



**AGENDA FOR
PORT OF ILLAHEE COMMISSION
Wednesday, January 10TH - 6:30PM
ZOOM MEETING #715 0997 5823 / Password: Illahee**

1. CALL TO ORDER

2. CONSENT AGENDA

1. Agenda
- *2. The December 13th, 2023 Regular Meeting minutes
- *3. Pay Bills with check numbers **5130** through **5142** totaling \$ **8,513.63**

3. SIGNING OF DOCUMENTS

Determine when/how to have at least 2 Commissioners sign the documents

4. ELECTION OF OFFICERS/JOB DUTIES

Commissioner Aho currently serves as Chairman/Auditor/Webmaster; Commissioner Rupert serves as Dock Manager; and Commissioner Hall replaced Commissioner Buesch who was serving as Property Manager

5. PUBLIC COMMENT

6. 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 Remediations

3. Treasurer's Report as of **December 31, 2023** General Fund \$ _____ Investments \$ _____
Good Property Management (GPM) Account _____ total: \$ _____

Grant Status: BFP RCO Share Total = \$881,065.00 Remaining RCO Balance \$669,761.40
ALEA RCO Share Total= \$500,000.00 Remaining RCO Balance \$392,241.38
RCFB RCO Share Total= \$191,000.00 Remaining RCO Balance \$191,000.00

Last Month's Report Below

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)

4. Reports

Aho a. Website

-Anything to report?

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



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– Anything to report

6. NEW BUSINESS

- *1. SERCO- Tire Reef Clean-up
- *2. Setting the 2024 meeting calendar – Resolution 2024-01
- *3. New Signature Card Commissioner Hall to sign
- *4. Port of Illahee joining the MRSC- Resolution 2024-02

7. PUBLIC COMMENT

- 8. ADJOURN** –Regular Meeting –February 14th @ 6:30PM – via ZOOM
- Kitsap All Ports-January 29th @ 6:30PM at Port of Brownsville



Port of Illahee
Minutes of Regular Meeting
December 13, 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 6:34 PM. Also, in attendance were Commissioner Jonathan Buesch; Commissioner Jeffrey Rupert; Administrator Jennifer Olson; Roy Barton; John Piccone; John Parvis; Cathy Johnson and Eric Hall

CONSENT AGENDA

The following consent agenda items were approved: December 13th Meeting Agenda; November 8, 2023 Meeting Minutes; checks numbering 5116 through 5129 totaling \$6,855.46 as outlined in the attached Voucher Approval (motion by Buesch; second by Aho all in favor).

SIGNING OF DOCUMENTS

Commissioners plan to stop by the Port of Silverdale office to sign documents on Friday December 15, 2023.

PUBLIC COMMENT

A community member asked if the boat was still at the Illahee dock? Commissioner Aho responded that the boat was there for 3 days, it left earlier in the week.

REPORTS/UNFINISHED BUSINESS -

Waterfront Improvement Project (Docks and Pier only);

John Piccone with SoundWest Engineering discussed a few ongoing projects that he is currently working on for the Port, the first one discussed is the Illahee dock and pier, John explained that the Suquamish Tribe has not a schedule fish committee approval of the revised dock layout plan that was submitted in September 2023. As soon as this is complete the Army Corps of Engineers can resume review of the Ports permit.

The new DNR (Department of Natural Resources) lease has been finalized and the RCO (Recreation Conservation Office) has received a copy so that construction requirement will be satisfied.

Waterfront Improvement Project (Upland)

John Piconne has been in contact with Dave from Dave's septic, Dave inspected the tank and drain-field near the store and based on verbal comments made the existing drain-field is in good shape and usable. The Port is still waiting for Dave to send a final report and confirm this option will work as the stores primary septic system.

When discussing the vault toilet John Piccone said with the budget and schedule constraints the vault toilet looks like the Ports best option.



Kitsap County has approved a budget of \$1M for installation of a regional stormwater treatment facility at the Port of Illahee and advised Commissioner Aho and John Piccone that they would like to have the Port finalize a design and manage bidding and construction in concert with the Port's waterfront improvement project. The next steps will be to prepare a more formal agreement or MOU (Memorandum of Understanding) to ensure everything is understood between both parties and the Port does not take on extra costs or maintenance issues.

PLIA and their consultant have confirmed that there is contamination within the waterfront park site, generally following the access road toward the shoreline. We are making arrangements in coordination with PLIA to drill one additional final well low on the access road near the dock to determine the extent and impact to planned project excavation. This information can then be provided to the contractors bidding the waterfront park work. John Piccone's understanding is that the drilling could happen in January of 2024. PLIA is paying for the majority of the associated costs with only minimal cost to the Port. After much discussion amongst the Commission.

