



**AGENDA FOR
PORT OF ILLAHEE COMMISSION
Wednesday, March 10, 2021 - 6:30 p.m.
ZOOM MEETING #715 0997 5823 / Password: Illahee**

1. CALL TO ORDER

2. CONSENT AGENDA

1. Agenda

*2. February 10, 2021 Regular Meeting minutes

*3. Pay Bills with check numbers 4719 through 4727 totaling \$ 2,005.40

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/Waterfront Access Improvements

- Ranked #9 for the BFP grant – funding available in the preliminary budget to fund projects 1 through 13!
- Status of permitting – everything going as planned?
- Are the actual permit application fees included within Soundwest's costs?
- Any possibility of a credit towards a larger fishing float?
- Status of County filtration system
- Shoreline Master Program ad hoc committee update

Haaland 2. Treasurer's Report as of February 28, 2021 General Fund \$ 21,936.36; Investments \$286,537.75
Good Property Management (GPM) Account \$ 200.00 (total: \$308,674.11)

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

- Ron with RCP informed that the Port will take it from here and hire a septic designer
- Septic designer contacted?
- Can the two lots be separated?
- Can we get the Health Department to put in writing/email that they will be okay with the reserve drain field on the lot if a septic designer signs off on it.

5500 Illahee Road/Rental

- Status of leaking water valve on side of house

5507 Illahee Road/Illahee Store Property

- *– Status of amount owing on tax statement
- PLIA will be contacted again once the conceptual design has been approved

Burton c. Dock/Pier

- Status of signs
- Hiring Safe Security

6. NEW BUSINESS

Haaland* 1. 2021 Meeting Schedule – Resolution 2021-01

Haaland 2. Public Disclosure Commission due by April 15th - REMINDER

Haaland 3. Commissioner Position 2 (Buesch) on November ballot – Filing Week May 17th - 21st

7. PUBLIC COMMENT

8. EXECUTIVE SESSION

- Property negotiation or Potential litigation?

9. ADJOURN - Regular meeting – Wednesday, April 14, 2021 @ 6:30PM via ZOOM



Port of Illahee – Minutes of Regular Meeting on February 10, 2021

Port of Illahee

Minutes of Regular Meeting

January 10, 2021

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 / Password: Illahee). Notice of the virtual meeting was posted near the kiosk at the head of the pier and on the Port's website – portofillahee.com.

CALL TO ORDER

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

CONSENT AGENDA

Commissioner Buesch moved to approve the consent agenda items: February Meeting Agenda; January 13, 2021 Regular Meeting minutes; January 25, 2021 Kitsap All Ports Meeting minutes; February 10, 2021 checks numbering 4708 through 4718 totaling \$12,532.48 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 Thursday afternoon to sign documents.

PUBLIC COMMENT – John Parvis said that he was down on the docks and was impressed by the pressure washing – thanks to TIKAR.

REPORTS/UNFINISHED BUSINESS

Grants/Waterfront Access Improvements – a memo dated February 9, 2021 from John Piccone of SoundWest Engineering was reviewed. It was a summary of the anticipated permits for the project. Another memo from Mr. Piccone provided an outline of the task budget reallocation, which was discussed during the January meeting.

Amendment #2 to Task Order No. Five for Project Permitting Assistance was reviewed. It brought the maximum budget allowance up to \$70,300.

Commissioner Aho said that although that is a lot of money, when bounced off the list of required permits you can see that it is the cost of doing business over the water. The geotechnical report is one of the big items, which would normally require boring which is very costly. Instead of boring it is thought that a presumptive soil analysis will be adequate. Lee Knapp was asked if he is familiar with this. He said that TIKAR doesn't do any pile driving of any kind, but is aware of companies in Seattle that can hammer into some very hard material. He said that if the piling is steel and a large contractor is hired to complete the job there shouldn't be a problem. Commissioner Aho recalled when the County Public Works was working on stormwater at the golf course, they hit dense glacial till. A major drilling contractor gave up on it, as they couldn't get through the hardpan. So, there is material that is so dense that it can't be drilled. Commissioner Aho said that if there are no objections, he intends to sign Amendment #2 to Task Order No. Five so that SoundWest can continue to move forward on the permits. Commissioner Burton said that it was an eye opener for him at the Kitsap All Ports meeting to hear all the discussion about the delay in receiving the Army Corps of Engineers permit, especially for



