to be asked to help it is a moot point

Dock/Pier - Commissioner Burton asked Lee Knapp of TIKAR Services to provide an update on the work that TIKAR is performing on the pier/docks. Lee reported that he scraped off the ladders and did a full inspection of them which included under the water. He said that since no maintenance has ever been done to the ladders for the past fifteen years, roughly, they really do need to be pulled, sandblasted and repainted. He said that the ladders are more substantial than he originally thought, so it would actually be cheaper to do it this way rather than buying new ladders. He has noticed a tremendous number of swimmers lately, so he would suggest waiting until the swimming season slows down since it will require the ladders being removed for a time. TIKAR also pulled all the failing plywood on the gangways and installed new skid guard decking, so all of the hardware and plywood on the gangways is new. Lee said that instead of buying new treads for the gangways he cleaned up the old treads and reinstalled them. He estimated this to save the Port \$500.

Commissioner Burton said that the roller tracks

look like they are missing a couple of fasteners at the bottom of the gangways. He asked Lee to examine them. Lee said that he will see what galvanized hardware they have in the shop and go down to secure the tracks. Commissioner Burton explained that the County provided two COVID-19 awareness signs reminding the public to socially distance and wear masks. He installed the signs on the dock. Commissioner Burton continues to monitor the boats that moor at the facility and ask the owners to move along if he notices they have exceeded the three-day limit. He may get some signs made outlining the Port rules. For the time being he has printed out the Port's Facility Use and Moorage Rules and Regulations Resolution and hands them out to boaters who overstay, but at times they will argue about it. The high use of the facility has gone past 10:00PM and a lot of times there is loud music being played. He along with other nearby neighbors have gone down to the dock after hours and asked individuals to move along. Commissioner Burton said that he has also noticed a rise in vandalism. Several vehicles in the area have had windows broken and just last week someone tried to cut out the catalytic converter from one of his vehicles. He has found hypodermic needles in the area and continues to find the remains of CBD products. He has also been made aware of the public's rise in concern over vandalism. It was suggested to him that the Port install a locking gate at the entrance of the dock. He plans to obtain a cost estimate for that and said it was probably something that will need to be added to the grant proposal. Another idea is to hire a security company to randomly patrol the area. He knows there are several smaller Ports that use Safe Security and he thinks it would be beneficial for Illahee to do the same. Another item





## Port of Ilahee – Minutes of Regular Meeting on September 9, 2020

he asked the Commissioners to think about in case the Port is not successful in the grant funding is the piling and float refurbishment. He doesn't see the floats lasting much more than a couple years and the pilings that are holding the floats in place are deteriorating at an accelerated speed.

Commissioner Buesch asked about Lee's suggestion of running stringers to each of the pilings to make them all more secure. Commissioner Burton said that he would have to go back and review what was talked about but was pretty sure that was discussed before the full extent of the deterioration was known. He said that stringers would help keep some of the motion from moving but action from the waves and tides would still wear out the midsection of the pilings.

Commissioner Aho said that he is hopeful that the grant funding will be a success. Commissioner Burton said that at some point the design needs to be all laid out to the public because he is concerned about the amount of space between the four floats not accommodating a larger vessel. He is aware that the Boating Facility Program grant is aimed at boats twenty-six feet and lower, but there are many Ilahee residents that have boats larger than twenty-six feet and he sees that could become an issue. He knows of neighbors up the road that have a fifty-foot boat and they use the facility regularly. Commissioner Aho said that Ilahee isn't equipped to accommodate fifty-foot boats. He reminded everyone of the problem when that tug tied up to the facility. Commissioner Burton said that the tug was actually a one-hundred-foot vessel and definitely shouldn't have been tied to the Port as it was heavier than the entire facility. The problem is that it cannot be policed at all times. Commissioner Burton said that he just sees future issues with the current design.

Commissioner Aho asked Commissioner Burton to contact John Piccone of Soundwest Engineering directly to discuss his concerns.

Ilahee Day 2020 – Commissioner Aho requested this be removed from the agenda as a get together cannot take place with the COVID-19 pandemic and the County's continuation of being on pause in Phase II of the State's Safe Start Reopening.

Parking Lots – Commissioner Buesch hasn't contacted Chico Towing for signs yet.

