



**AGENDA FOR
PORT OF ILLAHEE COMMISSION
Wednesday, October 11TH - 6:30PM
ZOOM MEETING #715 0997 5823 / Password: Illahee**

1. CALL TO ORDER

2. CONSENT AGENDA

1. Agenda
- *2. The September 13th, 2023 Regular Meeting minutes
- *3. Pay Bills with check numbers **5090** through **5102** totaling **\$25,730.44**

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
- Update of project permits and design
 - Any update on the County's filtration project
 - DNR re-authorization of Ports aquatic lease agreement -status
 - John Piccone Project Status Summary

Aho 2. Illahee Store Project

- Septic design status
- PLIA Remediation

3. Treasurer's Report as of September 30, 2023 General Fund \$88,006.36 Investments \$ 285,625.52
Good Property Management (GPM) Account \$199.00 (total: \$373,830.88)

Rupert *4. State Audit for January 2019 through December 2021
-Policy for Stipends, Expenses, and Reimbursements 2023-5

Aho /Table 5. Resolution 2023-4
- Interim Public Meeting Policy - status

6. Reports

- Aho
- a. Website
 - Anything to report?



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5. REPORTS/UNFINISHED BUSINESS CONTINUED

Buesch **b. Properties**
 5560 Ocean View Boulevard/Rental
 – Anything to report

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

6. NEW BUSINESS

Aho*1. Wav-C -Tire Clean up Project Funding Proposal
 Seth Ableson – Will be on the Zoom Meeting

All *2. 2024 Preliminary Budget for approval – Final Budget to be adopted at November meeting

7. PUBLIC COMMENT

8. ADJOURN –Regular Meeting –November 8th @ 6:30PM – via ZOOM
 - Small Ports Seminar- October 26th & 27th at Campbell’s Resort in Chelan, WA
 - Kitsap All Ports---October 30th @ 6:30PM at Port of Brownsville



Port of Illahee
Minutes of Regular Meeting
September 14, 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 Jennifer Olson; Roy Barton; Janet Soderberg and Arron Haugen

CONSENT AGENDA

The following consent agenda items were approved: September Meeting Agenda; August 9, 2023 Meeting Minutes; checks numbering 5077 through 5089 totaling \$8,887.23 as outlined in the attached Voucher Approval (motion by Buesch; second by Rupert all in favor).

SIGNING OF DOCUMENTS

Commissioners plan to stop by the Port of Silverdale office to sign documents tomorrow.

PUBLIC COMMENT

REPORTS/UNFINISHED BUSINESS -

On August 31, 2023 Commissioner Aho, John Piccone (SoundWest Engineering) and the Port's attorney met with the Suquamish Tribe. During the meeting the Tribe expressed a concern relative to a historical pattern of feeling unwelcomed at the Illahee docks. They commented that although some of the occurrences they recall may have been some time ago, there was still a general feeling that the Illahee community was unaccepting of Tribal Members present and using the facilities. This feeling contributed to the Tribes unwillingness to meet with the Port until recently. The Tribe also expressed some concern relative to the non-motorized fishing and recreation float; specifically, that it was farther out in the bay than they were agreeable to. They did however indicate that if the float were moved landward as far as the proposed moorage floats that would be acceptable. During the meeting the Port proposed a few remedies to these concerns including: A Tribal Member dedicated moorage slip with signage indicating the Tribal slip and educational signage on the pier related to not only the history of Port Orchard Bay and the Illahee Pier but also to the history of the Suquamish people in this area. The Port would do these things to clearly demonstrate to the Tribe and the community that Tribal Members are very welcome at the Port of Illahee. Additionally, a revision to the layout of the fishing and recreation float moving it back in alignment with the moorage floats was also proposed.



