



**AGENDA FOR  
PORT OF ILLAHEE COMMISSION  
Wednesday, May 13, 2020 - 6:30 p.m.  
ZOOM MEETING #715 0997 5823 / Password: Illahee**

**1. CALL TO ORDER**

**2. CONSENT AGENDA**

1. Agenda

\*2. The April 8, 2020 Regular Meeting minutes

\*3. Pay Bills with check numbers 4604 through 4614 totaling \$ 11,307.11

**3. SIGNING OF DOCUMENTS**

Determine when/how to have at least 2 Commissioners sign the documents. Last month Commissioners Aho and Buesch signed. Commissioner Burton is unable to leave work during the day making it hard to schedule.

**4. PUBLIC COMMENT**

**5. REPORTS/UNFINISHED BUSINESS**

Haaland 1. Treasurer's Report as of April 30, 2020 General Fund \$ 35,214.62; Investments \$ 374,831.38  
Good Property Management (GPM) Account \$ 199.87 (total: \$ 410,245.87)

2. Reports

Aho a. Website

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

Buesch b. Properties

5560 Ocean View Boulevard/Rental

- Lease signed?
- Rent paid/received?

5500 Illahee Road/Rental

- Rent paid/received?

5507 Illahee Road/Illahee Store Property

- Redemption period through September 6, 2020
- PLIA will be notified once the redemption period is complete
- Were "No Trespassing" signs posted?

\* - Pro Design - conceptual design, scope of work, site/floor plan, construction budget - status

Burton c. Dock/Pier

- Status of required permits?
- E-mail request from Steve Vargas asking if he could repair cleats - informed that:
- Dock Maintenance/Outer Rail work on hold until necessary permits are in place and the Governor's Stay Home, Stay Safe mandate has ended.

Aho \*3. Grants

- John Piccone to provide a presentation of the concept and next steps in the process related to grants, design and permitting.
- Some changes in the RCO deadlines and matching funds.
- Status of the Department of Natural Resources (DNR) lease with the Port

TABLED 4. Illahee Day 2020 - possibly to be held in September once the Illahee Store is officially owned by the Port.

**6. NEW BUSINESS**

Haaland \*1. Budget Review

**7. PUBLIC COMMENT**

**8. EXECUTIVE SESSION**

- Property negotiation or Potential litigation?

9. **ADJOURN** - Regular meeting - Wednesday, June 10, 2020 @ 6:30PM @ ZOOM?



## Port of Illahee – Minutes of Regular Meeting on April 8, 2020

Port of Illahee  
Minutes of Regular Meeting  
April 8, 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# 192075341). Notice of the virtual meeting was posted on the kiosk at the head of the pier and on the Port's website – portofillahee.com. The free ZOOM app was used for the meeting, which limits the meeting to forty minutes.

### CALL TO ORDER

Commission Chairman James Aho called the meeting to order at 6:30 PM. Also in attendance were Commissioner Jonathan Buesch; Commissioner John Burton; Administrator, Theresa Haaland; Lee Knapp of TIKAR Services; Roy Barton, Jamee Frances, John Parvis, Ed Seal, Ed Scholfield, and Samantha?

### CONSENT AGENDA

*Commissioner Buesch moved to approve the consent agenda items: April Meeting Agenda; March 11, 2020 Regular Meeting minutes as submitted; April 8, 2020 checks numbering 4593 through 4603 totaling \$10,545.10 as outlined in the attached voucher approval; second by Commissioner Burton; approved unanimously.*

### SIGNING OF DOCUMENTS

Since only two Commissioners signatures are necessary for the documents, Commissioners Aho and Buesch agreed to stop by the Port of Silverdale office individually tomorrow to sign the necessary documents. Commissioner Aho offered to bring the documents to Commissioner Burton for signature.

**PUBLIC COMMENT** – Lee Knapp reported that he submitted all of the required documentation to the County for the permits. He also talked to the Kitsap County Department of Community Development senior environmental planner and was informed that a Joint Aquatics Resource Permit Application (JARPA) is necessary as well as a Shoreline Exemption Permit. The State Environmental Policy Act (SEPA) process will need to be followed. The County requested to be the lead agency. Maintenance to the facility will begin once the permits are in place and the Governor's "Stay Home, Stay Healthy" mandate has ended. Lee said that if any emergent-type repairs are needed during this time, TIKAR can take care of them and still be in compliance with the mandate. Commissioner Burton reported that a local group challenged the Hydraulic Project Approval (HPA) permit. He talked with Department of Fish and Wildlife (DFW) personnel and a few words were changed within the HPA and the challenge was dropped. Lee added that the change in wording did not create a change in the work that will be completed.

John Parvis explained that he was at the pier when the tide was out and was surprised at the silt buildup encroaching towards the pier and floats. He said that the pier and floats need to be further out in the water. Commissioner Burton said that he has discussed this issue with John Piccone. Unfortunately, the upcoming grants do not include money for dredging, but it will be something to consider in the future. Commissioner Aho reminded everyone that years ago Port Commissioners took a stand against the upland development because it caused a significant amount of silt buildup coming from the Illahee



## Port of Illahee – Minutes of Regular Meeting on April 8, 2020

Creek. Commissioners back then knew it would threaten the dock.

### Treasurer's Report

As of February 29, 2020 the General Fund totaled \$16,238.83, Investments totaled \$374,005.46 and the Balance of the Good Property Management account totaled \$199.87. The March Treasurer's report has not been received.

### Commissioners' Reports

Website - Commissioner Aho said that he needs to get input from an Information Technology (IT) person to figure out how to link to the Surface Water Management Plan (SWMP) to the website. It is difficult because it is such a large document.

### Rental Properties

5560 Ocean View Boulevard/Rental Property – nothing to report.

5500 Illahee Road/Rental Property – received a letter from Eric Meyers wanting to purchase the property for \$79,465.58. Commissioner Buesch said there is no action to be taken on that.

5507 Illahee Road/Illahee Store Property – There was no update on the redemption period. Commissioner Buesch reported that Pro Design continues to work on the conceptual plan.

Dock/Pier - Commissioner Burton said that there were a couple boats moored at the facility. One individual was reminded of the maximum allowed 72-hour time limit. That boat anchored out. He said that another affect from this COVID-19 virus is that the Port may see more of the liveaboard boaters that move around the Puget Sound. Commissioner Burton plans to review the Department of Natural Resources (DNR)

information on what can be done if boaters refuse to adhere to the rules and/or overstay.

Grants – Commissioner Aho explained that John Piccone has met with all three Commissioners individually to determine their thoughts, ideas and hopes for the Port's future. Soundwest is taking that information and refining the concepts. John Piccone also sent a letter to the DNR inquiring about the expired lease and the steps necessary to get that updated to include the 5500 Illahee Road property outer water boundaries. There is a chance that the updated lease would be good for twenty years. Mr. Piccone plans to meet again with all three Commissioners individually and then make a presentation at the May meeting.

Commissioner Aho said that Mr. Piccone has an account with ZOOM, so he may be asked to host the May meeting so that the concepts can be presented and questions answered without worrying about the forty-minute time limit. The Recreation Conservation Office's (RCO) May 1<sup>st</sup> deadline has been extended to June 1<sup>st</sup> due to COVID-19.

Illahee Day 2020 – Commissioner Aho said that just today someone told him that they would like to have Illahee Day. At this point with the uncertainty of COVID-19 planning an event would not be appropriate. Commissioner Aho said that we will just play it by ear and if by the end of summer meetings and events are clear to take place and the Port is the official owner of the store at the end of the redemption period on September 6<sup>th</sup>, then maybe the Port could host a little work party/celebration. This will continue on the agenda.



