



**AGENDA FOR
PORT OF ILLAHEE COMMISSION
Wednesday, April 12, 2023 - 6:30PM
ZOOM MEETING #715 0997 5823 / Password: Illahee**

1. CALL TO ORDER

2. CONSENT AGENDA

1. Agenda
- *2. The March 8th, 2023 Regular Meeting minutes
- *3. Pay Bills with check numbers 5011 through 5027 totaling \$ 22,136.98

3. SIGNING OF DOCUMENTS

Determine when/how to have at least 2 Commissioners sign the documents

4. PUBLIC COMMENT

5. REPORTS/UNFINISHED BUSINESS

Aho/ 1. Grants/Waterfront Access Improvements

- Piccone
- Status of project permits and design
 - Any response from the Tribe?
 - Status of the new BFP Grant application for piling replacement/other funding
 - Any update on the County's filtration project
 - *John Piccone Project Status Summary

Aho/ 2. Illahee Store Project

- Piccone
- Status of the topographical survey
 - *-Store Renovation Plan (conceptual) and Permit Assumptions
 - Septic design status
 - Vapor testing conducted
 - *- PLIA Remediation

3. Treasurer's Report as of March 31, 2023 General Fund \$102,593.42; Investments \$ 281,540.02;
Good Property Management (GPM) Account \$199.00 (total: \$384,332.44)

Reese 4. State Audit for January 2019 through December 2021
Management Representation Letter and Audit Findings.



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5. REPORTS/UNFINISHED BUSINESS CONTINUED

5. Reports

- Aho a. Website
 – Anything to report?
- Buesch b. Properties
 5560 Ocean View Boulevard/Rental
 --Mr. Fix It NW Estimate
 * --Water Heater
 *--Test Report for Backflow Preventer Assembles
 5500 Illahee Road/Rental
 – Anything to report?
 5507 Illahee Road/Illahee Store Property
 – Anything to report?
 Illahee Road Lot
 – Anything to report?
- Rupert c. Dock/Pier
 – Anything to report

Tabled 6. Surveillance cameras

6. NEW BUSINESS

- Rupert *1. Request For Extra Stipends
- Aho *2. Resolution 2023-03
 Procurement Policies and Procedures

7. PUBLIC COMMENT

- 8. ADJOURN** – Regular Meeting – May 10 @ 6:30PM – via ZOOM
 Kitsap All Ports—April 24, 2023 @ 6:30PM at Port of Brownsville



Port of Illahee – Minutes of Regular Meeting on March 8th, 2023

Port of Illahee
Minutes of Regular Meeting
March 8th, 2023

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 Caleb Reese; John Piccone; and Roy Barton

CONSENT AGENDA

The following consent agenda items were approved: March Meeting Agenda; January 30, 2023 All Ports minutes, February 8th, 2023 Meeting Minutes; March 8, 2023 checks numbering 4998 through 5010 totaling \$13,395.63 as outlined in the attached Voucher Approval (motion by Buesch; second by Ruppert; unanimous).

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

PUBLIC COMMENT – Roy Barton commented that the Public Employees Benefit Board (PEBB) just added an amendment to their bylaws that besides the regular public comment periods in their meetings that "Opportunity for public testimony at Board meetings shall also be

made available immediately before the Board's vote on a resolution.

REPORTS/UNFINISHED BUSINESS

Grants/Waterfront Access Improvements –

John Piccone gave an update on the project status as follows:

Corps Permitting for Waterfront Improvement Project (Docks and Pier only);

The Corps have acknowledged receipt of the attorney letter requesting a treaty rights determination but we have had no further correspondence and are remaining in a "holding pattern" to see how this issue can be resolved.

In the meantime, we are working on updating DNR relative to the Port's aquatic lease.

Upland Waterfront Improvement Project;

We are waiting for comments from the County of the 95% design plans for the upland improvements before finalizing final documents for building permit submittal and public bidding.

