



**AGENDA FOR  
PORT OF ILLAHEE COMMISSION  
Wednesday, December 14, 2022 - 6:30PM  
ZOOM MEETING #715 0997 5823 / Password: Illahee**

**1. CALL TO ORDER**

**2. CONSENT AGENDA**

1. Agenda

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

\*3. Pay Bills with check numbers 4959 through 4972 totaling \$14,277.60

**3. SIGNING OF DOCUMENTS**

Determine when Commissioners to sign the documents

**4. PUBLIC COMMENT**

**5. 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
  - Any update on the County's filtration project

Aho/ 2. Illahee Store Project

- Piccone
- Status of the topographical survey
  - Discuss use and general anticipated improvements
  - Septic design status
  - Vapor testing conducted

3. Treasurer's Report as of October 31, 2022 General Fund \$ 121,706.60 ; Investments \$ 279,615.89;  
Good Property Management (GPM) Account \$ 199.00 (total: \$401,521.49)

4. Port currently under State Audit for January 2019 through December 2021

5. Reports

Aho a. Website  
- Anything to report?

Buesch b. Properties  
5560 Ocean View Boulevard/Rental  
- Tenants informed of rental increase?

5500 Illahee Road/Rental  
- Anything to report?  
5507 Illahee Road/Illahee Store Property  
- Anything to report?

Rupert\* North Perry Water - Dormant Account

Illahee Road Lot

- Anything to report?

c. Dock/Pier

- Anything to report

Rupert\* Lighting on Dock

Tabled 6. Surveillance cameras



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**6. NEW BUSINESS**

1. New Office Administrator – Juliana Zacharof-Wagner
2. 2022 Census of Government, Survey of Local Government Finances

**7. PUBLIC COMMENT**

**8. EXECUTIVE SESSION**

- 9. ADJOURN** – Regular Meeting – January 11, 2023 @ 6:30PM – via ZOOM  
All Ports Meeting – January 30, 2023 @ 6:30PM - Brownsville

DRAFT



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

Port of Illahee  
Minutes of Regular Meeting  
November 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 6:32 PM. Also, in attendance were Commissioner Jonathan Buesch; Commissioner Jeffrey Rupert; Administrator Theresa Haaland; Administrator Caleb Reese; John Piccone of SoundWest Engineering; Roy Barton; and John Parvis.

### CONSENT AGENDA

*The following consent agenda items were approved: November Meeting Agenda as amended; October 12, 2022 Regular Meeting minutes; October 24, 2022 Kitsap All Ports Meeting minutes; November 9, 2022 checks numbering 4947 through 4958 totaling \$10,502.97 as outlined in the attached Voucher Approval (motion by Buesch; second by Rupert; unanimous).*

**SIGNING OF DOCUMENTS** – Commissioners plan to stop by the Port of Silverdale office to sign documents tomorrow.

**PUBLIC COMMENT** – None

### REPORTS/UNFINISHED BUSINESS

Grants/Waterfront Access Improvements – John Piccone provided an update on the Waterfront Access Improvement Project and outlined the update within an email dated November 9, 2022 as follows:

1. Suquamish objection; since we have had no response after multiple attempts I suggest we authorize the attorney to prepare a letter to the corps making our case as to why the project will not interfere with tribal fishing. I'll help him with many of the points he would not necessarily be aware of. The idea is to send the letter to the corps but also copy the Tribe in the hopes it will convince them to begin discussing this issue. If there is still no response however, the corps would then be obligated to make the treaty right determination. This was the "plan C" we discussed previously.
2. Grant for pile replacement; everything was submitted by the deadline and I've attached the presentation I will be giving on Nov. 16. As soon as I have a time from RCO I'll let you both know and provide a zoom link so you can attend if you'd like (recommended to show interest). Let me know if you have any questions or concerns on the presentation but do also keep in mind that they only allow 12 minutes to answer 10 questions, so the presentation needs to be brief and "high level". I do always try to verbally add in a bit more during the questions section at the end however.
3. We are in the process now of finalizing the design for JUST the upland waterfront improvement so I can turn in final plans to the county and we have our building permit and site development permit in time to begin at least that portion of the construction next year even if things aren't fully resolved with the corps and dock portion of the project. I expect we'll have that submitted to the county by mid-December if not sooner.