All three Commissioners reviewed the attached revised layout that John Piccone had proposed. The Commission agreed to have John Piccone present the updated proposal to the Suquamish Tribe. *Motion to approve John Piccone presenting the revised proposal to the Suquamish Tribe (motion by Rupert; second by Buesch all in favor).*

Waterfront Improvement Project (Upland Improvements)

John Piccone recently received initial review comments from Kitsap County regarding the SDAP submittal as well as ROW and Building permits. There are several complex requests made by the county which are mostly related to working in the ROW. John Piccone will be going over these in detail with Commissioner Aho in the next couple weeks. John expects to have a more detailed update for all Commissioners at the October Port meeting.

Pier Piling Repair;

The RCO grant agreement has been awarded and sent to Commissioner Aho and John Piccone for review and for Port execution. The new grant will provide an additional \$191,000 in funding towards replacement of the deteriorated Pier pilings.

Store Site Renovation:

The Kitsap County Health Department asked for a septic master plan which is a sketch that outlines the design and size of a septic system. It takes into account various factors such as household size, soil type, site slope, lot size, proximity to sensitive water bodies, weather conditions, and local regulations. Commissioner Aho asked that John Piccone coordinate a septic master plan with Dave's septic per a request from the health department. John will be working on gathering necessary details and coordinating this over the next couple weeks.

There was much discussion amongst the Commission about the proposed vault toilets some of the issues brought up were the smell and noise and how *close they* will be to residential homes. The Commissioners are looking into seeing if the vault toilets are a requirement. If they are not a requirement what are the alternatives? Possibly an ADA Porta Potty might be a better option.

PLIA is moving forward with the cleanup plan and no work can start at the store property until all the contamination is cleaned up. PLIA is going to be contacting the Port within the next couple weeks with a progress report of where the contamination is and how they are going to fix it.

Reports

Treasurer's Report as of August 31, 2023 General Fund \$86,137.35 Investments \$ 284,985.26
Good Property Management (GPM) Account \$199.00 (total: \$371,321.61)



Illahaee Days September 9, 2023

Commissioner Rupert reported that Illahaee days was a success this year, they had around 100 community members and felt there would of have been more if Illahaee road had not been under construction. Commissioner Rupert mentioned that the receipts for Illahaee Days amounted to \$1,000.00 which happened to be the allocated budget for the event. He expressed his anticipation for the upcoming year and extended his gratitude to the other Commissioners for allowing him to organize the event this year.

Properties-

5560 Oceanview Blvd-

Nothing to report.

5500 Illahaee Road- Illahaee Road-

Nothing to report.

5507 Illahaee Road / Illahaee Store Property

Illahaee Road lot

Commissioner Aho suggested that the Port have a dumpster delivered, so they can get rid of all the sticker bushes.

Dock/Pier

Commissioner Rupert adjusted the lights.

New Business

The Administrator attached a budget review as of September 1, 2023 as the 2024 preliminary budget is due at the next Port meeting on October 11th and the 2024 final budget must be adopted during the November 8th Port meeting. It was discussed where to apply the expenses for Illahaee Days? Roy Barton mentioned using the Economic Development - Community Involvement 789.10-line item since that was in the 2023 final budget. The Administrator is going to use 789.10 Economic Development-Community Involvement line item to pay expenses for Illahaee Days .

Public Comment

Roy Barton asked about the vault toilets what is the maintenance and costs per year and can they cause problems down the road verses an ADA porta potty that can pumped every week if you have to. Roy suggested to check the price, life cycle, monthly costs of an ADA porta potty verses that of a vault toilet. Janet Soderberg thanked the Port for all their hard work.



ADJOURN

At 7:55 PM the meeting adjourned (motion by Rupert; second by Buesch all in favor).

