



**AGENDA FOR
PORT OF ILLAHEE COMMISSION
Wednesday, November 8TH - 6:30PM
ZOOM MEETING #715 0997 5823 / Password: Illahee**

1. CALL TO ORDER

2. CONSENT AGENDA

1. Agenda

*2. The October 11th, 2023 Regular Meeting minutes

*3. The October 30th, 2023 All Ports Meeting Minutes

*4. Pay Bills with check numbers **5103** through **5115** totaling **\$12,194.77**

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

* - Resolution 2023-06- Delegation of Authority for DNR Aquatic Lease

* - John Piccone Project Status Summary

Aho 2. Illahee Store Project

- Septic design status

- PLIA Remediation

3. Treasurer's Report as of **October 31, 2023** General Fund \$102,619.64 Investments \$ 286,322.75
Good Property Management (GPM) Account \$199.00 (total: \$389,141.39)

Last Month's Report Below

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

- Resolution 2023-05 Policy for Stipends, Expenses, Reimbursements and Credit Card Agreement

Aho * 5. Resolution 2023-4

- Interim Public Meeting Policy

6. Reports

Aho a. Website

-Anything to report?



**AGENDA FOR
PORT OF ILLAHEE COMMISSION
Wednesday, November 8TH - 6:30PM
ZOOM MEETING #715 0997 5823 / Password: Illahee**

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?

c. Dock/Pier

Rupert

– Anything to report

6. NEW BUSINESS

All *1. 2024 Final Budget for adoption - Resolution 2023-07 Adoption of the 2024 Final Budget; Resolution 2022-08 Levy Limit Increase; and Levy Certification

*2. 2023 WPPA New Commissioner Seminar-Vancouver, WA, December 5th and 6th

7. PUBLIC COMMENT

8. ADJOURN –Regular Meeting –December 13th @ 6:30PM – via ZOOM
– New Commissioner Seminar December 5th and 6th Vancouver, WA
– Kitsap All Ports-January 29th @ 6:30PM at Port of Brownsville



Port of Illahee
Minutes of Regular Meeting
October 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; Administrator Jennifer Olson; Roy Barton; John Piccone; Seth Ableman; Rochelle LeMay; and Eric Hall

CONSENT AGENDA

The following consent agenda items were approved: October 11th Meeting Agenda; September 13, 2023 Meeting Minutes; checks numbering 5090 through 5102 totaling \$25,730.44 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

1. Wav-c Tires cleanup Project Funding Proposal

Seth Ableman from Washington Autonomous Vehicle Cluster (WAV-C) presented at the October Port of Illahee meeting WAV-C is an innovative company working with autonomous vehicles, one of 9 funded by the state of Washington. WAV-C actively collaborates with environmental and government agencies, research institutions, and supporting small businesses in Kitsap County. In the mid 1970's 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. Washington State Department of Ecology estimates there are over 500,000 tires in the Puget Sound alone. WAV-C is embarking on a project to identify the location of these tires and eventually remove them. 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.

WAV-C has come up with a three-phase plan:

Phase 1: Identifying the location of these tires is a necessary first step towards protecting public health and improving the quality of our waterways.

Phase 2: 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.

Phase 3: To dispose of the tires in a proper way that won't have a negative effect on the environment.

Commissioner Rupert motion to support WAV-C with a \$1,000 donation (motion by Rupert; second by Buesch all in favor).



REPORTS/UNFINISHED BUSINESS -

Waterfront Improvement Project (Upland)

The Port is currently working on providing the additional information to Kitsap County for their **SDAP (Site Development Activity Permit)**. As soon as the Port has all these items they will submit them back to the county for approval, so the SDAP permit can continue moving forward. John Piccone with SoundWest Engineering discussed some of the issues and concerns with the store project :

- The first concern is the possibility that contamination from the store site has migrated to the waterfront park site.
- Concerns related to the presently planned vault toilet as well as how septic for the store site will be addressed. This includes very recent information from the health department indicating that on-site treatment of store septic is unlikely to be feasible.
- An ongoing interest from the Port and Kitsap County to include not only stormwater treatment for the park site but to have the County fund a larger regional stormwater treatment facility that is incorporated into the park design.
- Comments from the County SDAP reviewer indicating that the port will need to either adjust setbacks or seek another variance (as we did with the shoreline permit and requested **ROW (Right of Way)** improvements).

