



**AGENDA FOR
PORT OF ILLAHEE COMMISSION
Wednesday, December 13TH - 6:30PM
ZOOM MEETING #715 0997 5823 / Password: Illahee**

1. CALL TO ORDER

2. CONSENT AGENDA

1. Agenda
- *2. The November 8th, 2023 Regular Meeting minute
- *3. Pay Bills with check numbers **5116** through **5129** totaling **\$6,855.46**

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

- Piccione
- Update of project permits and design
 - Any update on the County's filtration project

Aho 2. Illahee Store Project

- Septic design status
- PLIA Remediation

3. Treasurer's Report as of **November 30, 2023** General Fund \$105,654.92 Investments \$ 287,089.12
Good Property Management (GPM) Account \$199.00 (total: \$392,943.04)

Last Month's Report Below

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)

4. Reports

Aho a. Website

-Anything to report?

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



**AGENDA FOR
PORT OF ILLAHEE COMMISSION
Wednesday, December 13TH - 6:30PM
ZOOM MEETING #715 0997 5823 / Password: Illahee**

4. REPORTS/UNFINISHED BUSINESS CONTINUED

Illahee Road Lot

– Anything to report?

c. Dock/Pier

Rupert

– Anything to report

6. NEW BUSINESS

- *1. Commissioner Aho's December 5, 2023 presentation for the Manette History club about the history of the Port of Illahee.
2. Thanks to Commissioner Jon Buesch for serving since December 2017! You will be missed!
- *3. Oath of Office – Eric Hall was elected to fill Commissioner Position #1 – term begins January 1, 2024– congratulations and welcome!
Jeffrey Rupert was re-elected to fill Commissioner Position #2-term begins January 1, 2024- congratulations!

7. PUBLIC COMMENT

- 8. ADJOURN** –Regular Meeting –January 10th @ 6:30PM – via ZOOM
- Kitsap All Ports-January 29th @ 6:30PM at Port of Brownsville



Port of Illahee
Minutes of Regular Meeting
November 8, 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; John Parvis; Janet Soderberg and Eric Hall

CONSENT AGENDA

The following consent agenda items were approved: November 8th Meeting Agenda; October 11, 2023 Meeting Minutes; October 30, 2023 Kitsap All Ports Meeting Minutes; checks numbering 5103 through 5115 totaling \$12,194.77

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

Commissioner Aho welcomed Eric Hall he will be the New Port of Illahee Commissioner district #1 starting in January 2024.

REPORTS/UNFINISHED BUSINESS -

Waterfront Improvement Project (Docks and Pier only);

Commissioner Aho reported that the DNR (Department of Natural Resources) Aquatic lease is complete with the Commission receiving a copy prior to tonight's meeting, the Aquatic lease needs to be executed with the approval of the Commission. Commissioner Rupert asked if there is any negotiation with the DNR about lights on the fishing pier because the squid fishermen will need them. Commissioner Aho responded the DNR will let people bring their own lights.

Commissioner Rupert made a motion to approve Resolution 2023-06 Delegation of Authority authorizing Commissioner Aho to sign the DNR's Aquatic lease. (motion by Rupert; second by Buesch all in favor).

John Piccone Reported that he had a discussion with the Suquamish Tribe about receiving a response in writing from them about taking away their objection about the Port replacing their Dock and Pier. The Tribe is waiting for the fish Committee meeting to discuss this issue.



Waterfront Improvement Project (Upland)

John Piccone with SoundWest Engineering discussed his and Commissioner Aho's conversations with Kitsap County regarding stormwater treatment. The County would like John Piccone to design the storm water treatment facility and would like the Port to take on the maintenance responsibility for the stormwater facility. There was much discussion amongst the Commission about what the stormwater facility will look like and cost. Commission Buesch was concerned about the Port being held liable for expense on installation or maintenance of the stormwater facility.

Store Site Renovation

Commissioner Aho and John Piccone(SoundWest Engineering) met with John Kiess with the Kitsap Health department he suggested that they can use an under-ground tank for the reserve drain field as long as the existing drain field and tank are serviceable, if it is serviceable the Port would only need to put in a holding tank. The next step is to contact Dave's Septic to pump out the drain field and inspect. *Commissioner Buesch made a motion to have Daves septic go through with the pumping and inspection with the cost not to exceed \$3,330.00, Daves estimated cost for pumping and inspection. (motion by Buesch; second by Rupert all in favor).*

Commissioner Buesch mentioned that he would be more than happy to talk with Dave at Daves septic.

