



**AGENDA FOR
PORT OF ILLAHEE COMMISSION
Wednesday, June 9, 2021 - 6:30 p.m.
ZOOM MEETING #715 0997 5823 / Password: Illahee**

1. CALL TO ORDER

2. CONSENT AGENDA

1. Agenda

*2. May 12, 2021 Regular Meeting minutes

*3. Pay Bills with check numbers 4750 through 4760 totaling \$ 24,437.54

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
- Status of the County filtration system
- Any possibility of mitigation credit for Port's efforts through the years

Haaland 2. Treasurer's Report as of May 31, 2021 General Fund \$ 53,212.53 ; Investments \$ 286,785.02
Good Property Management (GPM) Account \$ 200.00 (total: \$ 340,197.55)

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

5500 Illahee Road/Rental

- Anything to report?

5507 Illahee Road/Illahee Store Property

- Status of amount owing on tax statement – did the County confirm no taxes owing – per the tax statement via County website – amount owing remains
- 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 was submitted to the Washington State Auditor as required

Haaland *3. Commissioner Position 2 filing period extended

Haaland 4. Meetings – Washington State is fully reopening June 30th. Will online meetings continue or in-person meetings resume?

Haaland 5. Administrative discussion about interlocal agreement

7. PUBLIC COMMENT

8. EXECUTIVE SESSION-Property negotiation or Potential litigation?

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

All Ports meeting – Monday, July 26, 2021 @ 6:30PM – Brownsville?



Port of Illahee – Minutes of Regular Meeting on May 12, 2021

Port of Illahee
Minutes of Regular Meeting
May 12, 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 6:30 PM. Also, in attendance were Commissioner Jonathan Buesch; Commissioner John Burton; John Piccone with Soundwest Engineering; John Parvis; and Lee Knapp of TIKAR Services. Roy Barton joined the meeting later during the grant status presentation. Administrator Theresa Haaland was excused for personal reasons.

CONSENT AGENDA

Commissioner Buesch moved to approve the consent agenda items: May Meeting Agenda; April 14, 2021 Regular Meeting minutes; Quarterly Kitsap All Ports Meeting April 26, 2021; May 12, 2021 checks numbering 4740 through 4749 totaling \$2,467.13 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 – John Piccone with Soundwest Engineering provided the following update on the grants:

Design & Construction Status

- The 60% design was completed early this year. The following comments were made and will be considered and potentially included when we are ready to move to the final design of the project in preparation for bidding.
 - o Incorporate replacement of bad pier piles into the project to the extent feasible (see additional comment related to mitigation below)
 - o Incorporate a larger viewing area between the upper and lower parking lots to the extent feasible
 - o During final design of the vault restroom, consider the design used by parks department (Jim to clarify the one he saw)
 - o Consider how the store renovation, and in particular the associated site improvements, will be incorporated and/or included in the final design and overall project.
- Following final grant funding agreements, budgeting, and permit submittals we will be ready to start discussing the details around final design and bidding. At present, the goal is to be construction ready in 2022 pending permitting of the project.

Permitting & Regulatory Status

- We are well underway and nearing completion of the environmental reports necessary for permit applications for the County SSDP and USACE



Port of Illahee – Minutes of Regular Meeting on May 12, 2021

Nationwide 3 permit. Once complete, I will be sure the Port has an opportunity to review them if desired prior to submittal.

o Based on our preliminary calculations it appears to be a "close call" on having enough onsite mitigation. I anticipate this will further reinforce the need to replace bad piles on the pier as part of this project because that will gain the project significant "mitigation points".

- The engineered drainage report and geotechnical report (both also needed for permits) have now been completed in draft form and once all reports are complete, I will be checking them for consistency prior to submittal.

- We will also want to address the necessary submittal information for the DNR lease request once the County and USACE submittal reports are complete and JARPA is ready to submit.

- As a reminder, the Kitsap County SSDP, USACE, and DNR approvals are anticipated to be the long lead items. We anticipate being ready to submit those applications in June.

Grants & Funding Status

- The applicant rankings and approved budgets have now been published. Although we are still waiting for final award decisions from RCO it appears Illahee is likely to receive awards for both the BFP and ALEA grants. So that's \$1.35M in grant funds (RCO's share) we should have to work with!!

- We did also receive a lot of positive feedback on the WWRP grant however, there were so many acquisition projects (which are funded first) it is unlikely we will receive additional WWRP money.