Pier Piling Repair;

The final RCO grant presentation was held on February 14th as previously discussed and we received preliminary scoring from RCO in late February. Illahee's pile replacement grant request ranked #11 overall and I'm happy to report that RCO has said they expect at least the top 12 projects to fall within funding range. Although this is not an official confirmation



Port of Illahee – Minutes of Regular Meeting on March 8th, 2023

that funding will be provided for piling replacement, I believe it is safe to move forward optimistically that funding is expected to be available. We also have all permits secured for this work, so at this point it is just a matter of finalizing matters with the Tribe on the waterfront project and then incorporating pile replacements into that project.

Store Site Renovation:

Jim and I have a preliminary meeting with Kitsap County scheduled for March 15 to begin discussing the Port's store renovation plans with the County. As previously mentioned, the goal is to identify any issue the county may have ahead of time if possible while we wait for the PLIA work to conclude. As Jim has previously mentioned, it appears the environmental contractor working for PLIA on the cleanup plan will be doing more monitoring that extends into the upland waterfront improvement project boundaries. It will be important to understand the schedule of any cleanup work as well as the outcome of potential contamination within the waterfront project boundaries prior to putting that work out for bid.

Upcoming Milestones and Action Items

Wait for the Corps to make a treaty rights determination. Theoretically, this should occur within 60 days (although I've never heard of any determination even close to that quickly). We will continue to check in periodically and I will keep you all informed on status.

Inquire with Kitsap County on SDAP comment status if we have not had any word back by

April.

Work with DNR to finalize updated aquatic lease.

Future meeting discussion regarding how to implement store renovations; options may include hiring a design/build contractor rather than an architect to prepare formal bidding documents. This may ultimately prove more efficient and cost effective.

Comments on John Piccone's report

Commissioner Aho added that he has a 50 page report from the contractor that is doing the site testing at the store to add to the website and that they need to go back to PLIA for more money.

Commissioner Rupert said he's aware the squeaky wheel gets the grease, is willing to put political pressure by reaching out to County Commissioners or whomever. John Piccone responded that in his experience that the County responds to a degree but that at the Army Corp level it's more about what makes their job easier or harder, political doesn't make as much difference. Commissioner Aho wants to try and work with the tribe if possible.

Treasurer's Report

As of February 28th 2023 the General Fund totaled \$108,537.57, Investments totaled \$281,036.00 and the balance of the Good Property Management (GPM) account totaled \$199.00 for a total of \$389,762.57.



Port of Illahee – Minutes of Regular Meeting on March 8th, 2023

Resolution 2023-2- Policy for Public Records Act (PRA) Requests

There was discussion about key items being in the Agenda package, and Correspondence on the website. *Motion to accept Resolution 2023-02, Policy for Public Records Act (PRA)Requests (motion Buesch; second Rupert; all in favor).*

Reports

Administrator Reese still working on State Audit.

Properties-

5560 Oceanview Blvd- Commissioner Buesch to find out from "MR FIX-IT" why all the items on their punch list need replaced, is it possible to do some and postpone others for a while or do all 6 things need repaired at once. Asked other Commissioners to authorize him to spend what is necessary for repairs commissioners agreed.

5507 Illahee Road—new garbage can has shown up, graffiti on back of building, and there are Drums with contaminated soil from the test drills that will be removed when they do the remediation.

Dock/Pier

Commissioner Aho was curious if commissioner Rupert would like help using car jacks to put dock ramp back straight on the tracks. Commissioner Rupert said he would work on it.

Public Comment

Questions asked about March 15th meeting with Piccone, Commissioner Aho and the county concerning the health departments involvement if they are going to talk about septic location.

Commissioner Buesch mentioned that he had been by the Habitat store and they have 5 gallon cans of exterior paint in a light grey color. He did say that the commissioners should ok the color that is decided upon.

ADJOURN

At 8:04 PM the meeting adjourned (motion Buesch; second Rupert; all in favor).