Commissioner Buesch made a motion to give authorization to Commissioner Aho to sign off on additional costs for drilling to be expedited provided costs are reasonable and under \$10,000. (motion by Buesch; second by Rupert all in favor).

John Piccone discussed some action items:

- Commissioner Aho and John to work on an MOU with Kitsap County and solidify the details of the County/Port agreement relative to the stormwater treatment facility. Ideally, this MOU Draft would be ready for Port approval at the January 10, 2024 meeting.
- Continue to coordinate with PLIA regarding two primary items; o Installation of a large septic tank during the clean-up construction for use as a reserve drain field. The Port would presumably be paying for installation of the tank. o Drilling of a final well and preparation of a report summarizing what contractors may encounter during waterfront park excavation and how the excavated material should be handled. Jim to authorize additional costs for drilling to be expedited provided costs are reasonable and under \$10,000.
- Confirm with Daves Septic that the existing store drain field will suffice as a primary septic option for the store. • Request that the Corps proactively complete everything possible for their review while still waiting for Tribal confirmation that the objection is removed in order to minimize further delay after the Tribes fish committee meeting.
- Provide responses to the County SDAP permit reviewers and inform them of the County stormwater participation component of the project, then resolve the setback variance request and finalize the permit review process once items above are finalized. • Resume finalizing construction drawings and specifications for the upland and docks portion of the project once these items are complete with the goal of bidding the project summer of 2024 if possible. nor additional costs to the Port to expedite the work for our schedule goals.



After much discussion of the action items presented by John Piccone *John Buesch made a motion to give Commissioner Aho authorization for the Port of Illahee to establish a Mou(Memorandum of Understanding) with Kitsap County to install a stormwater Filtration Unit under the newly planned grant funded parking lot at the top of the former Dietch property, the MOU to be presented at the January 10,2024 Port meeting (motion by Buesch; second by Rupert all in favor).*

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

A community member asked the administrator to create a line item on the treasury report to show grant status: how much grant funds have been used and how much grant funds are left. Commissioner Buesch added when the Port starts to draw on their 700K bond to include a line item of how much funds are used and what the interest rate is at the time. The Administrator said she would include the grants on next month's report.

REPORTS/UNFINISHED BUSINESS CONTINUED

Reports

Aho **a. Website**

Commissioner Aho would update bios for Commissioner Rupert and Eric Hall (New Commissioner District #1) to the Ports website.

Properties-

5560 Oceanview Blvd-

Nothing to Report,

5500 Illahee Road- Illahee Road-

Tenant is fixing roof at their own cost because they know the Port is going to eventually tear down that house and do not want to put money into something they are going to tear down.

5507 Illahee Road / Illahee Store Property

Truck and trailer parked at store property for a few days.

Illahee Road lot

Nothing to report.

Dock/Pier

Sailboat was parked at dock for three days.

C



New Business

Commissioner Aho gave talked about his presentation he gave at the Manette history Club about the history the Port of Illahee and where the Port is today and where they would like it to be in the future. Commissioner Aho also discussed the Ports grant status

The Commission gave a big thanks to Commissioner Jon Buesch for serving since December 2017! You will be missed! Commissioner Aho added that when two Port of Illahee Commissioners resigned Commissioner Buesch stepped in to help out even though his term was over.

Commissioner Aho administered the Oath of Office For new Commissioner Eric Hall Congratulations

Commissioner Aho administered the Oath of Office for reelected Commissioner Rupert congratulations!

7. PUBLIC COMMENT

Commissioner Rupert and commissioner Aho will be attending an MRSC (Municipal Research and Service Center) training on public works on December 14, 2023.

Port of Silverdale is no longer maintaining their Small Works Roster and joined the MRSC so they would not have to maintain the Roster which has a lot of compliance challenges for the Port that maintains it.

A community member asked about Resolution 2023-5 regarding the Ports credit card policy, they asked if the Port ran it by the State Auditors office for approval.? Commissioner Aho responded that they are going to MRSC training tomorrow December 14th and hopefully they can learn a better way.

ADJOURN

At 7:47PM the meeting adjourned (motion by Buesch; second Rupert by all in favor).