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the Port of Keyport. Apparently, it's been two and a half years and it still is unknown when it might be issued and at this point it may interfere with their funding. It seems that as long as the Army Corps permit is moving along the other permits umbrella underneath of it, but if it is held up there are real problems. Commissioner Burton said that he is concerned that the Port won't be successful with the grants, but either way the permits will be needed as he doesn't see the current structure lasting much longer. Commissioner Buesch said that he agrees with Commissioner Burton as the longevity of the permits, once received, will be good for another grant cycle or two if necessary. He said that the Port is committed and it's all necessary. He agreed it is a lot of money, but things aren't going to get any cheaper. Commissioner Aho said another item that was discussed at the recent Kitsap All Ports meeting was the County's Shoreline Master Program. The Kitsap County Department of Community Development has made many presentations to the All Ports group through the years and each time it sounds like things are going to change to make things easier, but it doesn't always happen. At the meeting it was decided to create an ad hoc committee to meet with the County in an effort to ensure things are made easier. Commissioner Aho invited Mr. Piccone to be part of the committee, as the Shoreline Master Program regulations are sure to affect his clients and his business. Mr. Piccone agreed to attend the meeting that is scheduled for tomorrow. Representatives from the Ports of Bremerton and Manchester will also be attending. Commissioner Aho said that years ago the Illahee Port Commissioners raised concerns about the silt coming down Illahee Creek and building up around the dock and decreasing the draft of the two floats.

The Commissioners at that time had discussed the possibility of having to dredge and they voiced their concerns to the County because upland development was causing the storm surges allowing all this silt buildup at the dock. The County said that they couldn't do anything without a watershed study. So, the Port applied for and was awarded a grant through the Washington State Department of Ecology for a study which generated the Illahee Creek Watershed Report/Surface Water Management Plan. The report basically determined that the development north of the golf course, which had no retention pond requirements at that time, was the cause of the runoff. The report basically advised the need to get control over the stormwater surges north of the golf course. The County has been working on this issue for the past fifteen years and have installed ponds north of the golf course and other modifications to the golf course. Commissioner Aho has talked with Michelle Perdue, a Senior Program Manager of Kitsap County's Stormwater Division, who has told him that the County was planning another big project in 2024, but it is not certain that the project will take place. The Port has also been trying to solve the sedimentation issue for the past fifteen years and although a grant was received for the Watershed Report/Management Plan the Port still incurred costs of approximately \$68,000. Commissioner Aho's thought is that the Port should receive some credit in regards to the Waterfront Access project. As it is now, the new floats cannot include more square footage than the current floats. He would like to see some sort of credit so that the Port can get the right sized moorage floats and fishing float instead of being stuck with narrow floats that don't accommodate the public as well. Commissioner Burton said that



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according to Mr. Piccone the currently designed moorage floats are best to meet the requirements of the grants that the Port is pursuing. If/when we are awarded the grants, slight modifications can be made, but the BFP grant is aimed at accommodating boats no more than twenty-six feet in size. Commissioner Aho said that he remembered seeing so many people at the Ports facility during crabbing season, he would like a larger float for fishing be included in the new design. The permitting requires a no-net loss of ecological function, which requires the square footage to remain the same if not less, even if see-through decking is being used. Commissioner Aho said that he is going to look into the possibility of the Port receiving some sort of credit for all of its efforts regarding the silt issue. He said that the County has spent thousands of dollars on the ponds and other projects to help alleviate the problem. As for a storm filtration system at the dock, the County is still diverting all of the upland stormwater to the base of the dock via a two-foot outfall and contamination concerns are an issue. Commissioner Aho asked Ms. Perdue how much it might cost for the County to install a stormwater filtration system near the dock and if it might be possible to work together on it while the Port has that area under construction with the Waterfront Access Improvement Project. Ms. Perdue was uncertain of the costs, but agreed it made sense to do it at the same time and was going to look at the possibility of moving budgeted money from 2024 to 2022.