Approved:

Commissioner

Commissioner

Commissioner

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 **\$22,136.98** and from the General Fund, this **12TH** day of **APRIL 2023**

Port Auditor

Port Commissioner

Port Commissioner

Number	Name	Amount
5011	JAMES AHO	256.00
5012	JEFFREY S. RUPERT	256.00
5013	JONATHAN BUESCH	256.00
5014	PORT OF SILVERDALE	750.00
5015	ALL LAWN MAINTENANCE	175.00
5016	BANK OF AMERICA	6,069.18
5017	BREMERTON BACKFLOW SERVICES	100.00
5018	CASCADE NATURAL GAS	5.00
5019	CSD ATTORNEYS AT LAW	162.94
5020	GOOD PROPERTY MANAGEMENT	2,025.22
5021	HONEY BUCKET	125.50
5022	NORTH PERRY AVENUE WATER DISTRICT	106.92
5023	PUGET SOUND ENERGY	121.27
5024	SOUNDWEST ENGINEERING ASSOCIATES	10,336.25
5025	WASHINGTON STATE DEPARTMENT OF REVENUE	0.00
5026	WASTE MANAGEMENT.	24.24
5027	WASHINGTON STATE DEPARTMENT OF REVENUE	1,367.46

Date: March 8, 2023
To: Port of Illahee Board of Commissioners
From: John Piccone, P.E., Soundwest Engineering Assoc.
Subject: Projects Status Summary

Corps Permitting for Waterfront Improvement Project (Docks and Pier only);

- The Corps have acknowledged receipt of the attorney letter requesting a treaty rights determination but we have had no further correspondence and are remaining in a “holding pattern” to see how this issue can be resolved.
- In the meantime, we are working on updating DNR relative to the Port’s aquatic lease.

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- As Jim has previously mentioned, it appears the environmental contractor working for PLIA on the clean up plan will be doing more monitoring that extends into the upland waterfront improvement project boundaries. *It will be important to understand the schedule of any*

clean up work as well as the outcome of potential contamination within the waterfront project boundaries prior to putting that work out for bid.

Upcoming Milestones and Action Items

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- Inquire with Kitsap County on SDAP comment status if we have not had any word back by April.
- Work with DNR to finalize updated aquatic lease.
- Future meeting discussion regarding how to implement store renovations; options may include hiring a design/build contractor rather than an architect to prepare formal bidding documents. This may ultimately prove more efficient and cost effective.

Permit Status Summary – All Projects

Waterfront Access Project

Permit	Submittal Date	Permit Issued	Permit Status	Design Status
SSDP	8-19-21	8-4-22	Complete. SSDP staff report notice of decision received.	60% Design Complete and submitted for permit.
HPA	Delayed	---	Submittal of permit application pending resolution with Suquamish Tribe.	Pending resolution with Suquamish Tribe.
NWP	8-17-21	Delayed	Finalization of permit review pending resolution with Suquamish Tribe.	Pending resolution with Suquamish Tribe.
SDAP	2-7-23	---	Submittal of permit application complete, waiting for review comments	95% Design Complete for upland elements only to submit SDAP.
BP	Anticipated Mar. - July 2023	---	Submittal to follow SDAP after preliminary comments.	
ROW	Anticipated Mar. - July 2023	---	Submittal to follow SDAP after preliminary comments.	

FIRE	Anticipated Mar. - July 2023	---	Submittal to follow SDAP after preliminary comments.	
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SSDP – Substantial Shoreline Development Permit (Kitsap County)
 HPA – Hydraulic Project Approval (WDFW)
 NWP – Nationwide Permit 3 (USACE)
 BP – Building Permit (Kitsap County)
 ROW – Right of Way (Kitsap County)
 Fire – Fire Code Permit (Kitsap County)

Pile Replacement Project

Permit	Submittal Date	Permit Issued	Permit Status	Design Status
Shoreline Exemption	9-22-22	2/15/23	Staff Report Issue, Pending 14 day appeal period ending 2/15/23	30% Design Completed for Permit submittal.
NWP3	9-22-22	11-21-22	Complete. Permit issued by USACE.	30% Design Completed for Permit submittal.
HPA	2020	2/14/20	Maintenance permit, expires 2/12/25	----