**NEW BUSINESS**

None

**PUBLIC COMMENT** – Samantha asked the future plans of the Illahee Store. Commissioner Buesch said that a grant may be pursued to remodel the inside of the building to include a small Port office, meeting space and possibly a coffee shop. The building has been completely gutted and a new roof has been installed. It is a secure building. Commissioner Aho added that the Port is also waiting for the redemption period of the Sheriff's sale to be complete, which will be September 6<sup>th</sup>, 2020. There was discussion about the building and individuals hanging out around it. Commissioner Buesch said that he will walk around the building to insure everything is intact and will post "no trespassing" signs around the building.

**EXECUTIVE SESSION**

None

**ADJOURN**

*At 7:01PM Commissioner Buesch moved to adjourn; second by Commissioner Burton; approved unanimously.*

Approved:

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner







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

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**Fwd: 5507 Illahee Preliminary Drawings**

2 messages

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**Jon Buesch** <illaheepor2@gmail.com>  
To: Theresa Haaland <portofillahee@gmail.com>

Tue, May 12, 2020 at 1:21 PM

if it is not too late, maybe you could get this in our packet  
Jon

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

From: **Jay Bartram** <prodesign@seanet.com>

Date: Tue, May 12, 2020 at 5:46 AM

Subject: 5507 Illahee Preliminary Drawings

To: Jon Buesch &lt;vette1954@msn.com&gt;

Cc: &lt;illaheepor2@gmail.com&gt;

Jon-

Enclosed is my preliminary report and 4 sheets of drawings - existing site plan, proposed site plan, floor plan, and elevations & sections. All are at 11x17 size, scales are noted.

The property lines are well back from the street in the front, with the 20' setbacks (was 10' with the original building & allowed parking in the setbacks back then) I couldn't fit more than 1 car in the front. Adding the on-street parking of two spaces let the front landscaping happen, KCC requires landscaping full width across the front.






For the permit we just need to identify the tenant space as a Café - application will identify all tenants for this space that can be in this zoning. That way changing tenants to a convenience store say can be done. It is assumed the Café will not have a lot of dishwashing or cooking that requires a hood.

I got up early to check what I finished yesterday, I'll be out of the office until early afternoon. Text my cell if you need to talk.

Jay

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**5 attachments**

-  **5507 ILLAHEE 5-11-20 4.PDF**  
115K
-  **5507 ILLAHEE 5-11-20 3.PDF**  
83K
-  **5507 ILLAHEE 5-11-20 2.PDF**  
156K
-  **5507 ILLAHEE 5-11-20 1.pdf**  
113K
-  **PORT ILLAHEE Preliminary Report 5-11-20.pdf**  
26K

Theresa Haaland <portofillahee@gmail.com>

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5507 Illahee Road design

1 message

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Theresa Haaland <portofillahee@gmail.com>

Wed, May 13, 2020 at 11:02 AM

Cc: Theresa Haaland <portofillahee@gmail.com>, John Piccone <jpiccone@soundwesteng.com>

Bcc: Port of Illahee - Buesch <illaheeport2@gmail.com>, Port of Illahee - Aho <illaheeportthree@gmail.com>, Port of Illahee - Burton <illaheePortOne@gmail.com>

Hi everyone,

There is a concern about the drawings provided by ProDesign - as it seems the design may be different than what has been discussed with SoundWest Engineering and there is concern that the two firms would be going to the county with two different stories/plans. (i.e. use of the septic and drain field at the Dietch property would not allow site parking on the same location). Also, the site parking and changes to allow improvements at the store, again wouldn't necessarily match the plan on the water side of the street.

This will be further discussed at tonight's online meeting.

Theresa Haaland  
Administrator  
Port of Illahee



**Pro Design**

P.O. Box 699  
Tracyton, Washington 98393-0699  
(360) 710-8413 [prodesign@seanet.com](mailto:prodesign@seanet.com)

May 11, 2020

Port of Illahee  
PO Box 2357  
Bremerton, WA 98310

ATTN: John Buesch

RE: Interim report on  
5507 Illahee Rd NW alterations to Port Office

Below is the supporting information for the project, more my design notes than discussion.

Kitsap County Parcel information lists the following for the project. Property Class – Conv store w/o gas pumps. Neighborhood 8401509 – E Bremerton N of Riddell. Site area 6,534 SF (0.15 AC), Neighborhood Commercial Zoning. Wood frame roof, CMU wall Type VB building built in 1979, 1 story 1,600 SF.

Neighborhood Commercial Zoning: Permitted uses suitable for this project: 236 Engineering Office 238 Espresso Stand 246 General Office 252 General Retail 284 Restaurant. Previous occupancy Convenience Store. Recommend having retail space – Restaurant, Espresso, Convenience Store type of tenant. (No cooking requiring commercial hoods).

NC – Setbacks: Max height 35' Max impervious surface coverage 85% Front Setback 20', Side Setbacks 10', min Rear Setback 10', exist South & West setback – 5'. East side is the Front, I am showing the NE portion with 20', the SE portion with 10'. Existing was set for 10' setback, and 5' side and rear. We would be grandfathered for south and west, need to go to the 10' by the parking area though.

Off-Street Parking: Provide spaces as follows – 1 per 200 SF for Restaurant and Retail, 1 per 300 SF for Office, no parking for RR or storage SF. Requires 6 spaces in total, only 4 off street, the setbacks precluded parking in the front, but by creating a parking lane on All View I obtained 2 more spaces. Cleans up the front. I am showing paving to the west 5' setback point and to the north property line. This gives us a tight drive lane, but with the adjacent lot paving it works well. The added paving would allow some extra cars to be squeezed in.

Maximum impervious area: the maximum is 85%, we are at 73% which is good.

Storm Water – I recommend using pervious paving to eliminate any storm work. However, Kitsap County may require a filtering catch basin added. These use a cartridge to remove oils and toxins. Budget for some storm work.

Landscaping – KCC requires landscaping to 15% of the site area with plantings, trees, and shrubs across the front of the building, which we have with the arrangement shown. Backfilling where the tanks were should be done with topsoil where in the landscape area. We are landscaping 19%. No change to the 5' south and west setbacks for landscaping, could remain as is.

Island by Stop Sign – I am sure KCC hasn't been happy with this intersection with the stop sign floating out in the paving. The revised plan provides a curb and establishes the intersection corner. It also protects the on-street parking spaces from turning drivers. Landscaping needs to be low in the setback area to provide good sight distances at the intersection.

Septic System – The existing system is unsatisfactory, portions of the field are paved over. Location of the existing tank is under the last parking stall. Review of the situation found that holding tanks that get pumped out are not acceptable, about the only good solution is the one shown. A new grinder pump would be installed outside the building with a 2" force main running under Illahee to the Port's 5500 Illahee property. I have been advised that the existing residence is being altered or removed. To use the existing septic at least 2 bedrooms need to be removed from this residence. Long term a restroom building could be added. The force main is used to allow for bends & dips as well as a 2" line not 4". Inside the building a new 4" sewer would come into the café kitchen with 2 indirect sinks, and serve the bathroom from the basin.

Building East Wall: The design assumes sawcutting the CMU out starting 16" from the two corners. The rough opening is 29'-4", trims go out to 29'-7". The CMU is removed from the floor to the top of the wall. A new 2x6 @ 16 frame wall insulated with 5/8 GWB to interior is used. Owner may select desired siding – Hardi Panel, Hardi Lap, Hardi Shingle, or wood panel siding.

Windows & Doors – all windows to be Vinyl with U=0.30 or better. Milgard or equal. Did all windows as sliders for ventilation. Entry doors standard aluminum storefront type. Type with thumb turn deadbolt on the inside is acceptable, along with a sign "unlocked during business hours".

