



**AGENDA FOR
PORT OF ILLAHEE COMMISSION
Wednesday, May 12, 2021 - 6:30 p.m.
ZOOM MEETING #715 0997 5823 / Password: Illahee**

1. CALL TO ORDER

2. CONSENT AGENDA

1. Agenda
- *2. April 14, 2021 Regular Meeting minutes
- *3. April 26, 2021 Kitsap All Ports Meeting minutes
- *4. Pay Bills with check numbers 4740 through 4749 totaling \$ 2,467.13

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

- Status of grants
- *- Budget discussion / matching funds
- *- Possibility of additional funding to possibly go towards the County filtration system
- Any possibility of mitigation credit for Port's efforts through the years

Haaland 2. Treasurer's Report as of April 30, 2021 General Fund \$ 54,525.38; Investments \$ 286,714.06
Good Property Management (GPM) Account \$ 200.00 (total: \$341,439.44)

3. Reports

Aho a. Website

- Status of the Illahee Creek Watershed Report/Surface Water Management Plan (SWMP) and the mussel sampling (PSNS & County) results being added to the website

Buesch b. Properties

5560 Ocean View Boulevard/Rental

- Status of septic design
- Status of Health Department putting in writing/email that they will be okay with the reserve drain field on the lot, if/when a septic designer signs off on it
- *- Annual backflow testing completed

5500 Illahee Road/Rental

- Anything to report?

5507 Illahee Road/Illahee Store Property

- Status of amount owing on tax statement – message left for attorney Bagwell – response?
- PLIA will be contacted again once the conceptual design has been approved

Burton c. Dock/Pier

- Status of signs
- Hiring Safe Security / installing video surveillance once the store has electricity
- Status of deck boards being hammered down
- Status of light repair

6. NEW BUSINESS

Haaland *1. Budget – review of budget vs. actual through April 30, 2021.

Haaland *2. Annual Report has been submitted to the Washington State Auditor

7. PUBLIC COMMENT

8. EXECUTIVE SESSION-Property negotiation or Potential litigation?

9. ADJOURN – Regular meeting – Monday, June 9, 2021 @ 6:30PM via ZOOM



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Port of Illahee – Minutes of Regular Meeting on April 14, 2021

Port of Illahee
Minutes of Regular Meeting
April 14, 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 6:32PM. Also in attendance were Commissioner Jonathan Buesch; Commissioner John Burton; Administrator Theresa Haaland; Roy Barton; John Parvis; Ed Seal; and Lee Knapp of TIKAR Services arrived at 7:17PM.

CONSENT AGENDA

Commissioner Buesch moved to approve the consent agenda items: April Meeting Agenda; March 10, 2021 Regular Meeting minutes; April 14, 2021 checks numbering 4728 through 4739 totaling \$14,629.63 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 by Friday afternoon to sign documents.

PUBLIC COMMENT – None.

REPORTS/UNFINISHED BUSINESS

Grants/Waterfront Access Improvements –

Commissioner Aho explained that within the Agenda Packet are the Recreation Conservation Office's (RCO)

Preliminary Ranking lists for the Aquatic Lands Enhancement Account (ALEA) grant, where the Port ranked eighth and the Boating Facilities Program (BFP) grant, where the Port ranked ninth. If all goes as planned with the State budget the Port will receive funding for both of the grants. Commissioner Aho said that the thought has been that if the Port is awarded at least two grants, we will be able to move forward with the project because one grant can be used as matching funds towards the other. The required match for both grants was right around \$300,000. Commissioner Aho said that some of the money that has been spent on the grant process to Soundwest Engineering can be used towards the Port's matching portion. The good news is that the liability to the Port is lessened by being awarded both grants. He explained that the Port must send the RCO a signed "Certification of Applicant Match" (CAM) that shows that the Port is able to pay the match. Commissioner Aho plans to meet with John Piccone and discuss the required matching funds and look at the Port's budget; then complete the CAM. Once it's complete, Commissioner Aho will email it to the Port and it can be forwarded to the Commissioners individually for review prior to sending it to the RCO. Commissioner Burton asked about one grant being used towards matching funds to the other and if it is certain that can be done because if not the Port doesn't have enough money to pay for the project. Commissioner Aho said that is what he plans to further discuss with Mr. Piccone to make certain that is the way it works. Commissioner Buesch said that Mr. Piccone should have attended tonight's meeting to further discuss. Commissioner Aho replied that he does have a call into Mr. Piccone and it is highly unusual that he hasn't yet returned the call. Commissioner Burton read in the Port's ALEA description of the project that the Port will contribute \$312,000 in a grant from the State Washington Wildlife and Recreation Program (WWRP). The Port did apply for the WWRP grant, but due to budget cuts the amount funded was lessened to the point that the Port was not successful. Commissioner



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Aho explained that at the time of the ALEA write-up that was the plan, but obviously that plan has now changed. The write-up was not actually part of the grant but rather an early description of the Port's plan. Commissioner Buesch asked if Mr. Piccone will write up and send in the certification. Commissioner Aho said that in his experience the certification is a fill-in the blank type document provided by the RCO and it must be signed by a Port representative, so he plans on signing them, but they will first be sent to the others for review. Commissioner Aho said that if the RCO doesn't receive the certifications by the May 10th deadline, then the Port would be out of the running to receive the funding.

A call from Washington Public Ports Association (WPPA) Senior Director of Environmental Policy, Gerry O'Keefe, was received. Mr. O'Keefe was getting the word out about the possibility of federal stimulus money being made available to Ports with shovel-ready projects. Mr. O'Keefe asked that if the Port had any upcoming projects an email be sent to him explaining the project title, brief description, estimated costs and estimated start date and he would add it to the list. Commissioner Aho had generated the requested information for the Community Revitalization of 20-Year Abandoned and Contaminated Commercial Property project. He read the description and said that he had estimated the costs to be roughly \$235,000 after the Pollution Liability Insurance Agency's (PLIA) estimated \$540,000 cleanup. He thought the estimate was on the high side, so sent it to Mr. Piccone for review. Mr. Piccone thought it looked good. Mr. Piccone also provided information for a project that he titled the Port of Illahee Community Dock Repair with estimated costs of \$767,000. Both projects were sent to Mr. O'Keefe, who confirmed they were added to the list. Commission Burton asked if Mr. O'Keefe had mentioned a timeline and/or if there are any restrictions with the funding. It was explained that it is unknown of the timeline and/or restrictions. Commissioner Aho said that it sounded like Ports had

been talked about during the stimulus discussion, so nothing is definite and with the number of Ports in Washington State we will just have to wait and see. In the meantime, we will just carry on as we have been.

Commissioner Aho had discussed trying to pursue a mitigation credit for the Port's time, effort and money that was utilized towards the grant for the Illahee Creek Watershed Report/Surface Water Management Plan (SWMP) years ago. Commissioner Aho said that he will try to write something up at some point, but it is a struggle because he is unaware of this ever being done before so there is nothing to go by and any review normally just outlines the degradation of a site, not any improvement.

Commissioner Aho reported that he reached out to Shawn Alire, Kitsap County Public Works Stormwater Retrofit and Asset Manager, informing him about the possibility of the Port receiving federal stimulus funds. Ms. Alire responded that once they solidify their budget with the existing projects, they will be in contact to further discuss their ability to participate in installing a filtration system. Commissioner Aho also reached out to Carrie Pederson the Agency Planner with the Pollution Liability Insurance Agency (PLIA) and informed her of the possibility of the Port receiving federal stimulus funds. Ms. Pederson's response was that the Port is currently ranked at number sixteen and the PLIA has reached out to the number fourteen ranked agency. They are actively working on two sites at the moment and sites past number fourteen are based on available funding. She said that if they can get to the Illahee site sooner, she will be in contact. She said her guesstimate is that it could take up to a year or longer. Commissioner Aho said that Ms. Pederson's response reassured him that the Port remains in the que and confirmed what he has been reporting for the past couple of years. Commissioner Aho reminded everyone that when he previously talked with the PLIA Director he was told that many of the other projects are in the



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multi-millions and with Illahee being what they consider a small project at \$540,000 PLIA, they may be able to fit it in sooner.

Commissioner Buesch said that in regards to the filtration system, as much as the Illahee community and Port want this, the County should want it as well. Commissioner Aho agreed and said that the Port, early on, was trying to find a way to clean up the north side of the dock from all of the silt that was entering that area from the County's stormwater drain. The reason the County added some of the monitoring equipment in the area was because they wanted to keep track of contaminants in the area and one of the County's goals is to clean it up. The Port has been pushing for this for so long now. The County has been working on other sites, but they realize they have an issue at Illahee. It wasn't included in the County's capital facilities six-year plan, but they are now trying to work the budget to make it happen. Commissioner Aho said that the filtration unit is prepackaged and he hopes once they see the amount of water going through that drain, that they just get it budgeted. Commissioner Buesch asked if the County can incorporate the filtration system in with the Port's Waterfront Access Improvements. Commissioner Aho said that is the hope, although it wasn't included as part of the grant application. It was thought maybe the costs associated with it could be used as part of the Port's required matching funds. Now that the Port has the two grants lined up, the County is aware that the Port is serious about the development and they know that since the area is going to be dug up, now is the time to act on installing the filtration system.

