



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 Illehee, 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

[Signature]
Port Auditor

[Signature]
Port Commissioner

[Signature]
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	251.46
5109	HONEY BUCKET	135.50
5110	JAMES AHO	307.19
5111	KITSAP DEVELOPMENT ALLIANCE	1,000.00
5112	PORT OF SILVERDALE	750.00
5113	PUGET SOUND ENERGY	115.68
5114	SOUNDWEST ENGINEERING ASSOCIATES	6,887.00
5115	WASTE MANAGEMENT	107.53