Port Office – will show for permit an open office, this can be a large conference room with a limit of 49 in the building for meetings. If called a conference room code would tag it with an occupancy of 32 by itself, putting the building over 49 and needing a 2<sup>nd</sup> exit. A second 3070 door could be added to the outside near the west end of the north wall. For security a single exit is better.

Private Office – assumed to be the actual office that can be locked up with the big room open.  
Storage – a heated storage space.

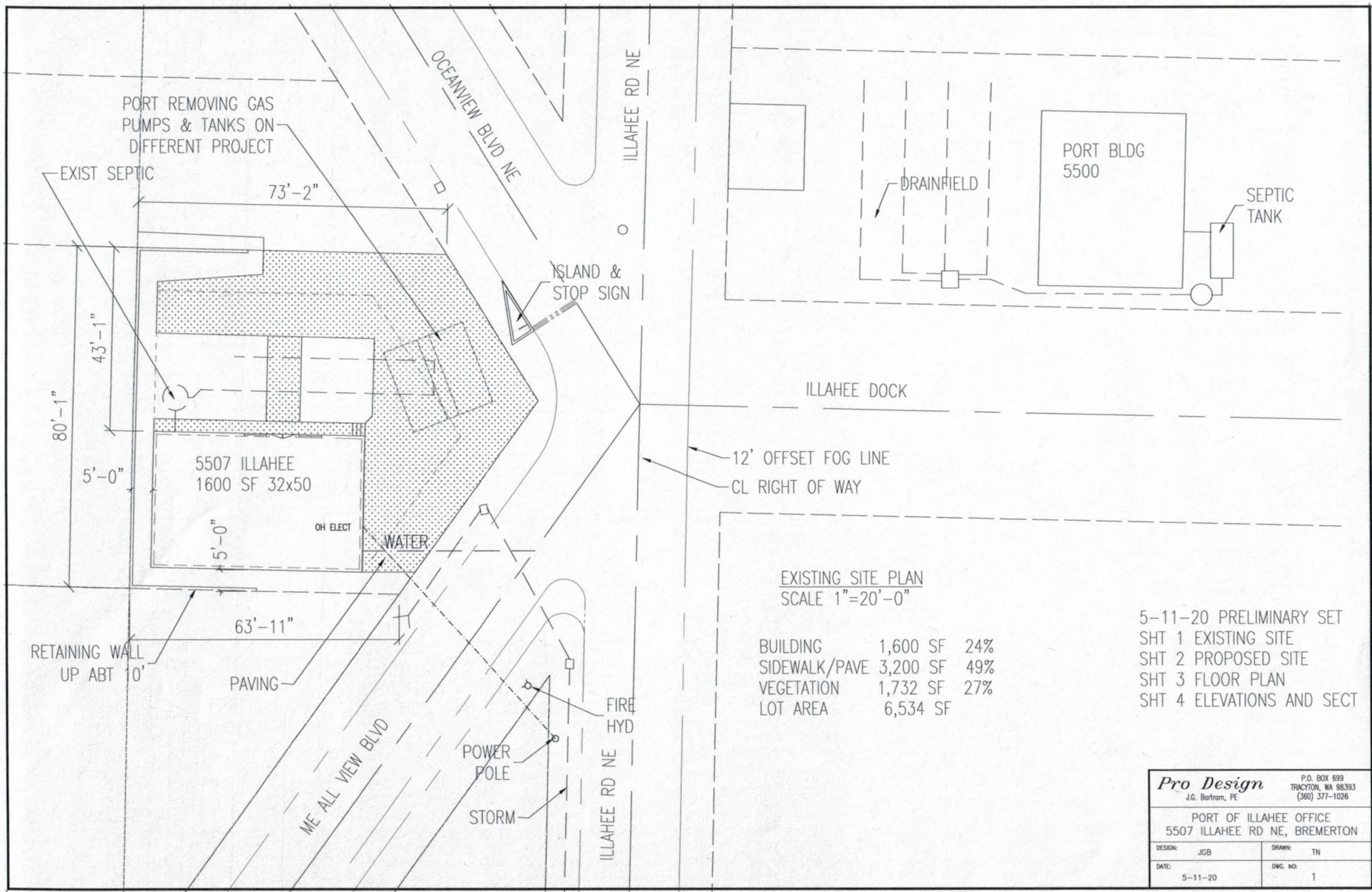
HVAC – With the current Washington State Energy Code, a 2 ton mini-split will be used, it will have two heads, one in the office, and one in the café. Electric heat should be provided in the storeroom, the private office, and the bathroom.

Water – the existing water comes in the south east corner. I would assume this line should be replaced with new meter. A 1" service like for a residence is more than enough. Is this on Perry Water, they could help determine the size needed and the cost. A 50 gallon water heater is shown not in a closet in the private office.

Electrical – A new service head & drop about at the existing drop is indicated. This conduit would go down inside the front wall to the meter, then on to the panel. I would assume the feeder to the panel would be underground. Service and main panel to be 200A, 120/240 1 PH. this is large enough to do a instantaneous water heater if desired.