Treasurer's Report

As of March 31, 2021 the General Fund totaled \$28,417.02, Investments totaled \$286,631.86 and the balance of the Good Property Management account totaled \$200.00.

Commissioners' Reports

Website – Commissioner Aho said that he is aware of the need to add a link to the Surface Water Management Plan (SWMP) as well as the mussel sampling results. He continues to add the Port's Agenda Packets to the website prior to the meeting in an effort to allow those planning to attend a chance to review it. He said that the packets contain a lot of information and shows a history of what's been going on with the Port. Having the packet added to the website goes hand in hand with the Port's aim at transparency.

Rental Properties

5560 Ocean View Boulevard/Rental Property – Commissioner Buesch reported that Dave's Septic Design has a meeting with County personnel at the Ocean View property to view the site and discuss the possibility of adding a reserve drain field to the property instead of on the nearby Illahee Road lot. Good Property Management was asked to inform the tenants that people will be at outside of the property between noon and 3:00PM on Wednesday, April 21, 2021.

The Port was notified by North Perry Avenue Water District that the backflow prevention assembly was due for the annual testing. It lists two sites. One being 5560 Ocean View Boulevard NE and the other Illahee Road/Ocean View Boulevard. Commissioner Buesch said that the notification was sent to Jeff of Bremerton Backflow for inspection. The Illahee Road/Ocean View Boulevard backflow prevention assembly was discussed. Commissioner Buesch said that he had previously asked Jeff where the assembly is for the Illahee Road/Ocean View Boulevard site and Jeff told him it was in the little island. Commissioner Burton said that there



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is not a separate water source for the dock, but he has seen a spigot in that island. Commissioner Buesch thought that spigot is probably what the backflow assembly is tied to. It was thought that the assembly might be removed as we move forward with the Waterfront Access Improvement Project. It was agreed to seem foolish to have three or four backflow prevention assemblies where they really aren't needed. Commissioner Buesch said that is why he questioned Jeff about the one in the island, but he figures it would probably cost more to tear it out and get rid of it at this point and we are just waiting to begin development.

5500 Illahee Road/Rental Property – Commissioner Buesch explained that he hasn't talked with the tenant since last month when he asked here where the water turn-off valve for the property was located. He said that he wasn't sure if TIKAR was going to be needing to use the water. Commissioner Burton explained that at this point TIKAR is not tasked with any projects on the dock. Commissioner Buesch said that if/when the water is needed the main valve will need to be turned back on. He said that he doesn't see a need to call a plumber to repair the spigot, since it will be destroyed within a year or two.

5507 Illahee Road/Illahee Store Property – Commissioner Buesch reported that he was at the property last week and weeded the ivy coming down the wall. He noticed that someone took a knife to the orange plastic netting so they could easily access the back of the store. Commissioner Buesch tried something that he learned from doing volunteer work with the Illahee Preserve. He weaved blackberry bush vines into the orange

netting. He checked this morning and it's all still intertwined. He's hoping it will work as a deterrent. Commissioner Burton said that he thought that was a very inventive solution. He said that a neighbor that can see down into the back of the store told him that the graffiti back there is progressing, so it seems those wanting to get back there are still able to. Commissioner Buesch said that he had noticed paint on the shingles a number of months ago. Commissioner Burton said that the neighbor indicated it was new spray paint.

Commissioner Buesch reported that he talked with Ken Bagwell about the outstanding taxes showed owing on the tax statement. According to Mr. Bagwell it appears everything is complete and he has asked the County to confirm. Since the Port is a governmental entity and exempt from paying property taxes, it seems the taxes owing would be dropped. This will continue to be monitored.

Commissioner Aho said that he plans to invite Mr. Piccone to attend the May Port meeting and further discuss the grants and PLIA. By that time, we should know for sure about the grant funding because the State legislature ends soon with the budget being finalized.

Dock/Pier – Commissioner Burton said that there hadn't been a lot of work on the dock this past month. He has met with the sign maker at the facility and discussed where each sign is to be placed. He expects the signs to be posted by the next meeting. Lee said that he has not been to Illahee this past month, so nothing has been done with the deck boards yet. Commissioner Burton said that one of the lights was damaged some time



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ago from people using it to climb up on to jump into the water. It is just one of the motion-sensor lights. Lee was tasked with fixing it. Commissioner Burton explained that he readjusted the lights timer after daylight savings time. He said that there isn't nearly the usage of the facility compared to last year around this time, but now that the weather is starting to get nicer, it is bound to get busy.

Commissioner Burton said that he continues to receive complaints from neighbors about drug activity around the store and the pier parking areas. Trying to coordinate with the sheriff to catch anything is not easy. He said that he is not ready to push for hiring Safe Security at this time, but as the weather warms and activity in general increases his stance may change. Although Safe Security would not be onsite continually through the night, having them patrol the area may be a good deterrent to unfavorable activity.

Public Disclosure Commission filing for Commissioners is due April 15th.

NEW BUSINESS

Washington Trust for Historic Preservation – an email invite for Commissioner to attend a virtual meeting tomorrow from 4:00PM to 5:00PM was received. Commissioner Aho said that anyone who may be interested in attending as an observer on behalf of the Port of Illahee can find the information within the agenda packet.

Port of Brownsville sent notice that they recently had a ransomware attack on their server. It is thought they were informing their customers, tenants and anyone they have done business with

and since the Port has been a customer of the Port of Brownsville the notice was received. Within the notice it stated that they were unaware of any actual misuse of the information. They were notified that their files were being held ransom until they paid \$10,000 in Bitcoin. Thankfully, they had taken precautions against these kinds of attacks with backups and monitoring in place, which allowed them to reset their files and not be held ransom. The Port of Illahee did not have any confidential or financial information listed with the Port of Brownsville, so there shouldn't be any issue to that respect. Commissioner Burton said that he has a boat moored at the Port of Brownsville, so he too received the notice. It is thought some of Brownsville's moorage tenants may list their financial information for payments and would be more affected.

Commissioner Aho said that he will be undergoing six weeks of radiation treatment beginning soon to combat a Squamous Cell Carcinoma that was found located deep in his neck area, behind his ear. He said that he is uncertain as to the extent the radiation may have on his physical appearance and so just wanted everyone to be aware. All positive thoughts, good vibes and vigilant prayers being sent for Commissioner Aho.

PUBLIC COMMENT

Roy Barton said that in regards to Safe Security and the neighbors complaining about the selling of drugs and/or usage of drugs in and around Port property, it happens everywhere. He recalled a time when he looked down his driveway and witnessed a kid selling drugs. Hiring a security guard to maybe catch something doesn't seem feasible. It's just like with any public parking lot,



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there is no way to control everything.

Commissioner Aho said that there was a business in Manette, and once the business closed for the day the parking area became the grounds for drug activity. It all stopped very quickly once surveillance cameras were installed. Mr. Barton said that now with the law for possession of drugs not being anything more than a slap on the wrist, it's just not a priority. Commissioner Buesch said that the Governor recently commuted the sentences of thirteen individuals convicted of drug-related crimes, so yeah not a priority at all.

Apparently, there are more things to worry about than drugs anymore. Commissioner Burton agreed that once the electricity is available at the Illahee Store property, the Port will need to look into having surveillance equipment installed as it will be an effort to help and improve the whole neighborhood. Commissioner Buesch said that in his opinion surveillance equipment is a better choice and money better well spent than hiring a security guard to perhaps catch something, although nothing much can be done about it other than informing the sheriff and possibly showing a need for more sheriff's presence in the area.

Ed Seal said that he was excited about the grants and happy as a future long-term resident of the Illahee community. He was able to view the taxes owing on the store property and said that they were the back taxes for 2019 and 2020 totaling just over \$1,600. Mr. Seal was thanked for looking into it. Commissioner Buesch plans to contact Mr. Bagwell.

Commissioner Aho said that he plans to invite Mr. Piccone to the May meeting to make a presentation and answer questions about the

grants and the Waterfront Access Improvement Project.

Commissioner Burton asked if there needed to be an interim meeting, so that the certification of the match for the grants can be signed, since the deadline for that is May 10th and the next regular Port meeting isn't scheduled until May 12th. Commissioner Aho said that he didn't think there needed to be a Special meeting to approve the certification. It was suggested that a motion be made giving Commissioner Aho the authority to sign it. Commissioner Burton said that as long as the match certification is among the various grants, because at this point the Port doesn't have enough funds to provide the match. Commissioner Aho said that he agreed and that there are different ways of going about it, of which Mr. Piccone would be best qualified to determine. Commissioner Aho plans to meet with Mr. Piccone and further discuss. Once the proposed certification match is generated, he will send it to the Port's email address at which time it will be forwarded to Commissioners Buesch and Burton for review. Mr. Barton said that at this point it is all contingent upon the State's budget. Commissioner Aho agreed, but said that both the House and the Senate's budgets are in agreement and it coincides with the Governor's budget, so it's looking pretty good. The session ends the end of April at which time it will be final. Commissioner Burton asked that once the proposed certification match is prepared that it be emailed, giving him and Commissioner Buesch enough time to review it. Commissioner Buesch moved to authorize Commissioner Aho to sign the certification of the match once reviewed by all. Commissioner Aho explained that it is just signed by one



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Commissioner and is basically a formality. The RCO just wants to make sure that the agency that is due to receive grant funds is aware that matching funds are required. Commissioner Burton said that he is concerned that it will obligate the Port for money it does not have. Commissioner Aho explained that part of the match has already been paid for by the Port within the sixty percent design costs paid to Soundwest Engineering. This is something Mr. Piccone will help determine.