*Commissioner Buesch made a motion authorizing Commissioner Aho to assist John Piccone of SoundWest Engineering to preparing a letter to the United States Army Corps of Engineers (USACE) on behalf of the Port of Illahee explaining the Port's position as to why it is*



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

*believed the Waterfront Access Project will not be infringing on treaty rights.* Commissioner Aho second the motion. There was discussion.  
*The motion carried unanimously.*

### Illahee Store Project

John Piccone provided an update on the Illahee Store Project and outlined the update within an email dated November 9, 2022 as follows:

1. Store improvements; I'd like to add discussion on this topic to your December meeting agenda. I feel we need to revisit numerous details around the use and general anticipated improvements so we have a better understanding of what will be needed for utilities (primarily I'm thinking about water and sewer). Once we set the general use (number of bathrooms, sinks, etc.) I'll move forward with the septic design and any water meter and service line items so that is known by the time the PLIA work is complete.

Jim Aho-Vapor testing at the store was performed, awaiting results at this time. Approved payment of some of the PLIA funds to the Contractor. After looking at all the wells they will determine if more test wells are required.

### Treasurer's Report

As of October 31, 2022 the General Fund totaled \$131,473.14, Investments totaled \$279,155.58 and the balance of the Good Property Management (GPM) account totaled \$200.00 for a total of \$410,828.72.

### Reports

Website – Aho, have a location to put bios of Commissioners, has Buesch's already, Rupert to send a bio to Aho.

### Properties-

5560 Oceanview Blvd-Buesch, contacted GPM they reiterated between \$2600-\$3000 per month for rent. Per last meeting instructed them to raise rent to \$2750. Public property the Port owns, owe it to the taxpayers to get what we can for property rental, not a charity. Called GPM to verify letter was sent, no response from tenant. Was asked by GPM if a long term lease should be pursued? Explained that the port may need some liquidity so in the ports best interest to continue month to month at this time.

5500 Illahee Road—nothing to report

5507 Illahee Road—nothing to report

Illahee Road Lot—nothing to report

### Dock/Pier

Jeff-Long dry summer, many loose and cupped boards on pier(70-80%), after rains most of the boards have swollen and are now secure. Discussion about replacement of dock decking-volunteers, liability, materials, permits, agreed to hold off at this time with all the other work going to be coming up.

Hasn't seen boats moored for more than a day. Picked up trash, and a tire in the parking lot. There is a trailer parked near the stairs. Not sure who's trailer but if emergency access to the beach necessary that trailer is in the way – wondering if anyone knows about that. Buesch



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

– stairs to the south – it is actually a public right of way it's actually a continuation of the street from how he understands it – thinks we are trying to get possession of it. Basically, still considered a street and he is sure that trailer belongs to the neighboring property owner to the south of the parking area. He uses it as his private parking lot. Rupert okay with having a hard talk with him about it. Buesch it isn't the port's property so we don't have justification to talk to him about it – it would be a county issue. The greenbelt with the trees and what not is kind of the property line and he is parking on the roadway – at this point in time it is not the Port's issue. Better to just let it be as it is not the Port's jurisdiction. The Port's waterfront access project we will be working with adjacent property owners – think the trailer is a non-issue at this point. It's good to be looking out for the Port.

Aho-no lights on for the squid fishermen? Rupert will have to check on it again, he figured out how the timer works so he will have to make sure they are on at the correct time.

### **New Business**

Letter from Chmelik Sitkin and Davis-raise in rates \$20/hour.

State Audit-Routine Audit, awaiting response from State.

Department of Revenue Leasehold/Excise audit- completed no issues.

Interlocal Agreement-Zoom account, *Motion by Buesch/Aho, all in favor to have Illahee pay for Zoom account using Aho's credit card.* Jim will open the meeting on zoom.

2023 Final Budget- Budget discussion open to the public, Roy Barton concerned with the grant being applied for to replace pilings that there that the match will be large, running a large amount of expenses with a small amount of cash available. Can something be cut, can't see where? Aho- we will be looking at efficiencies when doing the piling work and there may be areas we don't do as much on one part to save money on another. Maybe cut back on decking on a float or something to save cost, just guessing at this point, not a pretty picture but we have to go out for the grant, don't like it but don't see anything else to do. Barton- the biggest expenses have been John Piccone at this point, may need to remind him that we aren't a big port. Aho- a portion of those costs are reimbursable and Piccone is aware of this. Rupert- concerned that property percent isn't adequate. Aho- go above 1% and you have to get it on the ballot, Illahee residents probably wouldn't go for that. Wish the previous commissioners would have continued at the 1% increase per year but they didn't so we must move on. *Resolution 2022-04 Adoption of 2023 Final Budget- Motion by Buesch second by Rupert all in favor.*

*Resolution 2022-05 Levy Limit increase- no public comment-Motion by Buesch second by Rupert all in favor.*

### **Public Comment-none**

Jim Aho glad Theresa is retiring, you have your port family and your regular family, you are making the right move. Thanked Theresa for all her years of service to the port.