Store Renovation Project

Permit	Submittal Date	Permit Issued	Permit Status	Design Status
BP, others TBD	TBD	TBD	Project currently in conceptual design phase - pending pre-app meeting with County.	Conceptual Phase

Date: March 22, 2023
To: Renea Nolan, Kitsap County
From: Jim Aho, Port Commissioner & John Piccone, Port Engineer
Subject: Store Renovation Plan (Conceptual) and Permit Assumptions

1 INTRODUCTION & PORT GOALS

More Than a Store – A Central Part of the Illahee Community: The center of Illahee has long been the Illahee Community Dock and the Illahee Store. The current 1970's store building replaced the 1930's store, which is upland from the 1916 Illahee Dock. When the store closed in the late 1990's due to contamination from leaking underground gas storage tanks, the Port persevered and was able to purchase it at a Sheriffs Sale in 2019, and at the same time secure cleanup funding from the State Pollution Liability Insurance Agency (PLIA). The Port's vision for the store is basically that of the last nearly 100 years, a gathering center and store (zoned mercantile) for residents and dock users. The Port envisions refurbishing the building to what it once was as soon as the contaminated tanks and pump island are removed and cleaned up by PLIA (anticipated by mid-2023).

2 BUILDING AND SITE OVERVIEW

Parcel. 4429-015-001-0309

Address. 5507 ILLAHEE RD NE BREMERTON WA 98311

Zoning. Neighborhood Commercial (NC)

Occupancy Classification. The building and site were permitted as a 2-employee convenience grocery store and fueling station in 1979, which is classified as Mercantile, "M", occupancy by IBC 2018.

Building Footprint. 1,600 square feet

3 REPAIR TASKS ANTICIPATED

The following is a concept level list of the tasks the Port hopes to undertake in its efforts to repair the store and reestablish the mercantile. The below tasks would be undertaken by the Port directly prior to any potential tenant improvements that may take place once a tenant is selected. The Port plans to lease the building to a third-party mercantile business once primary repairs are completed.

- **ELECTRICAL;** The existing electrical system is still mostly intact and believed to be partially usable. The Port anticipates hiring a licensed electrician to repair the systems generally in the same configuration. The main service panel and breaker panel would remain in its current location but some ceiling lights and outlets would likely need to be relocated.
- **PLUMBING;** The old bathroom and sinks were removed but the below slab pipework is intact. The Port would rebuild the bathroom in the same configuration and stub out prior sink drains elsewhere in the slab in the event the future tenant desires additional sinks. The existing septic system is still in place however, the Port is uncertain of it's condition.

If the septic system requires repair or replacement is something the Port plans to determine.

- HVAC; The prior HVAC system was removed (stolen) and the Port anticipates installing a new unit with ducting as required.
- FRAMING AND SHEETROCK; No structural framing is anticipated, interior partitions for the bathroom will be constructed as well as furring out the existing masonry walls for sheetrock. The existing truss ceiling will also receive sheetrock.
- INSULATION; All of the prior insulation was damaged and consequently removed, the Port anticipates installing new insulation throughout the building.
- WINDOWS; There were originally four windows on the north wall, two of them have been removed and framed in (original headers still in place). The Port anticipated installing four new windows in the same rough openings on the north wall. The Port is also considering adding a fifth window in the existing east wall (masonry bearing wall).
- DOORS; There is currently only one door which is a double hung commercial glass door. The Port anticipates keeping this door in place with only minor component repair if needed.
- FLOORING; The Port will likely want to add finish flooring material to the existing concrete slab.
- EXTERIOR; No major changes to the exterior are anticipated. The Port plans to make minor exterior trim repairs and repaint the entire building to improve aesthetics. No structural work or changes to the building footprint are anticipated.
- SITE; No significant sitework is anticipated for the building site. The Port plans an asphalt overlay within the existing asphalt parking area, and reestablishing existing landscape areas primarily all for aesthetic purposes.