EXECUTIVE SESSION – None.

ADJOURN

At 7:40PM Commissioner Burton moved to adjourn the meeting; second by Commissioner Buesch; approved unanimously.

Approved:

Commissioner

Commissioner

Commissioner

**Draft minutes* for
Quarterly Kitsap All Ports Meeting
April 26, 2021 via ZOOM**

At 6:30PM Port of Brownsville Commissioner Jack Bailey called the meeting to order.
Those in attendance were:

Lary Coppola	Port of Allyn (Executive Director)
Axel Strakeljahn	Port of Bremerton
James Weaver	Port of Bremerton (Director Marine Facilities)
Jack Bailey	Port of Brownsville
Jim Aho	Port of Illahee
Jon Buesch	Port of Illahee
John Burton	Port of Illahee
Lena Hunt	Port of Keyport
Steve Heacock	Port of Kingston
Mary McClure	Port of Kingston
Greg Englin	Port of Kingston (Executive Director)
Bob Ballard	Port of Manchester
Jim Strode	Port of Manchester
Mark Singer	Port of Poulsbo
Henry Aus	Port of Silverdale (Former Commissioner)
Phil Best	Port of Silverdale (Attorney)
Caleb Reese	Port of Silverdale
Ed Scholfield	Port of Silverdale
Theresa Haaland	Port of Silverdale/Tracyton/Illahee (Administration)
Casey Guthrie	Port of Waterman
Jeff Reynolds	Port of Waterman
Victoria Lincoln	WPPA (Deputy Director)
Hank Anderson	Public

WELCOME - Commissioner Bailey thanked everyone for attending the virtual meeting.

PLEDGE OF ALLEGIANCE was recited.

INTRODUCTIONS – names of the individuals in attendance were on the ZOOM screens.

MUTUAL INTEREST ITEMS

Washington Public Ports Association (WPPA) (<http://washingtonports.org>)

Victoria Lincoln explained that she was filling in for Washington Public Ports Association (WPPA) Executive Director, James Thompson, who is recovering after receiving his second injection of the COVID19 vaccine. It was explained that Mr. Thompson was scheduled to discuss redistricting. Ms. Lincoln said that redistricting will affect most of the Ports in Washington State with only twelve out of seventy-five not having to worry about

it. She said that Kitsap County has twelve Port Districts, the most of any County in the State. She encouraged the Port representatives to work together with their redistricting efforts as it will be cheaper, easier, faster and more efficient by pooling the resources to get it done. Ms. Lincoln said that she had talked with the Pierce County Auditor, Julie Anderson, who plans to personally contact other County Auditors to discuss ways to work together on redistricting efforts. On May 11th the WPPA will be hosting a ZOOM roundtable meeting during which everyone will be informed with the details of what is required to comply with redistricting. Ms. Lincoln said that the WPPA will do what it can to help each of the Ports get through this, but will also be learning along the way if there is anything that they can do to help. The roundtable meeting will be a good first step to launch the redistricting efforts. Ms. Lincoln said that registration for the May 11th roundtable hasn't opened yet, but will be opened soon - [Upcoming Events — Washington Public Ports Association \(washingtonports.org\)](https://www.washingtonports.org/Upcoming-Events). Commissioner John Burton asked for the overall view of redistricting. Ms. Lincoln explained that after every census, which is conducted every ten years to reveal changes in the population, voting districts are required to adjust their internal district boundaries so that all districts roughly have the same number of people in each district. It is an effort to make sure that everyone has equal representation in government. Ms. Lincoln said that it is important to work alongside your County Auditor as they are very eager to ensure all districts are moving along with redistricting efforts because ultimately it affects the voter ballots. Ms. Lincoln said that the WPPA is looking into a few companies that specialize in this type of work. Greg Englin was asked if he had ever worked through a Port redistrict. He said that he hadn't and thought that the Port of Kingston hired a consultant to prepare the last set of redistricting results. Commissioner Bailey said that he has been with the Port long enough to remember the last two redistricting efforts and said it wasn't fun. With the Port of Brownsville currently between staff, they just don't have anyone with the experience to do it in-house. Commissioner Bailey said that he is the only one, between both staff and Commissioners, that was with the Port when it was last redistricted. Commissioner Jim Aho said that another option for Ports is to consolidate to become an "At-Large" district, ridding the internal district boundaries. He explained that the Port of Illahee was advised by the WPPA several years ago to go that route (one reason was because Illahee is such a small Port), and it has worked out well. Other smaller Kitsap Ports may also want to consider it. At-Large districts do not have to redistrict because there are no internal boundaries. Ms. Lincoln said that legislature is encouraging representation within your district, which can be challenging for At-Large districts. She agreed that it isn't much of a big deal for the smaller Ports, but something to consider before going that route. Ms. Lincoln was thanked for attending the meeting. She said that she was delighted to be in attendance and will enjoy the rest of the meeting.

INDIVIDUAL PORT UPDATES

Port of Allyn (www.portofallyn.com) - Lary Coppola said that there is a lot going on at the Port of Allyn. Last year the Port bought the property that bordered the park in Allyn. There was a house on it, that has since been demolished. A staging area for the boat launch is being constructed on the property, which will accommodate six vehicle/boat

trailer stalls. All that is left to do is to add some decorative rock, fencing and signs. The ribbon cutting is set for this week. High-definition security cameras, that have facial and license plate recognition from a quarter mile away, have been installed at the North Shore dock. The Port has had some legal challenges regarding the water system. They are starting to see bookings of the gazebo with about twelve weddings and/or other special events scheduled between now and Labor Day. This is income for the Port, which was basically lost last year due to COVID19. Mr. Coppola said that at the last Kitsap All Ports meeting he heard about the trouble many Ports are or have experienced with obtaining the necessary Army Corps of Engineers (ACOE) permits. The Port of Allyn shares in that experience and lost grant money because of the delay in issuance of an ACOE permit for the Oyster House. Thankfully they have since received additional funding. Commissioner Bailey said that Brownsville is also having problems as their maintenance permit will expire in the near future and it is required to keep things moving, maintenance-wise. Mr. Coppola suggested a letter signed by all the Ports be sent to U. S. Representative Derek Kilmer that outlines the issues all the Ports are having with the delay in the issuance of ACOE permits. Commissioner Bailey said that this will be further discussed after the individual Port updates.

Port of Bremerton (<http://portofbremerton.org>)

James Weaver said that the marinas remain very busy and continue at a ninety-seven percent occupancy rate. Thankfully, they weren't impacted too badly from COVID19. The biggest project the Port is dealing with at the moment is the Port Orchard Marina breakwater. There is no State capital funding at this time, but they will be pursuing other avenues for funding. They will be having geotechnical and wave studies conducted this Spring focusing on the wave action the ferries create. The Port of Bremerton is behind the Port of Poulsbo's submission for their breakwater permit, so they are closely watching Poulsbo's outcome with the ACOE and National Marine Fisheries Service (NMFS). The Port of Bremerton has joined with the Pacific Northwest Waterways Association (PNWA) and are included in many letters to congressmen about the permitting issues. Hopefully the breakwater project will be completed in 2024, but really the permitting is the deciding factor on that. With the governor's social distancing guidelines, Bremerton has guest moorage boaters sign a waiver when they first show up at the marinas. This allows the Port not to have to police the facilities day to day. They are working with the City of Port Orchard with the derelict vessel issues. The City will ticket and seize derelicts and the Port is working on an area to hold the vessels for the seizure period. The Port is partnering with the owners of the Marina Square, two six-level condominium towers being constructed in downtown Bremerton, to offer ground-floor parking to marina tenants. There was a nine-month delay in construction due to COVID19. Mr. Weaver said that it should be completed by the Spring of 2022. He is hoping that is the case because at this time all of the Port's marina tenants parking stalls are sprawled out within the downtown Bremerton area. The first cruise ship of the year is set to arrive in Bremerton on May 15th. Many stops within Kitsap County are scheduled. The USS Turner Joy Museum was closed for an entire year due to COVID19, but it is now reopened. Many events in both Bremerton and Port Orchard have been cancelled for this year, including the Blackberry

Festival. The Concerts on the Bay will continue, which is great. The Port is also concentrating on marketing by working on a media campaign, which will provide regularly updated small video clips on the Port's social media sites in an effort to draw even more interest to the Port. He reminded everyone of the Kitsap Ducks joint marketing effort. The ducks can be branded with each Port's logo and/or name and come in a variety of costumes. The intent is to encourage guest boaters to visit all of the Kitsap Ports to complete their "Kitsap Rubber Duck" collection. If anyone is interested in information or would want to partner with the promotion, please contact Mr. Weaver at (360) 876-5595 or e-mail him at jamesw@portofbremerton.org. There is also a significant amount of construction happening at the Port's Industrial Park. It's never slow, always a lot of activity happening out there.