Next regular meeting October 11, 2023 @6:30pm- via Zoom

Small Ports Seminar – October 26th & 27th at Campbell’s Resort in Chelan, WA

Kitsap All Ports October 30, 2023 @6:30pm

Commissioner

Commissioner

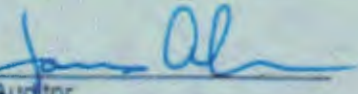
Commissioner

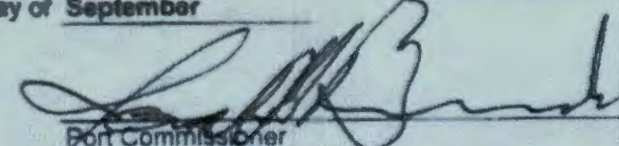
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VOUCHER APPROVAL

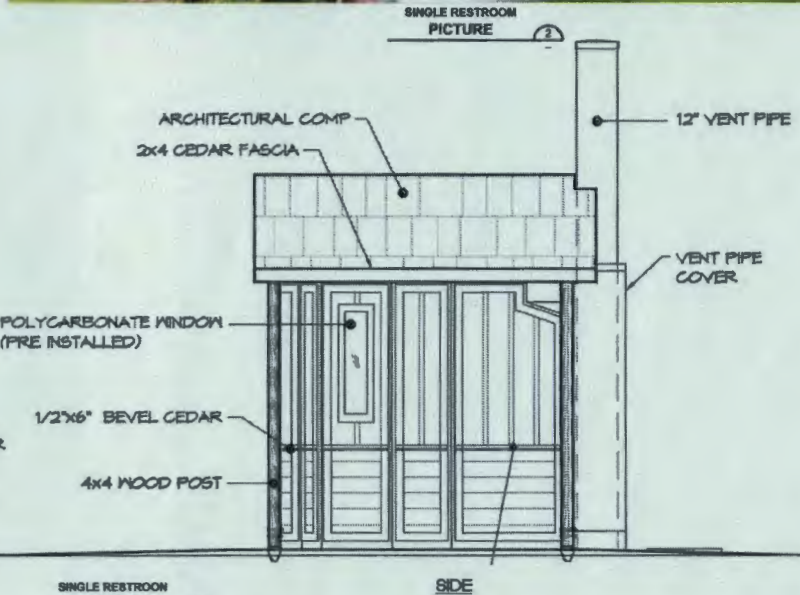
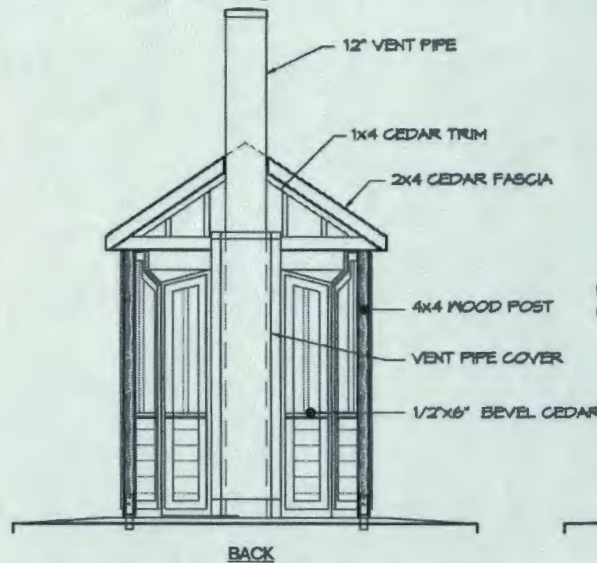
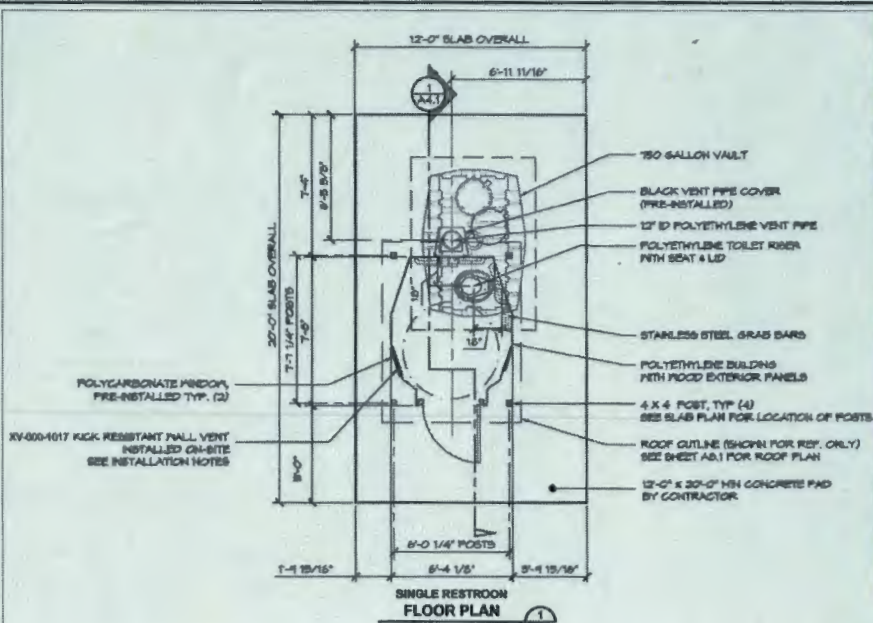
We, the undersigned Board of Commissioners of the Port of Illahee, Kitsap County, Washington, do hereby certify that the merchandise and/or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$8,887.23 and from the General Fund, this 13th day of September