John Piccone has not had a meeting with PLIA recently but wanted the Port to be aware there is potential contamination underground once excavation starts. Commissioner Buesch asked what happens when PLIA has cleaned up everything they are going to clean up, when a contractor starts excavation and smells petroleum does PLIA give a green light saying go ahead? John Piccone does not have that answer yet, he would like something in writing from PLIA once the Port starts construction.

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)

Resolution 2023-5 – Policy for Stipends, Expenses, Reimbursements and Credit Card Agreement
Commissioner Rupert made a motion to approve Resolution No. 2023-5 Policy for Stipends, Expenses, Reimbursements and Credit Card Agreement (motion by Rupert; second by Buesch all in favor).

Resolution 2023-4 – Interim Public Meetings Policy

Commissioner Rupert made a motion to approve Resolution No. 2023-4 Interim Public Meeting Policy (motion by Rupert; second by Buesch all in favor).



REPORTS/UNFINISHED BUSINESS CONTINUED

Reports

Aho a.Website

Commissioner Aho added the bios for Commissioner Rupert and Eric Hall (New Commissioner District #1) to the Ports website as a place holder. He copied the bios from the Kitsap County voter's pamphlet and would like the Commissioners to add more detail to their bios on the Ports website.

Properties-

5560 Oceanview Blvd-

The Administrator informed Commissioner Buesch that rent has not been received for November at 5560 Oceanview Blvd. Commissioner Buesch would like the Administrator to contact Good Property Management.

5500 Illahee Road- Illahee Road-

Nothing to Report

5507 Illahee Road / Illahee Store Property

Nothing to Report

Illahee Road lot

Nothing to report.

Dock/Pier

Commissioner Rupert adjusted the lights for day light savings time.

New Business

Commissioner Aho gave a brief history about the Port of Illahee and where the Port is at today and where they would like it to be in the future. Commissioner Aho also discussed the Ports grant status and provided background about the process the Commissioners used when they picked SoundWest Engineering (John Piccone) for grant and engineering services. Each of the Commissioners were asked to independently investigate grant/engineering firms in the area, and came to the same consensus that SoundWest's successes at the Port of Keyport and the Port of Brownsville was who they wanted to hire at the Port of Illahee.

2024 Final Budget for adoption - Resolution 2023-07 Adoption of the 2024 Final Budget; Resolution 2022-08 Levy Limit Increase; and Levy Certification. Commissioner Rupert made a motion to approve the 2024 final budget with Resolution No. 2023-07 Adoption of the 2024 Final budget (motion by Rupert; second by Buesch all in favor).

Commissioner Buesch made a motion to approve Resolution No. 2023-8 Levy Limit Increase and the Levy Certification. (motion by Buesch; second by Rupert all in favor).



Commissioner Buesch suggested a levy increase for 2024 and putting the Illahee Port District on the ballot for the Port to increase their portion of the property taxes that they receive from Kitsap County.

Commissioner Aho discussed a group of new laws that were recently passed in Washington state regarding Public Works Projects and recommended that Commissioners attend the MRSC informational meeting scheduled for December 14th in Sequim.

Commissioner Rupert expressed concern about all the monies the Port is paying SoundWest Engineering while having the Ports projects keep are not moving along like they should be. It was explained that the Corps, Tribe, DCD, septic, etc. approval process is taking more time than we had hoped for. It was decided each Commissioner needs to see the invoices as they come in and the Administrator will forward the said invoices. Commissioner Aho discussed an idea about increasing revenue saying that any property that is in the Port of Illahee district is eligible for economic development purposes, such as even golf courses, which some Ports in the state have. The Administrator is to sign Commissioner Rupert up for The New Commissioner Seminar in Vancouver, WA on December 5th and 6th 2023. Eric Hall is unable to attend this year.

Public Comment

Community member Roy Barton suggested to Eric Hall that he read prior Port minutes; he said it will give a better understanding of the Port and help when you start as Port Commissioner in January 2024.

Community member John Parvis had some kinds words for Commissioner Rupert. Commissioner Aho talked about the 12 Ports that are located on the Kitsap Peninsula and that the ports meet once a quarter.