Mr. Piccone sent an email dated February 9, 2021 with an attached National Oceanic Atmospheric Administration (NOAA) bathymetry image that vaguely showed images of the tire reef(s) under the

water near the dock. It was agreed that if the Port has to remove them it could be a mitigation credit. Commissioner Burton was surprised at how large and far out the tire reef went.

Commissioner Aho reported that the BFP final grant presentation is scheduled for February 17, 2021 at 2:25PM. He will provide the meeting link to anyone interested.

Treasurer's Report

As of January 31, 2021 the General Fund totaled \$4,658.28, Investments totaled \$311,435.73 and the balance of the Good Property Management account totaled \$201.00.

Commissioners' Reports

Website – Commissioner Aho will add the links to the Illahee Creek Watershed Report/Surface Water Management Plan or the County's mussel sampling results when he is able to do so. He reported that it took a while for him to get the agenda packet posted to the website as his day was very busy, but he did it.

Rental Properties

5560 Ocean View Boulevard/Rental Property – Commissioner Buesch reported that Rob of RPC Construction and one of his associates met with Department of Health personnel at the Ocean View property to view the lot and see if a reserve drain field would fit on it. Good Property Management (GPM) was informed beforehand so that they could tell the tenants. The Health Department representative said that if they could come up with an area for the reserve drain field on the Ocean View lot, he wouldn't have a problem signing off on it. A septic designer will be necessary to determine



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if there is room for a reserve drain field on that lot. Commissioner Buesch had asked Ron the average he paid for the four lots he owns just north of the reserve drain field lot. Ron said the average was between \$45,000 and \$50,000, but that was a few years ago. Ron said that he would be interested and offered to take care of getting a septic designer to look at the Ocean View property. Commissioner Buesch explained to Ron that the Port is run by a three-member board, so he would bring it up at tonight's meeting. Commissioner Buesch said that in his opinion, if the lot can be separated from the Ocean View property it would benefit the Port. In the future the money will be needed and having the cash in the bank accruing interest now instead of when it is actually needed would be prudent. Since the Health Department representative saying he would okay it now, it just seems like it's the right time to move forward on this as things may change in the future and the Health Department wouldn't be okay with it. Commissioner Aho agreed. The first step was to make sure the Health Department was on board and it seems they are. So now the next step is to get a septic designer to ensure the Ocean View property can hold the reserve drain field. Commissioner Aho said that with regulatory agencies you never really know which way things will go as most of the time it seems it depends on the agency's representative; either they will be for your idea or against it. We probably should get the Health Department representative to provide us something in writing. Commissioner Burton agreed and said that something signed by the County to document in their records to show it is approved; otherwise, we have no guarantee. He said that the \$45,000 - \$50,000 price range seems low. The property has a view and Commissioner

Burton has noticed several building sites in the Illahee area, so property is definitely selling. He said that as long as the Port receives a signed release that states the 5560 Oceanview property has an adequate drain field and reserve drain field, he would not be opposed to selling the lot. He's not necessarily in favor of more development, but that is just part of the area at this point. Commissioner Burton said that although Ron of RPC has done some of the leg work, he is not advocating to sell the property to him. The value of the property was discussed. It was agreed that an appraisal might be necessary. Roy Barton said that the Port of Brownsville had many significant findings within a recent State audit and the report listed one item being that they didn't get the most fair-market value on items they sold. He suggested the Port contact a septic designer and from this point on leave RPC out of the details. When it's ready to be sold it should be advertised to the general public. He suggested the Commissioners contact Ken Bagwell to further discuss. Commissioner Buesch said that he isn't advocating for the property to be sold to Ron of RPC, but rather to the highest bidder and if that happens to be RPC then great, but if not that okay too, the Port needs to get the most money as possible out of the lot. Commissioner Burton had a chance to look up the value of the properties that RPC is developing from the County Assessor's website. He determined that one of the lots was purchased back in 2002 for \$45,000, which was a long time ago and he would imagine the value would have doubled by now. Commissioner Aho said that he was in favor of determining if the two lots could be separated. Commissioner Burton said that he agrees with Mr. Barton that we should hire our own septic designer and not depend on RCP to