Port Auditor


Port Commissioner


Port Commissioner

Number	Name	Amount
5077	JAMES AHO	256.00
5078	BANK OF AMERICA	17.03
5079	JEFFREY S. RUPERT	256.00
5080	JONATHAN BUESCH	256.00
5081	CASCADE NATURAL GAS	13.00
5082	CSD ATTORNEYS AT LAW	800.00
5083	HONEY BUCKET	135.50
5084	PORT OF SILVERDALE	750.00
5085	POSTMASTER	430.00
5086	PUGET SOUND ENERGY	203.46
5087	SOUNDWEST ENGINEERING ASSOCIATES	5,546.00
5088	US BANK	200.00
5089	WASTE MANAGEMENT	24.24



SOUNDWEST
 ENGINEERING ASSOCIATES
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 Suite 303
 Shoreline, WA 98133
 206.337.8629
 info@soundwesteng.com



DRAWN BY	DAB
CHECKED BY	SP
REVISIONS	
1	2/9/23 FORBAT DEVICE

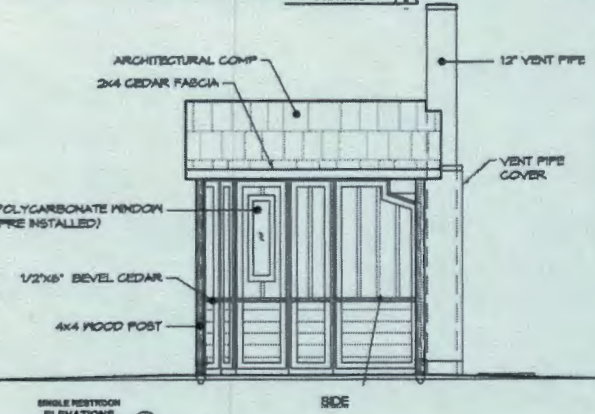
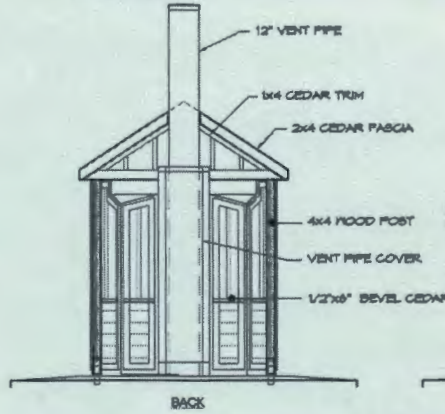
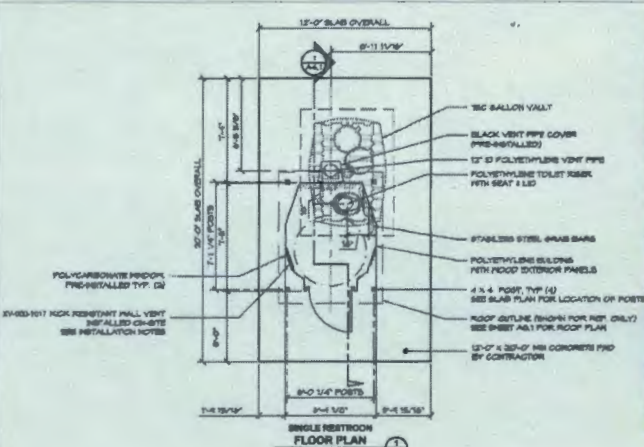
**PORT OF ILLAHEE
 PUBLIC PIER & DOCK REHABILITATION
 SINGLE RESTROOM DETAILS**