Enduris – Commissioner Buesch reported that he has been playing phone tag with Joe Davis of Enduris. He did contact Melanie of Insurance Services Group to discuss a quote. Melanie advised Commissioner Buesch to continue with Enduris at this point because it was past the policy renewal date. He told her the amount of the premium the Port was paying and she didn't seem to think it was out of reason. Commissioner Buesch will continue to reach out to Mr. Davis and inquire as to why the Port had over a \$1,000 increase from last year.

### **NEW BUSINESS**

Small Ports Seminar will be virtual on October 29<sup>th</sup> – 30<sup>th</sup> this year. The WPPA will be sending out an email with more information in the near future.

**PUBLIC COMMENT** – Mr. Barton said that in listening to John Piccone it sounds like nothing is going to happen with the store property for quite a while. He asked if, in the meantime, it would be given a paint job or would it just sit as is until the spring. Commissioner Aho said that the plan is that everything be worked concurrently and Soundwest Engineering along with Pro Design will be working





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on the conceptual design of it. Commissioner Aho explained that when he tried to attend the County's ZOOM meeting, he had trouble connecting at the beginning of it and that is when Mr. Piccone was discussing the store property. As far as he is aware, they are moving forward on all fronts.

Mr. Seal said that he echoed Mr. Barton's response concerning the store and listening to Commissioner Burton's concerns over the condition of the facility, a realistic person has to make sure that the facilities are able to last at least the next two years. He suggested the Port have work parties where needed and volunteered himself. He agreed that while waiting for the funding to hopefully come through everything must continue to be maintained.

### EXECUTIVE SESSION

None

### ADJOURN

*At 8:01PM Commissioner Burton moved to adjourn the meeting; second by Commissioner Buesch; approved unanimously.*

Approved:

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Commissioner

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Commissioner

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Commissioner

DRAFT





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

**VOUCHER APPROVAL**

We, the undersigned Board of Commissioners of the Port of Illahee, Kitsap County, Washington, do hereby certify that the merchandise and/or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$7,873.78 and from the General Fund, this 9th day of September, 2020.

  
Port Auditor

  
Port Commissioner

  
Port Commissioner

Number	Name	Amount
4651	JAMES AHO	\$256.00
4652	JOHN BURTON	\$256.00
4653	JONATHAN BUESCH	\$256.00
4654	CASCADE NATURAL GAS	\$5.00
4655	HONEY BUCKET	\$93.00
4656	PUGET SOUND ENERGY	\$43.37
4657	WASTE MANAGEMENT	\$22.60
4658	BANK OF AMERICA	\$46.91
4659	POSTMASTER	\$326.00
4660	TIKAR SERVICES, LLC	\$6,028.90
4661	THERESA HAALAND	\$540.00







18 projects

Rank	Score	Project Number	Grant Applicant	Project Name
1	60.42	20-1322 C	Edmonds City of	Willow Creek at Marina Beach Park
2	59.83	20-1760 D	Lakewood City of	American Lake Park Waterfront Access Upgrades
3	57.83	20-1725 R	Bellingham City of	Little Squalicum Estuary
4	54.25	20-1709 D	Bellingham Port of	Fairhaven Small Watercraft Launch and Dock
5	53.33	20-1653 D	Snohomish County Parks Dept	Kayak Point Waterfront Improvements, Phase 1
6	53.08	20-1302 D	Seattle Parks & Rec Dept	Terry Pettus Park Renovation
7	52.50	20-1557 D	State Parks	Nisqually State Park--Water Access
8	50.75	20-1711 D	Ilalahee Port of	Port of Ilalahee Waterfront Access Improvements
9	50.58	20-1841 C	Blaine-Birch Bay Park & Rec	California Creek Estuary Park phase 2
10	49.92	20-1474 D	Spokane Co Parks, Rec & Golf	Liberty Lake Regional Park Phase 1 - Water Access
11	49.58	20-1672 D	Mountlake Terrace City of	Ballinger Park Viewing Platform and Nature Trails
12	47.42	20-1483 C	Manson Park & Rec District	Manson Bay - Old Swim Hole Acquisition/Development
13	46.08	20-1751 R	Blaine City of	Marine Park Beach Naturalization
14	44.92	20-1758 D	Kirkland City of	David Brink Park Shoreline Renovation

