



## Port of Illahee – Minutes of Regular Meeting on May10, 2023

Port of Illahee  
Minutes of Regular Meeting  
May 10, 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; Administrators Caleb Reese & Jennifer Olson; John Piccone; Roy Barton; John Parvis ; Jeff Olson

### **CONSENT AGENDA**

*The following consent agenda items were approved: May Meeting Agenda; April 12th, 2023 Meeting Minutes; May 10, 2023 checks numbering 5028 through 5037 totaling \$4,419.34 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 –

### **Waterfront Improvement Project (Docks and Pier only);**

Commissioner Aho received an email from the Corps attached to it was an email dated October 17<sup>th</sup>, 2022 from the Suquamish Tribe asking how the new dock improvements will impact fishing and the Geoduck harvesting. The Corp has never shared that information until they accidentally did now. The Port's attorney is preparing a Freedom of information act request to the Corp to find out what other communication has occurred about this issue.

### **Pier Piling Repair**

Commissioner Aho announced that the Illahee's pile replacement grant request will be funded as the RCO has said they expect to fund all the projects that were presented this year. This is great news for the Port.

### **Store Site Renovation:**

Commissioner Aho reported that John Piccone has contacted two Septic Designers.

Commissioner Aho reported on the PLIA remediation, that the first manager of the contractors is out on medical leave. The new manager is working on it now, but since we are not ready with the store there is no hurry. We do have contamination under the road and they may use enzymes and bacteria to clean it up. Commissioner Rupert asked if he could contact them about the drilling and when they would be removing the 55-gallon drums of hazardous waste. Commissioner Aho stated he is the point of contact so he will contact PLIA and he is also going to provide information to the Ports administrator to share with the other Commissioners. He also stated that the 55-



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gallon drums will be removed with the other hazardous material when the tanks are removed. Also, the test report is on the website.

### Reports

Treasurer's Report ,April 30th 2023 the General Fund totaled \$121,555.86; Investments totaled \$282,104.40 and the balance of the Good Property Management (GPM) account totaled \$199.00 for a total of \$403,859.26

### State Audit

Administrator Reese read from the State Auditors exit letter and audit report and exit recommendations. It was pointed out in the last two audits that the Port needs to have a credit card policy and is still unresolved, there was a motion but no policy or resolution concerning credit cards. Commissioner Aho asked Commissioner Ruppert to write a resolution for a credit card policy. Commissioner Rupert responded that he will take the helm on this and wants to learn more, concerned about the numerous errors. Administrator Reese continued, there was a verbal recommendation about open public meeting minutes that was still unresolved about the minutes around executive sessions. The sum of approved voucher approvals differed from reported spending by \$4,500.00, \$15,000.00 and \$48,500.00 for the years of 2019, 2020 and 2021, respectively. They identified that the Port made payments of about \$49,000 with maintenance vendor TIKAR there was no contract. They further identified that the Port did not have written leases with all residential lessees. They recommend getting contracts.

Commissioner Buesch states the tenants refuse to sign a lease. Good property management has a generic open-ended lease with them. Administrator Reese suggested to do a simple month to month lease with the tenants at 5500 Illahee Road.

Commissioner Aho stated that every aspect of work especially finance is dependent on the Port of Silverdale. Administrator Reese stated that the Port of Silverdale was not involved with the Port of Illahee in 2019,2020 and 2021 which are the years involved in the audit. Port of Silverdale came in after the fact.

Roy Barton was concerned that John Piccone was picking the subcontractors and not submitting an RFQ (Request for Qualifications). Commissioner Aho brought up that the Port could Join the MRSC and then could use the MRSC work roster and not have to do an RFQ.

Administrator Reese stated that you are supposed to quantitatively analyze the response you get from the RFQ while interviewing them.

Roy Barton stated that if you are a member of MRSC you still just can't pick whatever subcontractor you want. Still need to go through the bid process depending on the size and duration of the contract.

### Properties-

5560 Oceanview Blvd-

Commissioner Buesch stated that Collins Plumbing replaced the water heater and the bill was more than the estimate, we are waiting for Good Property Management to let us know why before paying the bill. Mr. Fix It NW Repairs are complete and second half of



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payment is due. Waiting on pictures of the water damage to possibly do an insurance claim.

5507 Illahee Road/ Illahee Store Property

There was a pot hole with metal covering it that popped up when a car drove over it. Citizen reported to the Port, Commissioner Buesch filled pothole with rock in the rain. Citizen stopped by and thanked him for taking care of the problem.

Commissioners Rupert made comments about the store we need to get “sticks on bricks”, electrical, sheetrock and he is excited to look at other mercantile businesses and report back to the other two Commissioners.

Dock/Pier

Commissioner Rupert said he is 81.4 % complete with the handrail repair, he used an old piece of 2x8 that was available so there would be no cost.

**New Business**

Commissioner Aho discussed the filings for the two open positions for Port Commissioner run

from May 15 -19<sup>th</sup>. He asked for permission to post the openings on the Illahee blog. Commissioner Rupert wants to announce it on Facebook permission was granted for both.

**ADJOURN**

*At 7: 45 PM the meeting adjourned (motion Rupert; second Buesch all in favor).*

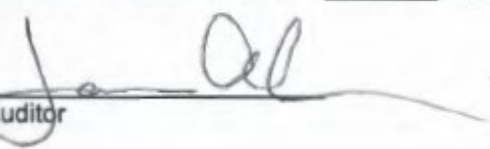
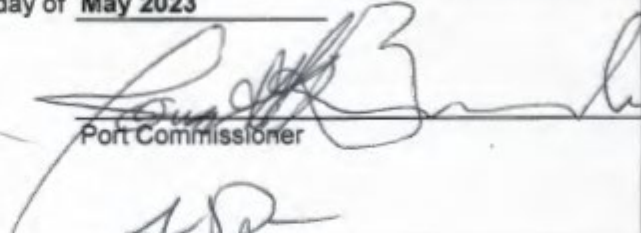
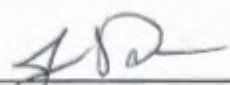
**Next regular meeting June 14, 2023 @6:30pm-  
via Zoom Kitsap All Ports July 31 2023  
@6:30pm**

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Commissioner

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Commissioner

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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 <b>\$4,419.34</b> and from the General Fund, this <u>10th</u> day of <u>May 2023</u>		
 Port Auditor	 Port Commissioner	
	 Port Commissioner	
Number	Name	Amount
5028	JAMES AHO	384.00
5029	JEFFREY S. RUPERT	512.00
5030	JONATHAN BUESCH	384.00
5031	PORT OF SILVERDALE	750.00
5032	PUGET SOUND ENERGY	109.06
5033	BANK OF AMERICA	17.03
5034	CASCADE NATURAL GAS	5.00
5035	GOOD PROPERTY MANAGEMENT	2,025.22
5036	HONEY BUCKET	125.50
5037	WASTE MANAGEMENT	107.53