Port of Illahee (<http://portofillahee.com>)

Commissioner Aho said that one issue the Port is trying to get cleared up is that the tax statement for the Illahee Store property shows taxes owing, and of course as everyone here knows Ports are exempt from having to pay property taxes. The County is looking into it. The Port applied for a grant with the Pollution Liability Insurance Agency (PLIA) prior to purchasing the Illahee Store property through a sheriff sale. The Port ranked number sixteen on the PLIA's list for funding. Currently, PLIA is working on the project that ranked number fourteen. Commissioner Aho said that he has been told by PLIA personnel that the cleanup for the store could begin late this year, otherwise in 2022. Commissioner Burton reported that Commissioner Aho has been working directly with John Piccone of SoundWest Engineering Associates, who has applied for several Recreation Conservation Office (RCO) grants for the Port. It looks as though the Port will receive funding for two out of the three grants that were pursued. Paperwork certifying that the Port has the necessary matching funds is due by May 10th. Commissioner Burton said that he is concerned that the ACOE permitting is going to be an issue. Commissioner Bailey said that from what he has been told it's not so much the ACOE that has the problem with creating delays, but rather the NMFS.

Port of Manchester (<http://portofmanchester.com>)

Commissioner Jim Strode said that the Port of Manchester was quiet for a long time, until it became the south Sound dumping ground for derelict vessels. One particular derelict was just one day away from the Port taking custody of it, when someone boarded it and anchored it out. It later was found sinking and the Coast Guard brought it into the Port of Manchester and tied it up to the dock. The Port spent hours pumping it out and ended up towing it from where the Coast Guard tied it up to the south end of the dock, so that when it did sink it would be in the shallowest water as possible. The Washington State Department of Ecology (ECY) ended up pumping out one-hundred and sixty gallons of fuel from the boat. It continues to sit at the Manchester dock because there is no funding available to get rid of it until possibly July 1st. Commissioner Strode said that ECY wasn't happy with the fact that the Coast Guard tied up a sinking boat. Commissioner Bailey said that there was one in their area that was anchored out for well over a year. When it did start to sink the fire department was called and they got out there just in time to see it

go under. Commissioner Strode said that the Washington State Department of Fish and Wildlife (DFW) personnel told him that the Port could bag it, destroy it and toss it, but Manchester doesn't have the money to do that, so they plan to wait until funding is made available or someone can help.

Port of Poulsbo (<http://portofpoulsbo.com>)

Commissioner Mark Singer explained that he was sitting in for Port Manager Carol Tripp as she is on vacation. He said that as a Port Commissioner and with his experience, he finds the permit issues so very frustrating. The boat ramp was shut down three months ago. The end date for the construction of the new boat ramp is August 1st, which is exciting. The Floating Breakwater Project will be addressed by the Hearing Examiner and they hope to get a bid for it this August. This will be a great asset to Poulsbo as it will allow for additional guest moorage but, with that, parking must be considered. Poulsbo's parking problem, in general, seems to be more of the City of Poulsbo's problem, although in a sense a good problem but nonetheless a problem. Commissioner Singer said that he didn't see a big need for the Pot to have to add additional parking because he has never seen a boat come into Poulsbo towing a car behind it. Poulsbo has been busy over the Winter and the Port has had a full house with the nicer weather. Many boats are anchored out and the Port keeps close attention to derelict vessels coming into the Port as they randomly tie up at the dock, but thankfully continue to move along and/or anchor back out. They have a small problem with liveaboards not being able to pay full rent due to COVID19 and evictions can't take place because it is their home. They are adding about twenty-five kayak storage spots for rent to the public, which is hoped to be ready by this summer. The cruise ships are also starting to come back to Poulsbo, which is great. All in all, Poulsbo is doing really well and they are looking forward to Summer. Commissioner Singer said that he actually has a boat moored at the Poulsbo marina and he lives in the downtown area. Commissioner Bailey asked if Poulsbo has been issued the permit for the breakwater by the ACOE. Commissioner Singer said that he thinks it is still in the works and if he understood Carol correctly it is currently at the Hearing Examiners office. Commissioner Bailey said that he expects that to be a big stumbling block for Poulsbo, unfortunately.

Port of Silverdale (<http://portofsilverdale.com>)

Commissioner Reese said that the biggest thing for Silverdale is that there is again a Commissioner vacancy for District 2, so if anyone knows of anyone that might live in the district and be interested in serving all of the information can be found on the Port of Silverdale's website. Verifying one lives within the correct district can be found on property tax statements via the County's website ([Assessor \(kitsapgov.com\)](http://Assessor.kitsapgov.com)). Commissioner Reese reported that the Port's architect, Patano Studio Architecture, held their first meeting with County personnel and the County's architect, as the Port and County have an Interlocal Agreement to work together on moving pump station number three off of the waterfront and onto Port property. They plan to continue with weekly meetings. Silverdale, similar to Illahee, also expects to receive funding for two out of the three grants pursued. This will include a project for an Americans with Disability Act (ADA)

compliant gangway down to a non-motorized float. The Port has been working on obtaining a dredging permit for many years. The DFW issued its permit, which was appealed by Sound Action, a self-proclaimed Puget Sound watchdog group. Phil explained that the area to be dredged has been dredged twice within the last twenty years. Sound Action's appeal basically stated that the Port was dredging three acres of a pristine area and it would devastate the fish in that area. It went before the Pollution Control Hearings Board (PCHB) and the board ended up denying the appeal after four days of witness testimony. So now Sound Action has appealed that decision to Thurston County superior court. There is apparently a big backlog and it may take until the end of the year to get it resolved, so it is affecting the timeline. Commissioner Scholfield said another big item in Old Town is the County's Bayshore/Washington/Byron Street Improvement Project. The Byron Street portion, which is the main road leading to the pier and boat ramp area, is set to be completed by the end of May. The Port will be applying for ninety percent reimbursement of the costs to get rid of a derelict vessel that sank at the Port, through the Washington State Department of Natural Resources (DNR) Derelict Removal Program [Recovering Derelict Vessels | WA - DNR](#). It has cost the Port close to \$20,000. There is another derelict that has been anchored out for several years, it is apparently finally moving after the Port made contact with Jerry Farmer of the DNR Jerry.Farmer@dnr.wa.gov. The Kitsap Sailing Foundation is set to host a big regatta in May. The pier will be closed to the public except for boaters and sailors for that weekend. It's exciting to see the kids back out on the water.

Port of Waterman (<http://portofwaterman.com>)

Commissioner Jeff Reynolds said that one recent big accomplishment was getting a replacement for a Commissioner that moved out of the area. The new Commissioner is young and energetic and is great to have on board. The Port of Waterman has received the necessary five-year maintenance permit and has since hired a local pier maintenance company, which is doing a great job. Even though the pier is only seven years old, it is in need of maintenance. The Port has recently had a full set of security cameras installed at the facility. It seems to have been pretty effective at warding off vandalism and the homeless. Commissioner Reynolds said that he has enjoyed watching the squid fisherman at night from the convenience of his home. The security video can be viewed from the Port of Waterman's website. The website and Port's Facebook page were both created this past year. Waterman was kicking and screaming into the new century, but has arrived – good job Waterman!

Port of Kingston (<http://portofkingston.org>)

Greg Englin said that Kingston shares in the concerns over derelict vessels. They have one that has been out in the waters off of Kingston for over a year. It is a ninety-foot historic tug. It is said that the owners bought the tug for nearly nothing. Apparently, they have until June 30th to move along at which point there will be some enforcement. Mr. Englin said that the Port of Kingston staff have done an outstanding job documenting everything and submitting it to the State. A 32' Chris-craft sank on DNR land. It was boarded by the Coast Guard the day prior. This was all avoidable. Someone had taken

the pumps out of the boat. It seems to be the same old story, where a person buys these old vessels for nearly nothing and then ends up parting them out possibly for profit. Mr. Englin said that the legislature needs to secure more funding for this problem. It should look more like PLIA, where fourteen million was designated for the cleanup of contaminated sites. Much more ambitious funding needs to be in place for the derelict vessel epidemic. The Port of Kingston also is in the running to receive RCO grant funding and needs to submit their Certification for Matching Funds by May 10th. The grant will cover the guest float and restroom replacement. Mr. Englin reported that there is a good demand for boating and the Port's permanent moorage is at one hundred percent capacity. They had a good winter for the guest moorage as well, generating decent revenue. The parking revenue has been down a lot ever since the start of pandemic. Hopefully it will rebound. They are working on how they are going to manage assets and if they are going to do any kind of development. They are talking to the County about stormwater and also a potential re-zoning of property to be zoned the same as adjacent property. Mr. Englin encouraged everyone to look at the County's changes in use tables for development related to marinas. It's very broadly written regarding upland development related to marina business. Commissioner Steve Heacock works for the County and knows that Bremerton is working on the Gorst traffic nightmare and Kingston has their own traffic nightmare, but there is hope. The County is the lead on a revised phase for a traffic holding facility. Perteet consulting firm is gathering all of the necessary information. All those affected by the traffic nightmare are hoping for a successful grant process in two years. They are looking at ideas for upland development. Regarding the ACOE permitting issuance problems, Mr. Heacock sees one of the difficulties being that there is no real Federal guidance in the permitting process. Although NMFS is heavily involved in the permit, they and the ACOE don't seem to play well with each other. With his County hat on he wanted everyone to know that the County does often process these types of projects. He suggested the Ports get a good consultancy firm that understands the ins and outs of the ACOE permitting process and hang on.

