



**AGENDA FOR  
PORT OF ILLAHEE COMMISSION  
Wednesday, October 12, 2022 - 6:30PM  
ZOOM MEETING #715 0997 5823 / Password: Illahee**

**1. CALL TO ORDER**

**2. CONSENT AGENDA**

1. Agenda
- \*2. The September 14, 2022 Regular Meeting minutes
- \*3. The September 21, 2022 Special Meeting minutes
- \*4. Pay Bills with check numbers 4935 through 4946 totaling \$4,606.23

**3. SIGNING OF DOCUMENTS**

Determine when Commissioners to sign the documents

**4. PUBLIC COMMENT**

**5. VACANCY/APPOINTMENT OF POSITION 2**

All \*1. Applications – 3 applications received - review/discuss/appoint/Oath

**6. REPORTS/UNFINISHED BUSINESS**

Aho/ \*1. Grants/Waterfront Access Improvements

- Piccone
- Status of project permits and design
  - Any response from the Tribe to the letter that was emailed by the Port
  - Status of the new BFP Grant application for piling replacement/other funding Resolution 2022-03 Public Pier Pile Replacement Project (BFP #22-2038)
  - Any update on the County's filtration project

Aho/ \*2. Illahee Store Project

- Piccone
- Status of the topographical survey
  - Septic designer contacted?
  - Recap of Department of Ecology site visit on September 20, 2022 – follow-up certified mailing received 9/28/2022

3. Treasurer's Report as of September 30, 2022 General Fund \$ 98,889.18; Investments \$ 278,774.38; Good Property Management (GPM) Account \$ 200.00 (total: \$ 377,863.56)

4. Reports

Aho a. Website

- Anything to report?

Buesch \*b. Properties

5560 Ocean View Boulevard/Rental

- Good Property Management alerted that tenant complained of leak in the kitchen sink, restroom and shower. Rental increase? Sale of property?

5500 Illahee Road/Rental

- Anything to report?

5507 Illahee Road/Illahee Store Property

- Emailed complaints both dated September 15, 2022 from Debbie Smith and Elizabeth Mantzke – transient people with broken down cars at the Illahee Store property – status?

Illahee Road Lot

- Anything to report?

c. Dock/Pier

- Anything to report

Tabled 5. Surveillance cameras

**7. NEW BUSINESS**

All \*1. 2023 Preliminary Budget for approval – Final Budget to be adopted at November meeting



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**8. PUBLIC COMMENT**

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

- 10. ADJOURN** – Small Ports Seminar – October 20<sup>th</sup> & 21<sup>st</sup> - Leavenworth  
– Kitsap All Ports Meeting – October 24, 2022 @ 6:30PM – Port of Brownsville  
– Regular Meeting – November 9, 2022 @ 6:30PM – via ZOOM



## Port of Illahee – Minutes of Regular Meeting on September 14, 2022

Port of Illahee  
Minutes of Regular Meeting  
September 14, 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 6:30 PM. Also, in attendance were Commissioner Amber Bartz; Commissioner John Burton; Administrator Theresa Haaland; Roy Barton; Jon Buesch; and Janet Soderberg.

### CONSENT AGENDA

*The following consent agenda items were approved: September Meeting Agenda as submitted; August 10, 2022 Regular Meeting minutes; September 14, 2022 checks numbering 4922 through 4934 totaling \$8,774.41 as outlined in the attached Voucher Approval (motion by Bartz; second by Burton; unanimous).*

**SIGNING OF DOCUMENTS** – Commissioners agreed to stop by the Port of Silverdale office to sign documents on or before Monday.

**PUBLIC COMMENT** – John Buesch alerted the Commissioners of a car that he has seen parked several times at the Illahee Store parking lot. The windows are blocked with material making it seem that whoever is in the car is camping. The car is randomly there, so it is not disabled. Mr. Buesch said that the Port shouldn't allow for camping at the property and suggested a note be placed on the car.

### REPORTS/UNFINISHED BUSINESS

#### Grants/Waterfront Access Improvements –

Commissioner Aho explained that Jon Piccone of SoundWest Engineering had a previous commitment, so would not be able to attend tonight's meeting. A letter dated September 15, 2022 addressed to the Tribe from the Port was reviewed. Roy Barton questioned the date of the letter. It was explained that the letter that was discussed at last month's meeting was updated to include input from Commissioners and therefore postponed the mailing.

*Commissioner Bartz made a motion to approve the letter to the Suquamish Tribe Council dated September 15, 2022; second by Commissioner Burton.* Discussion: Commissioner Burton asked about the geoduck farming that was proposed in the 1990's as he had suggested to Mr. Piccone that it also be addressed within the letter. Commissioner Aho explained previous Port Commissioners were contacted to try and obtain information about that event, but no one recalled it. There was also nothing found in the Port's files. *The motion carried unanimously.*

Commissioner Aho reported that he talked to Mr. Piccone earlier today and one item they discussed was the pilings. The Recreation Conservation Office's (RCO) Boating Facility Program (BFP) grant application deadline is November 1<sup>st</sup>. Commissioner Aho tasked Mr. Piccone with starting the application process. Commissioner Aho explained that if the other Commissioners disagree with this, it can still be reversed at this point, but he feels it is worth attempting to receive additional grant funding for replacing some of the deteriorated pilings and since time is of the essence to start the application process, he told Mr. Piccone to go





## Port of Illahee – Minutes of Regular Meeting on September 14, 2022

ahead and begin it. Mr. Piccone plans to report on this at the October meeting. Commissioner Burton said that in talking with some Illahee residents that grew up in the area, he was told that they think those pilings are original from the 1960's, so well past their lifespan. He said that if the Port isn't successful in obtaining a grant, other avenues will need to be taken to secure funding to replace those pilings. Possibly another bond on the house or sell the house and the vacant lot along Illahee Road as it will be no good to have new floats at the end of the dock, if the land side of the dock is decrepit. Commissioner Aho said that if there is any leftover funds from the current grant, the RCO may allow the Port to use those funds towards the piling replacement. He also suggested a trust be looked into for funding and explained that Mr. Piccone plans to provide more information at next month's meeting.

There was no update on the County's filtration project.

The Port received an RCO grant reimbursement totaling \$20,369.05, which has been deposited.