4 ANTICIPATED APPROACH & COUNTY REGULATORY GUIDANCE

The Port plans to follow its standard procurement policy to award construction contracts to one or more licensed contractors who will perform the construction work. Contract requirements will stipulate that the contractor will be required to obtain any and all required building permits.

The Port is currently assuming that this work as conceptually described does not require any sealed plan submittals by engineers or architects and that only standard building permits will be necessary for the various repairs to the existing structure and site? Further, these building permits can typically be submitted by the contractor, and issued by the County within 1-2 weeks of application? We are also assuming that as long as the occupancy of the building remains as mercantile, no further planning level or site civil reviews would be required?

The Port is requesting any feedback the County can provide at this stage regarding the permits and process that will likely (or may) be required for these work tasks so we can plan appropriately and avoid costly delays and/or change orders once the contract is awarded and work begins. The concern would be that the Port does not adequately inform the contractor of his permitting requirements and consequently there are unanticipated construction delays and/or costs that the Port would be asked to absorb. The Port has a very limited budget to work with and any assistance the County can provide as we plan for this work on the community's behalf would be greatly appreciated.

Sincerely,

Jim Aho, Port Commissioner & John Piccone, Port Engineer

Existing Illahee store, exterior north and east walls:



Former bathroom area to be repaired:



Interior north wall:



Interior southeast corner, existing elec. panel and sink drains:



Former 1930's Illahee Store...



From: **John McCorkle** <jmccorkle@slrconsulting.com>
Date: Wed, Mar 8, 2023 at 10:22 AM
Subject: Port of Illahee (PNW296) - Memorandum and Budget Increase Request
To: illaheeportthree@gmail.com <illaheeportthree@gmail.com>, jpiccone@soundwesteng.com <jpiccone@soundwesteng.com>, carrie.pederson@plia.wa.gov <carrie.pederson@plia.wa.gov>, Hays, Jamie (PLIA) <jamie.hays@plia.wa.gov>, Woerth, Justin (PLIA) <justin.woerth@plia.wa.gov>
Cc: Christopher Lee <clee@slrconsulting.com>

Hello All – Per our discussions over the last couple of weeks, attached for your review and approval please find a draft Environmental Data Submittal and Budget Increase Request for the above-referenced site.

The objectives of this document are two-fold:

- To present the results of our investigation activities from late last year – as noted, we encountered contamination in our easternmost boring locations, which indicates that more assessment is necessary to complete delineation. Additionally, we did not complete the last planned boring due to longer-than-expected days drilling; for cost savings we would plan to wrap that boring into the next assessment work scope.
- To show our request for the additional budget required to complete delineation of the site.

Jim, I'll follow up with you early next week to solicit comments and to see what the results of your meeting was in regards to the development schedule. Justin, we can discuss briefly today during our regularly scheduled call to see when you might have a chance to fit this into your busy review schedule. Thank you all!

Following receipt of your comments, questions, and/or approval, we will finalize the document, and would expect to be able to schedule the drilling around a month after approval.

Please contact me if you have any questions. Thank you!

John McCorkle
he/him/his
Principal

C 206-510-2736

E jmccorkle@slrconsulting.com

SLR International Corporation
[811 1st Ave, Suite 500, Seattle, WA 98104](https://www.slrconsulting.com)



Washington State Pollution Liability Insurance Agency

Loan and Grant Program



Payment Authorization

Authorized Approvers:

James Aho

Agreement No: LG-2017-0029

Project Name: Port of Illahee

Invoice Total: \$10,185.89

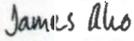
PLIA funds spent to date: \$195,132.69

Remaining PLIA funds: \$486,857.46

I have reviewed I-018673 and all of the invoice items and approve these charges. All supporting documents have been submitted for this invoice.