Port of Keyport (<http://portofkeyport.com>)

Commissioner Lena Hunt explained that this was her first Kitsap All Ports meeting she has attended – welcome! She reported that Keyport's new boat ramp was completed last year. Phase 2 of the project was delayed due to the delay in receiving the ACOE permit. The Port's consultant filed an emergency repair permit, so Phase 2 will be moving forward. Commissioner Hunt said that derelict boats are one of her pet peeves. Last year she had her first experience with having to get rid of a derelict from the marina. It was an interesting experience. She sees them as the RV's of the water and agrees something needs to be done. Sinking boats alone are a terrible thing, but many of them contain fuel which makes it much worse. The Ports of Keyport and Poulsbo try to inform each other when they see derelict activity in the waters. Commissioner Hunt said that the Ports working together with the WPPA is a priority as we can't continue to allow this, something needs to be done. The Port of Keyport has been busy and has a wait list for permanent moorage.

Port of Brownsville (<http://portofbrownsville.org>)

Commissioner Bailey reported that they had a ransomware attack on their server. It locked up all their files. They were informed that they were being held ransom until the Port paid \$10,000 in Bitcoin. A non-credited TV/computer store has worked on the problem, but Commissioner Bailey said that he was without Port email for over a month. Just recently the Port office is receiving mail through another company. Commissioner Bailey said that the other two Port Commissioners aren't taking it seriously enough in his opinion. He said that according to the residents in the area, communication with the Port is of the highest importance. The Port has been dealing with two sailboats for the last couple of years. They at first both just wanted temporary moorage, but they refuse to leave. The Port recently took possession of three vessels; one of which might be sold and the other two aren't worth anything. Commissioner Bailey said that he wanted to get rid of them the old way, by getting a big tarp, demo them and throw the debris into a dumpster. They have a contract out for replacing the spill box that goes around the outlets of the fuel tanks, so if there is ever a problem with leakage or a spill it will be caught. They have interviewed three people to fill the Port manager position, all of whom were well qualified. Two out of the three applicants had a lot of WPPA experience, which Commissioner Bailey feels is critical, especially since no one else working at the Port has any marina experience. He is hoping to bring someone on board very soon. They are looking at other office space. Commissioner Bailey said that he thinks the Port-owned house that sits behind the current Port office building would be great for an office administrative area and it could include a staff breakroom and also provide a meeting room. Currently they have four employees working in a very small area. He said nothing is for sure, but he is in favor of the house. The Port of Brownsville got rid of a lot of tenants within the past few months because they weren't paying their bill, got too far behind and/or they weren't following the rules. The Port has had an ongoing waitlist, but it takes time to go through it. He believes they are back to full capacity. They are looking forward to getting the yacht clubs mooring at Brownsville again. He explained that the transient moorage is where the Port gets the extra money to put in the bank every year. Once the clubs and groups start coming back the Port will be in good shape; until then they are getting by.

Mr. Coppola said that the problem with the ACOE permit is the fact that many of the Ports have, or are having, delays in being issued the permits. He thought if it were addressed as a group presented to the Federal elected officials that represent us, it would be more powerful. Individually, small Ports like the Port of Allyn don't really have a lot of power, but together this group is a force. He said that if everyone is in favor, he would be willing to draw up a letter and add all the names of the Ports in attendance. He explained that the Port of Allyn is in danger of losing money from their first capital budget grant and he had heard another Port was in danger of losing grant money because of the delay in issuance of their ACOE permit. Something needs to be done. Commissioner Casey Guthrie asked what excuses the ACOE provides for the delays. Mr. Coppola said that they are basically unresponsive. Commissioner Bailey said that he attended a meeting

where he heard that the problem is basically NMFS as they want to add their two cents to everything and they look at things that extend the life of the marina as new construction, which majorly affects the required mitigation. He heard that the ACOE is trying to get the permits issued but they are held up by NMFS. There needs to be some reforms.

Commissioner Bailey said that he was on the Board that updated the County's changes in use tables for development related to marinas. It really expanded what can be done to the uplands. He said that he stood up for the Ports and when they asked what was needed, he replied don't tell us what we can do but rather give us a list of what we can't do and then let's go from there. He encouraged everyone to read through it.

Commissioner Bob Ballard asked if it would be appropriate for Mr. Coppola to draw up a letter on behalf of the group. *Commissioner Ballard moved to have Mr. Coppola of the Port of Allyn write a letter to U. S. Representative Derek Kilmer on behalf of the Kitsap Ports regarding the delay in permit issuance by the Army Corps of Engineers; Commissioner McClure second the motion.* Discussion: Commissioner Singer said that his background is and investigator with the U. S. Navy Fraud, Waste and Abuse, so he knows from experience that anytime a letter is presented to the legislature it should first be reviewed by a lawyer. He suggested the letter be generated and have a Port attorney review it. Mr. Coppola said that was his intention. Commissioner Bailey said that he remembers the WPPA Executive Director, James Thompson, talking about how issues presented to the legislature carry more weight the higher the number of complaints. It's apparently all about the numbers, so it might be wise to individually send out letters or do both. He said that either way, he didn't want to stand in way of the motion. Commissioner McClure said that if it is decided to send out letters individually as well, then it will be very important that the multiple letters are coherent and basically get the same point across. She said that she is interested in what Mr. Coppola would draft and it could be used as a template for individual letters, so that if there isn't a single letter, we will all at least send in the same basic complaint. Commissioner Burton suggested the NMFS be provided separate letters. Mr. Coppola said that he could write the basic letter, which could then be tailored to each Port individually while retaining the same basic complaint. He just wants to get some action going on it. Commissioner Heacock suggested not to just target the ACOE because, although it is the ACOE process, it involves the other agencies. He suggested focus be on the federal agencies: U. S. Fish and Wildlife Services (USFWS) and the NMFS as they have their own bits and pieces that they like to see in a permit and their involvement is not in lock step with the permitting process the ACOE has to use to issue our permits; that's the crux. He said that he doesn't really know how to address it, but this is where we are. Commissioner Bailey said that you can take what Commissioner Heacock just said to the bank; it's the best he's heard it explained. Commissioner Guthrie said that he hasn't had to deal with this problem, but suggested it might be a good first step to send the letter to the ACOE for their review first, before sending it to Congressman Kilmer. Commissioner Singer said that Mr. Coppola should draw up the joint-effort letter outlining the issues at hand and send it to Congressman Kilmer. You could always cc: ACOE, NMFS, USFWS and from there separate letters could also be

generated individually. Commissioner Jon Buesch said that this issue isn't just limited to a few Kitsap Ports, but rather Washington Ports in general. He suggested the WPPA be involved in this effort. And that if we really want power behind this letter, it should be endorsed by the WPPA or even have the WPPA generate the letter to all of the Washington State Congressmen. Commissioner Buesch said that yes there are a handful of Kitsap Ports affected by the delays in ACOE permitting, but no doubt there are many more Ports in the State affected and since there is power in numbers with the more people behind this complaint, he feels the WPPA would hold even more weight and be the key. Ms. Lincoln said that the WPPA Senior Director of Environmental Policy, Gerry O'Keefe, does a lot of work with permitting and environmental issues and would know more than she does about how to proceed. She said that Congressman Kilmer is a doer and he is going to be at the WPPA Spring Meeting, which is scheduled for May 19th through the 21st. She suggested this subject be raised with Congressman Kilmer at that time. In the meantime, Ms. Lincoln plans to talk with Mr. Thompson and Mr. O'Keefe and see if there is anything more that can be done. She suggested Mr. Coppola generate the draft letter and everyone get signed up to attend the WPPA Spring meeting ([Upcoming Events — Washington Public Ports Association \(washingtonports.org\)](#)) and be prepared to talk with Congressman Kilmer at that time. Ms. Lincoln said that if she uncovers anything she will reach out to everyone. Commissioner Bailey suggested Commissioner Heacock with his knowledge of permitting and Mr. Coppola with his writing abilities get together. Ms. Lincoln said that she would also work directly with Commissioner Heacock and Mr. Coppola. Commissioner Heacock explained he was on a time constraint, but would be happy to help with this issue. Commissioner Bailey noted that there was still a motion on the floor. Mr. Coppola said that he would generate a draft letter for all the Ports to review and determine at that time if they want to be included and/or use the letter as a template to create their own individual letter. *The motion carried unanimously.*

Public Comment

None

Date and Location of Next Meeting

Monday, July 26, 2021 – 6:30PM – location to be determined.

At 8:00PM the meeting adjourned.

Commissioner

Commissioner

Commissioner

Certification of Applicant Match

Organization Name Port of Illahee

Project Name Waterfront Access Improvements

Project Number 20-1711

The sources and amounts of our matching share will be:

Source of Match - Non-Grant	Amount
Select...	