John discussed the two options he would like the Commission to decide on. The first option would be to forge ahead with the waterfront park project as originally planned and currently designed, and address these potential concerns at a later date. The second option would be to take the time now to more fully investigate the feasibility and ramifications of this new information as a whole before finalizing SDAP response to comments and proceeding with bid documents in the event changes are needed or desired.

Commissioners Aho and Buesch are for a short pause (30-90 days) the reasoning behind this is change orders are costly and they can make a more informed decision by doing more research. Commissioner Rupert is not a fan of taking a pause to anticipate problems and he feels the Illahee Community wants to see progress. The Commission is going to take a short pause so they can wait to hear from **PLIA (Pollution Liability Insurance Agency)** if PLIA is jeopardizing the schedule or does not notify the Port in a timely manner (90 days or less) they will call in a private party to have the work done.



Commissioner Aho and John Piccone are going to engage with PLIA on Advice related to potential contamination within the waterfront park site. See sufficient information from experts (PLIA or other if necessary) to advise a future construction contractor on what may be encounter during construction.

Commissioner Aho and John are going to engage with Kitsap County requesting their best final information regarding participation with stormwater treatment so the Commission can decide to continue coordinating the possibility or move forward without the county.

Commissioner Aho and John to look further into septic options and associated costs for both store site and park site. Discuss options with health dept. and continue to use Dave Septic services to advise on potential design options. They will report options back to the Commission for decision as soon as possible.

Waterfront Improvement Project (Docks and Pier only);

John Piccone has not heard back from the Tribal fish committee on an official agreement to the revisions made following the August 31 meeting. Based on conversations with the Corps PM, it appears the Tribe has been in communication with the Army Corps regarding the project. As soon as the Port has official confirmation that the Tribe no longer objects, the Army Corps permit process will resume. The Army Corps PM has indicated that the remaining permit process would take 2-3 months, if everything else goes smoothly with the various agency consultations. This should provide sufficient time to continue with the current goal of commencing construction during the 2024 fish window (approx. Aug. 2024 through Jan.2025).

DNR (Department of Natural Resources) has also provided a final draft lease for approval and Commissioner Aho and John Piccone plan to review the aquatic lease next week. After they review the lease, the next step is waiting for the approved lease to be signed by DNR. Once that's complete The Port will provide the **RCO (Recreational and Conservation Office)** a copy of the lease to demonstrate the required control and tenure for grants.

Pier Piling Repair;

- Grant funding and permits are ready to go for this project. Pending confirmation from the Tribal fish committee on the proposed revisions, we'll begin design documents for the pile replacement as we proceed finalizing design documents for the rest of the new docks and pier renovation.

Treasurer's Report as of September30, 2023 General Fund \$88,006.36 Investments \$ 285,625.52
Good Property Management (GPM) Account \$199.00 (total: \$373,830.88)

Commissioner Buesch would like last month's funds on the Treasury Report along with the current month's funds for a comparison.



Resolution 2023-4 – Interim Public Meetings Policy

Commissioner Aho would like to discuss Resolution 2023-4 Interim Public Meetings Policy at the November meeting.

Resolution 2023-5 – Policy for Stipends, Expenses, Reimbursements and Credit Card Agreement

Commissioner Aho would like the Administrator to merge the credit card agreement and the Policy for Stipends, Expenses, and Reimbursements into one Resolution 2023-5 and then discuss Resolution 2023-5 at the November meeting.

REPORTS/UNFINISHED BUSINESS CONTINUED

Properties-

5560 Oceanview Blvd-

Nothing to report.