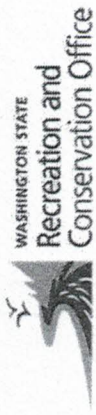




**Preliminary Evaluation Ranking  
Aquatic Lands Enhancement Acct  
2020**

14	44.92	20-1819 D	Silverdale Port of	Expand Silverdale Float Facilities & Enhance Beach
16	38.92	20-1530 D	King County Department of Natural Resources and Parks, Parks & Recreation Division	Marymoor Park Dock Replacement
17	33.67	20-1736 D	Kingston Port of	Guest Restroom Facility Replacement
18	31.33	20-1670 D	Anacortes Port of	Cap Sante Marina RV Park
				<b>Total</b>





**Preliminary Evaluation Ranking**  
**WWRP - Water Access**  
**2020**

14 projects

Rank	Score	Project Number	Grant Applicant	Project Name
1	53.60	20-1655 D	Snohomish County Parks Dept	Kayak Point Waterfront Improvements, Phase 1
2	52.30	20-1759 D	Seattle Parks & Rec Dept	Terry Pettus Park Renovation
3	50.90	20-1252 D	Spokane Co Parks, Rec & Golf	Liberty Lake Regional Park Phase 1 - Water Access
4	50.60	20-1710 D	Bellingham Port of	Fairhaven Non-Motorized Watercraft Launch and Dock
5	50.00	20-1809 A	Bellevue City of	Lake Sammamish Property Acquisition
6	48.15	20-1259 C	Natural Resources Dept of	North Fork Nooksack River Access
7	47.80	20-1821 D	Silverdale Port of	Expand Float Facilities & Enhance Beach Access
8	46.20	20-1792 D	Winthrop Town of	Mack Lloyd Park Water Access
9	45.50	20-1713 D	Illahee Port of	Port of Illahee Waterfront Access Improvements
10	45.30	20-1835 A	Bainbridge Island MPRD	Hidden Cove II
11	44.95	20-1757 C	Blaine-Birch Bay Park & Rec	California Creek Estuary Park Phase 2
12	44.60	20-1239 D	Benton City	Riverfront Park Development
13	43.00	20-1295 A	State Parks	Miller Peninsula- Jones Trust Property
14	41.90	20-1862 A	City of Lake Forest Park	Lake Front Property
				<b>Total</b>

Project Types: A - Acquisition, C - Acquisition & Development, D - Development





## Applicant Resolution/Authorization

Organization Name (sponsor) Port of Illahee

Resolution No. or Document Name 2020-04

Project(s) Number(s), and Name(s) Port of Illahee Waterfront Access Improvements; 20-2059

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	
Project contact (day-to-day administering of the grant and communicating with the RCO)	
RCO Grant Agreement (Agreement)	
Agreement amendments	
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.



3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's WEB SITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.
11. [for Acquisition Projects Only] Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property



acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.

12. [for Development, Renovation, Enhancement, and Restoration Projects Only-If our organization owns the project property] Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.
13. [for Development, Renovation, Enhancement, and Restoration Projects Only-If your organization DOES NOT own the property] Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
14. [Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant] Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
15. This resolution/authorization is deemed to be part of the formal grant application to the Office.
16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

Signed \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

On File at: \_\_\_\_\_

This Applicant Resolution/Authorization was adopted by our organization during the meeting held:  
(Local Governments and Nonprofit Organizations Only):

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Washington State Attorney General's Office

Approved as to form Brian Staller 2/13/2020 \_\_\_\_\_  
Assistant Attorney General Date

You may reproduce the above language in your own format; however, text may not change.





Theresa Haaland &lt;portofillahee@gmail.com&gt;

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**Ocean View and Madrona public safety issue**

1 message

Fri, Sep 18, 2020 at 5:14 PM

**Theresa Haaland** <portofillahee@gmail.com>

To: zbanjo@msn.com

Cc: Theresa Haaland &lt;portofillahee@gmail.com&gt;, Port of Illahee - Buesch &lt;illaheeport2@gmail.com&gt;

Hi Ms. Zawlocki,

Just wanted to let you know that the Port recieved your notification about the overgrown vegetation causing a safety issue by blocking the view of oncoming traffic at the corner of Ocean View and Madrona Avenue NE. The tenants that rent the 5560 Ocean View property from the Port are resonsible to manage the landscaping as outlined within their lease. The tenants have now been notified that they have until Monday to trim back the vegetation; otherwise, a landscaping company will be hired to do it at their expense.