Source of Match - Grant	Additional Information about Grant	Amount
RCO WWRP		\$ 312,000

Total: \$ 312,000

As the authorized financial representative for the above identified organization, I hereby certify that the sponsor matching resources are available for the project referenced above. I further acknowledge that our organization is responsible for supporting all non-cash commitments and donations should they not materialize.

Signature 

Printed Name Jim Aho

Title Port Commissioner

Date 5/2/21

Certification of Applicant Match

Organization Name Port of Illahee

Project Name Transient Moorage Improvements

Project Number 20-2059

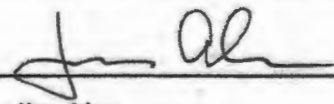
The sources and amounts of our matching share will be:

Source of Match - Non-Grant	Amount
Appropriation - Local	\$ 299,000

Source of Match - Grant	Additional Information about Grant	Amount
Select...		

Total: \$ 299,000

As the authorized financial representative for the above identified organization, I hereby certify that the sponsor matching resources are available for the project referenced above. I further acknowledge that our organization is responsible for supporting all non-cash commitments and donations should they not materialize.

Signature 

Printed Name Jim Aho

Title Port Comissioner

Date 5/4/21

Certification of Applicant Match

Organization Name Port of Illahee

Project Name Waterfront Access Improvements

Project Number 20-1713

The sources and amounts of our matching share will be:

Source of Match - Non-Grant	Amount
Select...	

Source of Match - Grant	Additional Information about Grant	Amount
RCO ALEA		\$ 211,120

Total: \$ 211,120

As the authorized financial representative for the above identified organization, I hereby certify that the sponsor matching resources are available for the project referenced above. I further acknowledge that our organization is responsible for supporting all non-cash commitments and donations should they not materialize.

Signature 

Printed Name Jim Aho

Title Port Commissioner

Date 5/4/21

Fwd: Illahee project - grant funding opportunity

4 messages

Jim Aho <jimaho@gmail.com>

Mon, May 3, 2021 at 11:50 AM

To: John Piccone <jpiccone@soundwesteng.com>, Lauren Swanson <lswanson@soundwesteng.com>

Cc: Theresa Haaland <portofillahee@gmail.com>

More match dollars?

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

From: **Michelle Perdue** <mperdue@co.kitsap.wa.us>

Date: Mon, May 3, 2021 at 11:42 AM

Subject: Illahee project - grant funding opportunity

To: Jim Aho <jimaho@gmail.com>

Cc: Shawn Alire <SAlire@co.kitsap.wa.us>

Jim - this grant funding opportunity came across my desk last week, and I wanted to pass it along to you. This funding looks like it could fill that gap to insert a regional stormwater structure on the Illahee project and be a real step forward for water quality in the watershed. The advantage your project has is that it may hit on two key metrics - readiness to proceed and impact on the community.

If this is of interest to you, be aware that the turnaround is relatively short. We would be happy to enhance a potential application with a letter of support, however, if you choose to pursue it.

Michelle Perdue*Stormwater Program Manager*

Kitsap County Public Works

360-337-5777

Pronouns: she/her/hers

From: Meiners, Colleen (Murray) <Colleen_Meiners@murray.senate.gov>**Sent:** Friday, April 16, 2021 9:19 AM**To:** Meiners, Colleen (Murray) <Colleen_Meiners@murray.senate.gov>**Subject:** Congressionally Directed Spending FY2022

Good morning!

Starting today, our office will be accepting Appropriations requests for FY2022. The big news this year is the resurrection of Congressionally Directed Spending after a decade-long hiatus!

-

Please submit all requests by Friday, May 14th!

Although the Senate Appropriations Committee has not finalized its guidance, we have decided to move early to give us all a longer runway. I want to let you know that we expect successful requests to largely fall within the same range as

those included in the FY2010 cycle, or generally below \$2,500,000 when accounting for inflation. Given what we do know, we will require requestors to meet and comply with the following to be considered eligible:

- *Eligible Requestors: Public and Non-Profit entities only*
- *Eligible Bills: Ag, CJS, Defense, E&W, FSGG, Homeland, Interior, LHHS, Milcon/VA, THUD*
- *Community Letters of Support: At least two required; must be from a third party and must clearly communicate the benefits the project would confer upon the community*
- *Dollar Amount Cap: \$2,500,000 (note: TIGER/BUILD is excluded from this cap)*
- *Attestations: Requestors must affirm that*
 - *That submission of a request that meets the guidelines above does not guarantee that a request will be selected by Senator Murray*
 - *Their request and any information submitted in support of it may be made public in part or in their entirety*
 - *Their willingness to comply with any request presented to them by GAO, an agency IG, Congress, or other appropriate federal entity performing an audit, investigation, or oversight function*
 - *They acknowledge that prior funding provides no guarantee of future funding*

To submit Non-Defense or Defense appropriation requests and/or Congressionally Directed Spending requests, we strongly encourage that you use the below online forms:

- <https://sen.gov/PORM> – Non-Defense
- <https://sen.gov/JZ17> – Defense
- <https://sen.gov/ONQ8> – Congressionally Directed Spending

-
Again, please note that all requests are due by Friday, May 14th!

Should you have any trouble accessing the online forms, I want to let you know that we do have word docs available to share. Please reach out to me directly if you need to go old school. Thank you!

Respectfully,

Colleen Meiners
Kitsap and Olympic Peninsula Director
U.S. Senator Patty Murray
Work: (253) 365-8942
Cell: (360) 990-9057

John Piccone <jpiccone@soundwesteng.com>

Mon, May 3, 2021 at 12:06 PM

To: Jim Aho <jimaho@gmail.com>

Cc: Lauren Swanson <lswanson@soundwesteng.com>, Theresa Haaland <portofillahee@gmail.com>

We'll look into this today Jim! Lauren will see you tomorrow and she can provide our initial thoughts.

John Piccone, P.E.

SOUNDWEST

ENGINEERING ASSOCIATES

Cell: 360.337.0029

jpiccone@soundwesteng.com

On May 3, 2021, at 11:50 AM, Jim Aho <jimaho@gmail.com> wrote:

More match dollars?

Bremerton Backflow
(360) 405-0399

BACKFLOW PREVENTION ASSEMBLY TEST REPORT

WATER PURVEYOR North Perry ACCOUNT # _____

ASSEMBLY ID/FILE #/UTILITY DEVICE # _____ Meter # _____

NAME OF PREMISE Port of Illahee Commercial Residential

SERVICE ADDRESS Port of Illahee Dock Bremerton ZIP 98311

CONTACT PERSON John/Theresa PHONE (360) 373-2649

LOCATION OF ASSEMBLY by meter

DOWNSTREAM PROCESS Irrigation DCVA RPBA PVBA OTHER _____

NEW INSTALL EXISTING REPLACEMENT REMOVED OLD SER.# _____

APPROVED ASSEMBLY? YES NO PROPER INSTALLATION? YES NO

MAKE OF ASSEMBLY Febco MODEL 805Y SERIAL NO. 2-6527 SIZE .75"

INITIAL TEST PASSED <input checked="" type="checkbox"/> FAILED <input type="checkbox"/>	<u>DCVA / RPBA</u> <u>CHECK VALVE NO.1</u>			<u>DCVA / RPBA</u> <u>CHECK VALVE NO.2</u>			<u>RPBA</u>			<u>PVBA / SVBA</u> <u>AIR INLET</u>		
	CLOSED TIGHT <input checked="" type="checkbox"/> LEAKED <input type="checkbox"/> <u>1.7</u> PSID			CLOSED TIGHT <input checked="" type="checkbox"/> LEAKED <input type="checkbox"/> <u>2.6</u> PSID			OPENED AT _____ PSID #1 CHECK _____ PSID AIR GAP OK? _____			OPENED AT _____ PSID DID NOT OPEN <input type="checkbox"/>		
NEW PARTS AND REPAIRS	CLEAN	REPLACE	PART	CLEAN	REPLACE	PART	CLEAN	REPLACE	PART	CHECK VALVE		
	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	HELD AT _____ PSID		
	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	LEAKED <input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	CLEANED <input type="checkbox"/>		
TEST AFTER REPAIRS PASSED <input type="checkbox"/> FAILED <input type="checkbox"/>	CLOSED TIGHT <input type="checkbox"/> LEAKED <input type="checkbox"/> _____ PSID			CLOSED TIGHT <input type="checkbox"/> LEAKED <input type="checkbox"/> _____ PSID			RV EXERCISED <input type="checkbox"/> OPENED AT _____ PSID #1 CHECK _____ PSID			AIR INLET _____ PSID CHK VALVE _____ PSID		

AIR GAP INSPECTION: SUPPLY PIPE DIAMETER _____ SEPARATION _____ PASS FAIL

DETECTOR METER READING _____

LEFT SERVICE AS FOUND Isolation valve: Open Closed SOV#1: Open Closed SOV#2: Open Closed

REMARKS: _____

TESTERS SIGNATURE: *Jeff Mihulka* LINE PRESSURE 95 PSI CONFINED SPACE? No

CERT. NO. B5438 DATE 5/6/2021

TESTERS NAME PRINTED Jeff Mihulka TESTERS PHONE # (360)405-0399

REPAIRED BY: _____ LIC NO. _____ DATE _____

FINAL TEST BY: _____ CERT. NO. _____ DATE _____

CALIBRATION DATE 12-07-2020 GAUGE # 12200333 MODEL Midwest 845- SERVICE RESTORED YES NO

I certify that this report is accurate, and I have used WAC 246-290-490 approved test methods and test equipment.