5500 Illahee Road- Illahee Road-

The Administrator informed Commissioner Buesch that the rent has not been received for October 2023 at 5500 Illahee road. Commissioner Buesch is planning on contacting the tenant regarding the late rent payment.

5507 Illahee Road / Illahee Store Property

Disabled vehicle was sitting at the store property for a few days until Commissioner Buesch had the vehicle towed.

Illahee Road lot

Nothing to report.

Dock/Pier

Nothing to report.

New Business

The Commission discussed the 2024 budget and wanted to change line item 789.00 (Economic Development) from \$2,500.00 to \$3,000. Commissioner Aho wanted to thank Roy Barton for helping with the 2024 Preliminary budget.

Motion to accept and adopt the 2024 preliminary budget with changes (motion by Rupert; second by Buesch all in favor).



Public Comment

Commissioner Aho would like the Administrator to forward Eric Hall (a new Commissioner with the Port of Illahee his term begins in January 2024) information on the Small Ports Seminar.

ADJOURN

At 8:35 PM the meeting adjourned (motion by Buesch; second Rupert by all in favor).

Next regular meeting November 8, 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

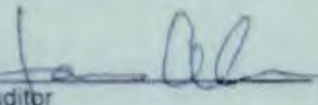
Commissioner

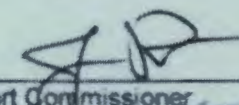
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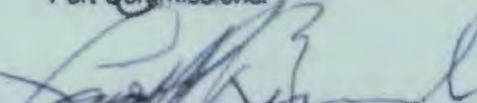


VOUCHER APPROVAL

We, the undersigned Board of Commissioners of the Port of Ilwaco, 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 \$25,730.44 and from the General Fund, this 11th day of October


Port Auditor


Port Commissioner


Port Commissioner

Number	Name	Amount
5090	JAMES AHO	256 00
5091	JEFFREY S. RUPERT	256 00
5092	JONATHAN BUESCH	256 00
5093	BANK OF AMERICA	17 03
5094	CASCADE NATURAL GAS	13 00
5095	CSD ATTORNEYS AT LAW	3 648 00
5096	HONEY BUCKET	135 50
5097	JEFFREY S. RUPERT	1 000 00
5098	NORTH PERRY AVENUE WATER DISTRICT	101 08
5099	PORT OF SILVERDALE	750 00
5100	WASHINGTON STATE DEPARTMENT OF REVENUE	1 424 84
5101	WASTE MANAGEMENT	24 24
5102	SOUNDWEST ENGINEERING ASSOCIATES	17 848 75

Kitsap All Ports

October 30, 2023 Meeting Minutes

The meeting was held in the Brownsville Yacht Club and via zoom.

In attendance were Greg Englin, Brian Watne, James Strode, Robert Ballard, Jim Aho, Robyn Dally, James Weaver, Caleb Reese, Douglas Kitchens, Steve Heacock, and Guests from Kitsap County DCD, Renee Johnson, Brittany Gordon, and Kirvie Yobech.

In attendance on Zoom were Jeff Rupert, and Jean Farmer.

Meeting called to order at 6:30pm

A moment of Silence was observed for the Loss to the Port Community of Lary Copolla.

After Introductions, Renee Johnson the coordinator of the West Sound Partners for Ecosystem Recovery, (WSPER) shared the results of a mobile marine pump-out project in West Sound that occurred during the summer of 2023. Their Goal: 3360 gallons/140 pump-outs over 14 Saturdays, Results: 5821 gallons/258 pump-outs over 14 Saturdays and 3 Holidays. PowerPoint presentation is available for any interested Ports.

Brittany Gordon, Kitsap DCD, Formerly with USFW HPA program, gave an update on funding Kitsap County applied for to facilitate a Derelict & Abandoned Vessel Program in the county-

Kitsap County has been awarded \$200,000 over 2 years through the EPA's National Estuary Program Habitat Strategic Initiative, which is administered by the WA Department of Fish and Wildlife and the WA Department of Natural Resources. The purpose of this funding is for Kitsap County to lead development of a local Derelict & Abandoned Vessel program, which will be integrated with DNR's existing program but provide additional administrative and technical resources to meet local needs. For example, we see a need for more formal collaboration between jurisdictions as these vessels move and need to be tracked.