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continue its efforts on the lot. Even though it will cost the Port, it is better than “owing” RCP anything. **Commissioner Burton made a motion to hire an independent septic design company to validate that the 5560 Ocean View property can include a reserve drain field. Commissioner Buesch second the motion.** Discussion:

Commissioner Burton said that this is basically the preliminary step to determine if the two properties can be split. Commissioner Buesch agreed and said that this is just the next step in moving forward with separating the lots. He asked if a dollar amount should be included within the motion. Commissioner Aho said that he has confidence in Commissioner Buesch’s ability to hire a company for a reasonable amount. Commissioner Burton questioned if there might be a septic designer on the Small Works Roster. Commissioner Aho explained that this would fall under professional services, which wouldn’t be on the roster. Commissioner Burton said that he personally has used All County Septic with good results. He will send the information to the Port’s email, which will be sent to Commissioner Buesch. **The motion carried unanimously.**

5500 Illahee Road/Rental Property – Commissioner Buesch had nothing to report. Commissioner Burton said that he has heard from neighbors that the tenant is concerned about how much longer she is going to be able to live at the property. Her concern is understandable and she was reassured that grants and permitting take a long time, probably at least a year to a year and a half. Commissioner Burton reported that the water valve on the side of the house is stripped. That faucet doesn’t isolate. There is a crimp in the hose and a clamp being used to keep the water from

flowing. Lee said that he noticed it when he used the faucet to pressure wash the dock. There is concern with the colder weather the hose may freeze. Commissioner Buesch questioned where the water shut off would be. It was unknown. Commissioner Aho said that North Perry Water (NPW) may need to be contacted and asked to shut off water to the property, while it is being repaired. Commissioner Burton said that NPW will charge \$200 to turn the water off and another \$200 to turn it back on. Commissioner Buesch said that he will talk to the tenant as she may know where the water shut off valve is located.

5507 Illahee Road/Illahee Store Property –

Commissioner Buesch said that he will contact Attorney Bagwell to inquire if he resolved the issue with the tax statement showing an amount due. Commissioner Buesch reported that he had a good conversation with Robin Wilcox the property owner adjacent to the south of the Illahee store property. She reiterated that she is not interested in selling the triangular piece of property that sits adjacent to the store. She said she doesn’t want a parking lot in her front yard. She commented about the number of people that go behind the store. She doesn’t necessarily see them every time, but hears them a lot of the time. Commissioner Buesch had suggested to Ms. Wilcox that the big fir tree be removed which would open up the area making it more exposed and probably deter individuals from congregating back there. Commissioner Buesch informed her that the Port might be willing to pay for the tree removal as it would also benefit the Port. Ms. Wilcox wasn’t interested in having the tree removed. Commissioner Buesch asked if she might consider having the tree limbed, but she wasn’t in favor of that either. She told



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Commissioner Buesch that this summer they plan to install a fence. He told her that if the tree was gone a “green” fence with natural vegetation could be planted. She wasn’t interested.

Dock/Pier – Lee reported that the pressure washing of the dock is complete. It took two days at approximately ten hours per day. He said something to consider for the future is that the railings that were washed took about as long as the decking, so it would cost about half as much to just pressure wash the decking. Lee looked over the facility once the pressure washing was complete and he did not see any issues. Commissioner Burton said that he talked to someone down on the docks, who thought it was new material because it looked so good. Commissioner Burton said this should probably be completed twice a year. He reported that the material for the signs has been ordered. He will coordinate with the sign representative to discuss fastening the signs. Commissioner Burton said that he plans to reuse many of the signs and ninety percent of the Port’s rules are correct. The signs that face the floats are an abbreviated version of the rules and regulations, so it is good that the complete set are posted at the kiosk. He expects the signs to be installed by the next meeting. He went on to explained that the area still seems to be a good location for drug sales and that might be a good reason to hire Safe Security, but it would be a hit or miss situation. And then if they are caught, what authority would a security guard have, so he is not yet ready to bring that that back to the table, but he is mulling it around. Commissioner Aho said that the “Private Property” sign that the Port had installed near Leonard Knight’s property must have washed away. He said that it was posted pretty low and

thinks the waves must have loosened it.

