



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

Port of Illahee  
Minutes of Regular Meeting  
December 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 Jonathan Buesch; Commissioner Jeffrey Rupert; Administrator Juliana Zacharof-Wagner; Administrator Caleb Reese; Roy Barton; John Parvis; Janet Soderberg; Debbie Smith and Don Jahaske.

### CONSENT AGENDA

*The following consent agenda items were approved: Agenda; November 9, 2022 Meeting Minutes; December 14, 2022 checks numbering through 4959 - 4972 totaling \$14,227.60 as outlined in the attached Voucher Approval (motion by Rupert; second by Buesch; 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 – Commissioner Aho reads letter from John Piccone with an update on the project status December 14, 2022 as follows:

#### Grants/Waterfront Access Improvement – Letter 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.

#### Grants/Waterfront Access Improvement – Letter 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.



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### Grants/Waterfront Access Improvement – Letter Upland Waterfront Improvements- Continued

- 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.

### Grants/Waterfront Access Improvement – Letter 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 Projects Status Summary Memorandum Page 2 of 2 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.

### Grants/Waterfront Access Improvement – Letter - 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.

Commissioner Aho opened discussion on what would require the largest number of bathrooms and septic system. Commissioner Rupert states that he would like to see two unisex bathrooms with exterior access. Commissioner Buesch says the restroom at the waterfront would be open 24 hours. Commissioner Aho reminds everyone there will be composting toilet at the waterfront. Roy Barton states the store needs cleaner and nicer restrooms than the ones on the waterfront. He states he's been hearing about a coffee shop since 2015 and wonders if we should do a feasibility study and wonders if the coffee shop will get much business as most of them are drive through. Commissioner Buesch says that yes this would be a destination coffee shop/sandwich/breakfast/sweet shop. Not competing with a drive through. Debbie Smith, have you thought about leasing before you build and then build out for the tenant and then maybe a 10-year lease. Commissioner Aho says he had some people interested. Debbie says look for tenant before building, just throwing out ideas. Commission Rupert says there will an increased number of complexes in Illahee and a lot more traffic and will be visited and he sees the future bright. Commissioner Aho says it will be more of a destination to come to and he will take these comments and take it to the engineer. Janet says that the docks in a state of disrepair, she wants to make sure the Pier is in the fore front and the store will benefit our community but don't lose sight of the dock.

Commissioner Aho says vapor was conducted by SLR and we are awaiting the results. They are also doing test holes for contamination spread and went 20' deep and hit hard pan.



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### Grants/Waterfront Access Improvement – Letter - 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.

### Treasurer's Report

As of November 31, 2022 the General Fund totaled \$121706.60, Investments totaled \$276615.89 and the balance of the Good Property Management (GPM) account totaled \$199.00 for a total of \$410,521.49. Administrator Reese reads the report.

### Reports

Administrator Reese addresses the Audit and has sent a list of checks by year for 2019, and gave an update for Bond from 2019 which was refinanced and submitted with forms #09 and

#01. Administrator Reese is still working on submitting additional requests from Auditor.

### Properties-

5560 Oceanview Blvd- nothing to report

5500 Illahee Road—Buesch to contact tenant about rent payment

5507 Illahee Road—needs roof cleaning

Illahee Road Lot—nothing to report

North Perry Water – dormant account – Commission Rupert volunteered to check with North Perry Water on why they are being charged. Commissioner Buesch agreed.

### Dock/Pier

Commissioner Rupert say he has contacted PSE for the lights on the dock and PSE states they are not responsible for these lights. Commissioner Rupert is requesting a motion for \$2,500.00 to upgrade lights on the dock from halogen to LED lights. Commissioner Buesch question; Do we have an interlocal agreement with the Port of Brownsville? Commissioner Aho said not at this time.

***Commissioner Rupert made a motion to authorize up to \$1,000.00 for purchasing equipment for the lights (LED retro fit kits) and to request bids if unable to repair. 2<sup>nd</sup> by Buesch all in favor.***





**New Business**

Introduced new Administrator Juliana Zacharof-Wagner.

Administrator Reese says he has received a request by the US Census Bureau to complete a survey that was completed by Theresa and Caleb for the Port of Silverdale and consisted of up to 6 hours. Does the Port of Illahee want this task done? Commissioner Rupert volunteered to call the US Census Bureau to see if this is a requirement.

**Public Comment**

Roy Barton asked about if any of the lights that on piles being replaced. Commissioner Rupert commented that some of the wiring on the dock is not very good quality and that conduit is bowed and is excited about the upgrades. Janet Soderberg Illahee Foods is a fixture but it's getting to the point where its attracting chaos; November 25, 2022 multiple gun shots. If we hold properties then we should be maintaining them to the same level as the neighborhood, she wants to stay safe. Commissioner Rupert agreed we need security camera's asap but seems appropriate to tie into the upgrades to the store. My thoughts next 8 – 10 months see improvement to both dock and store. Need security camera's sooner than later. Commission Aho said it takes a while to do things, the grant to clean up the tanks was applied for years ago. They are at 95% with the upland improvements design and we have to wait for grants we don't have a large budget.

Roy if down the road if there are plans for a little shed for electrical and security cameras. Commissioner Aho says if Piccone was here he would be able to tell us, but something to keep in mind.



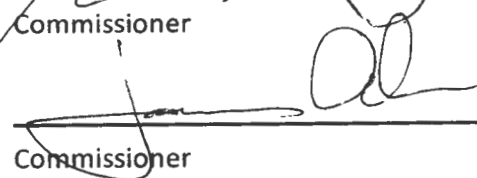
John Parvis paint might make this store look good and he is willing to help. Commissioner Buesch can get paint from Habitat for Humanities. Administrator Reese says you can get paint free at Sabelhaus at 10880 Old Frontier Road in Silverdale.

**Executive Session-None**

**ADJOURN**

*At 8:20PM the meeting adjourned (motion Rupert; second Buesch; all in favor).*

Approved:

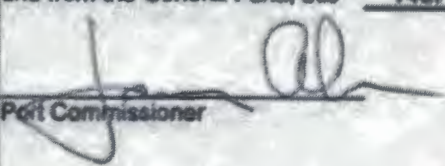
  
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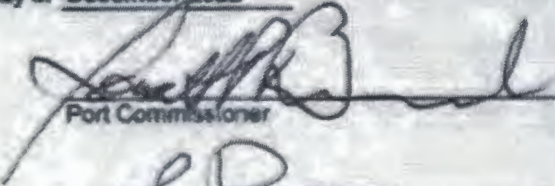


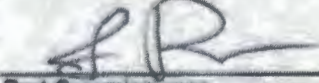
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**VOUCHER APPROVAL**

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 \$14,277.80 and from the General Fund, this 14th day of December 2022

  
Port Commissioner

  
Port Commissioner

  
Port Commissioner

Number	Name	Amount
4959	JAMES AHO	256 00
4960	JONATHAN BUESCH	256 00
4961	JEFFREY S. RUPERT	256 00
4962	KITSAP SUN	431 24
4963	NORTH PERRY AVENUE WATER DISTRICT	284 24
4964	BANK OF AMERICA	614 84
4965	CASCADE NATURAL GAS	5 00
4966	HONEY BUCKET	200 50
4967	PUGET SOUND ENERGY	94 54
4968	WASHINGTON PUBLIC PORTS ASSOCIATION	100 00
4969	WASTE MANAGEMENT	24 24
4970	LAW OFFICE OF KENNETH W BAGWELL TRUST ACT	100 00
4971	PORT OF SILVERDALE	1 075 00
4972	SOUNDWEST ENGINEERING ASSOCIATES	10 280 00