I certify that, to the best of my knowledge and belief, the eligible costs requested are in accordance with the terms of the loan, grant or PLIA-led remediation agreement.

I declare under penalty of perjury, under the laws of the state of Washington, that this payment represents the amount due that has not been previously requested.

DocuSigned by:

6A819BEC96C7488
4/11/2023



ESTIMATE

EST-000113

Estimate Date: Feb 16, 2023

Expiry Date: Mar 16, 2023

FROM:

Mr. Fix It NW

Email: Contact@MrFixItNW.com

Phone: (360) 277-7030

TO:

Good Property Management

Attn: Good Property Management
3100 Northwest Bucklin Hill Road
Silverdale, WA, 98383

Phone: (360) 620-6819

JOB LOCATION:

5560 Oceanview Boulevard Northeast
Bremerton, WA, 98311

JOB:

#	Services	Price	Tax (%)	Total
1	Punch List	\$3,716.00	\$334.44 (9%)	\$4,050.44
	1.) Sink Drain replacement (\$175)			
	2.) Faucet Replacement (\$350)			
	3.) Toilet Flush Valve Replacement (\$201)			
	4.) Toilet Seat Replacement (\$115)			
	5.) Sheetrock Replacement (with mold treatments). (\$1375)			
	6.) Washer Area flooding downstairs and walls/floor need cut to fix the leak. Were going to cut the floor under the washer so we do not have to replace all the flooring. (\$1500)			

4/12/2023 CHECK # 5020

FOR \$2025.22 ISSUED FOR
1/2 DOWN ON REPAIRS

Subtotal (without tax) \$3,716.00

Taxes \$334.44

Grand Total (\$) \$4,050.44

Deposit Due \$2,025.22

Accepted payment methods

Credit Card, Check, Direct Deposit

Message

I would be happy to have an opportunity to work with you.

Business powered by Markate.com

Collins Plumbing Corporation

Address : Po Box 1773 Silverdale, WA, 98383

Phone : +1 360 440 6040

E-Mail : collinsplumbingcorp@gmail.com

To : Pat Groves

Address : 5560 Oceanview Blvd Ne, Bremerton, WA,
98311

Phone : +1 360 698 2464

E-Mail : pat@gpmkitsap.com

Job Estimate

Plumber : Joe Moreno

Job ID : 005306

Estimate Breakdown :-

#	Description	Parts	Labor	Tax	Total
01	No Description	\$ 2100	\$ 1200	\$ 303.6	\$ 3603.6
*Total Estimate Amount :					\$ 3603.6

* Please refer to the estimate terms for more information...

TERMS AND CONDITIONS

To Our Customers, Servicemen are required to have work slip signed.

This is done in order to protect you, the workmen, and ourselves, and to enable us to give you satisfactory service. No guarantee whatsoever on drain cleaning.

I, the undersigned am the owner or authorized representative of the premises listed above at which the work is to be done. I hereby authorize you to proceed with the work listed below. I also agree that Collins Plumbing Corporation is not responsible for any pre-existing violations or conditions. I understand that if the dollar amount quoted changes in anyway, I will be advised before any additional charges are incurred. Applicant agrees to pay all collection costs, including attorney's fees, in the event that the account becomes delinquent. (All payments due upon receipt. Finance charge will be accessed after 30 days.)

Thank you!

Customer Signature

Estimate not approved.

North Perry Avenue Water District

04/06/2023

Cross-Connection Control / Backflow Prevention Program

2921 Perry Ave Bremerton WA 98310
Phone 1.360.373.9508 ext 211 Email: c.little@northperrywd.org

TEST REPORT FOR BACKFLOW PREVENTER ASSEMBLIES
TEST REPORTS MUST BE RECEIVED BY NPWD WITHIN 10 DAYS OF TEST COMPLETION

Customer Name Port of Illahee Phone # 360-698-4918
Facility Service Address Illahee Rd / Oceanview Blvd Contact Theresa Haaland
Type Of Service IRRIGATION Person
Type Of Assembly DOUBLE CHECK Assembly Next Test Due Date: 04/30/2024
Manufacturer Febco Model 805Y Serial # 2-6527 Size 3/4
Assembly Location By meter, in box
Test Type ANNUAL
Does this assembly replace an existing assembly? No If yes, old Serial #