### Illahee Store Project

Commissioner Aho reported that he received an email late this afternoon from Jaspreet Munday of the Washington State Department of Ecology (ECY). Ms. Munday and other ECY staff are planning a site inspection at the Illahee Store on September 20, 2022 around 11:00AM. They are requesting information on the underground tanks, which the Port does not have. Commissioner Aho said that he explained to Ms. Munday that the Port has been designated to receive funding through the

Pollution Liability Insurance Agency (PLIA) for the cleanup of the site, but apparently this site inspection is standard. Roy Barton said that it sounds like a boiler plate request and suggested Ms. Munday be provided the original survey that outlines the makeup of the tanks. Commissioner Aho said that ECY has looked at the tanks many times through the years. Apparently the Environmental Protection Agency (EPA) requires ECY to view sites periodically. He isn't too concerned because the records will show that PLIA is involved. Commissioner Aho plans to meet with ECY onsite on the 20<sup>th</sup> and encouraged anyone else who might be interested to join them.

### Treasurer's Report

As of August 31, 2022 the General Fund totaled \$82,137.26, Investments totaled \$278,448.10 and the balance of the Good Property Management (GPM) account totaled \$200.00 for a total of \$360,785.36.

### Reports

Website – Commissioner Aho continues to regularly update the website.

### Properties

5560 Ocean View Boulevard/Rental Property – Commissioner Bartz reported that Good Property Management (GPM) called her about a week ago and informed her that the kitchen sink and the upstairs toilet were both leaking. She gave them the okay to get the items fixed on the condition that the toilet leak is not related to the septic issue from over a year ago where the Port paid for the repair, but the tenant ultimately was responsible for it. It was explained that the September rent check from GPM was short over \$300 and the statement



## Port of Illahee – Minutes of Regular Meeting on September 14, 2022

listed the charges were for a bath fan, replacement light and fixture replacement. It was thought that may be related to the electrical repair they had requested months ago.

5500 Illahee Road/Rental Property – nothing to report.

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

Illahee Road Lot – nothing to report.

Commissioner Burton explained that he too has noticed individuals sleeping in their cars in the area. He has been cleaning up the trash they leave behind. He hopes that others in the community will take on this task as he is not going to be able to do it in the near future.

Dock/Pier – Commissioner Burton reported that he had an email exchange from a boater, Chris Bell, who was having boat engine problems and was forced to overstay the three-night limit. He did eventually move. Commissioner Burton said that the Port really has no way to enforce the rules or collect fees associated with not following the rules. This is something that the Port needs to get a handle on as it seems derelict boats and cars are becoming more and more of an issue for the Port. Another item that needs a process is the ability to contain and cleanup a spill. These are two issues that there is no resolution for at this point. TIKAR was tasked with installing more fasteners to several boards that are loose on the dock. Because of the dry spell the wood shrinks and the boards loosen. It is an ongoing issue for the wood covered dock. Commissioner Aho said that in the past the Port was considering a maintenance schedule

to replace boards regularly and over a ten-year period all the boards would have been replaced. This is definitely something that needs to be considered as the grant improvements take place. The regular routine maintenance needs to be resolved moving forward.

Surveillance cameras – tabled.

### **NEW BUSINESS**

WPPA Small Ports Seminar – Commissioner Aho is planning to attend the event that runs from October 20<sup>th</sup> – 21<sup>st</sup> in Leavenworth. He encouraged Commissioner Bartz to consider attending, but she explained she couldn't due to work.

Budget Review report was discussed. It was explained that the 2023 Preliminary Budget will need to be approved at next month's meeting with the final up for adoption at the November meeting. Commissioner Aho questioned the process as it doesn't provide time after the public comment period to make any changes. It was explained that is how many Ports do it, but changes could be agreed to during the November meeting with the corrections made to the final budget prior to signing. Including the piling replacement costs to the 2023 Budget was discussed. Commissioner Burton said that the piling replacement line item must be included within the budget. Commissioner Aho will be provided with the draft prior to the October meeting.

Resignation/Vacancy – Commissioner John Burton, who has served as a Commissioner since November 2017 has submitted his resignation effective September 19, 2022. Commissioner Burton explained that he and





## Port of Illahee – Minutes of Regular Meeting on September 14, 2022

his wife have sold their Illahee property and are moving to the Goldendale area. He said that he has appreciated everyone's support over the years and working with everyone.

Commissioner Aho thanked Commissioner Burton for his time and effort as a Port Commissioner. With Commissioner Burton living so close to the dock, it was really nice having him oversee that area. He did a great job and will be missed by not only the Port of Illahee but the Illahee community as well. An announcement of the vacancy will be sent to the Kitsap Sun soon. Once it is in the newspaper, Commissioner Aho plans to add the announcement to the Illahee community update letter he sends out. Commissioner Aho suggested Jon Buesch might again be interested in filling the vacancy. It was also suggested that regular Port-meeting attendee, Roy Barton, consider applying to fill the vacancy. It was added that other somewhat regular attendees such as John Parvis, Ed Seal and Janet Soderberg might be interested in filling the vacancy. Commissioner Burton said that Mike Manske, who lives near the dock, might be interested as well. The ad will be placed in the Kitsap Sun within a week and then the word will be spread through social media, posted on the website and kiosk and added to the Illahee community newsletter in hopes to stir up some interest. *It was approved to submit the prepared Notice of Vacancy to the Kitsap Sun* (motion by Bartz; second by Burton; unanimous).

**PUBLIC COMMENT** – Mr. Barton agreed that a sign stating “No Overnight Parking and/or Camping” should be posted at the Illahee Store parking lot as a deterrent to people staying there overnight. He said it may be the time to

sell the Illahee Road lot and the Ocean View property. With the interest rates on the rise and the change in the market from a few months ago, it might take longer to sell the properties and that should be considered. He agreed it was time to start thinking about selling so that the money can be placed in the bank to be used towards Port projects.

Mr. Buesch said that the reason the Port was hanging onto the Ocean View property was for such a purpose as paying to replace the pilings. Selling the two properties will get the Port much closer to the money needed for the piling replacement. The purpose of the Ocean View property will serve the Port well in being sold. He said the market has changed some, but there is still a market out there and would hope the Commissioners would talk to a realtor and get it listed. He reminded the Commissioners that at one time the current tenants were interested in purchasing the property, so that could be considered as well. He suggested the listing price be as high as possible. The view from the house is outstanding and adds a ton of value, which should be considered when determining a listing price. Mr. Buesch reminded that a developer that is working on properties north of the Illahee Road lot showed an interest in the vacant lot. That should be further investigated as well. He urged that time is of the essence to get the house and the vacant lot listed. It is time.