DATE
 FEBRUARY 6, 2023
 SHEET
C10



DATE	BY	BY
DESIGN	BY	BY
REVISION	NO.	DESCRIPTION
1	1	SA/200801 REVISED

PORT OF ILLAWEIE
 PUBLIC PIER & DOCK REHABILITATION
 SINGLE RESTROOM DETAILS



SINGLE RESTROOM PICTURE

SINGLE RESTROOM ELEVATIONS

Resolution 2023-5

Policy for Stipends, Expenses, and Reimbursements

Whereas the Washington State Revised Code of Washington (RCW) provides compensation and reimbursement regulations for Port Commissioners, and

Whereas RCW 53.08.175 Commissioners, officers, and employees—Reimbursement of expenses. requires

Employees, officers, and commissioners of port districts shall, when engaged in official business of the port district, be entitled to receive their necessary and reasonable travel and other business expenses incurred on behalf of the port district. Reimbursement of such expenses may be granted, whether incurred within or without the port district, when submitted on a voucher with appropriate evidence of payment by such employee or official., and

Whereas RCW 53.08.176 Commissioners, officers, and employees—Regulation of expenses. States:

Each port district shall adopt a resolution (which may be amended from time to time) which shall establish the basic rules and regulations governing methods and amount of reimbursement payable to such port officials and employees for travel and other business expenses incurred on behalf of the district. The resolution shall, among other things, establish procedures for approving such expenses; set forth the method of authorizing the direct purchase of transportation; the form of the voucher; and requirements governing the use of credit cards issued in the name of the port district. Such regulations may provide for payment of per diem in lieu of actual expenses when travel requires overnight lodging: PROVIDED, That in all cases any per diem payment shall not exceed the United States general service administration's per diem rates. The state auditor shall, as provided by general law, cooperate with the port district in establishing adequate procedures for regulating and auditing the reimbursement of all such expenses.

Therefore, the Port of Illahee hereby adopts Resolution 2023-5, establishing the following stipend, expense, and reimbursement policies:

- (1) Approved meetings eligible for stipends are those regularly scheduled such as the monthly Port meetings and the quarterly All Ports meetings, WPPA meetings, and those previously approved and noted in the meeting minutes. Stipend or reimbursement requests for after-the-fact meetings or work must be presented in writing with an appropriate justification statement.
- (2) Commissioners may request per diem for official travel.
- (3) Port issued credit cards shall only be used for official port business.
- (4) Reimbursements for Port incurred expenses shall be submitted on a voucher with appropriate evidence of payment.

Note: This Resolution supersedes Resolution 2016-1.

Commissioner Buesch

Commissioner Aho

Commissioner Rupert

Executive Summary: Tire Clean-up Project Funding Proposal

September 11, 2023

Problem: In the mid-1970s, tires were routinely dumped in Puget Sound waterways to create habitat for fish and other sea creatures. The negative impacts, of this practice are now well known. Degrading tires release harmful toxins damaging sensitive ecosystems, marine-life and our food chain. Known pollutants include polycyclic aromatic hydrocarbons (PAHs), methane, heavy metals, lead, mercury, and benzene.

These pollutants can have several negative impacts on human health and the environment, including cancer, respiratory problems, reproductive problems, neurological problems, birth defects, reduced fish populations and damage to marine ecosystems. Washington State Department of Ecology estimates there are over 500,000 tires in the Puget Sound alone.