Test PIN: Initial Test Date: 4/4/23 Time: 05:00 PM Static Pressure: 65.00 PSI
Submission Date: 4/4/23

Double Check Assembly

Outlet Valve: TIGHT / PASSED
1st Check Valve: 1.40 psid / PASSED
2nd Check Valve: 1.60 psid / PASSED

Initial Tester: Jeff Mihulka / Cert# B5438

Test Equipment

Make: Midwest
Model: 845-5
Serial #: 12200333
Calibration Date: 10/13/22
Annual Calibration Required

NPWD Review

Reviewed By: Courtney Little
Certification #: B6042
Date: 4/6/23 7:06 PM
Status: APPROVED

Tester Information

Certification # B5438
Date Exp: 12/31/23
Company: Bremerton Backflow
Phone: (360) 405-0399
Email: jeff@bremertonbackflow.com

Tester Certification: I hereby certify that all work noted here was performed by myself and the information is correct.

Tester Name: Jeff Mihulka

Comments:

Re-Test Comments:

North Perry Avenue Water District
Cross-Connection Control / Backflow Prevention Program

04/06/2023

2921 Perry Ave Bremerton WA 98310
Phone 1.360.373.9508 ext 211 Email: c.little@northperrywd.org

TEST REPORT FOR BACKFLOW PREVENTER ASSEMBLIES
TEST REPORTS MUST BE RECEIVED BY NPWD WITHIN 10 DAYS OF TEST COMPLETION

Customer Name Port of Illahee Phone # 360-698-4918
Facility Service Address 5560 Oceanview Blvd NE Contact Person Theresa Haaland
Type Of Service IRRIGATION
Type Of Assembly DOUBLE CHECK Assembly Next Test Due Date: 04/30/2024
Manufacturer Wilkins Model 950XL Serial # 2235184 Size 3/4
Assembly Location Rental House, Next to meter box
Test Type ANNUAL
Does this assembly replace an existing assembly? No If yes, old Serial # _____

Test PIN: Initial Test Date: 4/4/23 Time: 05:00 PM Static Pressure: 65.00 PSI
Submission Date: 4/4/23

Double Check Assembly

Outlet Valve: TIGHT / PASSED
1st Check Valve: 2.40 psid / PASSED
2nd Check Valve: 2.30 psid / PASSED

Initial Tester: Jeff Mihulka / Cert# B5438

Test Equipment

Make: Midwest
Model: 845-5
Serial #: 12200333
Calibration Date: 10/13/22
Annual Calibration Required

NPWD Review

Reviewed By: Courtney Little
Certification #: B6042
Date: 4/6/23 7:06 PM
Status: **APPROVED**

Tester Information

Certification # B5438
Date Exp: 12/31/23
Company: Bremerton Backflow
Phone: (360) 405-0399
Email: jeff@bremertonbackflow.com

Tester Certification: I hereby certify that all work noted here was performed by myself and the information is correct.

Tester Name: Jeff Mihulka

Comments: _____

Re-Test Comments: _____

3/8/23

Request for extra stipends and justification statement

I would like to request two extra stipends for the dock lighting work performed in the month of January 2023.

Background

3 out of 4 of the large metal halide lights for the dock had not been functioning since approximately the middle of October 2022. During the December Commissioners meeting it was discussed and agreed upon that contracting out the work to upgrade the lighting was not something that could fit into the current budget due to other more important items needing repair. It was agreed that material funding of up to \$1000 was authorized to perform the upgrades.