Yours truly,

J.G. (Jay) Bartram, P.E.  
Structural & Mechanical Engineer

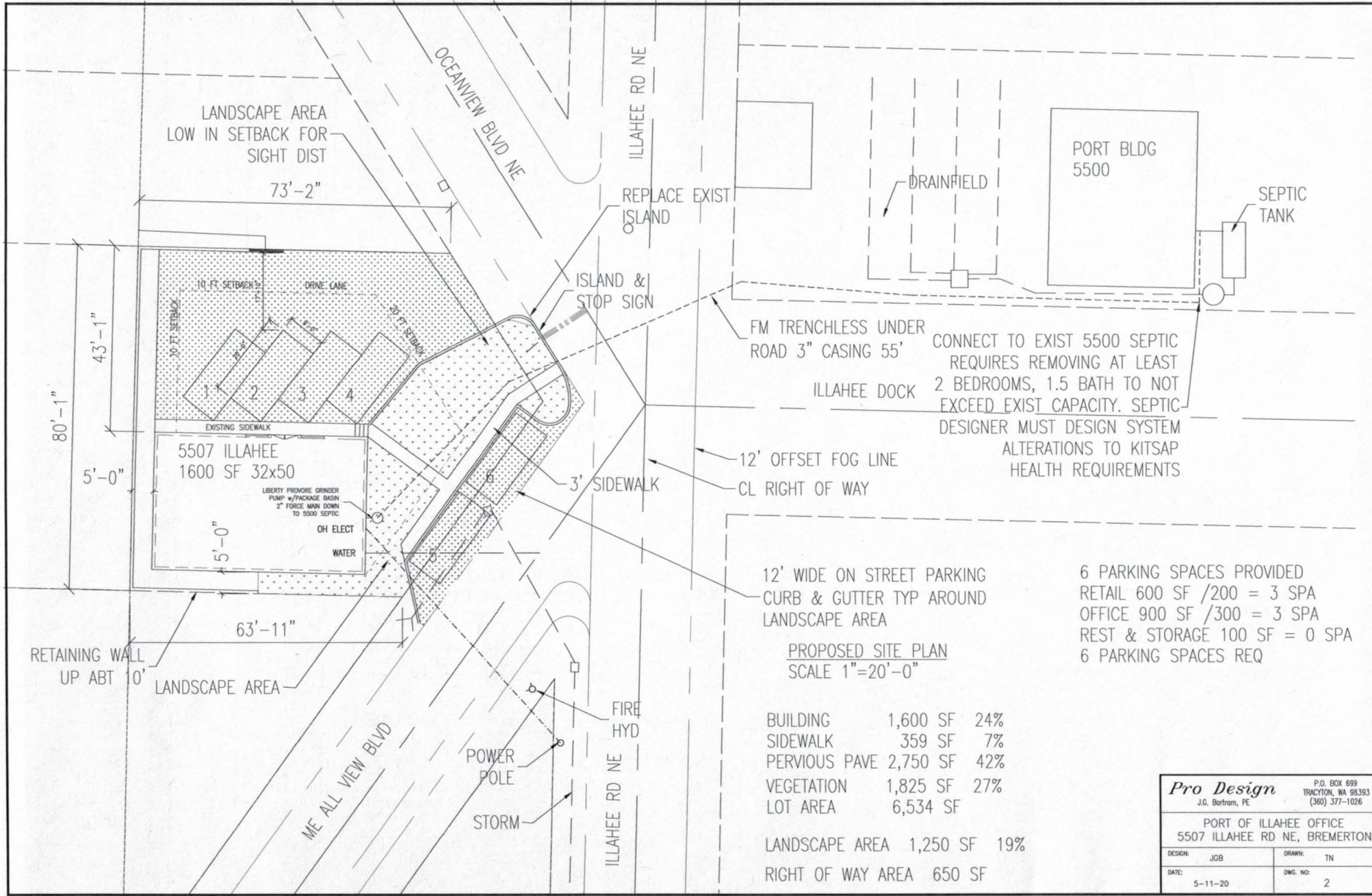


EXISTING SITE PLAN  
SCALE 1"=20'-0"

|               |          |     |
|---------------|----------|-----|
| BUILDING      | 1,600 SF | 24% |
| SIDEWALK/PAVE | 3,200 SF | 49% |
| VEGETATION    | 1,732 SF | 27% |
| LOT AREA      | 6,534 SF |     |

5-11-20 PRELIMINARY SET  
 SHT 1 EXISTING SITE  
 SHT 2 PROPOSED SITE  
 SHT 3 FLOOR PLAN  
 SHT 4 ELEVATIONS AND SECT

|   |         |  |    |
|---|---------|--|----|
| <b>Pro Design</b>                                       |         | P.O. BOX 699<br>TRACYTON, WA 98393<br>(360) 377-1026 |    |
| PORT OF ILLAHEE OFFICE<br>5507 ILLAHEE RD NE, BREMERTON |         |  |    |
| DESIGN:   | JGB     | DRAWN:   | TN |
| DATE:   | 5-11-20 | DWG. NO.:  | 1  |



LANDSCAPE AREA  
LOW IN SETBACK FOR  
SIGHT DIST

73'-2"

10-FT SETBACK DRIVE LANE

30-FT SETBACK

30-FT SETBACK

5507 ILLAHEE  
1600 SF 32x50  
LIBERTY PROVOIRE GRINDER  
PUMP w/PACKAGE BASIN  
2" FORCE MAIN DOWN  
TO 5500 SEPTIC  
OH ELECT  
WATER

63'-11"

RETAINING WALL  
UP ABT 10'

LANDSCAPE AREA

ME ALL VIEW BLVD

POWER POLE  
STORM

FIRE  
HYD  
ILLAHEE RD NE

REPLACE EXIST  
ISLAND

ISLAND &  
STOP SIGN

FM TRENCHLESS UNDER  
ROAD 3" CASING 55'

ILLAHEE DOCK

12' OFFSET FOG LINE  
CL RIGHT OF WAY

3' SIDEWALK

CONNECT TO EXIST 5500 SEPTIC  
REQUIRES REMOVING AT LEAST  
2 BEDROOMS, 1.5 BATH TO NOT  
EXCEED EXIST CAPACITY. SEPTIC  
DESIGNER MUST DESIGN SYSTEM  
ALTERATIONS TO KITSAP  
HEALTH REQUIREMENTS

12' WIDE ON STREET PARKING  
CURB & GUTTER TYP AROUND  
LANDSCAPE AREA

PROPOSED SITE PLAN  
SCALE 1"=20'-0"

BUILDING 1,600 SF 24%  
SIDEWALK 359 SF 7%  
PERVIOUS PAVE 2,750 SF 42%  
VEGETATION 1,825 SF 27%  
LOT AREA 6,534 SF

LANDSCAPE AREA 1,250 SF 19%  
RIGHT OF WAY AREA 650 SF



PORT BLDG  
5500

DRAINFIELD

SEPTIC  
TANK

6 PARKING SPACES PROVIDED  
RETAIL 600 SF /200 = 3 SPA  
OFFICE 900 SF /300 = 3 SPA  
REST & STORAGE 100 SF = 0 SPA  
6 PARKING SPACES REQ

|   |         |  |    |
|---|---------|--|----|
| <b>Pro Design</b>                                       |         | P.O. BOX 699<br>TRACYTON, WA 98393<br>(360) 377-1026 |    |
| J.G. Borstrom, PE                                       |         |  |    |
| PORT OF ILLAHEE OFFICE<br>5507 ILLAHEE RD NE, BREMERTON |         |  |    |
| DESIGN:   | JGB     | DRAWN:   | TN |
| DATE:   | 5-11-20 | DWG. NO.:  | 2  |