Commissioner Buesch asked who mounted those signs. Commissioner Burton said it was the sign company. Commissioner Aho said that the bracket is still there, so he thinks it was caused by wave action. Commissioner Burton said that someone might have removed it.

NEW BUSINESS

Commissioner Aho asked if there was anything else that anyone might want him to have addressed at tomorrow’s DCD meeting. Commissioner Burton said that he thinks it is a good idea to establish some sort of contact with the Kitsap All Ports group because having that solidarity with the various Ports is good. Commissioner Aho said that at one point the Port of Waterman wanted to install overhead covers for picnic tables on its new pier and someone with the County denied the request, but apparently with a “Director’s Initiative” that denial could be overwritten. Also, the Port of Manchester had a similar situation, where the County told them they couldn’t do something and they dropped the issue. There just needs to be a better way of handling such issues and having a point-of-contact besides a front desk clerk would be beneficial. Commissioner Aho said if anyone thinks of anything they would like mentioned at the meeting, it’s tomorrow at 3:00PM so just let him know in advance.

PUBLIC COMMENT

Commissioner Aho told Mr. Barton that he really appreciates his attendance and input at the meetings. Mr. Barton’s background and experience keeps us straight. Mr. Barton said he wouldn’t want us to get in trouble. Everyone concurred.



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Lee questioned if Soundwest's fees for the permits actually include the application fees as all permits are submitted with payment and some are pretty substantial. Commissioner Aho said he wasn't sure. When he was talking with Mr. Piccone last, Mr. Piccone told him that when it's all said and done there will be over two hundred and fifty pages of paperwork for all of the permits. Lee said he just wanted the Commissioners to be aware of those costs. Mr. Barton said that he had asked Mr. Piccone, but Mr. Piccone wasn't able to provide that information at that time. Commissioner Aho said that he will have to check.

ADJOURN

At 8:04PM Commissioner Burton moved to adjourn the meeting; second by Commissioner Buesch; approved unanimously.

Approved:

Commissioner

Commissioner

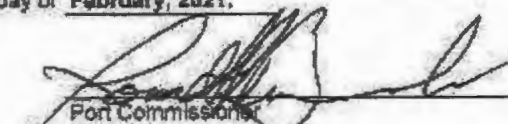
Commissioner



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 \$12,532.48 and from the General Fund, this 10th day of February, 2021.


Port Auditor


Port Commissioner


Port Commissioner

Number	Name	Amount
4708	JAMES AHO	\$384.00
4709	JOHN BURTON	\$384.00
4710	JONATHAN BUESCH	\$384.00
4711	CASCADE NATURAL GAS	\$5.00
4712	HONEY BUCKET	\$93.00
4713	NORTH PERRY AVENUE WATER DISTRICT	\$49.95
4714	PUGET SOUND ENERGY	\$78.16
4715	WASTE MANAGEMENT	\$103.21
4716	THERESA HAALAND	\$610.00
4717	TIKAR SERVICES, LLC	\$1,933.66
4718	SOUNDWEST ENGINEERING ASSOCIATES	\$8,507.50



Meredith R. Green, CPA
 MAKE REMITTANCES PAYABLE TO:
 Kitsap County Treasurer
 PO Box 169, Port Orchard, WA 98366
 360 337-7135
 www.kitsapgov.com/treas

PROPERTY TAX STATEMENT
 Kitsap County, State of Washington

eNoticesOnline.com
 Authorization Code: KIT-6NYHJCQG

PORT OF ILLAHEE
 PO BOX 2357
 BREMERTON WA 98310-0310

Printed: 01/22/21

Parcel/Account Number
 4429-015-001-0309

BRING ALL PARTS WHEN PAYING IN PERSON
 1644251

Taxpayer Name:
 PORT OF ILLAHEE

Tax Property Description

ILLAHEE
 THE SOUTH 20 FEET OF LOT 1, ALL OF LOT 2, AND THE NORTH 20 FEET OF LOT 3, BLOCK
 15, ILLAHEE, ACCORDING TO PLAT RECORDED IN VOLUME 4 OF PLATS, PAGE 54,
 RECORDS OF KITSAP COUNTY, WASHINGTON.