ADJOURN

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

Next regular meeting December 13, 2023 @6:30pm- via Zoom

Kitsap All Ports January 29, 2024 @6:30pm

Commissioner

Commissioner

Commissioner



INTERIM 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 \$12,194.77 and from the General Fund, this 8th day of NOVEMBER 2023


 Port Auditor


 Port Commissioner


 Port Commissioner

Number	Name	Amount
5103	JAMES AHO	768.00
5104	JEFFREY S. RUPERT	384.00
5105	JONATHAN BUESCH	256.00
5106	BANK OF AMERICA	1,109.41
5107	CASCADE NATURAL GAS	13.00
5108	CSD ATTORNEYS AT LAW	251.48
5109	HONEY BUCKET	135.50
5110	JAMES AHO	307.18
5111	KITSAP DEVELOPMENT ALLIANCE	1,000.00
5112	PORT OF SILVERDALE	750.00
5113	PUGET SOUND ENERGY	115.68
5114	SOUNDWEST ENGINEERING ASSOCIATES	6,997.00
5115	WASTE MANAGEMENT	107.53

Available Times for Port of Illahee Meeting?

Christopher Lee <clee@slrconsulting.com>

Fri, Dec 1, 2023 at 2:40 PM

To: John Piccone <jpiccone@soundwesteng.com>

Cc: "Woerth, Justin (PLIA)" <justin.woerth@plia.wa.gov>, "Hays, Jamie (PLIA)" <jamie.hays@plia.wa.gov>, Jim Aho <illaheeporthree@gmail.com>, Jennifer Olsen <portofillahee@gmail.com>, "Pederson, Carrie (PLIA)" <Carrie.Pederson@plia.wa.gov>

Hello John,

I wanted to let you know that we secured January 3 with our drilling contractor for the installation of an additional well near the Illahee dock. As soon as we get their cost estimate I'll provide this group with SLR's estimated costs to complete this work.

Thanks,

Chris

Christopher Lee L.G.

Associate Geologist - Land Quality & Remediation

D 425-420-9860 O 425-402-8800

M 206-218-5981 E clee@slrconsulting.com

SLR International Corporation

22118 20th Ave SE, Suite G202, Bothell WA United States 98021

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From: John Piccone <jpiccone@soundwesteng.com>**Sent:** December 01, 2023 8:46 AM**To:** Christopher Lee <clee@slrconsulting.com>**Cc:** Woerth, Justin (PLIA) <justin.woerth@plia.wa.gov>; Hays, Jamie (PLIA) <jamie.hays@plia.wa.gov>; Jim Aho <illaheeporthree@gmail.com>; Jennifer Olsen <portofillahee@gmail.com>; Pederson, Carrie (PLIA) <Carrie.Pederson@plia.wa.gov>**Subject:** Re: Available Times for Port of Illahee Meeting?

Chris & All -

Apologies for the late reply as I was unexpectedly out of the office yesterday. I'll plan to join the teams meeting at 10:30 although with the short notice I do not have anything other than the attached map to share regarding our project plans; I think it will suffice though for a general picture of what we are thinking for improvements.

In essence, what the Port needs to know is what precautions or preparations, if any, need to be taken relative to potentially impacted soils and/or groundwater during project excavation. If PLIA and SLR have enough information now to provide this already that would be a great benefit to the Port.