Thank you for informing the Port of the safety issue. The last thing anyone would want is for someone to get hurt.

Theresa Haaland  
Administrator  
Port of Illahee

----- Forwarded message -----

From: **Mike and Barbara xx** <zbanjo@msn.com>

Date: Wed, Sep 9, 2020 at 9:31 PM

Subject: Public safety for bushes on Oceanview and Madrona Ave

To: illaheeport1@gmail.com &lt;illaheeport1@gmail.com&gt;

Cc: illaheeport2@gmail.com &lt;illaheeport2@gmail.com&gt;

Hello,

I live on Madrona Ave NE. The port has the property on the corner or Madrona and Oceanview. The counties sight distance is severely compromised due to the bushes being tall. With the angle of Oceanview you can not see cars coming up the hill till they are very close. I want to know because if I or my family get hit because the sight distance is blocked do I hold the port legally responsible? The maintenance of keeping the bushes shorter should be a concern for all people living on Madrona as the safety of seeing cars coming up the hill.

Please let me know your intention of maintaining the brush for the safety of the public.

Barbara Zawlocki

zbanjo@msn.com





Theresa Haaland &lt;portofillahee@gmail.com&gt;

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**FW: Port of Illahee - Confirmation of Sheriff's Sale**

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**Ken Bagwell** <ken@silverdalelawyers.com>

Fri, Oct 9, 2020 at 8:43 AM

To: Jim Aho &lt;illaheeporthree@gmail.com&gt;, Theresa Haaland &lt;portofillahee@gmail.com&gt;

Good morning Jim –

We just received the recorded certificate of sale back from the auditor's office. COVID has really slowed down our ability to get things recorded quickly. But, I have prepared the necessary letter and will provide everything necessary to complete this process next week.

**Kenneth W. Bagwell**

9057 Washington Ave. NW, Ste. 203

Silverdale, WA 98383

P (360) 516-6799

F (360) 516-6899

Ken@silverdalelawyers.com



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[Quoted text hidden]





Theresa Haaland &lt;portofillahee@gmail.com&gt;

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**FW: Port of Illahee - Confirmation of Sheriff's Sale**

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Jon Buesch <illaheeport2@gmail.com>  
To: Theresa Haaland <portofillahee@gmail.com>

Thu, Sep 17, 2020 at 10:12 AM

Almost there.....  
Jon

On Wed, Sep 16, 2020 at 2:10 PM Theresa Haaland <portofillahee@gmail.com> wrote:  
Hi Ken,

Okay, great!

Please keep us posted.

Thank you,

Theresa Haaland  
Administrator  
Port of Illahee

On Wed, Sep 16, 2020 at 1:51 PM Ken Bagwell <ken@silverdalelawyers.com> wrote:

Hi Theresa –

There are a few minor final matters.

With the redemption period over, the next step is for the sheriff to issue the sheriff's deed. In order to do so, the sheriff needs the following:

1. A letter requesting the issuance of the deed;
2. A copy of the Order Confirming Sale of Real Property, that was signed by the judge. A conformed copy will do.
3. Original Certificate of Sale:
  - a. must be recorded at the Auditor's Office prior to issuance of the deed
  - b. recorded original must be delivered to the Sheriff's Office prior to issuance of the deed
4. Sheriff's Fee of \$67.00 for the Deed and Return of Service to the Court.
5. Completed Real Estate Excise Tax Affidavit for the Sheriff/Representative to sign.



6. If the property was subject to Homestead, the Sheriff needs a copy of the buyers notice to Judgment debtor of the expiration of the redemption period. RCW 6.23.030. (This does not apply to the Port of Illahee property)

I am going to work with Matt Holyoak at Shiers Chrey to get this completed.

## Kenneth W. Bagwell

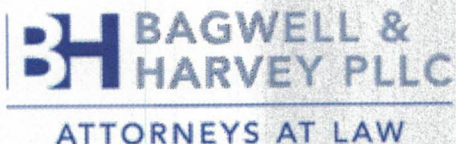
9057 Washington Ave. NW, Ste. 203

Silverdale, WA 98383

P (360) 516-6799

F (360) 516-6899

Ken@silverdalelawyers.com



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**From:** Theresa Haaland <portofillahee@gmail.com>  
**Sent:** Thursday, September 10, 2020 2:03 PM  
**To:** Ken Bagwell <ken@silverdalelawyers.com>  
**Cc:** Theresa Haaland <portofillahee@gmail.com>  
**Subject:** Re: FW: Port of Illahee - Confirmation of Sheriff's Sale

Hi Ken,

Now that the redemption period for the Illahee Store property has passed, is there anything the Port has to do to insure the property is in its name or is there some documentation we will receive?