48K MINI SPLIT OUTDOOR  
(2) 24K INDOOR UNITS  
HEAT PUMP

VINYL SLIDER TO  
FIT OPENING

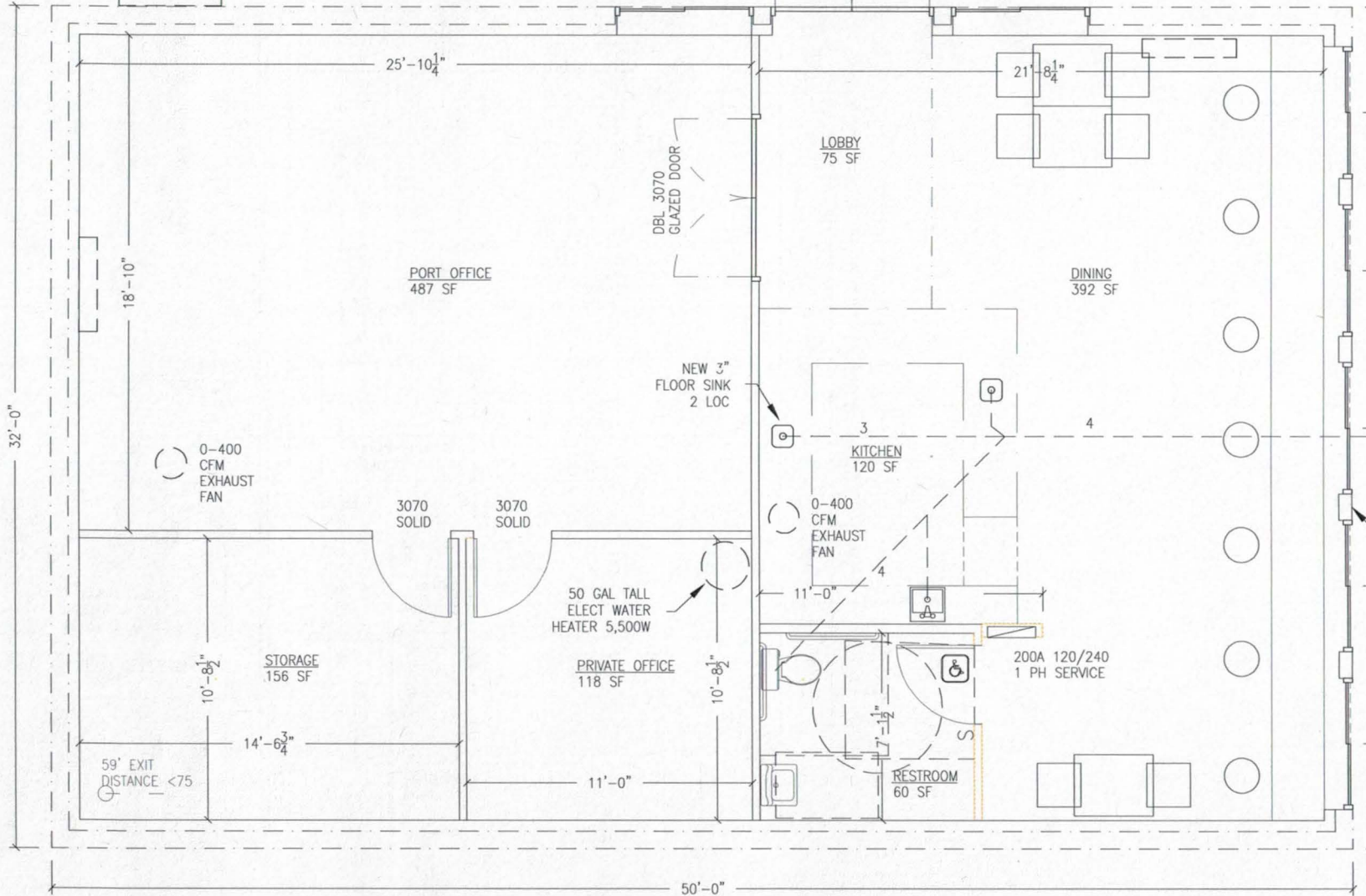
DBL 3070  
STOREFRONT

VINYL SLIDER TO  
FIT OPENING

DINING 392/15=26.1 OCC  
KITCHEN 120/200 = 0.6  
LOBBY 75 0  
RESTROOM 60 0  
PORT OFFICE 487/100 4.9  
PRIVATE OFF 118/100 = 1.2  
STORAGE 156/300 = 0.5  
CODE OCCUPANTS 33.3 OCC  
USE 48 FOR DESIGN

SINGLE EXIT OK TO 49 OCC  
75' TRAVEL UNSPRINKLERED

RESTAURANTS 1 RESTROOM  
PER 75 OCCUPANTS - OK



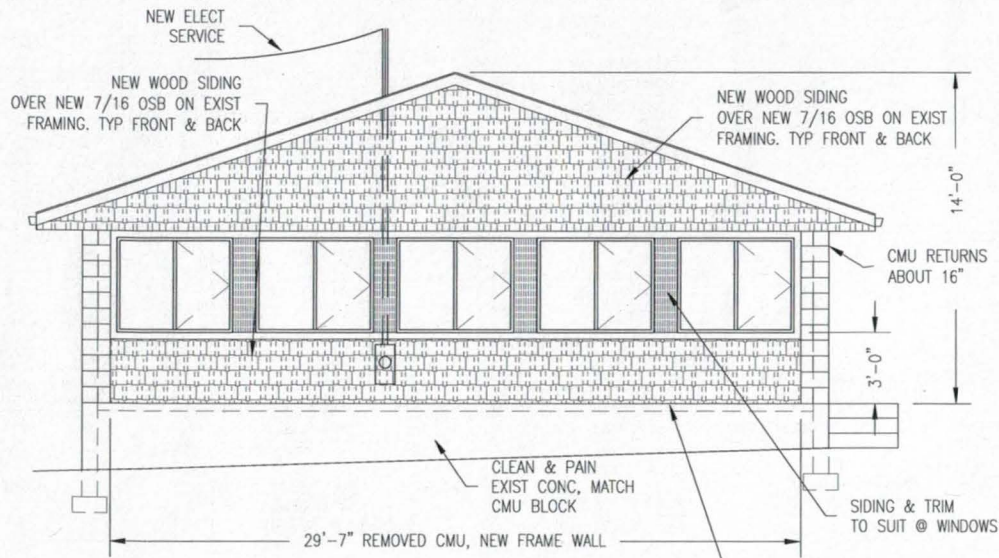
LIBERTY PROVORE  
GRINDER PUMP, BASIN  
AND CONTROLLER

ELEC METER  
ON BLDG EXTERIOR

NEW VINYL 5040  
SLIDER (5 LOC)

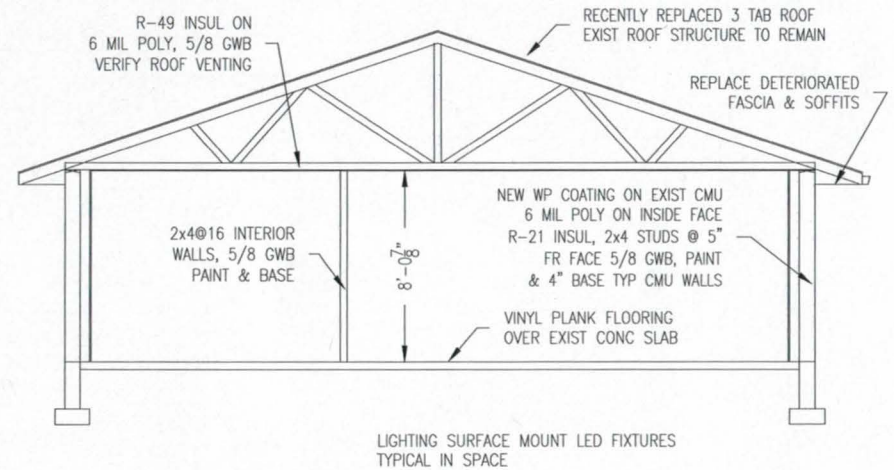
BUILDING PLAN  
SCALE 1/4"=1'-0" FOR 11x17

|   |            |  |
|---|------------|--|
| <b>Pro Design</b>                                       |            | P.O. BOX 699<br>TRACYTON, WA 98383<br>(360) 377-1026 |
| J.G. Bartram, PE  |            |  |
| PORT OF ILLAHEE OFFICE<br>5507 ILLAHEE RD NE, BREMERTON |            |  |
| DESIGN: JGB   | DRAWN: TN  |  |
| DATE: 5-11-20   | DWG. NO: 3 |  |

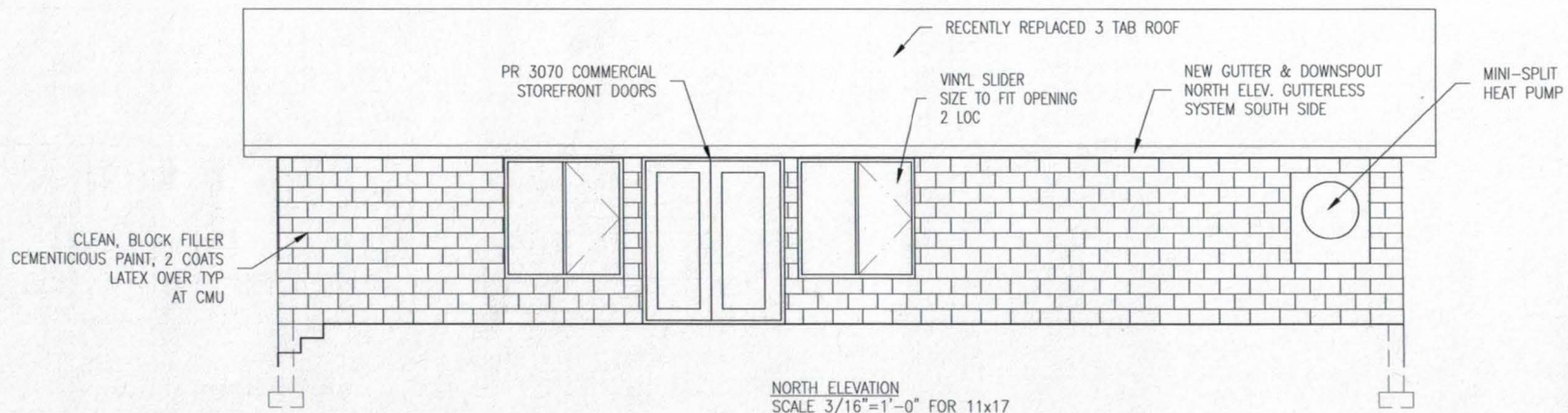


FAST ELEVATION  
SCALE 3/16"=1'-0" FOR 11x17

NEW FRAME WALL - EA PIER  
2x6 STUD, LVL 1-3/4x9.5 FLAT FROM BASE TO TOP. DBL 2x6 SILL CS18 STRAP ACROSS PIER, SIM @ HEAD HEADER PR 2x8 w/2.5" FOAM BETWEEN 2X6 @ 16" OC INFILL, 7/16 SHEATH NAILED 8d@4" ALL PANELS. R-21 INSULATION THRUOUT