We are partnering closely with DNR's Derelict & Abandoned Vessel program manager Troy Wood, who will serve on our technical committee and provide guidance to ensure we are utilizing DNR's resources as much as possible.

Timeline: Our contracting process with WDFW was pushed back, so we are just starting that now, which will take 2-3 months. So we anticipate convening our first technical advisory committee meeting in spring 2024.

In the meantime: We are recruiting members for that technical advisory committee. We have a list of preliminary representatives from Ports, law enforcement agencies, and state/federal agencies. If you have any nominations/suggestions for that committee, please feel free to send them to her.

Manchester

- Lost Commissioner Coppola.
- Posted on website and at Port for vacancy.
- 1923-2023 100th Anniversary Plaque in Pomeroy Park
- Having issues with Astound for cameras
- Sheriff arrested someone with a backpack full of spray paint

Port of Bremerton

- Maintenance mode
- Port Orchard Breakwater replacement \$300k in mitigation. Permit is going through.
- Pacific Northwest Waterways fighting mitigation costs
- Two lots next to Port Orchard boat launch received grants to clean up old fuel station pollution, in Remediation process.
- Port Orchard Wastewater Pump station in parking lot; now have paid parking using Park Mobile for payment, all on cellphone, subcontracted to city for enforcement.

Kingston

- Jim Darling working on strategic plan.
- Light show almost ready to go
- Working on Marina rate study and Budget.
- Planning to use Storm water for mitigation into the future

Silverdale

- Leases and painted Building
- Working on permitting for marina move
- 2017 Dredge completed

Keyport

- Still working on mitigation for Pier
- 100 year anniversary celebration was a hoot
- Commissioner Brian Watne stepping down after 15 years, Ellen Ross Cordova to replace him.

Illahee

- 2 years waiting on Tribe for permit, meeting with Tribe went well, still haven't approved final design.
- Tire reef removal part of new DNR Lease
- Storm water, County has money for storm water filters but no Engineers, possibly have Ports Engineer do Storm water engineering.
- State Audit from 2019-2021, going to fight the things that State says were in error.

Port of Brownsville

- 108' Derelict ex-Navy Tug Looking for a home.
- Truck drove into Canyon
- Not in-kind replacement of docks, reduced footprint.
- 1900 Mitigation credits required for 5 year maintenance plan which included replacing main dock walkout and breakwater replacement.
- Staffing Issues
- 2 derelicts in Parking lot, 7 Derelicts in Marina

The next Kitsap County All-Ports meeting date was identified as Monday, January 29th, 2024 at 6:30 pm.

The meeting was adjourned at 8:32 p.m.

Minutes by Caleb Reese

_____ Commissioner

_____ Commissioner

_____ Commissioner

Resolution 2023-06

Delegation of Authority for DNR Aquatic Lease

WHEREAS the Commissioners of the Port of Illahee are authorized under Title 53 of the Revised code of the State of Washington to delegate authority to the Commissioner Chair of the Port of Illahee.

WHEREAS the Commissioners desire to delegate authority to the Commission Chair for adoption of the Aquatic Lease No. 20-A08845.

NOW THEREFORE BE IT RESOLVED that the Commission Chair of the Port of Illahee is authorized on behalf of the Port to:

- a. Represent the Port to the Department of Natural Resources for obtaining a new Aquatic Lands Lease.
- b. Negotiate and execute a new lease with the Department of Natural Resources.

Adopted by the Port Commission of the Port of Illahee, Kitsap County, Washington at a regular open public meeting thereof held on November 8, 2023.