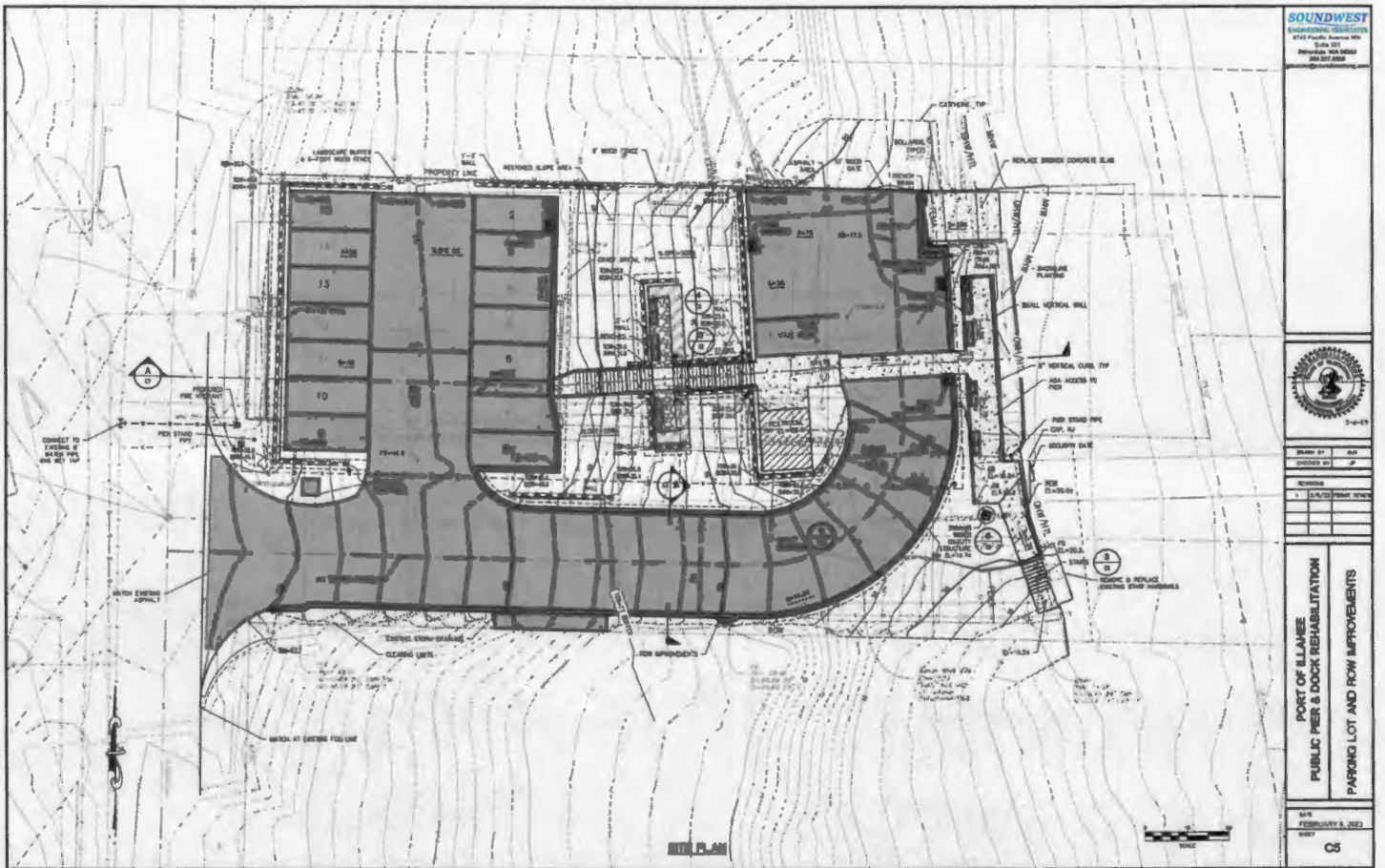
See you shortly...

John Piccone, P.E.**SOUNDWEST**

ENGINEERING ASSOCIATES

Cell: 360.337.0029

S DAP Permit CS - Site Plan



SOUNDWEST
 ENGINEERING ASSOCIATES
 8743 Pacific Avenue NW
 Suite 201
 Richmond, WA 98073
 206.271.6000



Sheet #	01
Project #	01
Revision	1
By	[Signature]
Check	[Signature]

PORT OF ILLAHEE
 PUBLIC PIER & DOCK REHABILITATION
 PARKING LOT AND ROW IMPROVEMENTS
 DATE: FEBRUARY 5, 2021
 SHEET: **C5**

Illahee Community

Small & Green

- **How small?**
 - ~ 1600 acres
 - ~ 2.5 square miles
 - 3 miles in length
 - ~1.5 miles wide at center
 - ~ .5 miles wide at the ends
- **How green?**
 - ~ 50% parks & open space
 - Illahee State Park 75-acres
 - Illahee Preserve ~600-acres
- **Population**
 - ~2,500 residents



Rolling Hills Golf Course Gift

(the Largest gift of its kind to Kitsap County?)

Illahee
residents
worked with
Don
Rassmussen
and
he responded
with this
amazing
Gift.



Port District --Established in 1922 by Residents

- Mosquito Fleet provided only access to the area, until Illahee Road built about 1938.
- Degaussing unit was established at the dock in early 1941 and then expanded after WW11 began. Equipment remained until 1970's.
- Dock, floats, and pilings currently in deteriorating condition.