Next regular meeting January 10, 2024 @6:30pm- via Zoom

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

Commissioner

Commissioner

Commissioner

Date: December 13, 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 the Suquamish Tribe; I checked in with them again this week and they have still not had a chance to schedule fish committee approval of the revised dock layout plan submitted in September. As soon as this is complete the Corps can resume review of our permit, so this is still an item that needs to be finalized prior to preparing bid documents and setting a firmer construction schedule.
- The new DNR lease has been finalized now and RCO has received a copy so that construction requirement has been satisfied. DNR will still want to review the project details once design is finalized.

Waterfront Improvement Project (Upland Improvements):

- In November we requested a 90-day extension on the SDAP permit review process in order to clarify the several new items previously discussed; namely septic options & concerns, contamination from the store site, and a County regional stormwater treatment system. We've made good progress on all three items as follows:
 - Dave's septic has inspected the tank and drainfield near the store and my understanding based on verbal comments is that it's in good shape and usable. I'm still waiting for Dave to send a final report and confirm this option will work as the stores primary septic system.
 - The Health Department has confirmed that a septic tank may be used as a reserve in the event the existing drainfield is currently operational and suitable as a primary septic system, so this is the planned approach (provided Dave confirms our understanding when he finishes the report).
 - There does not appear to be any better options for the waterfront vault toilet that would not impact budget and schedule and we are currently planning to move forward with the current vault design that was submitted to the County and other agencies originally. This doesn't necessary preclude upgrading it in the future if desired.
 - The County has approved a budget of \$1M for installation of a regional stormwater treatment facility at the Port of Illahee and advised Jim and I that they would like to have the Port finalize a design and manage bidding and construction in concert with the Port's waterfront improvement project. The next steps will be to prepare a more formal

- agreement or MOU to ensure everything is understood between both parties and the Port does not take on extra costs or maintenance issues.
- PLIA and their consultant have confirmed that there is contamination within the waterfront park site, generally following the access road toward the shoreline. We are making arrangements in coordination with PLIA to drill one additional final well low on the access road near the dock to determine the extent and impact to planned project excavation. This information can then be provided to the contractors bidding the waterfront park work. My current understanding is that the drilling can happen in January of 2024 and not impact the current schedule goals further. Additionally, PLIA is paying for the majority of the associated costs with only minor additional costs to the Port to expedite the work for our schedule goals.
 - I believe we'll have most or all of these details finalized in January at which time we can submit the additional information to the County and resume the SDAP permit review process in preparation for finalizing construction drawings and specifications.

Action Items:

- Jim and John to work on an MOU with Kitsap County and solidify the details of the County/Port agreement relative to the stormwater treatment facility. Ideally, this MOU Draft would be ready for Port approval at the January 10, 2024 meeting.
- Continue to coordinate with PLIA regarding two primary items;
 - Installation of a large septic tank during the clean-up construction for use as a reserve drainfield. The Port would presumably be paying for installation of the tank.
 - Drilling of a final well and preparation of a report summarizing what contractors may encounter during waterfront park excavation and how the excavated material should be handled. Jim to authorize additional costs for drilling to be expedited provided costs are reasonable and under \$10,000.
- Confirm with Daves Septic that the existing store drainfield will suffice as a primary septic option for the store.
- Request that the Corps proactively complete everything possible for their review while still waiting for Tribal confirmation that the objection is removed in order to minimize further delay after the Tribes fish committee meeting.
- Provide responses to the County SDAP permit reviewers and inform them of the County stormwater participation component of the project, then resolve the setback variance request and finalize the permit review process once items above are finalized.
- Resume finalizing construction drawings and specifications for the upland and docks portion of the project once these items are complete with the goal of bidding the project summer of 2024 if 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 County stormwater.	95% Design Complete for upland elements only to submit SDAP.
BP	Anticipated by contractor in 2024	---	Submittal to follow SDAP	
ROW	Anticipated by contractor in 2024	---	Submittal to follow SDAP	
FIRE	Anticipated in 2024	---	Submittal to follow SDAP	

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	----

Christopher Lee <clee@slrconsulting.com>

Thu, Dec 21,
2023, 1:52 PM

to John, Carrie, Justin, Jamie, Jim, me

Hello Everyone,

Please find attached our cost estimate for a work scope to complete the characterization of the Port of Illahee property. The scope of work includes:

- Drill one soil boring at the base of the Illahee Dock Road, immediately to the west of the dock, and complete the boring as monitoring well MW-10 to characterize the eastern extents of impacted soil and groundwater.
- Conduct a groundwater sampling event that includes each of the ten groundwater monitoring wells at the Port of Illahee property.
- Prepare a report describing the results of this work so that the information can be provided to interested parties bidding on the Port of Illahee redevelopment project.