Commissioner Buesch

Commissioner Aho

Commissioner Rupert

Date: October 11, 2023
To: Port of Illahee Board of Commissioners
From: John Piccone, P.E., Soundwest Engineering Assoc.
Subject: Projects Status Summary

Waterfront Improvement Project (Docks and Pier only);

- Regarding our Corps permit, we have not heard back from the Tribal fish committee on an official agreement to the revisions made following the August 31 meeting. Based on conversations with the Corps PM, it appears the Tribe has been in communication with the Corps regarding the project and I have also made the Corps aware of the proposed revisions. As soon as we have official confirmation that the Tribe no longer objects, the Corps permit process will resume. The Corps PM has indicated that the remaining permit process would take 2-3 months IF everything else goes smoothly with the various agency consultations. This should provide sufficient time to continue with the current goal of commencing construction during the 2024 fish window (approx. Aug. 2024 through Jan. 2025).
- DNR has also now provided a final draft lease for approval and Jim and I have planned to review that together next week. From there, I expect we'll be done with our part and simply waiting for the approved lease to be signed by DNR. Once that's complete we will provide RCO a copy of the lease to demonstrate the required control and tenure for grants.

Waterfront Improvement Project (Upland Improvements);

- We are currently working on providing the additional information the County SDAP permit reviewer requested. Most of it is fairly straight forward but taking some time as it's dependent on others providing information. For example, we've just been informed this week that the fire flow testing the county required has been completed by north perry water district consultants. We are also waiting for a response from DAHP to our request that full time archaeologist monitoring during construction be waived. As soon as we have all of these items back, we'll submit them to Kitsap County so the SDAP permit can continue moving forward.
- Jim and I have had numerous conversations with others as well as with the board regarding the planned upland waterfront improvements and potential options and/or issues. Some of the general topics include the following:
 - Possibility that contamination from the store site has migrated to the waterfront park site.

- Concerns related to the presently planned vault toilet as well as how septic for the store site will be addressed. This includes very recent information from the health department indicating that on-site treatment of store septic is unlikely to be feasible.
- An ongoing interest from the Port and Kitsap County to include not only stormwater treatment for the park site but to have the County fund a larger regional stormwater treatment facility that is incorporated into the park design.
- Comments from the County SDAP permit reviewer indicating that the port will need to either adjust setbacks or seek another variance (as we did with the shoreline permit and requested ROW improvements).
- In light of all this new information; Jim and I have talked about two fundamental options forward. The first option would be to forge ahead with the waterfront park project as originally planned and currently designed, and address these potential concerns at a later time. The second option would be to take the time now to more fully investigate the feasibility and ramifications of this new information as a whole before finalizing SDAP response to comments and proceeding with bid documents in the event changes are needed or desired. I'd like to discuss and receive some direction from the board as to these two options and/or any further alternative paths relative to these topics.

Pier Piling Repair;

- Grant funding and permits are ready to go for this project. Pending confirmation from the Tribal fish committee on the proposed revisions, we'll begin design documents for the pile replacement as we proceed finalizing design documents for the rest of the new docks and pier renovation.

Action Items:

- Jim and John to engage with PLIA on advice related to potential contamination within the waterfront park site. Seek sufficient information from experts (PLIA or other if necessary) to advise a future construction contractor on what may be encountered during construction.
- Jim and John to engage with Kitsap County requesting their best final information regarding participation with stormwater treatment so the board can decide to continue coordinating the possibility or move forward without the County.
- Jim and John to look further into septic options and associated costs for both store site and park site. Discuss options with health dept. and continue to use Dave's Septic services to advise on potential design options. Report options back to board for decision as soon as possible.

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, review comments received 8/31/23, response pending.	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.	

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	----

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 (Attmnt 1)**
- (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

**PORT OF ILLAHEE
CREDIT CARD AGREEMENT**

Whereas, the Commissioners of the Port of Illahee desire to establish an agreement for the issuance and use of Port of Illahee Credit Card(s),

Therefore, the Port of Illahee hereby establishes the following agreement for any person being issued a Port of Illahee Credit Card.