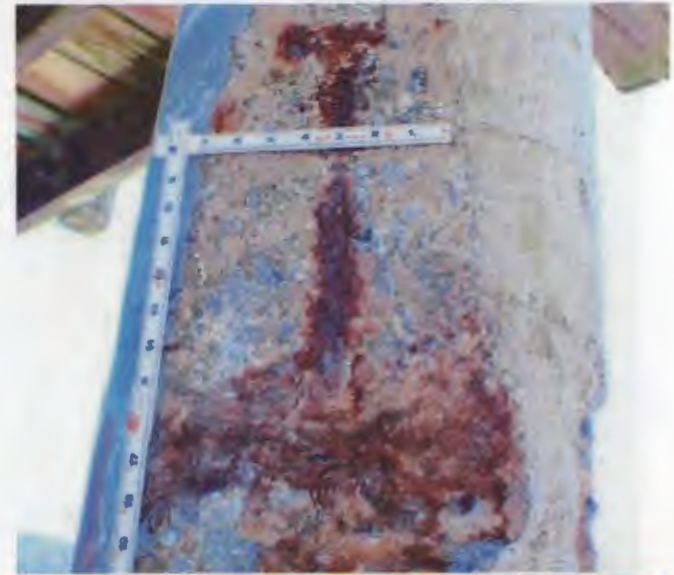


**PORT OF ILLAHEE
Public Pier Pile
Replacement Project**

**BOATING FACILITIES PROGRAM – BFP PROJECT NO. 22-
2038**



How bad are the pilings?



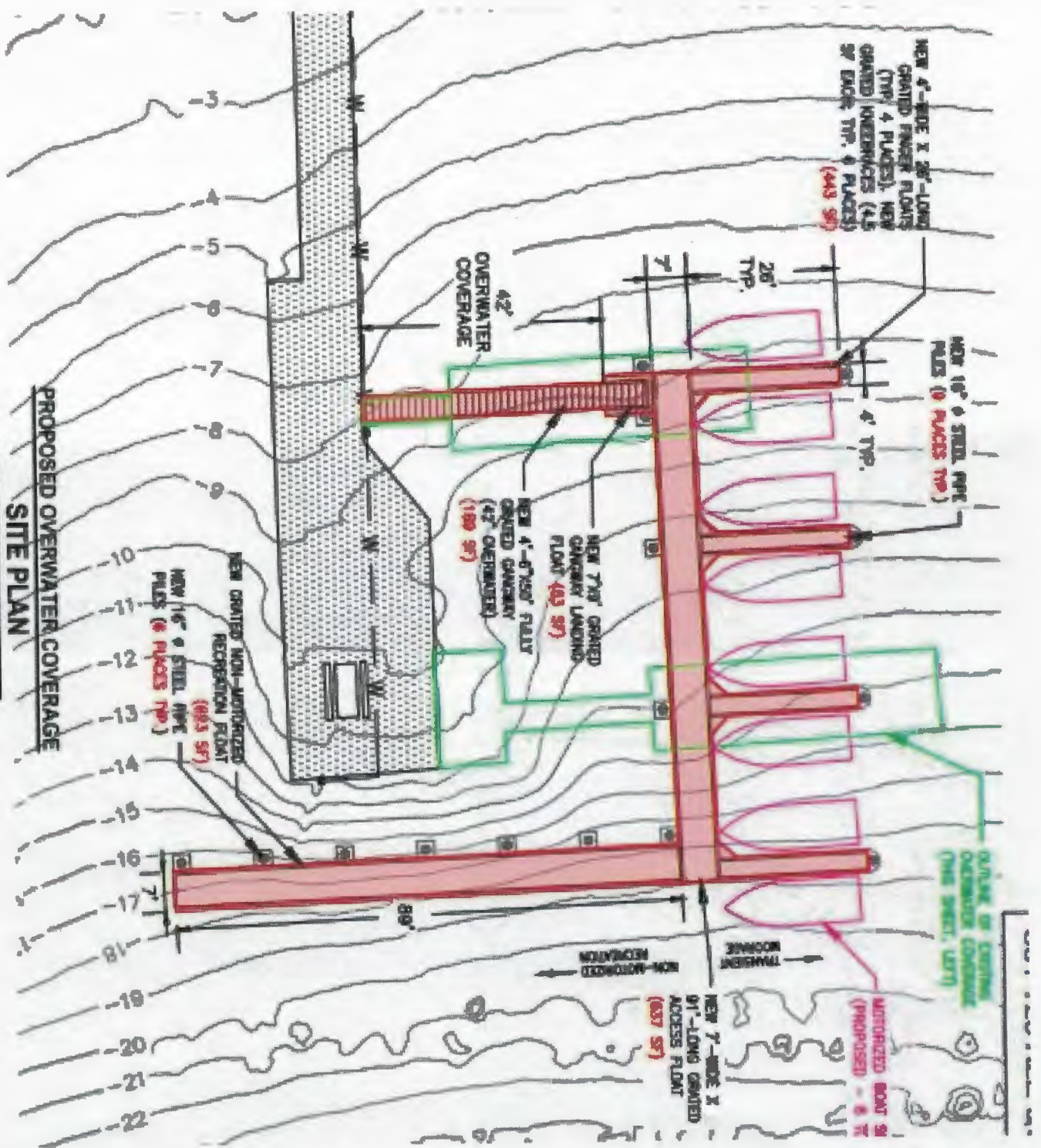
- A Structural Condition Assessment was conducted on the public pier in 2022
- 20 severely deteriorated piles were identified as requiring immediate replacement
- Critical repairs planned during next (2024) in-water work window