Work performed

I was able to get a licensed and bonded electrician to assist me in obtaining the correct replacement bulbs. I purchased the replacement bulbs, tooling and consumable material needed to perform the work. New bulbs were scheduled to be delivered on January 22, 2023. On January 22, 2023 light fixtures overhanging the water were provided extra mounting support and swung over the dock, old bulbs were removed and old ballasts were bypassed on 2 out of 4 of the light fixtures but shipment did not arrive. New bulbs finally arrived on January 24, 2023 and the remainder of the work on 3 out of 4 of the lights was complete in order to get the lights functioning. Material which was not needed was returned for a refund.

Request for stipends

1 stipend for the work performed on the dock on January 22, 2023.

1 stipend for the work performed on the dock on January 24, 2023.

Justification

Work was mandatory to provide safe use of the dock after dark and to provide lighting for our local squid fisherman. Our recently approved budget did not include this work in it and it was unknown what the cost would be for contracting the work out. The repairs were simple, within my abilities and the urgency of the work justified me performing the work. Work on the docks took several hours each day. Addition time to perform the work included trips to the hardware store to purchase and return materials, communications with expert and staging and destaging tooling and supplies each day.

Jeff Rupert


Resolution 2023-3

Procurement Policies and Procedures

Whereas the Port of Illahee is a small public port district in Kitsap County in the State of Washington with limited funds and without an office or staff to provide basic administrative services, and

Whereas the Port of Illahee has occasional needs to contract for public works services, and

Whereas the Washington State Revised Code of Washington (RCW Chapter 53.08 and RCW Chapter 39.04) provides public works policies and procedures for public agencies, including Port Districts, and

Whereas the Port of Silverdale, the administrative lead of the Kitsap All Ports Quarterly Meetings, maintains the small public works roster for Kitsap County Port districts, which the Port of Illahee supports and uses, and

Whereas the Port of Illahee recently applied for and were successful in obtaining grant funding for major dock and upland improvements with the Recreation and Conservation Office (RCO) that will require the procurement of public works services,

Therefore, the Port of Illahee hereby adopts the following rules, policies, and procedures for non-federally funded procurements, as noted in the attached "Appendix A":

Adopted by the Commission of the Port of Illahee on _____ by the signatures of the Commissioners voting in favor thereof.

Commissioner Buesch

Commissioner Aho

Commissioner Rupert

Appendix A – Non-Federally Funded Public Works Project Procurement Policy

Public Work:

In the context of this policy “public work” is defined as all work, construction, alteration, repairs, or improvements, other than ordinary maintenance, that are paid for by the Port of Illahee. “Ordinary maintenance” means maintenance work performed by the Port or through an intergovernmental agreement.

The Port of Illahee will follow the procedure outlined in RCW 53.08.120 and RCW 53.08.130 when soliciting and awarding contracts for public work.

The Port of Illahee may use unit priced (“on call”) public works contracts if it best meets the need of anticipated work. A unit priced contract means a *competitively bid* contract in which public works are anticipated on a recurring basis, under which the contractor agrees to a fixed period indefinite quantity delivery or work, at a defined unit price, for each category of work.

For projects where the estimated project cost is \$40,000 or less, the Port may use a minimal competition process or a small public works roster, or formal competitive bidding. The port district managing official or authorized agent will make their best effort to reach out to qualified contractors, including certified minority and woman-owned contractors.

For projects where the estimated project cost is more than \$40,000 but less than \$300,000, the Port may use a small public works roster or formal competitive bidding. If using a roster, the Port will invite at least one proposal from a minority contractor whenever possible.

For projects where the estimated project cost is more than \$300,000, the Port will use formal competitive bidding. Bids will advertise the solicitation in a newspaper of general circulation within the district at least 13 days before the submittal deadline. Sealed bids will be required, and a public bid opening will be held. A 5% bid guarantee will be required. Performance and payment bonds of at least 25% will be required. The bid will be awarded to the lowest responsible bidder in accordance with the contract bidding requirements.

Prevailing wages shall be required for all public work projects.

The Port may, in accordance with applicable State Law, exempt emergency contracts and/or intergovernmental contracts from these policies and procedures.