**Executive Session-None**

**ADJOURN**

*At 7:56PM the meeting adjourned* (motion Buesch; second Rupert; unanimous).

Approved:

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

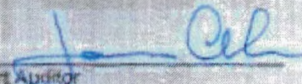

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Port of Illahee – Minutes of Regular Meeting on November 9, 2022

**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 \$10,502.97 and from the General Fund, this 9th day of November, 2022.

  
 Port Auditor
 
  
 Port Commissioner
 
  

  
 Port Commissioner

Number	Name	Amount
4947	JAMES AHO	1,000.50
4948	JONATHAN BUESCH	1,028.19
4949	JEFFREY S. RUPERT	512.00
4950	CASCADE NATURAL GAS	5.00
4951	HONEY BUCKET	112.95
4952	PUGET SOUND ENERGY	105.20
4953	WASTE MANAGEMENT	103.63
4954	BANK OF AMERICA	838.50
4955	KENNETH W. BAGWELL, INC., P.S.	200.00
4956	CHMELIK BITKIN & DAVIS	80.00
4957	SOUNDWEST ENGINEERING ASSOCIATES	5,712.00
4958	PORT OF SILVERDALE	825.00





**Date:** December 14, 2022  
**To:** Port of Illahee Board of Commissioners  
**From:** John Piccone, P.E., Soundwest Engineering Assoc.  
**Subject:** Projects Status Summary

**Pier Piling Repair:**

- We have submitted and already received back our corps permit for pier maintenance.
- We also submitted the necessary County maintenance permit and although it is still under review, we have received notice of a complete application.
- Preliminary grant presentations went well and we will be finalizing the grant application in January and then making the final presentation in February 2023. We will typically know if the port will receive funding by March or April.
- Once we have an indication of funding I will plan to begin the necessary engineering. We will need to make a decision in early spring of 2023 if the Port would like to proceed with the pile replacement project even if we do not yet have the corps permit back for the new dock portion of the waterfront improvement project.

**Upland Waterfront Improvements:**

- The shoreline substantial development permit review has been completed and approved by both Kitsap County and the Dept. of Ecology.
- We have completed the engineering design of the upland portion (not within Corps jurisdiction) of the project to a 95% level. I'll be reviewing several items and then we plan to submit those 95% plans to the county for the site development activity permit in late December.
- Following any county comments on the site development activity permit, we will submit 100% plans for the final building permit.
- As with the piling maintenance, we will need to decide if the Port would like to proceed with only upland improvements or wait for Tribal and Corps approval on the new docks.

**Corps Permitting for Waterfront Improvements (Docks and Pier only):**

- The USACE permit is still stalled as a result of the Suquamish Tribe objection and all attempts to coordinate a meeting with the Tribe have failed to date.
- The Ports attorney is currently drafting a letter to the Corps making the Port's legal case and requesting that the Corps make a treaty rights determination. It is possible that this action

may prompt the Tribe to contact the Port for a meeting, but if not we will simply proceed asking the Corps to make the decision.

**Store Site Renovation:**

- I suggest the Port resume discussion around the specific type of renovation to the building, and more importantly it's intended use, so we are able to properly size septic and water utilities and plan for other considerations based on intended future use.

**Upcoming Milestones and Action Items**

- Continue to pursue an avenue forward relative to the Corps permit and Tribal objection. Send letter from Port attorney to Corps week of December 19, 2022.
- Submit Site Development Activity permit to Kitsap County for waterfront improvements project.
- Make recommended minor revisions to piling replacement grant application and present grant request in mid-February for final scoring of our application.
- Authorize the surveyor to begin work conducting a bathymetric and legal survey so he can prepare the necessary survey exhibit for DNR submittal. The current DNR lease is past term and we will need to renew the aquatic lease with expanded boundary to include the new docks. This will be required by RCO and I'd like to proceed with that in January.

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**North Perry Water notification**

3 messages

**Theresa Haaland** <portofillahee@gmail.com>

Fri, Jun 17, 2022 at 11:47 AM

Bcc: Port of Illahee - Bartz &lt;illaheepor2@gmail.com&gt;, Port of Illahee - Burton &lt;illaheePortOne@gmail.com&gt;, Port of Illahee - Aho &lt;illaheeporthree@gmail.com&gt;

Hi all -

I just wanted you to be aware of the attached notice from North Perry Water. I plan to add it to the July agenda as well.