20 Pilings in need of Replacement

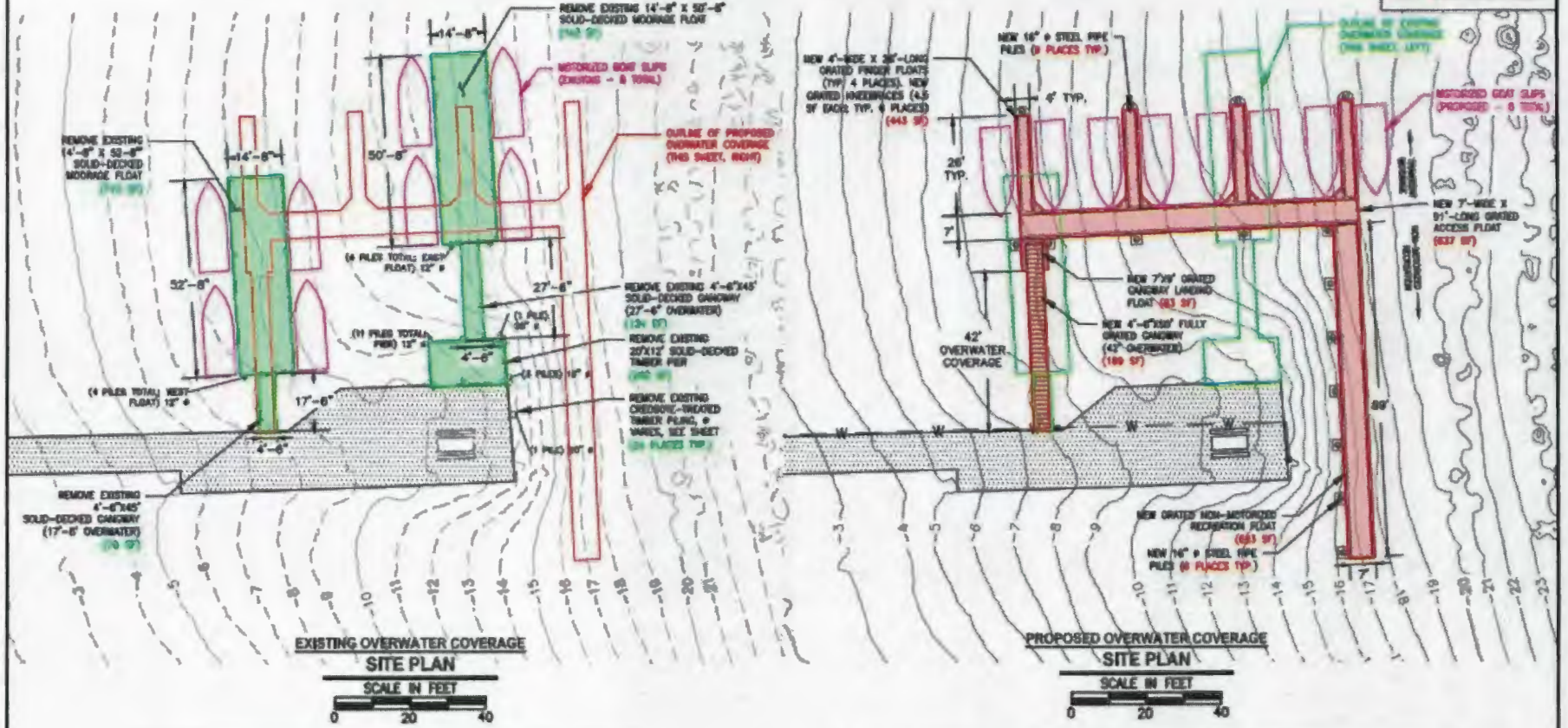


Demolition Plans





OTHER OR EXISTING
 OVERWATER COVERAGE
 (SEE SHEET 1477)