Bremerton Backflow
(360) 405-0399

BACKFLOW PREVENTION ASSEMBLY TEST REPORT

WATER PURVEYOR North Perry ACCOUNT # _____

ASSEMBLY ID/FILE #/UTILITY DEVICE # _____ Meter # _____

NAME OF PREMISE Port of Illahee Commercial Residential

SERVICE ADDRESS 5560 Oceanview Blvd Bremerton ZIP 98311

CONTACT PERSON John/Theresa PHONE (360) 373-2649

LOCATION OF ASSEMBLY by meter

DOWNSTREAM PROCESS Irrigation DCVA RPBA PVBA OTHER _____

NEW INSTALL EXISTING REPLACEMENT REMOVED OLD SER.# _____

APPROVED ASSEMBLY? YES NO PROPER INSTALLATION? YES NO

MAKE OF ASSEMBLY Wilkins MODEL 950XL SERIAL NO. 2235184 SIZE .75"

INITIAL TEST	DCVA / RPBA CHECK VALVE NO.1			DCVA / RPBA CHECK VALVE NO.2			RPBA			PVBA / SVBA AIR INLET	
	PASSED <input checked="" type="checkbox"/>	CLOSED TIGHT <input checked="" type="checkbox"/>	LEAKED <input type="checkbox"/>	PSID <u>2.3</u>	CLOSED TIGHT <input checked="" type="checkbox"/>	LEAKED <input type="checkbox"/>	PSID <u>2.4</u>	OPENED AT _____ PSID	#1 CHECK _____ PSID	AIR GAP OK? _____	OPENED AT _____ PSID
FAILED <input type="checkbox"/>	CLEAN <input type="checkbox"/>	REPLACE <input type="checkbox"/>	PART _____	CLEAN <input type="checkbox"/>	REPLACE <input type="checkbox"/>	PART _____	CLEAN <input type="checkbox"/>	REPLACE <input type="checkbox"/>	PART _____	CHECK VALVE	
NEW PARTS AND REPAIRS	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	HELD AT _____ PSID	LEAKED <input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	CLEANED <input type="checkbox"/>	REPAIRED <input type="checkbox"/>
TEST AFTER REPAIRS	CLOSED TIGHT <input type="checkbox"/>	LEAKED <input type="checkbox"/>	PSID _____	CLOSED TIGHT <input type="checkbox"/>	LEAKED <input type="checkbox"/>	PSID _____	RV EXERCISED <input type="checkbox"/>	OPENED AT _____ PSID	#1 CHECK _____ PSID	AIR INLET _____ PSID	CHK VALVE _____ PSID
PASSED <input type="checkbox"/>											
FAILED <input type="checkbox"/>											

AIR GAP INSPECTION: SUPPLY PIPE DIAMETER _____ SEPARATION _____ PASS FAIL

DETECTOR METER READING _____

LEFT SERVICE AS FOUND Isolation valve: Open Closed SOV#1: Open Closed SOV#2: Open Closed

REMARKS: _____

LINE PRESSURE 90 PSI CONFINED SPACE? No

TESTERS SIGNATURE: [Signature] CERT. NO. B5438 DATE 5/6/2021

TESTERS NAME PRINTED Jeff Mihulka TESTERS PHONE # (360)405-0399

REPAIRED BY: _____ LIC NO. _____ DATE _____

FINAL TEST BY: _____ CERT. NO. _____ DATE _____

CALIBRATION DATE 12-07-2020 GAUGE # 12200333 MODEL Midwest 845- SERVICE RESTORED YES NO

I certify that this report is accurate, and I have used WAC 246-290-490 approved test methods and test equipment.

PORT OF ILLAHEE
2020 BUDGET REVIEW AS OF APRIL 30, 2021

				BUDGETED	ACTUAL		
TOTAL ESTIMATED BEGINNING BALANCE				348,575.00	340,302.21		
EVENUES:							
695.00	Real Property Rentals			30,000.00	14,900.00	49.67%	
699.10	Investment Interest			3,500.00	394.11	11.26%	
699.20	Property Tax			92,500.00	45,423.15	49.11%	60,717.26
EXPENDITURES:							
21.00 MARINA OPERATING							
721.80	Utilities			\$3,000.00	734.46	24.48%	Garbage, sanican & electric @ dock
721.90	Other			\$500.00	0.00	0.00%	
23.00 MARINA MAINTENANCE							
723.30	Outside Services			\$14,000.00	2,717.83	19.41%	power washing and ladder maintenance
723.40	Supplies			\$1,000.00	0.00	0.00%	
61.00 PROPERTY LEASE/RENTAL							
761.30	Outside Servies			\$2,800.00	1,177.00	42.04%	Good Property Management
63.00 PROPERTY LEASE/RENTAL MAINTENANCE							
763.40	Supplies			\$500.00	0.00		
763.60	Facility Maintenance			\$3,000.00	270.00	9.00%	Roof cleaning
763.70	General and Administrative			\$500.00	345.00	69.00%	SSWM Fees
763.80	Utilities			\$2,500.00	476.23	19.05%	Electricity & Garbage 5500 Illahee Road
763.90	Other			\$5,000.00	2,426.76	48.54%	Leasehold Excise tax from rentals
71.00 DEBT REDEMPTION							
771.50	Other Note/Contracts			\$8,000.00	0.00	0.00%	Principal on 5560 Ocean View
73.00 FIXED ASSET DISBURSEMENT							
773.50	Property Improvements: 5507 Illahee Road			\$25,000.00	0.00	0.00%	
773.90	Other Property Improvements			\$15,000.00	0.00	0.00%	
74.00 WATERFRONT							
774.40	Waterfront Grants			\$300,000.00	44,873.75	14.96%	Grant Writer
80.00 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	2,748.00	13.74%	Attorney & Administrator
781.40	Supplies			\$500.00	55.00	11.00%	Stamps and mailing
781.60	Facility rentals			\$400.00	0.00	0.00%	Seeds of Grace
781.70	G&A Operations			\$20,000.00	300.00	1.50%	State Audit costs, advertising, WPPA dues
789.10	Economic development			\$2,500.00	0.00	0.00%	
99.90 NON-OPERATING EXPENSE							
799.91	Interest Expense			\$4,200.00	0.00	0.00%	Interest on 5560 Ocean View
7.99.92	Election Expense			\$3,000.00	0.00	0.00%	Commissioner position on November ballot
BALANCE AS OF 4/30/2021:					\$341,439.44		
					341,439.44		

ANNUAL REPORT CERTIFICATION

Port of Illahee

(Official Name of Government)

1734

MCAG No.

Submitted pursuant to RCW 43.09.230 to the Washington State Auditor's Office

For the Fiscal Year Ended 12/31/2020

GOVERNMENT INFORMATION:

Official Mailing Address PO Box2357
Bremerton, WA 98310

Official Website Address www.portofillahee.com

Official E-mail Address portofillahee@gmail.com

Official Phone Number (360) 698-4918

AUDIT CONTACT or PREPARER INFORMATION and CERTIFICATION:

Audit Contact or Preparer Name and Title Theresa Haaland Administrator

Contact Phone Number (360) 698-4918

Contact E-mail Address portofillahee@gmail.com

I certify 5th day of May, 2021, that annual report information is complete, accurate and in conformity with the Budgeting, Accounting and Reporting Systems Manual, to the best of my knowledge and belief, having reviewed this information and taken all appropriate steps in order to provide such certification. I acknowledge and understand our responsibility for the design and implementation of controls to ensure accurate financial reporting, comply with applicable laws and safeguard public resources, including controls to prevent and detect fraud. Finally, I acknowledge and understand our responsibility for immediately submitting corrected annual report information if any errors or an omission in such information is subsequently identified.

Signatures

Theresa Haaland (portofillahee@gmail.com)

Port of Illahee

Schedule 01

For the year ended December 31, 2020

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1734	401	Operations	3089100	Unassigned Cash and Investments - Beginning	\$413,802
1734	401	Operations	3111000	Property Tax	\$89,683
1734	401	Operations	3611000	Investment Earnings	\$3,389
1734	401	Operations	3620000	Rents and Leases	\$35,500
1734	401	Operations	5460010	Airports and Ports	\$9,600
1734	401	Operations	5460030	Airports and Ports	\$59
1734	401	Operations	5460040	Airports and Ports	\$38,841
1734	401	Operations	5089100	Unassigned Cash and Investments - Ending	\$340,302
1734	401	Operations	5899000	Holding and Clearing Account Transactions	\$39
1734	401	Operations	5914670	Debt Repayment - Airports and Ports	\$9,000
1734	401	Operations	5924680	Interest and Other Debt Service Cost - Airports and Ports	\$3,048
1734	401	Operations	5944660	Capital Expenditures/Expenses - Airports and Ports	\$141,485

Port of Illahee
Schedule 22 - Audit Assessment Questionnaire (unaudited)
For Fiscal Year ended December 31, 2020

#	Question	Answer	Explanation
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INSTRUCTIONS FOR PREPARER

"governing body" is used in this Schedule 22 to describe the elected or appointed governing board of your government. If the governing body of your government did not have any financial activity during the reporting year, please return to the first step of the annual report and click the "help" button. If you are asked if you'll be reporting financial activity. For additional assistance with the Schedule 22, please click the "help" button.