Thanks,

Theresa Haaland





October 07, 2020

Attention: John Burton  
Port of Illahee  
PO Box 2357  
Bremerton, WA 98310

Dear John:

Thanks for your call and request for pricing information for nightly patrol coverage of your dock at Illahee.

We have been providing patrol and on-site services *since 1985*.

**Professionalism & Knowledge**

Our crew is comprised of well-accomplished, mature individuals with broad experience including former careers in law enforcement, and military police.

**Experience**

Management has over *33 years of combined law enforcement experience* and a working knowledge of law enforcement policies and procedures.

**Accountability**

We provide **Daily Logs** with written, hour-by-hour accounting of patrols, specifically listing areas checked and results. Additionally, for occurrences of a higher risk situation, we also provide **Incident Reports**. We furnish signs reading "*Patrolled By SAFE Security*" with our phone number posted for additional deterrence of any unwanted or suspicious activity.

Each Officer is fully trained, insured and licensed through the State of Washington. We pride ourselves on our proficient services and commit to a thorough job performance.

Based upon your requested coverage for two visits nightly, our monthly rate would be \$510.00. That equates to approximately \$8.50 per visit. There is no additional fee for holidays and weekends.

I'm also including a list of references, which I encourage you to contact. The longevity of the clients on our reference list attests to a job well done on a consistent basis. We're a **Certified Woman Owned Business** and our reputation speaks for itself. Again, thanks for an opportunity to assist.

Sincerely,

*Christine Scott*



*We pledge to not only meet, but also  
exceed your expectations!*

<b>Name</b>	<b>Business</b>	<b>Phone</b>
Mr. Jeff Bailey	Superintendent Harbor Custom Homes Serving Since April 2018	253.549.6539
Mr. Mitch Baron	Superintendent Tetra Tech Serving Since 2002	360.908.3246
Mr. Carl Zarelli	Owner Merit Company Serving Since March 2017	253.606.1909
Mr. Christer Bradley	Manager SAFE Boats International Since September 2004	360.674.7161
Commissioner Ed Schofield	Silverdale Port Commissioner Serving Port of Silverdale since April 1998	360.698.4918
Mr. Steven Gear	General Manager Serving Oxford Suites & Oxford Inn since December 2002	360.698.9550



# Thank you to our 2020 Small Ports Seminar Sponsors

## October 22 & 23



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## Registration is now open for the 2020 Small Ports Seminar

We're sorry if we confused you with our first email! Our Environmental Seminar has already happened (and we hope you checked it out), but the **Small Ports Seminar is now open to register.**

The Washington Public Ports Association is excited to share with you the program for the 2020 Small Ports Seminar- a virtual program packed with practical, hands on information for any port looking to optimize their operations--regardless of port size.

We are bringing you our program this year for \$50, which will grant you access to the entire event. Click the button below to register for the sessions that interest you.

To register, follow our Eventbrite link and select the sessions you wish to attend. The online event page contains the Zoom meeting link information for the entire program. You'll find the all of the dates, times, and sessions descriptions below.

All sessions will be 45 minutes long, with 15 minute breaks built in between sessions.

**Register now**

## Thursday October 22nd



## **1:30 PM - Session 1: Welcome from the Washington Public Ports Association and the results of the all-port survey with Maul Foster Alongi**

Join us for the kick off of the 2020 Virtual Small Ports Meeting with a welcome from the Washington Public Ports Association. Maul Foster Alongi will then pivot to the findings of the 2020 All-Port Survey sent out to all ports at the beginning of October in a fun and interactive session for participants.

## **2:30 PM - Session 2: Getting Ready for a Stimulus Package Grant with Crossroads, D.C. and Maul Foster Alongi**

The COVID 19 Pandemic has wrecked havoc with our local, state, national and global economies in 2020. As we begin to look toward 2021 and hope for a vaccine and treatment options that will get us past the initial health crisis, recovery strategies to jump start our economies are likely to emerge, including those that involve investment in public infrastructure as a way to put people to work and improve opportunities for private investment to once again make sense in our communities. Taking lessons from the 2009 American Recovery and Reinvestment Act, this session will discuss potential funding programs available to port districts for capital improvements, as well as strategies ports can take now to position themselves for success in taking advantage of these funding programs.