EXISTING - OVERWATER COVERAGE ONLY	
ITEM	OVERWATER COVERAGE (SF)
REMOVE EAST GANGWAY	79
REMOVE WEST GANGWAY	124
REMOVE EAST FLOAT	773
REMOVE WEST FLOAT	743
REMOVE TIMBER PIER	240
TOTAL OVERWATER COVERAGE DEMOLISHED	1860

*TOTAL DEMOLISHED CR&G/15-TREATED TIMBER PILES = 24 TOTAL

PROPOSED - OVERWATER COVERAGE ONLY	
ITEM	OVERWATER COVERAGE (SF)
INSTALL GANGWAY	189
INSTALL LANDING FLOAT (63 SF), FINGER FLOATS (443 SF), & MOTORIZED MOORAGE ACCESS FLOAT (637 SF)	1143
INSTALL NON-MOTORIZED RECREATIONAL FLOAT	623
TOTAL OVERWATER COVERAGE INSTALLED	1860

*TOTAL NEW 18" Ø STEEL PIPE PILES = 18 TOTAL

PURPOSE: REPLACEMENT OF FLOATING DOCKS; PIER REMOVAL; AND WATERFRONT ACCESS IMPROVEMENTS

DATUM: MLLW

ADJACENT PROPERTY OWNERS:

- BURTON JOHN C; PARCEL NO. 4429-001-010-0001
- KNIGHT LEONARD J; PARCEL NO. 4429-002-001-0000

**PORT OF ILLAHEE
PUBLIC PIER AND DOCK
REHABILITATION PROJECT**

**EXISTING VS. PROPOSED
OVERWATER COVERAGE**

APPLICATION BY:
PORT OF ILLAHEE

PROPOSED: REPLACEMENT OF FLOATING DOCKS; PIER REMOVAL; AND WATERFRONT ACCESS IMPROVEMENTS


IN: ILLAHEE, WA

AT: PORT ORCHARD BAY

COUNTY: KITSAP COUNTY

SHEET 1 OF 1 **DATE, REV 9/8/23**

Unmanned vessels mapping Illahee seafloor to find decades-old tire dump sites

 **Peiyu Lin**
Kitsap Sun

A promotional poster for the TIRE CLEAN-UP PROJECT. The top half features a large, textured blue graphic of a tire tread. Below this, the text reads "TIRE CLEAN-UP PROJECT" in large white letters, followed by "OCTOBER 25, 2023". A smaller section says "PHASE 1: SURVEY" and "PORT OF ILLAHEE". The bottom half shows a white boat on the water. Logos for "WAV-C THE SQUAMISH TRIBE" and "serco" are at the bottom.

Illahee Store to be Revived?

Existing Illahee store, exterior north and east walls:



Interior north wall:



Former 1930's Illahee Store...



Interior southeast corner, existing elec. panel and sink drains:



PLIA Grant

Scored #16 in the state for funding to cleanup the contamination from the leaking Underground Storage Tanks (USTs).

Remediation task is scheduled for 2024.



Port of Illahee Grants/Plans

• ALEA 20-1711	\$ 812,000	\$312,000
• BFP 20-2059	\$1,150,065	\$299,000
• BFP 22-2038	\$ 255,000	\$191,000
• PLIA Grant	~ \$680,000	\$ 0
• Illahee Store		(pending)
• Stormwater Vault ?	Est \$1M ???	\$ 0
Grant Funding	~\$2,897,065	
	Port Obligation	\$802,000+

United States of America



County of Kitsap

Eric Hall

*This is to Certify: That according to the Constitution and the laws of the State of Washington
you have been duly elected to the office of:*

Port of Illahee District No. 6 Commissioner Position 2

In and for Kitsap County as appears from the official candidate filings of May 19, 2023.

Witness my hand and official seal this 30th day of November 2023.



A handwritten signature in blue ink, appearing to be "Eric Hall", is written over a horizontal line.