Solution: Washington Autonomous Vehicle Cluster (WAV-C) is embarking on a project to identify the location of these tires and eventually remove them. This environmental remediation effort will improve marine ecosystems, the quality of our waterways and protect public health.

Scope: The project will focus on identifying and removing tires from the Illahee Waterway, between Bremerton and Bainbridge Island in an area covering two square miles.

Timeline: The project is expected to be completed no later than the end of the year 2023.

Cost: The total cost of the project is estimated to be \$5,000, covering personnel costs and administration for SERCO which is donating the underwater vehicle.

Benefits: The eventual removal of these tires will have several benefits, including:

- Improved water quality
- Reduced risk of human health problems
- Increased fish populations
- Enhanced marine ecosystem.

Identifying the location of these tires is a necessary first step towards protecting public health and improving the quality of our waterways. A secondary step will consist in organizing resources to remove and handle the tires. KEDA/ WAV-C ask for the council's support and approval for the funding for this important project. The removal of these tires is a necessary step to protect public health and improve the quality of our waterways.



Proposed project area: Illahee Waterway

**PORT OF ILLAHEE
2024 PRELIMINARY BUDGET**

	DETAIL	TOTALS
TOTAL ESTIMATED BEGINNING BALANCE		400,000.00
REVENUES:		
670.00 NonRevenues - Loan Contingency for Improvement Projects	700,000.00	
693.00 Operating Grants Reimbursement ALEA & BFP (2059 & 2038)	1,542,065.00	
695.00 Real Property Rentals	30,000.00	
699.10 Investment Interest	2,500.00	
699.20 Property Tax	100,000.00	
TOTAL ESTIMATED REVENUES:		2,374,565.00
TOTAL ESTIMATED FUNDS AVAILABLE:		2,774,565.00
EXPENDITURES:		
721.00 MARINA OPERATING		
721.80 Utilities	3,000.00	
721.90 Other	500.00	
723.00 MARINA MAINTENANCE		
723.30 Outside Services	2,500.00	
723.40 Supplies	1,000.00	
761.00 PROPERTY LEASE/RENTAL MANAGEMENT		
761.30 Outside Servies: Ocean View	3,000.00	
763.00 PROPERTY LEASE/RENTAL/STORE/ MAINTENANCE		
763.40 Supplies	500.00	
763.60 Facility Maintenance	2,000.00	
763.70 General and Administrative	500.00	
763.80 Utilities	1,500.00	
763.90 Other: LEASEHOLD/EXCISE TAX	4,000.00	
771.00 DEBT REDEMPTION		
771.50 Other: Note/Contracts	30,000.00	
773.00 FIXED ASSET DISBURSEMENT		
773.50 Property Improvements: 5507 ILLAHEE ROAD	350,000.00	
773.90 Other: Property Improvements	5,000.00	
774.00 WATERFRONT FACILITIES		
774.40 Waterfront Access Improvements: Upland Work	708,831.00	
774.40 Waterfront Access Improvements: Marina work	1,044,489.18	
774.50 Waterfront Acss Improvements:Piling Replacemnt	255,000.00	
774.90 Waterfront Acss Improvements: other	250,000.00	
780.00 GENERAL AND ADMINISTRATIVE		
781.10 Commissioner compensation	12,800.00	
781.20 Commissioner reimbursement	1,500.00	
781.30 Outside services: Legal, Etc.	10,000.00	
781.30 Outside services: Admin Contract	10,000.00	
781.40 Supplies	200.00	
781.70 G&A Operations: Insurance, Etc.	25,000.00	
789.10 Economic development	2,500.00	
790.00 NON-OPERATING EXPENSE		
799.91 Interest Expense: BONDS	5,000.00	
799.92 Election Expense	5,000.00	
TOTAL ESTIMATED EXPENDITURES:		(2,733,820.18)
TOTAL ESTIMATED ENDING BALANCE:		40,744.82