- As soon as we have the official word from RCO, Jim and I will be scheduling a budgeting workshop to review matching funds required in context with project costs. At this stage we will be able to get a much better picture of Port funds that should be budgeted, and we can also discuss project priorities and bidding strategies to maximize benefit to the Port. Keep in mind that we won't ultimately know the construction costs until the project is bid, but this step will add significant clarity.

Upcoming Milestones and Recommended Action Items

- We will be continuing forward with preparation of the phase 1 permit submittal and provide copies prior to agency submission. Once the biological and mitigation reports are 95% complete, we may need to discuss the Port's preferences for offering compensatory mitigation prior to finalizing reports.

- Anticipated in late May or Early June, we will schedule a budgeting workshop based on RCO grants awarded and then plan to present options and considerations to the Board following the workshop. The workshop and follow-on Board direction will inform the Port's project budgeting process prior to fall of 2021.

- Once we've solidified the budgeting considerations for the water access project, we will be able to consider the budgeting aspects associated with the store renovation and to what extent it should be included with the water access project and phase 2 permits.

- With the preliminary budget and project scope refined we can discuss in greater detail the planned project schedule and approach to final design and development of bid documents while we wait for



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permits. As soon as grant agreements are in place (which we anticipate being summer of 2021) the Port can begin receiving reimbursements for prior engineering as well as development of final design and bid documents (which can be added back into available funding for future project match requirements).

Commissioner Aho 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 improvements.

Commissioner Aho asked about the Geotech report with Mr. Piccone noting it will cover slope issues, retaining walls, and presumptive assumptions regarding the pilings. Commissioner Aho again noted he hoped that the Port could receive some type of mitigation credits due to their proactive efforts to decrease sedimentation in the basin years ago, with Mr. Piccone noting that they rarely look back on previous actions, only with what is before them regarding mitigation.

Treasurer's Report

Commissioner Aho noted the Treasurer's Report from the agenda that as of April 30, 2021 the General Fund totaled \$54,525.38, Investments totaled \$286,714.06 and the balance of the Good Property Management account totaled \$200.00.

Commissioners' Reports

Website – Commissioner Aho said that he is still 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.

Rental Properties

5560 Ocean View Boulevard/Rental Property – Commissioner Buesch reported that Dave's Septic Design had 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. Commissioner Buesch has several calls in to find out the result of the meetings but had not heard back by the time of tonight's meeting.

5500 Illahee Road/Rental Property – Commissioner Buesch noted nothing new to report on this property.

5507 Illahee Road/Illahee Store Property – Commissioner Buesch thanked John Parvis for mowing and keeping up the grounds at the store property. He also noted the weaving of blackberry vines into the hole in the fence continue to work.

Commissioner Buesch again 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.

Dock/Pier – Commissioner Burton said that there hadn't been a lot of work on the dock this past



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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 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 and noted that he will be working on it soon.

Commissioner Burton explained that he has replaced the flag and is looking for some better snaps that will handle ½ inch rope. Commissioner Buesch said that he might have some and will check.

NEW BUSINESS

None.

(Note that the two items listed on the agenda for this meeting, Budget and Annual Report, will be presented and discussed at the next Regular Port meeting on Wednesday, June 9, 2021, due to the absence of Administrator Haaland at the May 12th meeting.)

PUBLIC COMMENT

Roy Barton raised the question of what the impact would be if the funds were not expended before they expired. It was explained the funding can be extended beyond the end date, such as might be the case with delayed permitting.

EXECUTIVE SESSION – None.

ADJOURN

At 7:30PM Commissioner Buesch moved to adjourn the meeting; second by Commissioner Burton; approved unanimously.

Approved:

Commissioner

Commissioner

Commissioner

PORT OF ILLAHEE							
2020 BUDGET REVIEW AS OF APRIL 30, 2021							
				BUDGETED	ACTUAL		
TOTAL ESTIMATED BEGINNING BALANCE				348,575.00	340,302.21		
REVENUES:							
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:							
721.00 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%	
723.00 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%	
761.00 PROPERTY LEASE/RENTAL							
761.30	Outside Servies			\$2,800.00	1,177.00	42.04%	Good Property Management
763.00 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
771.00 DEBT REDEMPTION							
771.50	Other Note/Contracts			\$8,000.00	0.00	0.00%	Principal on 5560 Ocean View
773.00 FIXED ASSET DISBURSEMENT							
773.50	Property Improvements: 5507 Illahee Road			\$25,000.00	0.00	0.00%	
773.90	Other Property Improvements			\$15,000.00	0.00	0.00%	
774.00 WATERFRONT							
774.40	Waterfront Grants			\$300,000.00	44,873.75	14.96%	Grant Writer
780.00 GENERAL AND ADMINISTRATIVE							
781.10	Commissioner compensation			\$16,000.00	3,456.00	21.60%	Commissioner Stipends
781.20	Commissioner reimbursement			\$1,500.00	0.00	0.00%	
781.30	Outside services			\$20,000.00	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%	
799.90 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		