SECTION THRU OFFICES  
SCALE 3/16"=1'-0" FOR 11x17



NORTH ELEVATION  
SCALE 3/16"=1'-0" FOR 11x17

|                               |            |                    |
|-------------------------------|------------|--------------------|
| <b>Pro Design</b>             |            | P.O. BOX 699       |
| J.C. Bartrom, PE              |            | TRACYTON, WA 98393 |
|                               |            | (360) 377-1026     |
| PORT OF ILLAHEE OFFICE        |            |                    |
| 5507 ILLAHEE RD NE, BREMERTON |            |                    |
| DESIGN: JGB                   | DRAWN: TN  |                    |
| DATE: 5-11-20                 | DWG. NO: 4 |                    |

# Port of Illahee

## Public Access Improvements



**COMMISSION MEETING MAY 13, 2020**

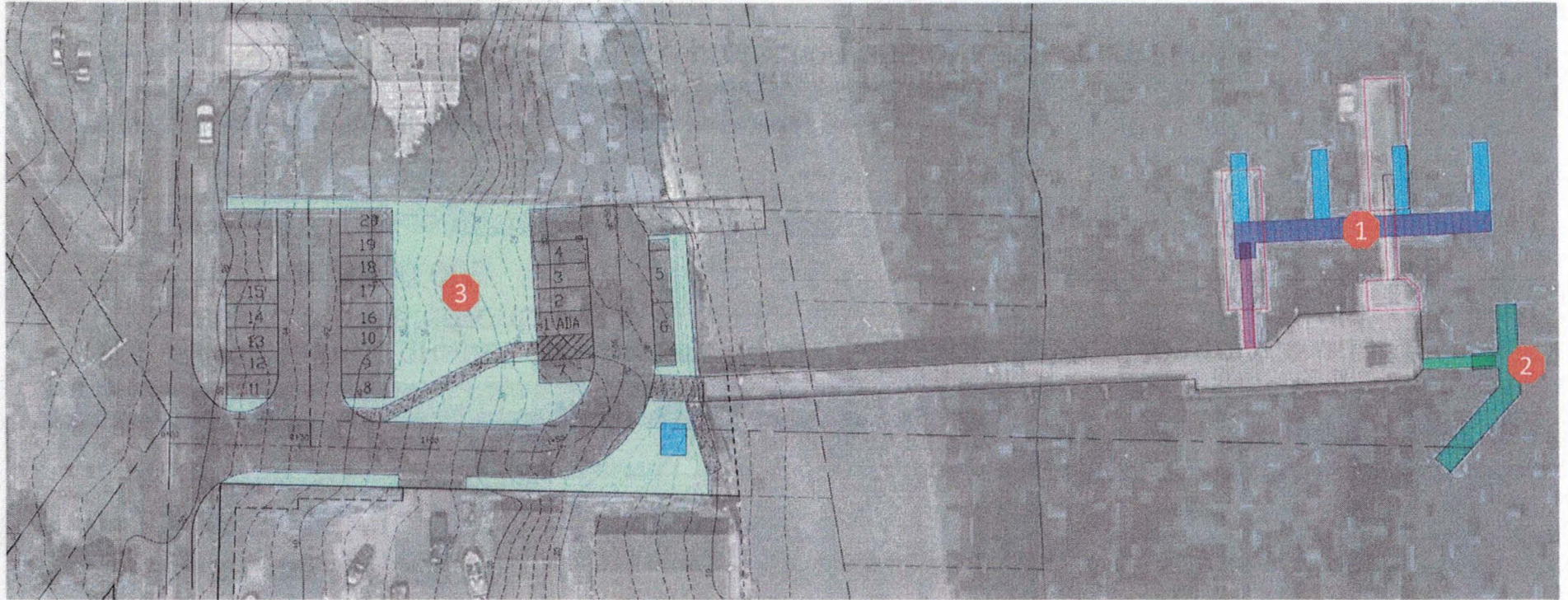
# OVERVIEW

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- **CONCEPTUAL DESIGN PROGRESS**
  - Preliminary Concepts Previously Approved
  - Project Components & Applicable Grant Opportunities
  
- **PRELIMINARY OPINION OF TOTAL PROJECT COSTS**
  - Very Preliminary Construction and Total Project Costs
  - Grant Options and Potential Port Share of Costs
  
- **NEXT STEPS & APPROVALS**
  - Grant Applications
  - Continued Design Progress
  - Preliminary Permit Strategy



# Preliminary Site Plan



## Primary Project Components

- ① Transient Moorage Facilities
- ② Fishing Dock
- ③ Parking and Upland Improvements

## Potential Grants

- Boating Facilities Program (BFP)
- Aquatic Lands Enhancement Account (ALEA)
- Washington Wildlife and Recreation Program (WWRP)

# Potential Grant Options

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- **Boating Facilities Program (BFP)**

- Funding to acquire, develop, and renovate facilities for motorized boats and other watercraft, including launching ramps, guest moorage, and support facilities.
- Grant Limit: \$1,000,000
- Match: 25%

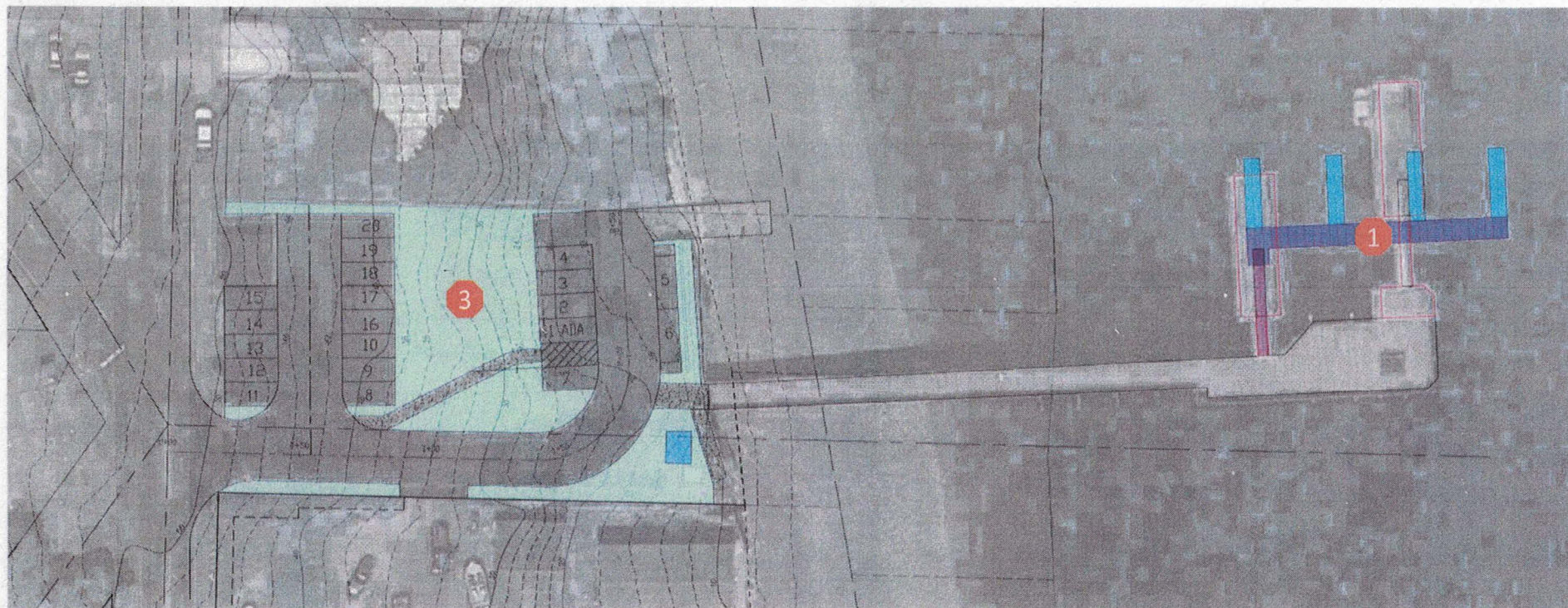
- **Aquatic Lands Enhancement Account (ALEA)**