Thanks,

Theresa Haaland  
Administrator  
Port of Illahee**2022-06 dormant account.pdf**  
106K

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**Caleb Reese** <caleb.portofsilverdale@wavecable.com>  
To: portofillahee@gmail.com

Thu, Dec 8, 2022 at 8:16 AM

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**From:** Illahee Commissioner Two Position [mailto:illaheepor2@gmail.com]**Sent:** Wednesday, December 7, 2022 9:41 PM**To:** [caleb.portofsilverdale@wavecable.com](mailto:caleb.portofsilverdale@wavecable.com)**Subject:** Fwd: North Perry Water notification

I was reading old emails and this one really hits me in the (this is so messed up!!!!!!) tax payer/rate payer funny bone!

My understanding of this is that the tax payers of the illahee port district are being double taxed if we have to pay for water service that isn't even being provided to the old store that won't be up and running for sometime. It also hits me hard that any North Perry water commissioner would say that it is ok to charge a rate payer for services that are not provided (especially us!!!!!!).

Can we please add this to the agenda for this month? I don't want to pay this bill anymore and I will do whatever I need to to make sure NP water doesn't charge us another dime for no service provided (I can't think of any other service that is allowed to charge you for something they don't give you!).

I'm still trying to get less dumb about all this. Is my brain broken in thinking this is totally messed up in many ways?

Get [Outlook for iOS](#)

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**2022-06 dormant account.pdf**  
106K

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**Caleb Reese** <portofillahee@gmail.com>  
To: Port of Illahee - Rupert <illaheeport2@gmail.com>

Thu, Dec 8, 2022 at 9:25 AM

Jeff,

I can add this to the Agenda if you want, though I think this is pretty standard for a utility.

Please send emails to me at the portofillahee@gmail.com if they are for the Port of Illahee. If you would like to talk to me about this you can call the office at 360-698-4918 or my cell at 360-689-0017.

Thanks,  
**Caleb Reese**  
Administrator  
Port of Illahee

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**2022-06 dormant account.pdf**  
106K



Caleb Reese <portofillahee@gmail.com>

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## RE: Funding approval needed for electrical work on dock lighting

2 messages

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**Caleb Reese** <caleb.portofsilverdale@wavecable.com>  
To: Illahee Port Commissioner Burton <illaheeport2@gmail.com>  
Cc: portofillahee@gmail.com

Tue, Dec 6, 2022 at 8:45 PM

Jeff,

There is a port work roster that I will have to send you tomorrow, depending on how large the job is changes how you have to get bids on it. I will have to look through the stuff at the office to find out how Illahee has handled this kind of thing in the past. You need a written proposal to send out for bid. I have a Doctor's appointment tomorrow at 1 so I'll be out of the office from 12:30-2or 2:30 then will be in the office until 4:30 so give me a call and I'll help get you headed the correct direction.

Thanks,

Caleb

Silverdale office 360-698-4918

Cell 360-689-0017

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**From:** Illahee Port Commissioner Burton [mailto:illaheeport2@gmail.com]  
**Sent:** Tuesday, December 6, 2022 6:18 PM  
**To:** Caleb Reese  
**Subject:** Funding approval needed for electrical work on dock lighting

Although I was originally told by PSE that they would perform the repair work on the dock lights, that effort has ultimately failed.

I assume we will need numerous bids to perform the work (I have requested bids from 2 local electricians) but I am wondering if there are electricians that are approved or that the other ports in the area have worked with that can also provide bids for the work.

My understanding is that it is now more cost effective for maintenance and power bill savings to perform retrofitting of the old metal halide lights to LEDs.

I assume the costs of the repairs need to be approved by the commissioners so can we get this added to the agenda for this month please? I am hoping to have bids prior to next weeks meeting. I also am sure that there maybe other hoops to be jumped through in order to make this happen. Please guide me or potentially point me in the right direction! The lights have been out way too long.

Thanks in advance for any and all help.

Sent from [Mail](#) for Windows

**Caleb Reese** <portofillahee@gmail.com>  
To: Port of Illahee - Rupert <illaheeport2@gmail.com>

Thu, Dec 8, 2022 at 9:40 AM

Jeff,  
I have attached the small works roster, there are some electrical contractors on the roster. These would be the companies to send out for bid. You might want to give Mr. Burton the previous dockmaster a call as I understand he was an electrical engineer and had kept those lights operating, he might be able to give you some insight. From what I understand is that those lights will be replaced when the upgrades are done so spending a bunch of money to replace them at this time might be wasted funds. I will add this to the agenda for next week's meeting.  
Also if you could please send things that are Port of Illahee related to the email [portofillahee@gmail.com](mailto:portofillahee@gmail.com).  
Please give me a call at the Office 360-698-4918 or my cell at 360-689-0017.

Thanks,

**Caleb Reese**  
Administrator  
Port of Illahee

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 **Small Works Roster November 7, 2022.pdf**  
218K