

**AGENDA FOR  
PORT OF ILLAHEE COMMISSION  
Wednesday, April 13, 2022 - 6:30 p.m.  
ZOOM MEETING #715 0997 5823 / Password: Illahee**

**1. CALL TO ORDER**

**2. CONSENT AGENDA**

1. Agenda

\*2. The March 9, 2022 Regular Meeting minutes

\*3. Pay Bills with check numbers 4867 through 4877 totaling \$9,613.50.

**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 project/permits – recap of meeting with County
- Finalization of the Waterfront design plan
- Kitsap County reimbursed the Port \$800 for a Hearing Examiner fee as it's no longer required
- Grant reimbursement from the RCO in the amount of \$16,343.62 has been received
- Status of discussion with County regarding filtration system
- Pollution Liability Insurance Agency (PLIA) – status

Haaland 2. Treasurer's Report as of March 31, 2022 General Fund \$ 95,613.36 ; Investments \$ 277,515.42  
Good Property Management (GPM) Account \$ 200.00 (total: \$ 373,328.78)

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
- Changing to .gov?

Bartz b. Properties

5560 Ocean View Boulevard/Rental

- November rent will be collected from deposit, if not before

5500 Illahee Road/Rental

- Anything to report?

Illahee Road Lot

- Anything to report?

5507 Illahee Road/Illahee Store Property

- Anything to report?
- Status of roof cleaning

Burton c. Dock/Pier

- Status of the last sign installation
- Status of the stair railing repair
- Status of replacement of the fasteners on the runners
- Status of power washing of the pier/docks

Tabled 4. Surveillance cameras

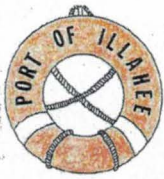
**6. NEW BUSINESS**

Haaland\*1. Honey Bucket

- Increasing fees effective April 1<sup>st</sup>

FYI 2. Reminder

- PDC online filing due April 15<sup>th</sup>



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**7. PUBLIC COMMENT**

**8. EXECUTIVE SESSION**-Property negotiation or Potential litigation?

**9. ADJOURN** – Kitsap All Ports Meeting – April 25, 2022 @ 6:30PM – Port of Brownsville & ZOOM  
– Regular Meeting – May 11, 2022 @ 6:30PM – via ZOOM



## Port of Illahee – Minutes of Regular Meeting on March 9, 2022

Port of Illahee  
Minutes of Regular Meeting  
March 9, 2022

The Regular Port of Illahee meeting was 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 6:33 PM. Also, in attendance were Commissioner John Burton; Administrator Theresa Haaland; Roy Barton; Jon Buesch; Ed Seal; Janet Soderberg; and Commissioner Amber Bartz arrived at 6:52PM.

### CONSENT AGENDA

*The following consent agenda items were approved: March Meeting Agenda; February 9, 2022 Regular Meeting minutes as corrected; March 9, 2022 checks numbering 4855 through 4866 totaling \$15,487.92 as outlined in the attached Voucher Approval (motion by Burton; second by Aho; passed).*

**PUBLIC COMMENT** – None

### REPORTS/UNFINISHED BUSINESS

#### Grants/Waterfront Access Improvements –

Commissioner Aho reported that he and John Piccone of SoundWest Engineering will be meeting with County personnel this coming Monday, March 14<sup>th</sup> at 2:00PM to discuss the County Department of Community Development's (DCD) initial feedback to the Port's Substantial Shoreline Development Permit (#21-04129). Commissioner Aho reminded everyone that the County had many concerns with the project. Mr. Piccone had

prepared a draft response addressing each of the concerns. He then forwarded the draft response to the Commissioners individually for review and response. One of the more glaring DCD requirements for the project was the installation of a six-foot wide sidewalk and five-foot-wide bike lane. Commissioner Aho explained that there is just a forty-foot right-of-way in that area, so installing a sidewalk and bike lane is just not possible. Road right-of-ways throughout the County vary from forty-foot, fifty-foot and even sixty-foot. Illahee Road is just forty-foot. Commissioner Burton explained that he reviewed Mr. Piccone's response and replied to Mr. Piccone directly with his feedback. He noticed there was a lot of discussion about the grade and whether the ramp was to be used for hand launched vessels only or if vehicles with trailers will also have access. If it is for hand launched vessels only then they won't allow the parking and/or restroom within the shoreline buffer zone. He said it's a pretty severe restriction. The response from the Department of Ecology was that it appeared the boat launch would be for hand launched vessels only and, in that case, the lower roadway should be removed and replaced with a walking path. Currently there is a hand launch only sign, but one of the Recreation Conservation Office (RCO) grants was to include water access for smaller motorized watercraft, so the project is to include the launch area for smaller watercraft. Commissioner Burton said that he asked Mr. Piccone if any of the County personnel actually been onsite, as they are applying regulations that are required for other commercial construction buildings that just aren't feasible for this area. Commissioner Burton explained that the current pier parking area is the County