Janet Soderberg agreed with both Mr. Barton and Mr. Buesch about selling the properties. She said that the pier is integral to the Port and the Illahee community. She explained that she knows of some realtors and would be happy to provide their contact information to the





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Commissioners. She questioned the amount the Port will pay to Mr. Piccone to apply for a new grant, as the money that would be paid to him could be set aside and added to the proceeds from the sale of the properties and eventually used for the piling replacement project. She said that the number one job for the Port is to get the pilings replaced and fixing the pier to make it more stable and secure. Ms. Soderberg said that she too has noticed the parked car at the Illahee Store lot. She noticed an ambulance there recently. At one point the car was in bad shape, but has since been taped back together. She asked if the Port would consider making some improvements to the Illahee Store building and explained that she would be willing to help paint it. She said that some exterior improvements to the store might keep people from staying there. Ms. Soderberg asked if there were any traffic calming measures that could be taken along Illahee Road. She said that its very dangerous as people speed on that road and others are walking and bicycling in the area. Commissioner Aho suggested Ms. Soderberg check with the County Public Works Traffic Division. He recalled this being looked into in the past and it was determined nothing could be done because Illahee Road is considered a main artery road in case of emergency. Commissioner Burton agreed with Ms. Soderberg and likened it to Tracyton Boulevard, where speed bumps were installed. He thought they may have been installed after a pedestrian was killed by a vehicle along that stretch of road. Commissioner Aho said that it is his understanding that Tracyton Boulevard and Illahee Road are two different classifications of roadways. Ms. Soderberg explained that she believes in persistence and

had hoped the Port would be involved as that would be sure to have more of an impact. Commissioner Aho said that the Port did look into it in the past and that is when it was determined not to be possible. At that time the Port even paid to have the speed monitoring signs installed. He thought the County had since taken over the signs, but it was efforts and funds from the Port that initially got them installed. Ms. Soderberg said those speed signs are very helpful, but is still concerned as many individuals continue to speed along Illahee Road and she doesn't want it to come to the point that someone is seriously injured or worse. She asked if a Commissioner would talk to the County. Commissioner Aho explained that two Commissioners would have to agree in order to address the County on behalf of the Port. He said that once the dock improvements and the Illahee Store property are figured out, a pedestrian crossing area will need to be included and that will be the time to address some sort of safety measure for the area. Mr. Barton suggested Ms. Soderberg contact the County, but before doing so she should determine the road classification because there may be nothing the County will actually be able to do depending on that.

Mr. Buesch suggested the Commissioners consider using the services of the Windermere Real Estate agent that provided the Port with the three comps for the OceanView property when the loan was changed to a bond.

**EXECUTIVE SESSION – None**

**ADJOURN**

*At 7:34PM the meeting adjourned (motion Bartz; second Burton; unanimous).*



Approved:

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

DRAFT





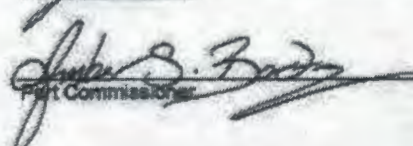


Port of Illahee – Minutes of Regular Meeting on September 14, 2022

**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           \$8,774.41           and from the General Fund, this   14th   day of   September, 2022.  

  
 Port Auditor
 
  
 Port Commissioner

  
 Port Commissioner

Number	Name	Amount
4922	JAMES AHO	256.00
4923	AMBER BARTZ	256.00
4924	JOHN BURTON	256.00
4925	ALL LAWN MAINTENANCE	191.10
4926	CASCADE NATURAL GAS	5.00
4927	HONEY BUCKET	225.90
4928	PUGET SOUND ENERGY	194.58
4929	WASTE MANAGEMENT	24.24
4930	BANK OF AMERICA	33.59
4931	SOUNDWEST ENGINEERING ASSOCIATES	5,836.00
4932	POSTMASTER	404.00
4933	CHMELIK SITKIN & DAVIS	690.00
4934	PORT OF SILVERDALE	600.00

## MINUTES OF ILLAHEE PORT SPECIAL MEETING ON SEPTEMBER 21, 2022

Commissioner Aho called the meeting to order at 4:30PM via ZOOM. Also in attendance were: Commissioner Bartz; Administrator Theresa Haaland; Roy Barton; Jon Buesch; Eric Hall; and Janet Soderberg.

**ACCEPT COMMISSIONER BARTZ' RESIGNATION – POSITION 2** – Commissioner Bartz had submitted her resignation letter dated 9/15/2022 effective 9/30/2022. Within the letter she explained that due to work, family life and a re-flaring autoimmune disease, she is unable to give her Port Commissioner Position 2 the attention it deserves and has realized she is not able to complete the term. She states she will stay on through September 30, 2022. *The resignation of Commissioner Bartz as Illahee Port Commissioner – Position 2 effective September 30, 2022 was accepted* (motion by Bartz; second by Aho; unanimous).

### **APPOINT INTERIM PORT OF ILLAHEE COMMISSIONER, POSITION 1**

Commissioner Aho explained that with the recent resignation of John Burton and now with Commissioner Bartz' resignation that would leave only one Commissioner in place and basically would put the Port in a stand still with no work being able to be conducted. He verified this with attorney Bagwell and was told that with only one Commissioner in place the County would get involved to appoint the two vacancies. Since Jon Buesch was an Illahee Port Commissioner less than a year ago and has since shown his continued interest in the Port by attending all of the scheduled Port meetings, Commissioner Aho decided to ask Mr. Buesch if he might be willing to fill the vacancy and be appointed immediately in an effort to keep Port business from being halted. Mr. Buesch agreed he would be willing to take on the task. *Commissioner Bartz made a motion to appoint Jonathan Buesch to fill the Illahee Port Commissioner Position 1 vacancy. Commissioner Aho second the motion.* Discussion: Mr. Buesch explained that the reason he didn't file to be re-elected last year was because he felt that he really didn't have enough time that is needed to successfully fill the position, but with former Commissioner Burton moving out of district and then the unexpected resignation of Commissioner Bartz he realized the Port was in quite a bind and wouldn't be able to conduct business with just one Commissioner, so when Commissioner Aho approached him and informed him of the dire situation, he agreed to fill the position. He added that he plans to fill the position through December of 2023, but has no intention of filing to be on the November ballot in 2023. He said hopefully others in the community will step up and be willing to take the position seriously. He explained that he may be out of the area for some of the upcoming meetings, but should be able to attend via ZOOM. *The motion carried unanimously.*



**ADMINISTER OATH OF OFFICE**

Commissioner Aho administered the Oath of Office to Jonathan Buesch. Both Commissioners Aho and Buesch will stop by the Port of Silverdale office tomorrow to sign necessary documents. Welcome back Commissioner Buesch!

