



Port of Illahee – Minutes of Regular Meeting on April 12, 2023

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Minutes of Regular Meeting
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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; Administrators Caleb Reese & Jennifer Olson; John Piccone; Roy Barton; John Parvis

CONSENT AGENDA

The following consent agenda items were approved: April Meeting Agenda; March 8th, 2023 Meeting Minutes; April 12, 2023 checks numbering 5011 through 5027 totaling \$22,136.98 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.

REPORTS/UNFINISHED BUSINESS

Grants/Waterfront Access Improvements – John Piccone gave an update on the project status as follows:

Waterfront Improvement Project (Docks and Pier only);

The Corps acknowledged the letter from the attorney asking for a treaty rights determination on 2-10-23 however, their response clearly indicated that they did not expect to meet the 60-day timeline (which is approximately now). We plan to send an email correspondence within the next week inquiring on status. That said, without any further pressure on the Corps I believe it could take an extremely long time for further response from the Corps or the Tribe. The Corps specific response was as follows: "Although we will not be able to render a permit decision on this matter within 60 days, I have move this project up in the queue of pending treaty right effect determinations. The treaty right effect analysis is inherently complex and this particular application raises additional complexities. I intend to prioritize this application ahead of private and residential applications with objections, however I expect that significant time and resources will be needed to address the objections (if it cannot addressed directly between the applicant and the Tribe)."

I've been in communication with DNR regarding the renewal and update of the port's aquatic agreement. DNR will require a survey exhibit, which is standard practice, and both the land surveyor and the bathymetric surveyor are scheduled to complete this work over approximately the next month.

Waterfront Improvement Project (Upland improvements)

We are still waiting for comments from the County after submittal of the 95% design plans



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for the upland improvements. The County has indicated that the SDAP permit status is now “under review”. Once we receive comments back from the County and make any minor revisions they will likely ask for, I’ll be able to finalize 100% plans and submit them for the building permit. Once the building permit is complete, we can discuss a more detailed schedule for either putting the upland work out for bid without the inclusion of the pier and docks or waiting for the Corps/Tribe and bidding the entire waterfront project as the single project originally planned.

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 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 issues with the Tribe on the waterfront project and then incorporating pile replacements into that project or deciding to move forward on the piling replacement separately from the waterfront project.

Store Site Renovation:

Jim and I had a preliminary meeting with Kitsap County on March 15 to begin discussing the Port’s store renovation plans and confirm that there are no significant permit reviews or requirements needed to simply renovate the store back to a usable building that can be

leased as a mercantile.

On March 21 Jim and I spent some time walking through the store building and discussing the various items that could be done to bring the building up to a leasable state. I then sent a follow up letter to the County summarizing those items (letter attached). I’ve had no response from the letter to date. I’m not sure if it makes sense to move forward on work associated with the store site until the PLIA work is complete however, I’m not aware of any reason the port can’t move forward with the renovation items listed in the attached letter. It would be a good idea to see if the Port can get any form of schedule estimation from PLIA. I will stand by on any further tasks related to the store renovation pending further discussion of port plans and clarity on my related scope of work going forward if desired. Upcoming Milestones and Action Items Discuss options to move the process with the Tribe and Corps forward so that the entire waterfront park can potentially be constructed in a single phase (which would be more ideal if possible). Inquire with Kitsap County on SDAP comment status if we have not had any word back in April.

Finalize survey exhibit for DNR and submit formal request for renewal and revisions to aquatic agreement.

Comments on John Piccone’s report

There was much discussion about what improvements the Port should make to the store building to prepare it for rental. (Electrical, Restroom, Plumbing, HVAC, Windows, Sheetrock, Flooring, etc.) There was discussion concerning whether or not the Port should limit John Piccone’s involvement with the store building.



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There was discussion concerning hiring a General Contractor to do all the renovations, but it was brought up if it was one contract it will be over \$300,000.00 so formal bid process would be involved.

It was decided to get a Septic and drain field design as the next step and Jim will meet with Jeff at the Store to show him where the tank and drain field are located.

Reports

Treasurer's Report

As of March 31, 2023 the General Fund totaled \$102,593.42, Investments totaled \$281,540.02 and the balance of the Good Property Management (GPM) account totaled \$199.00 for a total of \$384,332.44.

State Audit

Management Representation letter and audit findings were discussed. Commissioner Aho thinks the Port might want to use the MRSC work roster in the future. And will provide a written response to the audit.

Properties-

5560 Oceanview Blvd- Commissioner Buesch Requested a check for half down for "MR FIX-IT" Punch List. Check to be approved at this meeting. Administrator Reese has been in contact with GPM concerning water heater bill from Collins Plumbing to determine why bill is so much more than estimate. Commissioner Buesch also has been in contact with Enduris to see if they will cover water damage on the punch list.

Dock/Pier

Commissioner Rupert reset the light timers for Daylight savings time. Commissioner Aho put dock ramp back straight on the tracks. There was discussion about fixing railing it was cautioned to not spend a lot of money on parts of the dock that are going to be replaced in the dock improvement project.

New Business

Commissioner Rupert requested two extra stipends for work that he had done on the lights on the pier. Discussion followed *Motion to pay Commissioner Rupert one stipend extra (motion Aho; second Buesch; Rupert abstained; motion carried)*

Resolution 2023-3- Procurement Policies and Procedures

Commissioner Aho asked if there were any comments or changes- none noted *Motion to accept Resolution 2023-03, Procurement Policies and Procedures (motion Buesch; second Rupert; all in favor).*

Public Comment

Roy Barton- Mr. Barton is leary that there is not enough money for the Port of Illahee to finish the store improvements. Mr. Barton asked if we could contact PLIA (Grant) and ask when the work will be completed. Commissioner Buesch is in favor of selling lot, (adjacent to store) once port determines it isn't needed for septic /drain field improvements.



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ADJOURN

At 9:11 PM the meeting adjourned (motion Buesch; second Rupert; all in favor).

Approved:

A handwritten signature in black ink, appearing to be "S. Buesch", written above a horizontal line.

Commissioner

A large, stylized handwritten signature in black ink, written above a horizontal line.

Commissioner

A handwritten signature in black ink, appearing to be "J. Rupert", written above a horizontal line.


Commissioner



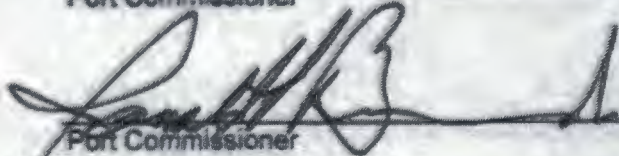
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VOUCHER APPROVAL

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 \$22,136.96 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