VALUE INFORMATION FOR TAX

	2020	2021
Land:	55,430	55,430
Buildings, Etc:	0	0
TOTAL VALUE:	55,430	55,430

TOTAL TAXABLE VALUE: (Land +Improvements minus Qualifying Exemptions)
 0 0

GENERAL TAX DISTRIBUTION

	2020	2021
2020 Total:	.00	2021 Total: .00

Assessments

	2020	2021
Assessment Total	112.00	.00

2021 General Property Tax + Assessments = \$.00

Delinquent Section

Year	Taxes	Int/Pen to 4/21	Total
2020	605.98	127.06	733.04
2019	709.64	236.60	946.24
Total Delinquent Amount Due:			1,679.28

Tax Code Area 1460 General Levy Rate per \$1000 11.1719
Voted Rate - 34.4 % Voter Approved

Property Location: 5507 ILLAHEE RD NE

Locate detailed information 24 hours per day at: www.kitsapgov.com/treas

Total Amount Due **\$1,679.28**

Account Number: 4429-015-001-0309 1644251 **Parcel Location: 5507 ILLAHEE RD NE**

Statement printed: 01/22/21

SECOND HALF PAYMENT

If you did not make a first half payment or pay the delinquent taxes listed, if any, you can go to www.kitsapgov.com/treas or call (360) 337-7135 for delinquent tax, interest and penalty due. Delinquent payments received without interest and penalty will be returned.

2

	TAX YEAR	Prev Tax Owing	Interest/ Penalty	TOTAL	
				Full	Half
Current:	2021				.00

Pay or Postmark by October 31

Taxpayer Name: PORT OF ILLAHEE

Mail to: 7044*30**G50**0.922**1/2*****AUTO5-DIGIT 98310
 PORT OF ILLAHEE
 PO BOX 2357
 BREMERTON WA 98310-0310

Amount Due **\$.00**



442901500103091

PORT OF ILLAHEE
RESOLUTION No. 2021-01
Establishing the 2021 Regular Meeting Schedule

WHEREAS, the Commissioners of the Port of Illahee (Port) desire to establish the dates and times for its regular business meetings annually by Resolution; and

WHEREAS, during the State of Washington's Safe Start Reopening, while Kitsap County is in Phases I and II, meetings are held via ZOOM (meeting #715 0997 5823 / password 'Illahee');

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Port of Illahee that the attached meeting schedule be adopted as the dates, time, and location of the regular business meetings for the period of January 1, 2021 through December 31, 2021.

ADOPTED by the Port of Illahee Commission on _____, 2021.

PORT OF ILLAHEE
KITSAP COUNTY, WASHINGTON

James Aho, Commissioner

Jonathan Buesch, Commissioner

John Burton, Commissioner

2021 PORT OF ILLAHEE REGULAR MEETING CALENDAR

UNLESS OTHERWISE INDICATED, PORT OF ILLAHEE BOARD MEETINGS WILL BE HELD AT 6:30PM ON THE SECOND WEDNESDAY OF EACH MONTH AT THE SEEDS OF GRACE BUILDING, LINCHEN HOLLOW, 8050 ILLAHEE ROAD, BREMERTON [OR DURING PHASES I AND II OF THE STATE'S SAFE START REOPENING VIA ZOOM MEETING ID# 715 0997 5823 / PASSWORD: 'Illahee']

JANUARY 13th

FEBRUARY 10TH

MARCH 10TH

APRIL 14TH

MAY 12TH

JUNE 9TH

JULY 14TH

AUGUST 11TH

SEPTEMBER 8TH

OCTOBER 13TH

NOVEMBER 10TH

DECEMBER 8TH