Commissioner Jim Aho

Commissioner Jon Buesch

Commissioner

PORT OF ILLAHEE
2024 BUDGET REVIEW AS OF September 1, 2024

		BUDGETED	ACTUAL	
TOTAL ESTIMATED BEGINNING BALANCE		400,000.00		
REVENUES:				
670.00	NonRevenues - Loan Contingency for Improvement Projects	700,000.00		
693.00	Operating Grants Reimbursement ALEA & BFP	1,542,065.00		
695.00	Real Property Rentals	30,000.00	0.00%	
699.10	Investment Interest	2,500.00	0.00%	
699.20	Property Tax	100,000.00	0.00%	
EXPENDITURES:				
721.00 MARINA OPERATING				
721.80	Utilities	\$3,000.00	0.00%	water; power, sewer @ dock facilities
721.90	Other	\$500.00	0.00%	SSWM taxes & misc. on dock facility properties
723.00 MARINA MAINTENANCE				
723.30	Outside Services	\$2,500.00	0.00%	general maintenance, landscaping at dock facility
723.40	Supplies	\$1,000.00	0.00%	Supplies for marina maintenance
723.90	Other: Piling Replacement	\$20,000.00	0.00%	contingency/marina maintenance
761.00 PROPERTY LEASE/RENTAL				
761.30	Outside Servies	\$3,000.00	0.00%	Property Management GPM's fee
763.00 PROPERTY LEASE/RENTAL MAINTENANCE				
763.40	Supplies	\$500.00	0.00%	supplies for maintenance at properites
763.60	Facility Maintenance	\$2,000.00	0.00%	maintenance - roof cleaning/ furnace service
763.70	General and Administrative	\$500.00	0.00%	SSWM taxes & misc. on rental properties
763.80	Utilities	\$1,500.00	0.00%	Utilities @ rental properties
763.90	Other	\$4,000.00	0.00%	Leasehold Excise Tax
771.00 DEBT REDEMPTION				
771.50	Other Note/Contracts	\$30,000.00	0.00%	Principal to be paid on Ocean View bond; principal payments on estimated pri
773.00 FIXED ASSET DISBURSEMENT				
773.50	Property Improvements: 5507 Illahee Road	\$350,000.00	0.00%	improvements to the Illahee Store property - clean up, permits, design, constr
773.90	Other Property Improvements	\$5,000.00	0.00%	In case problems arise on the other Port owned properties (roofs, foundations
774.00 WATERFRONT				
774.40	Waterfront Access Improvements: Upland Work	\$708,831.00	0.00%	Remaining ALEA \$812,000 (RCO 500,000/Port 312,000)
774.40	Waterfront Access Improvements: Marina Work	\$1,044,489.18	0.00%	Remaining BFP \$1,150,065 (RCO 851,065/Port 299,000)
774.50	Waterfront Access Improvements : Pilings Replacement	\$255,000.00	0.00%	Piling replacement grant BFP \$200,00. (RCO 191,000/Port 64,000)
774.90	Waterfront other	\$200,000.00	0.00%	contingency
780.00 GENERAL AND ADMINISTRATIVE				
781.10	Commissioner compensation	\$12,800.00	0.00%	Commissioners stipends - (\$128) per Commissioner per month added addition
781.20	Commissioner reimbursement	\$1,500.00	0.00%	travel expense/mileage
781.30	Outside services/legal	\$10,000.00		legal
781.31	Out administrative	\$10,000.00		administrative
781.40	Supplies	\$200.00	0.00%	Office supplies
781.60	Facility rentals			temp. meeting rental fee
781.70	G&A Operations	\$25,000.00	0.00%	Insurance, annual dues, promotional hosting, audit
789.10	Economic development	\$2,500.00	0.00%	Community Involvement
799.90 NON-OPERATING EXPENSE				
799.91	Interest Expense	\$5,000.00	0.00%	Interest to be paid on Ocean View bond; Interest on 2nd bond not due until dr
799.92	Election Expense	\$5,000.00	0.00%	Position #1 & Position #2 on November ballot
BALANCE AS OF		:		
NEW				
OVER				