## Port of Illahee – Minutes of Regular Meeting on March 9, 2022

right-of-way. It's basically a road end to the pier. He said that if the County would deed the right-of-way to the Port some of the rules for access would change and might negatively affect the privately-owned property adjacent to that area. He added that the Port may become responsible for the storm system that sits under the road/parking lot in that area and the Port does not want that responsibility. Commissioner Aho said that the County's initial response also included quite a bit about vegetation and the requirement of an irrigation system. He sees any vegetation being hand watered until the plants get established in an effort to avoid the big costs of an irrigation system. Commissioner Aho said that he anticipates Monday's meeting as a chance to sit down with the reviewers, discuss their input and explain the Port's rebuttal using a common-sense approach. He recalled being a part of the group that updated the Shoreline Management Program (SMP) and there had been discussion about the importance of Ports and public entities providing water access rather than individual waterfront property owners attempting to build docks, etc. The Port is doing exactly what the SMP outlines, but that hasn't yet been mentioned. If during Monday's meeting County personnel aren't reasonable, Commissioner Aho plans to invite them to meet onsite. Commissioner Burton asked if all the Port Commissioners may attend the meeting. Commissioner Aho explained that due to the Open Public Meetings Act the Port would have to call a Special Meeting and the meeting would have to be open to the public. At this point, it is a County-hosted meeting that is going to be online, but it is not open to the public. Commissioner Aho explained that the Port will be paying for this

meeting. It is hoped that more information can be provided to the County so that the Port will be able to move forward with the final design. Jon Buesch asked where the meeting is being held. Commissioner Aho said he thought it was going to be a Zoom meeting. The County is hosting it and they have pretty strict protocols for handling public input during meetings. Roy Barton explained that he had requested a copy of the application file from the County and it will include all of the public responses. He hasn't yet received it. He noticed that the permit paperwork states the public can view it at any time. Commissioner Aho asked that once Mr. Barton receives the information, he sends a copy of it to the Port's email so that it can be forwarded to the Commissioners. Commissioner Aho asked Commissioner Bartz if she had reviewed Mr. Piccone's draft response to the County. Commissioner Bartz said that she did review it and she agrees with Mr. Piccone's response. Commissioner Aho said that more information will be known after Monday's meeting. At this point, Mr. Piccone will provide the finalization of the plan at the next Port meeting.

Commissioner Aho met with RCO personnel including the Port's new RCO Grants Manager, Henry Smith, last month. It was a cold and windy day, but they managed to walk the dock and back up to the Illahee store property. Commissioner Aho showed RCO personnel the design/map of the project. The Americans with Disabilities Act (ADA) access was discussed and Commissioner Aho explained that Rory Calhoun of the RCO, who is now retired, had initially met onsite. Mr. Calhoun was confined to a wheelchair and an expert in



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ADA requirements. He was positive about the Port's project.

Within tonight's bills is payment in the amount of \$975 to Kitsap County for a preliminary meeting that was held in 2020. It seems the County sent the initial invoice to SoundWest Engineering without follow-up and it should have been sent directly to the Port.

Commissioner Aho reported that in talking with Mr. Piccone, he determined that it is a little premature to talk to the County about the filtration system. It is hoped that County infrastructure money can be used for the filtration system. Commissioner Aho said that he hasn't heard any more about available infrastructure money, but this will be on the radar.

The Pollution Liability Insurance Agency (PLIA) notified the Port that they have chosen SLR Corp to be the prime contractor for the contaminated soil remediation at the Illahee store property. Commissioner Aho explained that once the permit issues with the County are resolved we will be moving onto the Illahee store site. Commissioner Burton questioned when SLR Corp is wanting to start the work as we need the septic design and anything else needed or wanted for the store figured out prior to the work beginning, so that it can all be completed in parallel. Commissioner Aho said that when talking with PLIA, completing all of the upland work at the same time was discussed including incorporating the paving of everything at one time. Mr. Barton asked when SLR Corp is planning to begin the remediation. Commissioner Aho explained that the start date is not known at this time and the main item is that PLIA has the funds to complete the

project. It was estimated that the project would cost \$532,000, but that was several years ago so PLIA is doing some acceleration for those costs. SLR Corp is apparently one of PLIA's prime contractors, which is probably for the best for the Port. Mr. Buesch said that it would be advantageous for Mr. Piccone to determine now if the Deitch house septic can be used for the Illahee store property because the determination of the septic needs to be known prior to SLR Corp beginning their work. It is imperative for Mr. Piccone to figure that portion out now to alleviate questions. Commissioner Aho said that the one-hundred percent design will cover the septic and drainfield questions.