- Funding to buy, protect, and restore aquatic lands habitat and to provide public access to the waterfront.
- Grant Limit: \$500,000
- Match: 25% *(Recently lowered due to COVID 19 assistance)*

- **Washington Wildlife and Recreation Program (WWRP)**

- Funding for a broad range of land protection and outdoor recreation.
- Grant Limit (Water Access): No limit
- Match: 25% *(Recently lowered due to COVID 19 assistance)*

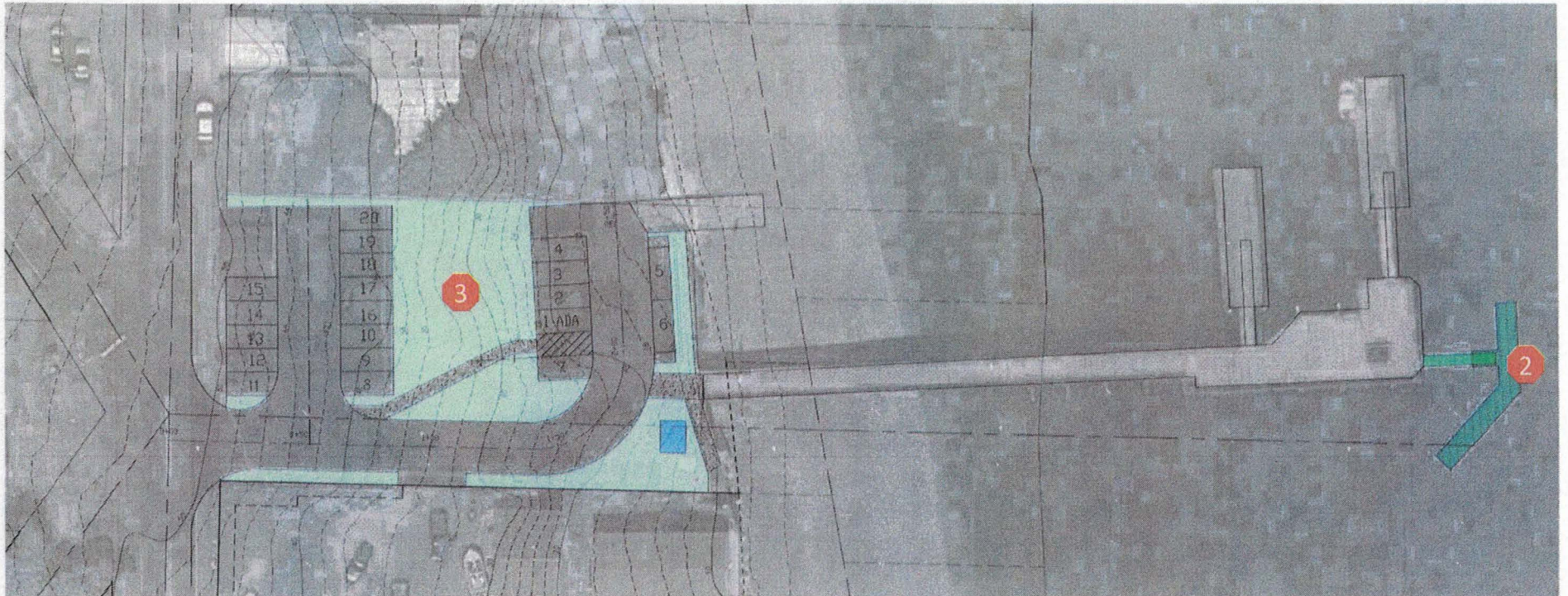
# Potential Boating Facilities Concept Proposal



## Primary Project Components

- ① Transient Moorage Facilities – 100% BFP Grant Eligible
- ② Fishing Dock – Not BFP Grant Eligible
- ③ Parking and Upland Improvements – 50% Prorated BFP Grant Eligible

# Potential Water Access Concept Proposal



## Primary Project Components

- ① Transient Moorage Facilities – Not ALEA & WWRP Grant Eligible
- ② Fishing Dock – **100%** ALEA & WWRP Grant Eligible
- ③ Parking and Upland Improvements – **50%** Prorated ALEA & WWRP Grant Eligible

# Preliminary Cost Opinion

## • Full Project ①②③

- Construction Subtotal: \$1,118,000
- Total Project Cost: \$1,887,000

## • Boating Facilities Project ①③

- Construction Subtotal: \$650,000
- Total Project Cost: \$1,084,000

## • Water Access Project ②③

- Construction Subtotal: \$468,000
- Total Project Cost: \$803,000

## Important Cost Considerations!

- Preliminary cost opinion based on a very early concept with significant unknowns. These costs are only sufficient for *preliminary grant applications*.
- Project costs should be refined with further development of project design and updated for *technical completion grant application deadlines*.
- Preliminary cost opinion includes 25% contingency.
- RCO grant reviewers will expect conservative cost estimates based on agency public bidding requirements.



# Potential Port Share of Cost Based on Grant Outcome

| RECEIVE BFP GRANT ONLY  | RECEIVE ALEA GRANT ONLY   | RECEIVE WWRP GRANT ONLY   | RECEIVE BFP & TWO WATER ACCESS GRANTS   |
|---|---|---|---|
| Project Components to be Completed  | Project Components to be Completed  | Project Components to be Completed  | Project Components to be Completed  |
| <ol style="list-style-type: none"> <li>1 Transient Moorage Facilities</li> <li>2 Fishing Dock</li> <li>3 Parking &amp; Upland Improvements</li> </ol> | <ol style="list-style-type: none"> <li>1 Transient Moorage Facilities</li> <li>2 Fishing Dock</li> <li>3 Parking &amp; Upland Improvements</li> </ol> | <ol style="list-style-type: none"> <li>1 Transient Moorage Facilities</li> <li>2 Fishing Dock</li> <li>3 Parking &amp; Upland Improvements</li> </ol> | <ol style="list-style-type: none"> <li>1 Transient Moorage Facilities</li> <li>2 Fishing Dock</li> <li>3 Parking &amp; Upland Improvements</li> </ol> |
| Port Share of Costs   | Port Share of Costs   | Port Share of Costs   | Port Share of Costs   |
| \$587,000   | \$619,000   | \$517,000   | \$271,000   |

## Potential Cost Reduction Considerations:

- Kitsap county participation?
- Port of Illahee contributed labor?
- Requesting a scope reduction following grant award?