**ADVERTISING IN KITSAP SUN**

A draft publication announcing the vacancy of Illahee Port Commissioner 2 was reviewed. It will be published in the Kitsap Sun immediately for a total of two publications.

Although PUBLIC COMMENT wasn't on the Agenda Commissioner Aho asked if anyone had any comment. Roy Barton confirmed that there are basically five years left on Commissioner Bartz' Position 2 term. This was discussed. Both Positions 1 and 2 will be on the November 2023 ballot. Position 2 will be a four-year position to fill the unexpired term.

Mr. Barton thanked Commissioner Bartz for the time she has been on the Board. Commissioner Aho joined in to thank Commissioner Bartz adding it was fun to work with her.

Janet Soderberg said that she is worried about this turn around and asked what recruitment is being utilized to fill the vacancy and what repercussions there might be in only having two Commissioners. Commissioner Bartz told Ms. Soderberg that if she has the time and is passionate about it, she should consider running. Ms. Soderberg said that she isn't in the position to do it and do it well. It was explained that from the date of the resignation the remaining Port Commissioners have ninety days to fill the vacancy. If it is not filled within that time the County gets involved and also has ninety days to fill the vacancy. From there if it is still not filled the State gets involved. Everyone was urged to get the word out about the vacancy. Ms. Soderberg suggested a bullet list be generated stating what is to be expected of a new Commissioner, so that any applicant would be well aware of what is expected of him/her before applying for the position.

**ADJOURN – The meeting adjourned at 4:48PM** (motion by Bartz; second by Aho; unanimous).

Approved:

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Commissioner                                      Commissioner                                      Commissioner





**PORT OF ILLAHEE  
APPLICATION FOR APPOINTMENT**

1. I, Eric Laurence Hall, am a registered voter residing at:  
(PRINT NAME AS YOU ARE REGISTERED TO VOTE)
2. 

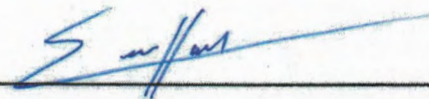
<u>5408 Illahee Rd NE</u> (STREET ADDRESS)	<u>Bremerton</u> (CITY)	<u>98311</u> (ZIP)
<u>Same as above</u>		
<u>724-610-4028</u> (TELEPHONE NO.)	<u>eric.hall@outlook.com</u> (E-MAIL ADDRESS)	<u></u> (ZIP)

and at the time of filing this application I am legally qualified to assume office if appointed.

3. I declare myself as a candidate for the appointment to the office of:  
Commissioner of the Illahee Port District – Position 2  
(verified at [Port of Illahee.pdf \(kitsapgov.com\)](http://Port of Illahee.pdf (kitsapgov.com)))
4. For the following term of office:  
An unexpired term – through December 31, 2023.
5. How long have you lived in the Illahee area? Since June 2020
6. What experience, interests, and skills do you have that might be useful to the Board? 8 years as a Precision Measurement Engineer in the U.S. Air Force with experience as a Quality Assurance Manager. Currently working as a Senior Programmer in City University of Seattle's IT Department  
My IT skills, management experience, and proximity to the Dock will allow me to handle numerous Board tasks.
7. What time and attention would you have available for Board activities? (including monthly meetings held on the second Wednesday of each month at 6:30PM and generally running no more than two hours) I work from home and live two houses down from the Dock so I will have ample time to attend meetings and my location will allow me to perform Dock Manager activities.
8. What vision do you have for the future of the Port of Illahee? \_\_\_\_\_  
I want to provide a safe environment for all residents and visitors to Illahee with a focus on fixing the webcam (including the possibility of installing a security camera), transferring the PortOfIllahee.com site onto a SSL certificate (to help dissuade ransomware/hacking attacks), and work to renovate the old gas station into a community center that Dock visitors and residents can be proud of.

I declare that this information is, to the best of my knowledge, true. I also swear, or affirm, that I will support the Constitution and laws of the United States and the Constitution and laws of the State of Washington.

9. Sign Here X \_\_\_\_\_



**PORT OF ILLAHEE  
APPLICATION FOR APPOINTMENT**

1. Jeffrey S. Rupert am a registered voter residing at:  
(PRINT NAME AS YOU ARE REGISTERED TO VOTE)
2. 5729 Madrona Ave NE Bremerton WA 98311  
(STREET ADDRESS) (CITY) (ZIP)
- 360 689 1020 JRupert576@gmail.com  
(TELEPHONE NO.) (E-MAIL ADDRESS)

and at the time of filing this application I am legally qualified to assume office if appointed.

3. I declare myself as a candidate for the appointment to the office of:  
**Commissioner of the Illahee Port District – Position 2**  
(verified at [Port of Illahee.pdf \(kitsapgov.com\)](#))
4. For the following term of office:  
An unexpired term – through December 31, 2023.
5. How long have you lived in the Illahee area? 20 years
6. What experience, interests, and skills do you have that might be useful to the Board? Carpentry, CCTV, home remodel, mechanical engineering, plumbing install/maintenance, scuba, marine machinery maintenance
7. What time and attention would you have available for Board activities? (including monthly meetings held on the second Wednesday of each month at 6:30PM and generally running no more than two hours) Mon-Fri after 4:00pm and weekends
8. What vision do you have for the future of the Port of Illahee? Completion of current projects, store, dock repair and expansion and park, I love the idea to help make these project successful and the port more usable to the community.