Name of person issued credit card: James Aho

I understand and acknowledge that the Credit Card provided to me by the Port of Illahee is for business purposes only and that personal use of the card is strictly prohibited. I will submit receipts for all purchases charged to the Credit Card to the Port Auditor for reconciliation with Card statements a minimum of 5 days before the next regularly scheduled Port meeting.

I agree to reimburse the district for any unauthorized purchases I make using the Credit Card within ten (10) business days of notification of an amount owed.

I hereby authorize the district to deduct from my stipend any and all amounts due by me to the district for unauthorized purchases I make using the Credit Card, if charges are not reimbursed by me to the district within ten (10) business days of notification of amount owed. A second authorization use of the Credit Card within a fiscal year will result in loss of Credit Card authorization.

I also understand that the Credit Card is the property of the Port of Illahee and must be returned to the Port Board if/when I am no longer serving as a Port Commissioner.

Commissioner

James Aho
printed name

Resolution 2023-4
Interim Public Meetings Policy

Whereas the Washington State Revised Code of Washington (RCW Chapter 42.30.230 “Declared emergencies – Remote meetings – Limits on physical attendance”) provides Public Meeting regulations for all public agencies, including Port Districts, and

Whereas the Port of Illahee, a small public port currently without a physical location to hold a meeting in Illahee and has been in that situation for several years since its previously owned Port property meeting space was deemed unable to meet ADA standards (steep 20% slopes), and

Whereas the Port of Illahee then met at the Port of Brownsville, and then later rented space at the Seeds of Grace building in Gilberton, and

Whereas during the Covid pandemic conducted its meetings remotely using Zoom technology and has continued to do so up until the present time, and

Whereas concurrently during this time of not having a permanent Illahee physical meeting space, the Port of Illahee acquired the former Illahee Store for a meeting place (and economic development), and

Whereas the Port is actively pursuing the renovation of the building for a mercantile related business with space available for the Port to hold its monthly meetings, and

Whereas Section 6 of RCW 42.30.230 states: “(6) *Notwithstanding any other provision in this section, any governing body of a public agency which held some of its regular meetings remotely prior to March 1, 2020, may continue to hold some of its regular meetings remotely with no declared emergency so long as the public agency provides an option for the public to listen to the proceedings pursuant to subsection (2) of this section.*”, and

Whereas the Port of Illahee “held some of its regular meetings remotely prior to March 1, 2020” at the Port of Brownsville and the Seeds of Grace building in Gilberton, and now according to the statute “may continue to hold some of its regular meetings remotely with no declared emergency”, and

Whereas it is the intent of the Port to meet in person as soon as possible in the renovated Port building,

Therefore, the Port of Illahee hereby establishes the following interim policy for Port public meetings:

- 1. The Port of Illahee will continue to meet via Zoom until the Port’s new physical meeting space is complete and ready for meetings.**
- 2. The Port of Illahee’s website, portofillahee.com, will provide the remote Zoom access details.**
- 3. Once in person meetings commence this interim meeting policy resolution will expire.**

Commissioner Buesch

Commissioner Aho

Commissioner Rupert

**PORT OF ILLAHEE
2024 FINAL 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	1,400,410.00	
695.00 Real Property Rentals	30,000.00	
699.10 Investment Interest	2,500.00	
699.20 Property Tax	95,264.00	
TOTAL ESTIMATED REVENUES:		2,228,174.00
TOTAL ESTIMATED FUNDS AVAILABLE:		2,628,174.00
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	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: LEASE HOLD 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	150,000.00	
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 Replacement	510,000.00	
774.90 Waterfront Acss Improvements: Other	75,000.00	
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: Illahee days, Community Involement	3,000.00	
790.00 NON-OPERATING EXPENSE		
799.91 Interest Expense	10,000.00	
799.92 Election Expense		
TOTAL ESTIMATED EXPENDITURES:		(2,614,320.18)
TOTAL ESTIMATED ENDING BALANCE:		13,853.82

Commissioner Jim Aho

Commissioner Jon Buesch

Commissioner Jeff Rupert

PORT OF ILLAHEE
RESOLUTION NO. 2023-07

RE: ADOPTION OF THE 2024 FINAL BUDGET

WHEREAS, the Port Commission of the Port of Illahee has reviewed the fiscal requirements of the Port District, the anticipated revenues and expenditures of the District; and

WHEREAS, the 2024 Preliminary Budget was prepared and approved as required by law.