### Treasurer's Report

As of February 28, 2022 the General Fund totaled \$103,779.68, Investments totaled \$277,432.96 and the balance of the Good Property Management (GPM) account totaled \$200.00 for a total of \$381,412.64.

### Reports

Website – Nothing to report.

### Properties

5560 Ocean View Boulevard/Rental Property – Commissioner Bartz reported that she called GPM and determined that the tenants are on a month-to-month lease and a copy of which is being mailed to the Port. Regarding the outstanding November rent, GPM states that there isn't any action that can be taken at this time, but whenever the tenants move out the balance due will be taken out of their security deposit. According to Pat at GPM she recollected that the tenants went on a month-to-month lease because the Port had talked about selling the property. Commissioner Aho said that at one point the tenants had an



## Port of Illahee – Minutes of Regular Meeting on March 9, 2022

interest in buying the property, but the Port declined. Around that time GPM had substantially increased the rent in accordance with the fair market value.

5500 Illahee Road/Rental Property – nothing to report.

5507 Illahee Road/Illahee Store Property – nothing to report.

Dock/Pier – Commissioner Burton reported that TIKAR is in possession of the final sign. The work on the stair railing and replacing the fasteners on the runner treads should be completed by next week. The pier/docks will be power washed in approximately two weeks. Commissioner Aho said that he walks the dock just about daily and there are times when the rain and bird waste make it very slippery and then of course the frost.

Surveillance cameras – tabled.

**NEW BUSINESS** – none.

**PUBLIC COMMENT** – Mr. Buesch questioned if the RCO personnel seemed in favor of the Port's project when Commissioner Aho met with them onsite. He asked if there might be a way for an RCO representative to attend the County/Port meeting that is scheduled for this coming Monday. It might be beneficial for the RCO to talk directly to the County personnel as the issues that the DCD is requesting will pretty much destroy the whole layout of the project. He suggested Commissioner Aho persuade the RCO to have a representative present at the meeting. Mr. Buesch reminded everyone that back in December the roof and gutters of the Illahee store building needed to be cleaned. If they are not cleaned the new roof

is in jeopardy.

Commissioner Aho agreed that the RCO has big stakes in this project as they are funding a big portion of it and the fact that they have been onsite and basically approved the project should have some influence. With the County having some issues and needing to hire new reviewers and some of these reviewers are contracted, several of the comments show that they just don't seem to be informed as to the SMP in relation to the Port's project. He's sure they have the best of intentions, but aren't looking at it realistically. He is hopeful some senior planners will be in attendance at Monday's meeting. His thought is that they can be told that the RCO personnel recently met onsite to discuss the project and were in favor of it. Mr. Buesch said that it would be much more powerful for the County to hear straight from the RCO. Maybe someone from the RCO can attend and explain that the project looks good to them and it should be moved forward. Mr. Buesch agreed that the County isn't looking at the project from an onsite perspective, but thinks it would be better for them to hear directly from the RCO rather than Commissioner Aho reiterating their support of the project. Commissioner Aho said that he can inform them that they can contact the Port's Grants Manager, Henry Smith, directly to discuss the project. Mr. Barton asked that Mr. Smith be contacted and asked to attend the meeting. Commissioner Aho said that he could always put Mr. Smith on standby and call him if it becomes necessary. Mr. Barton said that Mr. Smith is a paid State employee and should be able to attend the Zoom meeting with little effort. Mr. Buesch agreed and said that someone from the RCO, with some



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authority, needs to be in attendance. Mr. Barton said that it needs to be explained to the County that this has been approved by the RCO and they have a lot of money set aside to complete the project and if it is not approved the funding is in jeopardy. Commissioner Aho said that he will see what he can do.