I declare that this information is, to the best of my knowledge, true. I also swear, or affirm, that I will support the

9. Sign here



10/9/2022



# PORT OF ILLAHEE APPLICATION FOR APPOINTMENT

1. I, Jennifer R Farley, am a registered voter residing at:  
(PRINT NAME AS YOU ARE REGISTERED TO VOTE)

2. 3850 NE Roosevelt St Bremerton WA. 98311  
(STREET ADDRESS) (CITY) (ZIP)

3850 NE Roosevelt St Bremerton WA. 98311  
(MAILING ADDRESS) (CITY) (ZIP)

360-981-4503 jennifertallman@comcast.net  
(TELEPHONE NO.) (E-MAIL ADDRESS)

and at the time of filing this application I am legally qualified to assume office if appointed.

3. I declare myself as a candidate for the appointment to the office of:

**Commissioner of the Illahee Port District – Position 1**  
(verified at [Port of illahee.pdf \(kitsapgov.com\)](http://Port of illahee.pdf (kitsapgov.com)))

4. For the following term of office:

**An unexpired term – through December 31, 2023.**

5. How long have you lived in the Illahee area? 1979-1998 and just moved  
back 8/31/22

6. What experience, interests, and skills do you have that might be useful to the Board? Ive lived in and around Illahee my whole life and love the area, which is why my husband and I just purchased a new to us home back in the area. My husband and I are both community minded and have volunteered time coaching youth sports. I recently became the chair of an employee resource group at the Shipyard where I work.

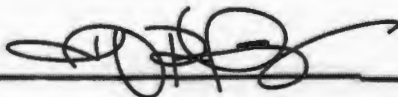
7. What time and attention would you have available for Board activities? (including monthly meetings held on the second Wednesday of each month at 8:30PM and generally running no more than two hours) I can be available for all meeting times and would need to learn what other time is needed, but I am aware that other time commitments may happen.

8. What vision do you have for the future of the Port of Illahee? \_\_\_\_\_  
\_\_\_\_\_

I have loved the Illahee area my whole life and I love that so much of the area has been preserved. I would like to continue that effort to conserve as much of the area as possible. I like the way Illahee dock has become more boater friendly and may be interested in continuing that effort.

I declare that this information is, to the best of my knowledge, true. I also swear, or affirm, that I will support the Constitution and laws of the United States and the Constitution and laws of the State of Washington.

9. Sign Here X \_\_\_\_\_



# Oath of Office

**State of Washington**

**County of Kitsap**

I, \_\_\_\_\_, do solemnly swear that I am a citizen of the United States and the State of Washington; that I am legally qualified to assume the office of *Port of Illahee District No. 6 – Commissioner Position 2*; that I will support the Constitution and Laws of the United States and the State of Washington; and that I will faithfully and impartially discharge the duties of this office to the best of my ability.

\_\_\_\_\_  
Signature

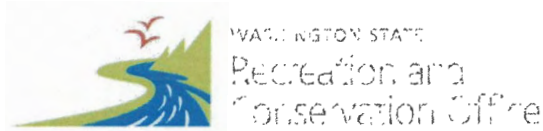
Subscribed and sworn to before me this \_\_\_\_\_

Day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of official administering the oath

\_\_\_\_\_  
Title of the official administering the oath





## Applicant Resolution/Authorization

Organization Name (sponsor) Port of Illahee

Resolution No. or Document Name 2022-03

Project(s) Number(s), and Name(s) Public Pier Pile Replacement Project (BFP #22-2038)

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	John Piccone, P.E.,
Project contact (day-to-day administering of the grant and communicating with the RCO)	John Piccone, P.E.,
RCO Grant Agreement (Agreement)	Jim Aho
Agreement amendments	Jim Aho
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	Jim Aho

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's WEB SITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.
11. [for Acquisition Projects Only] Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property

acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.

12. [for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property] Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.
13. [for Development, Renovation, Enhancement, and Restoration Projects Only–If your organization DOES NOT own the property] Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
14. [Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant] Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
15. This resolution/authorization is deemed to be part of the formal grant application to the Office.
16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

Signed \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

On File at: \_\_\_\_\_

This Applicant Resolution/Authorization was adopted by our organization during the meeting held:  
(Local Governments and Nonprofit Organizations Only):

Location: Port of Illahee, Illahee, WA Date: \_\_\_\_\_

Washington State Attorney General's Office

Approved as to form  2/13/2020  
*Assistant Attorney General* *Date*

You may reproduce the above language in your own format; however, text may not change.





Theresa Haaland <portofillahee@gmail.com>

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**Fwd: UST#97233\_NONC**

1 message

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**Jim Aho** <jimaho@gmail.com>  
To: Theresa Haaland <portofillahee@gmail.com>

Wed, Sep 21, 2022 at 6:20 PM

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

From: **Mundey, Jaspreet (ECY)** <jmun461@ecy.wa.gov>  
Date: Wed, Sep 21, 2022 at 4:47 PM  
Subject: UST#97233\_NONC  
To: jimaho@gmail.com <jimaho@gmail.com>  
Cc: Cook, Matt (ECY) <mcoo461@ecy.wa.gov>

Hello Jim,

Please disregard the notice of con-compliance (NONC) I email you yesterday. The comments had incorrect dates in that one. Going forward we will be using this revised NONC.

Please feel free to contact me for any questions or concerns you may have.

Best regards,


Jaspreet Mundey

Underground Storage Tank Inspector  
Toxics Cleanup Program, Northwest Regional Office  
Cell: [\(206\) 960-1482](tel:2069601482)  
[Ecology's Northwest Regional Office has moved to Shoreline:](#)

[Mailing address: PO Box 330316, Shoreline, WA 98133-9716](#)

[24-hour reception line: 206-594-0000](#)

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 **Notice of Non-Compliance.pdf**  
104K



Theresa Haaland <portofillahee@gmail.com>

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**Fwd: UST#97233-NONC**

1 message

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Jim Aho <jimaho@gmail.com>

Wed, Sep 21, 2022 at 10:14 AM

To: Theresa Haaland <portofillahee@gmail.com>

Cc: John Piccone <jpiccone@soundwesteng.com>, Ken Bagwell <kbagwell@kbagwell-law.com>

Yesterday I met with Department of Ecology folks and after some negotiations they agreed to only charge us with a "Notice of Non-Compliance" which was better than all the other charges they had at their disposal. This notice means we will not be able to receive fuel deliveries until we comply with many, many other requirements. Thankfully, PLIA should be on the way to rescue us from these problem leaking fuel tanks.

