



## Port of Illahee – Minutes of Regular Meeting on June 15, 2023

Port of Illahee  
Minutes of Regular Meeting  
June 15, 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

### **CONSENT AGENDA**

*The following consent agenda items were approved: June Meeting Agenda; June 14th, 2023 Meeting Minutes; May 10, 2023 checks numbering 5038 through 5051 totaling \$20,139.70 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**

John Parvis Thanked the Port of Silverdale for responding to his call about no space at the dock.

## **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 Port's attorney is working on the treaty rights determination via the USACE and has continued to look for opportunities to engage with the Tribe directly. To date there has been no willingness on the Tribes' part to meet with the Port and discuss issues and options relative to their objection. Due to the unknown timeframe to resolve this issue I have primarily remained on hold with final design and bid preparation until we have a clearer direction on this issue.

In the meantime, I've continued to correspond with DNR regarding the aquatic lands agreement and this is steadily moving forward. The bathymetric survey is complete, and the surveyor is currently working on preparing a survey exhibit in DNR's specific format. Once that's complete and submitted we will be awaiting further direction from DNR as they prepare agreement documents.

#### **Waterfront Improvement Project (Upland Improvements);**

We are still waiting for comments from the county after submittal of the 95% design plans for the upland improvements. The County has indicated that the project is under review for the past 84 days as of today. There are indications on the permit portal that it's being worked on but no clear indication of future timelines. We've called the County for more information on status and timeline and are waiting for a reply.



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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 approval.

### **Pier Piling Repair;**

RCO will be finalizing grant awards this month and next and I expect we'll be hearing from the grant manager relatively soon confirming award and initiating the grant agreement process.

- 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:**

As requested, I reached out to septic designer/installers to get information on what would be needed, specifically regarding septic, for occupancy of the store building once renovated. I contacted the following local contractors who advertised as both septic designers and installers:

1. Steve Kelly Construction Co., LLC, Poulsbo
  2. Brent Nuckols Construction Inc., Poulsbo
  3. Jensen's Septic Company, Kingston
  4. Dave's Septic Services, Inc., Seabeck
- of these four possibilities, Dave's Septic was the only contractor to come out to the store and meet with me. In general, my understanding based on our conversation was that there is a good chance the existing system can be used if it is in adequate condition and used for a two-employee convenience store that does not

discharge excessive fats/oils (such as ice cream or espresso machines, or deep fryers would). Dave's detailed recommendations for next steps:

- Apply to the Kitsap County health district for a commercial building clearance application with compliance documents for the reserved drain field area that is currently under the parking area to the north of the store. This may include a waiver or relocation of the reserve if area (such as between or on top of the existing primary drain field area).
  - The building clearance approval will be based on the number of employees and sewage system waste strength proposed. (Such as espresso machines, ice cream machines and food items that May be sold or prepared there).
  - Get the existing septic pumped if it has not been done in the last 3 years and supply a positive pump report with the building clearance document.
  - Install risers over the existing septic tank inlets and outlets for future maintenance and pumping.
  - A parking barrier may be needed around the existing drain lines to prevent vehicular traffic damage.
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- **Recommended steps;**
  - Camera the existing drain lines and verify condition of existing disposal system.



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- Possibly do a remediation application and trench rebuild if needed after the camera discovery. This can help prevent a catastrophic failure in the future.
- Commercial Building Clearance :
- Health District fee \$ 550.00
- Dave's Septic design fee \$750.00
- Waiver fee: Health District Fee \$145.00
- Pumping fee for septic tank :  
\$700-900 Depending on the depth.

### Comments on John Piccone's report

There was much Discussion about the SDAP permit and when the County was going to start working on it. The permit was submitted over 2 months ago. Commissioner Rupert Would like to go talk to the county about it. John Piccone suggested he get the permit number from him before going to the county.

Both Commissioner Aho and Commissioner Buesch met with Dave's Septic at different times and stages of the Store renovation project. They agreed he was very knowledgeable. Dave's Septic recently installed the drain fields in the four houses north of the store. After much Discussion between all three Commissioners.

*Commissioner Rupert made a motion for Dave's Septic to submit a commercial building clearance and initiate a septic survey. (motion by Buesch; second by Ruppert; unanimous).*

### Reports

Treasurer's Report May 31<sup>st</sup>, 2023 the General Fund totaled \$124,243.44; Investments totaled \$283,169.63 and the balance of the Good Property Management (GPM) account \$199.00 for a total of \$407,612.07

### State Audit

Commissioner Rupert is working on a credit card resolution/agreement.