NOW, THEREFORE, BE IT RESOLVED by the Port Commission of the Port of Illahee that the final budget of the Port of Illahee be adopted for the tax year 2024, as attached hereto.

ADOPTED by the Port Commission of the Port of Illahee, Kitsap County, Washington at the regular open public meeting thereof held on the 8th day of November 2023.

PORT OF ILLAHEE
KITSAP COUNTY, WASHINGTON

By:

Commissioner Aho

Commissioner Buesch

Commissioner Rupert



Ordinance / Resolution No. 2023-8
RCW 84.55.120

WHEREAS, the Commission Of The Port of Illahee has met and considered
(Governing body of the taxing district) (Name of the taxing district)
its budget for the calendar year 2024; and,

WHEREAS, the districts actual levy amount from the previous year was \$ \$94,051.00; and,
(Previous year's levy amount)

WHEREAS, the population of this district is more than or less than 10,000; and now, therefore,
(Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy
is hereby authorized for the levy to be collected in the 2024 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 549.00
which is a percentage increase of .584 % from the previous year. This increase is exclusive of
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines,
solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations
that have occurred and refunds made.

Adopted this 8th day of November, 2024.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

To ask about the availability of this publication in an alternate format, please call (360)705-675. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I **James Aho** (Name),
Commissioner (Title), for **The Port of Illahee** (District name),
do hereby certify to the **Kitsap** (Name of county) County legislative authority
that the **Commissioners** (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in **2024** (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on **11-8-2023** (Date of public hearing).

Regular levies

Levy	General levy	Other levy*
Total certified levy request amount, which includes the amounts below.	96,200.00	
Administrative refund amount	294.00	
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount, which includes the amounts below.					
Administrative refund amount					
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: _____ Date: _____

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.



2023 WPPA NEW COMMISSIONER SEMINAR

DRAFT AGENDA

December 5th and 6th, 2023
Hilton Vancouver | Vancouver, WA
Room TBD

TUESDAY, December 5

- 11:00 AM **REGISTRATION OPENS**
- 12:00 PM **BUFFET LUNCH AND OPENING REMARKS**
Ryan Calkins, WPPA Executive Committee President; Eric ffitch, WPPA Executive Director
- 1 PM **WHAT IS A PORT DISTRICT AND WHAT POWERS DOES IT HAVE?**
Eric f., WPPA; Frank C., CSD Attorneys at Law (WPPA General Counsel); and JC Baldwin, incoming (and former!) Executive Committee President
- 2 PM **WHAT IS THE ROLE OF A PORT COMMISSIONER AT THEIR PORT?**
Frank C.; with Cmr. Kathy Pittis (Second Past President, WPPA Executive Committee) and Kristine Meyer (First Past President, WPPA Executive Committee)
- 3 PM *Break*
- 3:15 PM **OPEN PUBLIC MEETINGS AND PUBLIC RECORDS TRAINING**
Legal support (Lisa Lowe, on behalf of WPPA Legal Committee)
- 5:00 PM **RECEPTION**

WEDNESDAY, December 6

- 9:00 AM **FROM THE CAMPAIGN TO THE COMMISSION CHAMBER: What changes now?**
Cmr. Ryan Calkins and Glen Bachman (Secretary, WPPA Executive Committee)
- 9:45 AM **KNOWING THE WATERS: LEGAL GUIDELINES WITH FRANK AND TIM**
Frank C. and Tim S. with Jim Rothlin and Dan Stahl
- 10:30 AM *Break*
- 10:45 AM **ROUNDTABLE DISCUSSION OF ISSUES, QUESTIONS ON YOUR MIND**
- 11:30 AM *Adjourn*