## **3:30 PM - Session 3: Re-districting Part 1 - Legal Considerations with Frank Chmelik**

Using the 2020 United States Census data, Washington law requires most port districts to redraw their commissioner district. This session will discuss the legal requirements for redistricting of commission districts and the effect on future commissioner elections.

*Far Flung Stump the Chump Trivia Contest – Survey monkey trivia contest sent to all conference participants at 9:00am Thursday, to be completed by 3:30pm. Winners will be announced during the evening's web concert.*

## **6:00 PM – 7:30 PM Captain Fantastic, an Elton John Tribute Band and the Stump the Chump results**

Don't miss this fun evening event with the talented Captain Fantastic. Jim Darling from Maul Foster Alongi will be on hand to MC the results of the Stump the Chump contest and present winners with their prizes.

# **Friday October 23rd**

## **9:00 AM - Session 1: Redistricting Part Two- How-to**

This session will build on the legal aspects of redistricting requirements presented Thursday afternoon, focusing on the technical and procedural components of this one-time-every-ten-years mandated effort.

## **10:00 AM - Session 2: Grant Writing**

WPPA's own Chris Herman will moderate a panel of grant writing experts, designed to walk ports through an understanding of how to write successful grant proposals.

## **11:00 AM - Session 3: Open Public Meetings in a COVID Environment with Les Reardanz of Chmelik Sitkin Davis**

Questions about the Open Public Meetings Act? We'll review OPMA law, the modifications to OPMA per the Governor's COVID Proclamations, and discuss the future of OPMA in



**PORT OF ILLAHEE  
2021 PRELIMINARY BUDGET**

	DETAIL	TOTALS
TOTAL ESTIMATED BEGINNING BALANCE		348,575.00
REVENUES:		
695.00 Real Property Rentals	30,000.00	
699.10 Investment Interest	3,500.00	
699.20 Property Tax	92,500.00	
TOTAL ESTIMATED REVENUES:		126,000.00
TOTAL ESTIMATED FUNDS AVAILABLE:		474,575.00
EXPENDITURES:		
721.00 MARINA OPERATING		
721.80 Utilities	3,000.00	
721.90 Other	500.00	
723.00 MARINA MAINTENANCE		
723.30 Outside Services	14,000.00	
723.40 Supplies	1,000.00	
761.00 PROPERTY LEASE/RENTAL		
761.30 Outside Servies	2,800.00	
763.00 PROPERTY LEASE/RENTAL MAINTENANCE		
763.40 Supplies	500.00	
763.60 Facility Maintenance	3,000.00	
763.70 General and Administrative	500.00	
763.80 Utilities	2,500.00	
763.90 Other	5,000.00	
771.00 DEBT REDEMPTION		
771.50 Other Note/Contracts	8,000.00	
773.00 FIXED ASSET DISBURSEMENT		
773.50 Property Improvements	25,000.00	
773.90 Other Property Improvements	15,000.00	
774.00 WATERFRONT FACILITIES		
774.40 Waterfront Grants	300,000.00	
780.00 GENERAL AND ADMINISTRATIVE		
781.10 Commissioner compensation	16,000.00	
781.20 Commissioner reimbursement	1,500.00	
781.30 Outside services	20,000.00	
781.40 Supplies	500.00	
781.60 Facility rentals	400.00	
781.70 G&A Operations	20,000.00	
789.10 Economic development	2,500.00	
790.00 NON-OPERATING EXPENSE		
799.91 Interest Expense	4,200.00	
799.92 Election Expense	3,000.00	
TOTAL ESTIMATED EXPENDITURES:		(448,900.00)
TOTAL ESTIMATED ENDING BALANCE:		25,675.00
RESERVES:		
723.00 Marina Maintenance:Other:Major Repair/Replace	10,000.00	
763.00 Property Lease/Rental Maintenance:Other Major Repair/Replace	10,000.00	
Unallocated Reserve Funds	5,675.00	
TOTAL ESTIMATED END OF YEAR RESERVE:		25,675.00

Commissioner Jim Aho

Commissioner Jon Buesch

Commissioner John Burton