Kitsap County Auditor

Oath of Office

State of Washington County of Kitsap

I, Eric Hall, do solemnly swear that I am a citizen of the United States and State of Washington; that I am legally qualified to assume the office of Port of Illahee District No.6 Commissioner Position 2; that I will support the Constitution and Laws of the United States and the State of Washington; and that I will faithfully and impartially discharge the duties of this office to the best of my ability.

Signature

Subscribed and sworn to before me this _____

Day of _____ 20 _____

Signature of official administering the oath

Title of official administering the oath

United States of America



County of Kitsap

Jeffrey Rupert

*This is to Certify: That according to the Constitution and the laws of the State of Washington
you have been duly elected to the office of:*

Port of Illahee District No. 6 Commissioner Position 1

In and for Kitsap County as appears from the official candidate filings of May 19, 2023.

Witness my hand and official seal this 30th day of November 2023.



Kitsap County Auditor

Oath of Office

State of Washington County of Kitsap

I, Jeffrey Rupert, do solemnly swear that I am a citizen of the United States and State of Washington; that I am legally qualified to assume the office of Port of Illahee District No.6 Commissioner Position 1; that I will support the Constitution and Laws of the United States and the State of Washington; and that I will faithfully and impartially discharge the duties of this office to the best of my ability.

Signature

Subscribed and sworn to before me this _____

Day of _____ 20 _____

Signature of official administering the oath

Title of official administering the oath



Kitsap County Auditor

Paul Andrews

November 30, 2023

Ports of Illahee, Silverdale and Tracyton
Attn: Jennifer Olson
PO Box 310
Silverdale WA 98383

Dear Jennifer:

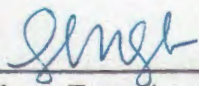
The General Election was certified on Tuesday, November 28, 2023. Please express my sincere congratulations to each elected candidate for stepping forward to serve the citizens of Kitsap County. Enclosed you will find the Certificate of Election and Oath of Office for each newly elected official in your District.

After each oath is administered and signed, the original should be returned to the Elections Division for permanent retention.

Should you have any questions concerning this mailing, please contact the Kitsap County Elections Division at (360) 337-7128.

Sincerely,

PAUL ANDREWS
Kitsap County Auditor

By: 
Amy Epperly
Elections Supervisor

Enclosures



December 8, 2023

2023 November Election Costing Invoice
Port of Illahee

To Whom It May Concern,

Pursuant to RCW 29A.04.410, below is the itemized billing for your jurisdiction's share of the 2023 November Election Costs.

Port of Illahee cost for the November 2023 General Election is 5,196.85. All districts in this election share the costs according to RCW 29A.04.410.

A transfer of funds for the amount of 5,196.85 has been prepared and will be submitted to the Kitsap County Treasurer's Office for payment on **December 15, 2023**.

District/Jurisdiction	Allocation of Election Costs	Min. Fee	Direct Cost	15% Overhead	Adjusted Total Due from District Jurisdiction
Port of Illahee	\$4,289.86	\$50	\$179.14	\$677.85	\$5,196.85

Questions concerning this billing should be directed to Kitsap County Elections Office 360-337-7128.

Sincerely,

Regina McRay | Elections Manager
Kitsap County Auditor – Elections Division
360.337.7130



Kitsap County Auditor

Paul Andrews

December 8, 2023

Election costs are determined by RCW 29A.04.410, which dictates that all election costs are borne by the districts participating in the election.

It is important to note that the actual cost charged to your jurisdiction can vary significantly based on the number elections held within a particular year ... and the number of voters and jurisdictions participating. This is because the basic costs of an elections department (fulltime staff, etc.) are spread across all elections in the year.

In 2023, the costs for the districts were higher than normal due to having only 2 elections. In 2024, there is a possibility for conducting 5 elections.

Costs are allocated between each election and the jurisdictions (excluding the Presidential Primary, for which the State of Washington pay all costs).

All costing charges are mandated by the Office of the Washington State Auditor BARS manual. These costs include:

- Printing and mailing of ballots
- Supplies needed for the election
- Postage
- Salaries of workers (including temporary election workers), including benefits
- Communication
- Transportation
- Advertising
- Repairs & maintenance
- Equipment & rentals
- Training
- Interfund charges
- Local voters' pamphlet

Please let me know if you have any questions.

Best regards,

Regina McRay
Election Manager
360.337.7130 / rmcray@kitsap.gov