They also wanted the official address of the Port so I expect we will be receiving mail soon.

Jim

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

From: **Munday, Jaspreet (ECY)** <jmun461@ecy.wa.gov>

Date: Tue, Sep 20, 2022 at 4:22 PM

Subject: UST#97233-NONC

To: jimaho@gmail.com <jimaho@gmail.com>

Cc: Cook, Matt (ECY) <mcoo461@ecy.wa.gov>

Hello Jim,

Please see the attached NONC document. You will be receiving a notice of delivery prohibition in the mail in the next week. Please feel free to contact me for any questions or concerns you may have.

Best regards,

Jaspreet Munday

Underground Storage Tank Inspector

Toxics Cleanup Program, Northwest Regional Office

Cell: (206) 960-1482

[Ecology's Northwest Regional Office has moved to Shoreline:](#)

[Mailing address: PO Box 330316, Shoreline, WA 98133-9716](#)

[24-hour reception line: 206-594-0000](#)



**Notice of Non-Compliance.pdf**

104K

Washington State Department of Ecology  
Underground Storage Tank (UST) Program  
NOTICE OF NON-COMPLIANCE

UST ID: 97233  
Issue Date: 9/20/2022

This action does not limit the Department from other enforcement actions as deemed necessary.

**Site Name:** Illahee Foods  
**Site Address:** 5507 ILLAHEE RD NE  
**City:** Bremerton  
**Responsible Party:** Port of Illahee

**Contact Name:** Jim Aho  
**Contact Phone:** 360-479-1049  
**Contact Cell:** 360-649-1049  
**Contact Email:** jimaho@gmail.com

Violations Descriptions, Observations, and Actions Required	Due Date
173-360A-0200(1) - Operating regulated UST without a valid license  Observations & Actions Required: <b>No valid business license since 2001. Owners/operators have 30 days to meet requirements, otherwise the tanks will be red tagged to prevent future fuel deliveries. Removal of tanks will also resolve the violation.</b>	10/31/2022
173-360A-0430(2) - Failure to test cathodic protection (CP) system with required frequency  Observations & Actions Required: <b>There was no records of CP testing provided or otherwise found in Ecology records. Owners/operators have 30 days to meet requirements, otherwise the tanks will be red tagged to prevent future fuel deliveries. Removal of tanks will also resolve the violation.</b>	10/31/2022
173-360A-0430(3) - Failure to inspect impressed current cathodic protection system at least every 60 days  Observations & Actions Required: <b>The facility staff has not been inspecting the rectifier every 60 days. Owners/operators have 30 days to meet requirements, otherwise the tanks will be red tagged to prevent future fuel deliveries. Removal of tanks will also resolve the violation.</b>	10/31/2022
Observations & Actions Required: <b>There was 2 to 6 inches of liquid in the tanks. The owner/operators must remove the liquid out of the tanks. Submit a copy of work receipt showing all liquids have been pumped out.</b>	10/20/2022

**Instructions**

**Request Extension By:** N/A

- You must complete the actions identified above by the due date to resolve the UST violations listed.
  - To request an extension, submit a written request to the Ecology inspector by the request extension date. The request must include:
    - Reason extension is requested.
    - Steps already taken and a description of the work that remains to be completed.
    - Anticipated completion date of remaining work.
- A Notice of Non-Compliance (NONC) is not an appealable enforcement action.
  - If a Field Penalty or Notice of Delivery Prohibition accompanies a NONC, the **Field Penalty and/or Notice of Delivery Prohibition are appealable.**
  - Failure to comply with requirements set forth in a NONC may result in further enforcement actions.

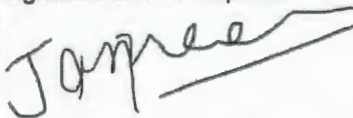
Submit required documentation via mail, fax, or email.

**Regional Office:** Northwest  
**Address:** PO Box 330316 Shoreline, WA 98133  
**Phone/Fax:** 206-594-0000 / 206-366-7810

**Inspector Name:** Munday, Jaspreet  
**Inspector Email:** jmun461@ecy.wa.gov  
**Inspector Phone:** 206-594-0130

I personally investigated or observed the violation(s) noted above.

Signature of UST Inspector

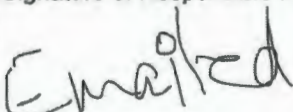


Date 9/21/2022

I acknowledge receipt of this action. My signature does not imply agreement.

Printed Name of Responsible Party or Site Contact

Signature of Responsible Party or Site Contact



Date 9/21/2022





Washington State Department of Ecology  
Underground Storage Tank (UST) Program  
**NOTICE OF DELIVERY PROHIBITION**

UST ID #: <b>97233</b>	Delivery Prohibition ID #: <b>0155</b>	Agency Docket #: <b>21405</b>
Responsible Party: <b>Port of Illahce</b>	Site Contact: <b>Jim Aho</b>	
Site Name: <b>Illahce Foods</b>	Mailing Address: <b>P.O. Box 2357</b>	
Site Address: <b>5507 Illahce Rd NE</b>	City, State: <b>Bremerton WA</b>	
City: <b>Bremerton</b>	Zip: <b>98310</b>	

Date issued: **9/20/2022** Time: **6:00 PM** Region: **NWRO**

Under WAC 173-360-165, the Department of Ecology may prohibit the delivery, deposit, or acceptance of a regulated substance to an UST system or the entire UST facility if the Department determines an owner or operator is in violation of the UST regulations. This Notice of Delivery Prohibition (NDP) identifies the violations of the UST regulations at the facility/site listed above. Failure to resolve the violations of the UST regulations by the compliance deadline(s) outlined in the Notice of Non-Compliance will result in the Department affixing a red tag to the fill port(s) of the non-compliant tank(s) listed below.