For more information on these questions, please refer to the document at, <https://sao.wa.gov/bars-annual-filing/bars-reporting-templates/>

Click the "Next" button to begin the Schedule 22. You may use the numbers above circled in blue to quickly navigate to a specific section of the questionnaire. For the rest of the Annual Report submission, it does not need to be completed all at once; you may leave and return to the Schedule 22 at any time.

FINANCIAL ACTIVITY MONITORING AND OVERSIGHT

1	Please indicate which of the following best describes the accounting system of the government: A) Rely on the County Treasurer (no other accounting software used B) Other accounting software (i.e. QuickBooks, BIAS, Vision, Excel, etc.).	(B)
2	Does the government use their own bank accounts in lieu of or in addition to the County Treasurer? If yes, please attach year-end bank statement.	No
3	Please disclose the accounting software the government use.	Quickbooks

e	#	Question	Answer	Explanation
	4	Please describe the government's reconciliation of their bank accounts (County Treasurer and transmittal) to the accounting records. Include the personnel responsible for performing the reconciliation and the personnel responsible for reviewing the reconciliation. Note: the job position/title is sufficient for the identification purpose.	Contracted Administrator reconciles the Port's Quickbooks account to the County's monthly summary report.	
	5	Entries Process - please describe the process to record journal entries into the government's general ledger and, if applicable, the process for reviewing and monitoring the journal entries being posted, both during the year and at year-end. Note: include the job position/title of the person responsible for posting and reviewing the entries.	Contracted Administrator enters journal entries into Quickbooks as needed. Commissioners are provided the balance of all accounts monthly.	
	6	Please indicate which of the following best describes the government's own internal accounting system: A) It uses the BARS chart of accounts; B) It uses a chart of accounts that is compatible with BARS; C) It uses a chart of accounts that requires manual adjustments to file the Schedule 01;	(A)	
	7	Does the Board receive and review monthly financial reports? Such as, cancelled checks, financial reports from the county, expenditure listings, bank accounts or petty cash activity. If yes, please describe what is reviewed and how often.	Yes	Each month the contracted Administrator provides "Treasurer's Report" to the Board showing the balances of all of the accounts during the meeting.
	8	Preparation of Financial Reports - please describe the process or procedure for the preparation of financial statements (including the Schedule 01). Please identify any significant changes that occurred since the prior year (ex: staff turnover).	The Quickbooks profit and loss statement is used to coordinate with the Schedule 01.	

ce	#	Question	Answer	Explanation
	9	Has the government contracted out for, or recently assumed responsibility for, any major governmental function? For example, contracts for accounting services, janitorial/grounds keeping or other maintenance contracts or the government now performs fire protection services for another government or assumes a new water system from another government. Includes annexations. If yes, please explain.	No	

ENT FILES

10	Please check all boxes that occurred during the fiscal year:	Significant events (i.e. new debt, major construction)
12	Please explain the significant events that occurred during the year (i.e. new debt, major construction, change in key positions, etc.)	The Port officially owns the property at 5507 Illahee Road - purchase was through a Sheriff sale in 2019 with the redemption period ending in 2020
15	Did the government make any significant updates to administrative, personnel, or financial policies? If yes, please attach the newest policy.	No
16	Did the government enter into, or modify any existing, interlocal agreements? If yes, please attach.	No
17	Does the government have a system or process to record information about its capital assets, including buildings, equipment, etc.? If yes, please describe the process for tracking.	No

L COMPLIANCE REQUIREMENT

18	Did the government receive any non-SAO audits during the year (including the work of internal auditors)? If yes, please attach related report.	No
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ce	#	Question	Answer	Explanation
	19	Is the government currently involved in any lawsuits? We may be requesting an update on the status of legal matters during the audit.	No	
	20	Are there any licensing, regulatory, contracting, or granting agencies with the ability to impose material penalties that would play a role in the government's ability to continue? Examples may include Department of Health; FEMA. If so, please list the agency that could impose them.	No	
RES AND EXPENDITURES				
	21	Please describe any new sources of revenues or expenditure streams (new activities, special levies, state or federal grants, leases, etc.), or state that there were none.	none	
	22	Were there any rate increases during the audit period?	No	
	23	Attach rate and fee schedules in effect during the fiscal year.	Not Applicable	
	24	Does the government receipt cash locally (using its own staff, issuing receipts) or use a third party vendor to bill or receipt payments? Please check all that apply.	NA - No Receipting	
	28	Please check all that apply to the government and list the authorized balance for each fund or account:	None	
	37	What types of EFT/ACH payment does the government make? (i.e. payroll, direct deposit, employee reimbursements, wire transfers, AP vendor payments, etc.). Please list them in the box below.	none	
	38	Does the government incur payroll costs?	No	
	40	Please mark all that apply to the government:	Credit Card(s)	

Question #	Question	Answer	Explanation
42	Please attach a list of physical credit cards the government has. (Note: do not include credit card numbers. Please include institution, credit card limit, etc.)	Attached	Attachments <u>Credit card statement.</u>
44	Does the government receive any funds from state or federal grantors? If yes, please attach the grant agreements for the reporting year.	No	

GOVERNMENT-TYPE SPECIFIC QUESTIONS

95	Ports: Please mark all significant Port activities and business functions:	Other	pier and dock; docks p for transient moorage; also has two residential
96	Ports: Were there any customers or tenants that individually represented 10% or more of the Port's revenue in the reporting year?	No	

REQUIRED ATTACHMENTS (see instructions for required details)

98	Meeting Minutes - Attach the meeting minutes and resolutions for all governing body meetings held during the last year.	Attached	Attachments <u>POI 2020-01-08 minutes</u> <u>POI 2020-02-12 minutes</u> <u>POI 2020-03-11 minutes</u> <u>POI 2020-04-08 minutes</u> <u>POI 2020-05-13 minutes</u> <u>POI 2020-06-10 minutes</u> <u>POI 2020-07-08 minutes</u> <u>POI 2020-08-12 minutes</u> <u>POI 2020-09-09 minutes</u> <u>POI 2020-10-14 minutes</u> <u>POI 2020-11-11 minutes</u> <u>POI 2020-12-09 minutes</u> <u>POI All Ports meeting 2020-01-27.pdf</u>
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e	#	Question	Answer	Explanation
	99	<p>Please check each that is applicable to the government and attach the third party reports.</p> <p>**Please note: some County Treasurer reports include revenues, expenditures and cash balances in one report and in that case only one report is necessary to attach.</p>	<p>Cash Balance Summary , Detailed Expenditure List</p>	<p>Attachments General Fund Report.p Cash Report.pdf Profit and Loss.pdf</p>
	99	<p>Please check each that is applicable to the government and attach the third party reports.</p> <p>**Please note: some County Treasurer reports include revenues, expenditures and cash balances in one report and in that case only one report is necessary to attach.</p>	<p>Detailed Expenditure List , Cash Balance Summary</p>	<p>Attachments General Fund Report.p Cash Report.pdf Profit and Loss.pdf</p>
nal	100	<p>Cash Receipting Policy - Attach a detailed description of the government's invoicing, cash and check receiving and deposit process. The description should include name of positions completing tasks in the process and all reconciliations and reviews performed. Include a copy of your written Cash and Check Receipting Policy or procedure if you have one. This request applies to all districts that invoice for a service (including third party billing services) or receive funds other than at the county treasurer (including charges for services or goods, fees, donations, grants, etc.).</p>	<p>Other</p>	<p>The Port of Illahee does receive cash, but does not receive two monthly rental checks. The contracted Port Administrator, Theresa Haaland, is taking care of depositing the rent checks into the Kitsap County Treasurer's Key Bank account with a check receipt. The Port does not receive anything for anything.</p>

e	#	Question	Answer	Explanation
nal	101	<p>Elected Official List - Attach or list the names of ALL governing body members present during the year. Include any business interest a governing body member or his/her household members hold. Please avoid sending Board-member/employees/volunteers SSI numbers or other personal information such as addresses, date of birth, etc.</p> <p>Example: John Doe, Commissioner 1 Jane Doe, Spouse (555) 555-5555 johndoe@gmail.com Owner of John Doe's Garden Supplies and Jane Doe's Café.</p>	Attached	<p>Attachments <u>Commissioners - no kn</u> <u>business interests.docx</u></p>
	102	<p>Please include the below information in the text box (on the right) for the local government personnel who completed the annual report.</p> <p>Name</p> <p>Telephone number</p> <p>E-mail address</p>	<p>Theresa Haaland (360) 698-4918 portofillahee@gmail.com</p>	