### Reports

Commissioner Aho is currently working on putting the open Illahee Commissioners #1 and #2 positions on the Port of Illahee website. After some discussion between Commissioner Aho and Commissioner Rupert it was decided Commissioner Rupert was going to fill out the Bio portion for the Commissioner position #2 .

### Properties-

5560 Oceanview Blvd-  
Commissioner Buesch reported that Good Property Management has a fully executed copy of the lease. Commissioner Buesch has a copy.

5507 Illahee Road/ Illahee Store Property  
One of Illahee's local residents John Parvis went and sprayed weed killer on the blackberry bushes behind the store.



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Dock/Pier

Commissioner Rupert reported that there have been no overnights trying to sleep on Port property. He also reported that there were no used needles found either this last month. After much discussion with all three Commissioners, it was decided that after Waste Management picks up the garbage can at the store, they will keep it inside as the store is not public property or an operating business as of right now.

**New Business**

Commissioner Aho was happy Commissioner Rupert applied for Port of Illahee  
Commissioner then went on to discuss the 2 Open Positions Illahee has open. There was some discussion amongst all three Commissioners about the requirements and training classes the Commissioners are required to take.

**Public Comment**

Roy Barton stated the store's possible tenant already has a couple of stores, he also had a question about the septic, if it is for employees only or if that included the public being able to use the restrooms to? Commissioner Aho is going to address that question with Dave's Septic.

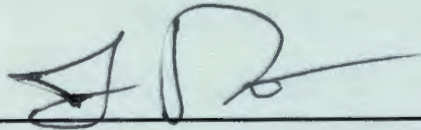
Commissioner Rupert is going to go take a look at the small store across from Evergreen Park in Bremerton.

Roy said if you are going to sit down and eat you will need a public restroom, a two-employee restroom may not be enough. Commissioner Buesch added selling food you won't need a public restroom but serving food you would have to have one. Commissioner Aho told us that Dave said if you get a tenant in the store that wants to have expresso or deep fryer you will have to have a different kind of system that includes a holding tank. John Parvis included that you could have low flow toilets that take up much less water than the older ones.

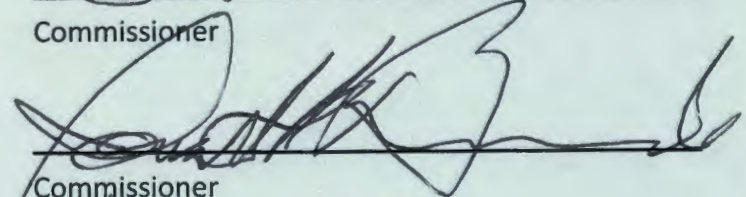
**ADJOURN**

*At 7: 30 PM the meeting adjourned (motion Rupert; second Buesch all in favor).*

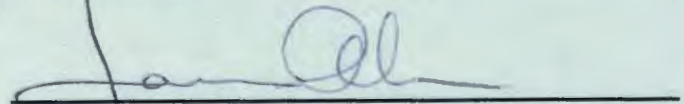
**Next regular meeting July 12, 2023 @6:30pm-via Zoom Kitsap All Ports July 31 2023 @6:30pm**

  
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Commissioner

  
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Commissioner

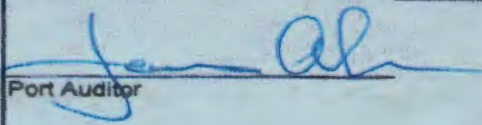
  
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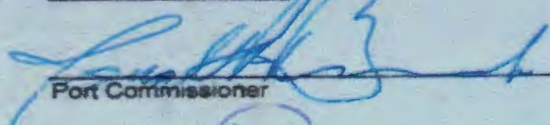
Commissioner



**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 \$20,139.70 and from the General Fund, this 14th day of June 2023

  
Port Auditor

  
Port Commissioner

  
Port Commissioner

Number	Name	Amount
5042	BANK OF AMERICA	17.03
5038	JAMES AHO	256.00
5039	JEFFREY S. RUPERT	256.00
5040	JONATHAN BUESCH	256.00
5041	PORT OF SILVERDALE	1,075.00
5043	CASCADE NATURAL GAS	5.00
5044	CSD ATTORNEYS AT LAW	192.00
5045	GOOD PROPERTY MANAGEMENT	4,207.91
5046	HONEY BUCKET	135.50
5047	NORTH PERRY AVENUE WATER DISTRICT	111.38
5048	PUGET SOUND ENERGY	162.69
5049	SOUNDWEST ENGINEERING ASSOCIATES	8,947.25
5050	WASHINGTON STATE AUDITOR	4,493.70
5051	WASTE MANAGEMENT	24.24