WAC 173-360 RCW 90.76	VIOLATION(s)	APPLIES TO TANK(s)
<b>-0200</b>	Regulated UST without a displayed facility compliance tag and/or UST endorsement(s) on Business License	<b>1, 2, 3</b>
	Failure to comply with spill prevention requirements	
	Failure to comply with overfill protection requirements	
<b>-0430</b>	Failure to comply with corrosion protection requirements	<b>1, 2, 3</b>
	Failure to comply with release detection requirements	
	Failure to comply with secondary containment, including interstitial monitoring for tanks and piping	
	Failure to comply with under dispenser containment requirements	
	Failure to comply with temporary closure requirements	
	Failure to comply with corrective action requirements	
	Failure to comply with financial responsibility requirements	

I personally investigated or observed the violation(s) noted above.		I acknowledge receipt of this document. My signature does not imply agreement.	
<i>Matthew Cook</i>	<b>9/20/22</b>	<i>Jim Aho</i>	
Signature of UST Inspector	Date	Signature of Responsible Party or Site Contact	Date
<b>Matthew Cook</b>		<b>Jim Aho</b>	
Printed Name of UST Inspector		Printed Name of Responsible Party or Site Contact	

Observations/Comments:



**OPTIONS AND INSTRUCTIONS FOR RESPONDING  
TO THE NOTICE OF DELIVERY PROHIBITION**



1. **Avoiding Red Tags.** In order to prevent delivery prohibition/Red Tag of the tank(s) listed on this NDP, you must resolve the violations of the UST regulations as described and according to the compliance schedule in the Notice of Non-Compliance. This includes providing all necessary documentation to Ecology.
2. **Appeal this Notice of Delivery Prohibition to the Pollution Control Hearings Board (PCHB) within 30 days** after the date of receipt. The appeal process is governed by Chapter 43.21B RCW and Chapter 371-08 WAC. "Date of receipt" is defined in RCW 43.21B.001(2).
  - File your appeal and a copy of this Notice of Delivery Prohibition with the PCHB (see addresses below). Filing means actual receipt by the PCHB during regular business hours.
  - Submit a copy of your appeal with a copy of this NDP to the Department in paper form – by mail or in-person delivery (see addresses below). ~~E-mail will not be accepted.~~

You must also comply with all applicable PCHB requirements of Chapter 43.21B RCW and Chapter 371-08 WAC, (<http://apps.leg.wa.gov/WAC/default.aspx?c=371-08>)

If you do not appeal this NDP or if, after appeal, the PCHB determines that delivery should be prohibited and you have failed to resolve the UST violations by the compliance deadline, the Department will affix a red tag to the fill-port of the UST(s) listed on this Notice.

**POLLUTION CONTROL HEARINGS BOARD**

**Mailing Address:**

Pollution Control Hearings Board  
PO Box 40903  
Olympia, WA 98504-0903

**Physical Address:**

Pollution Control Hearings Board  
1111 Israel Rd. SW, Suite 301  
Tumwater, WA 98501

**DEPARTMENT OF ECOLOGY**

**Mailing Address:**

Department of Ecology  
Appeals Processing Desk  
PO Box 47608  
Olympia, WA 98504-7608

**Physical Address:**

Department of Ecology  
Appeals Processing Desk  
300 Desmond Drive SE  
Lacey, WA 98503

- Pollution Control Hearings Board: [www.eho.wa.gov/Boards\\_PCHB.aspx](http://www.eho.wa.gov/Boards_PCHB.aspx)
- RCW 90.76 – Underground Storage Tank Law: <http://apps.leg.wa.gov/RCW/default.aspx?cite=90.76>
- WAC 173-360 – Underground Storage Tank Regulation: <http://apps.leg.wa.gov/WAC/default.aspx?cite=173-360>

**ELIGIBILITY FOR PAPERWORK VIOLATION WAIVER AND OPPORTUNITY TO CORRECT**

Under RCW 34.05.110, small businesses are eligible for a waiver of a first-time paperwork violation and an opportunity to correct other violations. Ecology has made no determination regarding whether you meet the definition of a "small business" under this section. However, Ecology has determined that the requirements of RCW 34.05.110 do not apply to these violation(s) due to conflict with federal law or program requirements, including federal requirements that are a prescribed condition to the allocation of federal funds to the state.

If you need this document in an alternative format call the Toxics Cleanup Program at (360) 407-7170. Persons with hearing loss, call 711 for Washington Relay Service. Persons with a speech disability, call 877-833-6341.



Theresa Haaland <portofillahee@gmail.com>

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## FW: Store Parking Lot

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Debbie Smith <caughtmyfancy@hotmail.com>  
To: Theresa Haaland <portofillahee@gmail.com>

Thu, Sep 15, 2022 at 8:07 AM

Sent via the Samsung Galaxy Note10+ 5G, an AT&T 5G smartphone

----- Original message -----

From: Debbie Smith <caughtmyfancy@hotmail.com>  
Date: 9/15/22 7:50 AM (GMT-08:00)  
To: Jim Aho <jimaho@gmail.com>  
Subject: Store Parking Lot

Hey Jim,

Good morning im out of town but got call from my mom. She said she is scared, there looks to be a bunch of transient people & broken down cars at the store the past couple days.

Can you please have them towed, otherwise we could end up with an encampment fast.

Can you let me know what the plan is so I can inform her.

Thank you  
Debbie Smith

Sent via the Samsung Galaxy Note10+ 5G, an AT&T 5G smartphone





Theresa Haaland <portofillahee@gmail.com>

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## Homeless living situation at the store

1 message

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**Mike and Beth Mantzke** <mbmantzke@comcast.net>

Thu, Sep 15, 2022 at 10:23 AM

To: portofillahee@gmail.com, illaheeportone@gmail.com, illaheeport2@gmail.com, illaheeportthree@gmail.com

Hello Commissioners,

This week, a navy blue Mazda has been parked at the little store. It's currently backed in against the bulkhead and someone(s) are living there. Unfortunately, more people are visiting the vehicle and have been yelling, acting out. I'm concerned about crime and drugs being conducted on the port's property. I don't know if there are some resources at your disposal, but I'm hoping you or the Sherriff liason can help these individuals get connected with those resources. Thank you.