***Based on conservative project costs & assumptions; to be refined with development of project design and grant application detailed submission***

## Next Steps and Approvals - Grants

- Decide which grant programs to pursue (BFP, ALEA, WWRP)
- Continue to refine project concept and estimated costs prior to grant technical completion deadlines.

| Grant                            | BFP              | ALEA            | WWRP            |
|----------------------------------|------------------|-----------------|-----------------|
| Due Date Preliminary Application | November 1, 2020 | June 1, 2020    | June 1, 2020    |
| Due Date Technical Completion    | January 14, 2021 | August 10, 2020 | August 10, 2020 |
| Award Date                       | July 1, 2021     | July 1, 2021    | July 1, 2021    |

- *Motion to submit preliminary grant applications for \_\_\_\_\_ ? \_\_\_\_\_ based generally on current project concept and preliminary opinion of project costs. Soundwest to work with Commissioner Aho on specific details of preliminary application(s).*

## Next Steps and Approvals - Design

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- Conduct topographic survey (necessary to further project design and cost)
- Proceed developing project conceptual design
  - Verify grading assumptions
  - Verify property demolition assumptions
  - Verify County ROW and design standard assumptions
  - Verify vault restroom assumptions
  - Verify water depths and existing pier renovation details
- ***Motion to authorize an increase in the current conceptual design task budget of \$9,200.00 to cover Both topographic survey and necessary DNR lease exhibit survey.***



## Next Steps and Approvals - Permitting

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- Conduct preliminary regulatory agency outreach (Kitsap County, WDFW, DNR, USACE, Suquamish Tribe)
- Identify permit issues and potential mitigation strategy
- Develop grant/permit submittal strategy
- ***Motion to approve a new task budget of \$15,600.00 to conduct preliminary permitting outreach and associated research.***
  - *Permit applications, associated reports and document preparation, and ongoing regulatory agency coordination may be separately authorized at a later date.*

# Next Steps and Approvals – Long Term

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- **PROJECT DESIGN**

- Develop the project concept to a 30% level of design for review and approval.
- Develop the project to a 60% level of design for submission of permit applications.
- Based on funding; prepare final design construction drawings and bidding documents.

- **GRANT FUNDING**

- Final applications by technical completion deadline
- Presentations to review committees

- **PROJECT PERMITTING**

- Prepare and submit permit applications, reports, and drawings to agencies as required.
- Ongoing correspondence and coordination with agencies through permit issuance and project completion

| PORT OF ILLAHEE                          |  |  |            |              |         |   |
|--|--|--|------------|--------------|---------|---|
| 2020 BUDGET REVIEW AS OF APRIL 30, 2020  |  |  |            |              |         |   |
|  |  |  | BUDGETED   | ACTUAL       |         |   |
| TOTAL ESTIMATED BEGINNING BALANCE        |  |  | 397,154.00 | 413,802.20   |         |   |
| REVENUES:                                |  |  |            |              |         |   |
| 695.00                                   | Real Property Rentals                    |  | 30,000.00  | 12,600.00    | 42.00%  |   |
| 699.10                                   | Investment Interest                      |  | 6,500.00   | 1,884.19     | 28.99%  |   |
| 699.20                                   | Property Tax                             |  | 90,361.00  | 40,897.19    | 45.26%  | 55,381.38   |
| EXPENDITURES:                            |  |  |            |              |         |   |
| 721.00 MARINA OPERATING                  |  |  |            |              |         |   |
| 721.80                                   | Utilities                                |  | 3,000.00   | 695.70       | 23.19%  | Garbage, sanican & electric @ dock  |
| 721.90                                   | Other                                    |  | 500.00     | 0.00         | 0.00%   |   |
| 723.00 MARINA MAINTENANCE                |  |  |            |              |         |   |
| 723.30                                   | Outside Services                         |  | 5,000.00   | 2,455.78     | 49.12%  | TIKAR Power washed facility   |
| 723.40                                   | Supplies                                 |  | 2,500.00   | 0.00         | 0.00%   |   |
| 761.00 PROPERTY LEASE/RENTAL             |  |  |            |              |         |   |
| 761.30                                   | Outside Servies                          |  | 2,500.00   | 940.00       | 37.60%  | Good Property Management  |
| 763.00 PROPERTY LEASE/RENTAL MAINTENANCE |  |  |            |              |         |   |
| 763.60                                   | Facility Maintenance                     |  | 3,000.00   | 160.78       | 5.36%   | Dryer and repair of master bath sink at 5560 Ocean View                         |
| 763.70                                   | General and Administrative               |  | 500.00     | 0.00         | 0.00%   |   |
| 763.80                                   | Utilities                                |  | 2,500.00   | 440.65       | 17.63%  | Electricity & Garbage 5500 Illahee Road   |
| 763.90                                   | Other                                    |  | 5,000.00   | 2,411.30     | 48.23%  | Leasehold Excise and property tax on both 5500 Illahee Road and 5560 Ocean View |
| 771.00 DEBT REDEMPTION                   |  |  |            |              |         |   |
| 771.50                                   | Other Note/Contracts                     |  | 8,000.00   | 0.00         | 0.00%   | Principal on 5560 Ocean View  |
| 773.00 FIXED ASSET DISBURSEMENT          |  |  |            |              |         |   |
| 773.50                                   | Property Improvements: 5507 Illahee Road |  | 75,000.00  | 9,265.00     | 12.35%  | Trash removal at 5507 Illahee Road including ceiling and flooring               |
| 773.90                                   | Other Property Improvements              |  | 15,000.00  | 0.00         | 0.00%   |   |
| 774.00 WATERFRONT                        |  |  |            |              |         |   |
| 774.30                                   | Float Repair Project                     |  | 50,000.00  | 0.00         | 0.00%   |   |
| 774.40                                   | Waterfront Park Project                  |  | 10,000.00  | 25,907.93    | 259.08% | Soundwest engineering - Comp Plan/gangway eval/grant writing                    |
| 774.50                                   | Piling Project                           |  | 25,000.00  | 0.00         | 0.00%   |   |
| 774.90                                   | Other Projects                           |  | 15,000.00  | 5,722.50     | 38.15%  | TIKAR - Gangway project   |
| 780.00 GENERAL AND ADMINISTRATIVE        |  |  |            |              |         |   |
| 781.10                                   | Commissioner compensation                |  | 16,000.00  | 3,456.00     | 21.60%  | Commissioner Stipends   |
| 781.20                                   | Commissioner reimbursement               |  | 1,500.00   | 0.00         | 0.00%   |   |
| 781.30                                   | Outside services                         |  | 20,000.00  | 4,657.55     | 23.29%  | Attorney & Administrator  |
| 781.40                                   | Supplies                                 |  | 500.00     | 58.80        | 11.76%  | Stamps and mailing  |
| 781.60                                   | Facility rentals                         |  | 560.00     | 105.00       | 18.75%  | Seeds of Grace  |
| 781.70                                   | G&A Operations                           |  | 20,000.00  | 2,622.16     | 13.11%  | State Audit costs, advertising, WPPA dues                                       |
| 789.10                                   | Economic development                     |  | 2,500.00   | 0.00         | 0.00%   |   |
| 799.90 NON-OPERATING EXPENSE             |  |  |            |              |         |   |
| 799.91                                   | Interest Expense                         |  | 7,000.00   | 0.00         | 0.00%   | Interest on 5560 Ocean View   |
| 7.99.92                                  | Election Expense                         |  | 0.00       | 38.56        |         | County charged additional fees for the 2019 election                            |
| BALANCE AS OF 4/30/2020:                 |  |  |            | \$410,245.87 |         |   |
| Not included in 2020 Budget OVER         |  |  |            |              |         |   |