From: kitsapcounty@public.govdelivery.com,

To: heiderhome@aol.com,

Subject: Filing period extended for Port and Water District

Date: Tue, Jun 1, 2021 8:25 am

Attachments:

Having trouble viewing this email? [View it as a Web page.](#)



Kitsap County Electronic Notification System

Two Kitsap water districts and a port district had no candidates file to run for open positions, so a special three-day filing period will be run June 1-3 to accept candidates.

The Kitsap County Auditor's Office will open candidate filing for positions in the Port of Illahee, the North Perry Water District, and the Sunnyslope Water District.

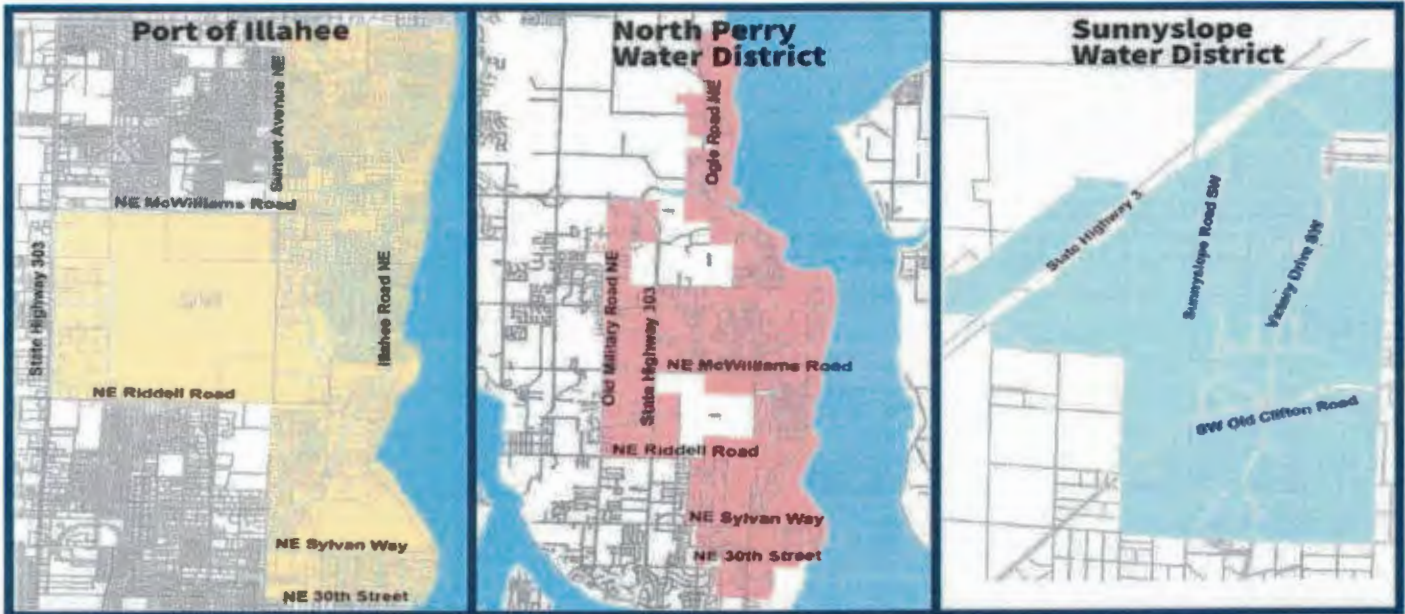
During filing week May 17-21, there were 70 open positions, of which 67 were filled. All three remaining positions have 6-year terms and do not require payment of any filing fees. Residents may live anywhere within the district's boundaries.

The special filing period begins at 8 a.m., Tuesday, June 1 and ends at 4:30 p.m. on Thursday, June 3. Candidate filings will be accepted online and in the Kitsap County Auditor – Elections Division office at 619 Division Street in Port Orchard.

Filing will be accepted for the following positions:

- Port of Illahee District No. 6 Commissioner Position 2, 6-year term
- North Perry Water District No. 13 Commissioner Position 2, 6-year term
- Sunnyslope Water District No.15 Commissioner Position 2, 6-year term

There is no withdrawal period for candidate filings submitted during the special three-day filing period. If three days pass and still no one files to run, the incumbent in each district would fill the position for the first two years of the next term.



###

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