Sincerely,  
Elizabeth Mantzke  
5429 Illahee rd ne  
360-620-2589

**PORT OF ILLAHEE**  
**2023 PRELIMINARY BUDGET**

	DETAIL	TOTALS
TOTAL ESTIMATED BEGINNING BALANCE		377,000.00
<b>REVENUES:</b>		
670.00 NonRevenues - Loan Contingency for Improvement Projects	700,000.00	
693.00 Operating Grants Reimbursement ALEA & BFP	1,230,563.00	
695.00 Real Property Rentals	30,000.00	
699.10 Investment Interest	800.00	
699.20 Property Tax	94,500.00	
TOTAL ESTIMATED REVENUES:		2,055,863.00
TOTAL ESTIMATED FUNDS AVAILABLE:		2,432,863.00
<b>EXPENDITURES:</b>		
721.00 MARINA OPERATING		
721.80 Utilities	3,000.00	
721.90 Other	500.00	
723.00 MARINA MAINTENANCE		
723.30 Outside Services	2,500.00	
723.40 Supplies	1,000.00	
723.90 Other: Piling Replacement	145,000.00	
761.00 PROPERTY LEASE/RENTAL		
761.30 Outside Servies	3,000.00	
763.00 PROPERTY LEASE/RENTAL MAINTENANCE		
763.40 Supplies	500.00	
763.60 Facility Maintenance	2,000.00	
763.70 General and Administrative	500.00	
763.80 Utilities	1,500.00	
763.90 Other	4,000.00	
771.00 DEBT REDEMPTION		
771.50 Other: Note/Contracts	10,000.00	
773.00 FIXED ASSET DISBURSEMENT		
773.50 Property Improvements	350,000.00	
773.90 Other: Property Improvements	5,000.00	
774.00 WATERFRONT FACILITIES		
774.40 Waterfront Access Improvements: Upland Work	724,434.00	
774.40 Waterfront Access Improvements: Marina work	1,060,092.00	
780.00 GENERAL AND ADMINISTRATIVE		
781.10 Commissioner compensation	12,800.00	
781.20 Commissioner reimbursement	1,500.00	
781.30 Outside services	20,000.00	
781.40 Supplies	200.00	
781.60 Facility rentals	400.00	
781.70 G&A Operations	25,000.00	
789.10 Economic development	2,500.00	
790.00 NON-OPERATING EXPENSE		
799.91 Interest Expense	5,000.00	
799.92 Election Expense	5,000.00	
TOTAL ESTIMATED EXPENDITURES:		(2,385,426.00)
TOTAL ESTIMATED ENDING BALANCE:		47,437.00

\_\_\_\_\_  
Commissioner Jim Aho

\_\_\_\_\_  
Commissioner Jon Buesch

\_\_\_\_\_  
Commissioner

## Estimate of Allowable 2022 Property Tax Levy For taxes payable in 2023

September 26, 2022

Enclosed you will find **estimated levy limit calculations for the 2022 regular levies** to which your district is entitled. Included is our estimate of additional amounts attributable to new construction, annexations, refunds and canceled taxes. The assessed valuation of state-assessed utilities is not yet available. Your district may want to include an additional amount in the budget and/or levy certification in the event there is an increase to state-assessed utilities. **This year the IPD is 6.457%.**

If additional property taxes are required, your district's voters must approve them.

RCW 84.52.020 requires all taxing districts to "certify to the county legislative authority, for the purpose of levying district taxes, their budgets or estimates of the amounts to be raised" by property tax. Please send the original document to the address below.

In order to receive new construction, annexation, state-assessed utilities and refunds, the district may use the Ordinance/Resolution form provided by the Department of Revenue. If the district writes their own ordinance or resolution, it must include wording to request those items. The district's resolution/ordinance must reflect the dollar increase and percentage change over the previous year's actual levy according to RCW 84.55.120.

The total amount to be levied may not exceed the district's budget and/or levy certification. If your district wants to collect refunds and cancellations, the amount to be collected should be specified on the levy certification form to indicate the district's intent to levy refunds and cancellations.

Please mail an **original** of the resolution/ordinance by which property taxes are levied to:

**Phil Cook  
Kitsap County Assessor  
614 Division Street MS-22  
Port Orchard, WA 98366**

We recommend that you schedule your budget hearings now, as all levy-related documents must be **received no later than November 30, 2022.**

If you have any questions please contact our Levy Specialist, Holly Becksted at 360-337-7084 (hbecksted@kitsap.gov) or Administration Supervisor, Shannon Lewis at 360-337-7094 (slewis@kitsap.gov).

The Department of Revenue's fill in format Ordinance/Resolution and Levy Certification forms are enclosed and fill in formats are available on their website.

<https://dor.wa.gov/legacy/Docs/forms/PropTx/Forms/OrdinanceResolution.doc>

<https://dor.wa.gov/sites/default/files/legacy/Docs/forms/PropTx/Forms/64-0100.pdf>



## 2023 TAX YEAR LEVY LIMIT CALCULATION

PORT OF ILLAHEE

District # 8815

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### **Previous Year's Levy Including Any Refunds & Canceled Taxes Levied = 92,758**

The district's resolution or ordinance must authorize any increase in terms of both the dollars and percentage over the previous year's levy. This increase is exclusive of new construction, increases in state assessed property (utilities), any annexations and refunds requested.

### **Highest Allowed Levy Since 1986 = 92,542**

Differences between this amount and the previous year's levy are refunds and canceled taxes levied last year which are not included in this amount and/or any banked capacity your district may have.

### **1% Increase to Highest Allowed Levy = 93,467**

This is the maximum allowed but may change to match what is authorized by resolution or is lawfully allowed for your district. It is exclusive of the items listed under the previous year's levy. The dollar and percent increase over the previous year's actual levy to collect this amount is \$709 and 0.7644%.

### **Amount due to New Construction = 196**

New construction assessed value 1,710,830 X .114669 (the prior year's levy rate) = 196

### **Amount due to Increase in Utilities = 0**

This amount will be zero until the values are received from the Department of Revenue. Since this amount may be unknown when you have your budget hearings, you may want to add an amount in your budget or levy certification in order to collect any unknown amount due to an increase in utilities.

### **AV of Annexed Property = 0**

### **Amount due to Annexations = 0**

The amount due for annexations is set when assessed values are final in January. Districts with annexations may want to add an amount in the budget or levy certification for any increases allowed.

### **Current Total Assessed Value = 953,239,821**

This amount may fluctuate until values are final in January.

### **Tax Refunds & Canceled Taxes less Supplements = 388**

Please include a dollar amount for refunds and canceled taxes in your budget and or levy certification to show the district's intent to collect these amounts.

### **Projected Levy Rate = .098258**

### **Maximum Levy Rate = .45**

Maximum levy rates for cities are estimated until final levy rates for Fire and Library Districts are known.

### **ESTIMATED TOTAL LEVY LIMIT AMOUNT = 94,051**