**EXECUTIVE SESSION – None.**

**ADJOURN**

*At 7:20PM the meeting adjourned (motion Burton; second Bartz; unanimous).*

Approved:

\_\_\_\_\_  
Commissioner


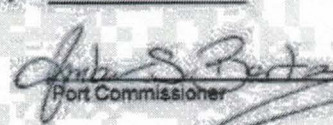

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

DRAFT



Port of Illahee – Minutes of Regular Meeting on March 9, 2022

VOUCHER APPROVAL		
We, the undersigned Board of Commissioners of the Port of Illahee, Kitsap County, Washington, do hereby certify that the merchandise and/or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of <u>\$15,487.92</u> and from the General Fund, this <u>9th</u> day of <u>March 2022</u> .		
 Port Auditor	 Port Commissioner	
	 Port Commissioner	
Number	Name	Amount
4855	JAMES AHO	256.00
4856	AMBER BARTZ	256.00
4857	JOHN BURTON	256.00
4858	CASCADE NATURAL GAS	5.00
4859	HONEY BUCKET	93.00
4860	KITSAP COUNTY PUBLIC WORKS	375.00
4861	PUGET SOUND ENERGY	132.95
4862	WASTE MANAGEMENT	22.97
4863	KITSAP COUNTY	975.00
4864	SOUNDWEST ENGINEERING ASSOCIATES	12,068.00
4865	KENNETH W. BAGWELL, INC., P.S.	300.00
4866	PORT OF SILVERDALE	750.00







Theresa Haaland <portofillahee@gmail.com>

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## Port of Illahee - RCO Reimbursement Request #2

1 message

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**lswanson@soundwesteng.com** <lswanson@soundwesteng.com>  
To: portofillahee@gmail.com, illaheeportthree@gmail.com, jimaho@gmail.com  
Cc: jpiccone@soundwesteng.com

Tue, Mar 22, 2022 at 4:17 PM

Hi Jim/Theresa!

Billing reimbursement request #2 is in process with RCO. Below is confirmation of the billing submitted under the BFP grant. Reimbursement will probably be received in two separate checks under the BFP grant and the ALEA grant. These amounts should be \$8,920 this billing under the BFP grant and \$7,423 under the ALEA grant (for a total reimbursement of \$16,343).

Kind regards,

**Lauren Swanson**

Civil Engineer


**SOUNDWEST**

ENGINEERING ASSOCIATES

Cell: 206.817.9623

[lswanson@soundwesteng.com](mailto:lswanson@soundwesteng.com)

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 **Illahae RCO Billing Summary - Updated 3-22-22.pdf**  
172K

THIS WARRANT CONTAINS A WATERMARK ON THE BACK. HOLD TO A LIGHT TO VIEW. IF NOT PRESENT, DO NOT CASH.

# STATE OF WASHINGTON

OFFICE OF STATE TREASURER OLYMPIA

RECREATION AND CONSERVATION FUN

(360) 902-2954

98-557  
1251

## 880569C

Reg. No.	Agency	Sub. Agy.	Warrant No.	Mo.	Day	Yr.
22088	4670		880569C	03	29	2022

**PAY THIS AMOUNT**

### \$16,343.62

PAY TO THE  
ORDER OF

PAY  
ONLY

→→→ 16343.62



88056901

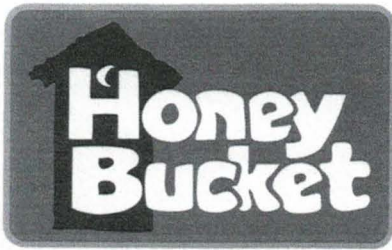
ILLAHEE PORT DISTRICT NO 6  
PO BOX 2357  
BREMERTON WA 98310

NEGOTIABLE FOR 180 DAYS ON OR AFTER ABOVE DATE

*Michael J. Pellicciotti*

MICHAEL J. PELLICCIOTTI, STATE TREASURER

⑈4321⑈ ⑆125105576⑆ 88056903⑈



**EXPERIENCE<sup>the</sup>  
DIFFERENCE**



Port of Illahee 6\_2120  
PO Box 2357  
Bremerton WA 98310-0310

RE: Honey Bucket price increase

Dear Valued Customer,

I want to thank you for choosing Honey Bucket as your portable sanitation services provider. Your business is very much appreciated, and we are honored to serve you on a daily basis.

We are currently in unprecedented times with inflation and rising costs nationwide. We have seen it here at Honey Bucket across the board. The increase in wages, health insurance, materials, fuel, and dump fees has brought us to this position.

So in order for us to continue providing you with the cleanest portable restrooms and the best-in-class customer service that you have come to expect, effective April 1, 2022, we will need to raise our prices on restroom rentals and other services.

If you have any questions or comments, please don't hesitate to contact me. And again, thank you for your business, and we look forward to serving you for years to come.

Best regards,

Matt Smith  
Operations Manager  
(253) 848-2371

*NW Cascade - called on 4/8/22  
Customer #163914*

*Currently pay \$93.00*

*New rate: \$125.50*

*has been their rate for quite a while - bringing older accounts  
up to same \$*