The work would be conducted on an expedited basis, with drilling currently scheduled for Friday, January 5, 2024 and with a draft report provided to PLIA and the Port of Illahee in early February 2024.

I've also attached a figure showing the location where we would prefer to install MW-10, as well as the CAD files so the Port of Illahee has the locations of the existing and proposed groundwater monitoring wells to consider during their design process.

Please let me know if you have any questions about the scope of work or the cost allocation that we've proposed. If PLIA and the Port of Illahee find this scope of work and cost estimate acceptable, SLR is prepared to provide an Agreement & Statement of Work to conduct the work. I'm available to discuss this any time this week or next and to make revisions as requested.

Thank you!

Chris

Table 1
Estimated Costs for
Installation of Additional Monitoring Well and Groundwater Sampling Event
Port of Illahee Property
5507 Illahee Road
Bremerton, Washington

Tasks		Consulting Costs ¹		Subcontractor Costs ³	Planned Costs ⁴	Incremental Costs ⁵	Total Cost
		Labor	Direct Costs ²				
1	Project Management	\$1,240	\$0	\$0	\$520	\$720	\$1,240
2	Drill and Sample Soil Boring and Install MW-10	\$2,475	\$275	\$10,730	\$12,255	\$1,225	\$13,480
3	Conduct Groundwater Sampling Event	\$4,130	\$315	\$2,450	\$6,895	\$0	\$6,895
3	Prepare Interim Report	\$7,270	\$0	\$0	\$1,200	\$6,070	\$7,270
Totals		\$15,115	\$590	\$13,180	\$20,870	\$8,015	\$28,885
Total Estimated Budget							\$28,885
Notes:							
¹ Consulting Costs include fieldwork activities, word processing, graphics, clerical services, and technical and senior review.							
² Direct costs include mileage, field equipment, and sample shipping.							
³ Subcontractor costs include private utility locating, UST removal, excavation, soil disposal, and laboratory analysis.							
⁴ Planned Costs: Costs for existing plans to complete characterization of the Subject Property as part of the implementation of a remedial action in summer 2024.							
⁵ Incremental Costs: Costs associated with expediting the work to have a report presenting the data by February 2024.							



NOTES
 1) BUILDING AND STREET LOCATIONS ARE BASED ON GOOGLE EARTH AND AERIAL PHOTOGRAPHY. ALL ARE SOIL.

- LEGEND**
- SLR SUBJECT PROPERTY BOUNDARY
 - PROPOSED MONITORING WELL LOCATION
 - MONITORING WELL LOCATION AND DESIGNATION
 - SUB-SLAB SOIL VAPOR POINT LOCATION AND DESIGNATION
 - SOIL BORING LOCATION AND DESIGNATION
 - 2016 LANGBETH SOIL BORING LOCATION AND DESIGNATION
 - 2017 O-LOOKS SOIL BORING LOCATION AND DESIGNATION
 - 2017 O-LOOKS MONITORING WELL LOCATION AND DESIGNATION



PORT OF ILLAHEE
 5507 ILLAHEE ROAD NE.
 BREMERTON, WA 98311

Drawing
PROPOSED SOIL BORING LOCATION MAP

Date	December 20, 2023	Scale	AS SHOWN	Drawing No.	7
File Name	Port of Illahee	Project No.	158-01-028-00001		

Drawing 158-01-028-00001 - Project 158-01-028 - Utility Assessment Agency - 158-01-028-00001 - 158-01-028-00001 - 158-01-028-00001 - 158-01-028-00001

DAVE'S SEPTIC SERVICES INC.

PO Box 301 Seabeck WA 98380 - (360)710-2449

LICENSED ON-SITE SEWAGE DISPOSAL CONSULTANT - ENGINEERING DESIGNS - LICENSED OPERATION & MAINTENANCE
SPECIALISTS

dss9699@outlook.com

12-27-2023

To: Port Of Illahee

Ref: 5507 Illahee RD NE

Bremerton WA

Tax# 4429-015-001-0309

Subject: Existing On-site sewage disposal system

John below will detail the findings that were observed pertaining to the existing on-site sewage disposal system for the existing Illahee store. We will also give a few recommendations based on the conditions observed. There are several photos also included showing the existing system.

Findings:

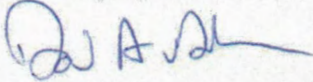
- Dug up and exposed the inlet and outlet of the existing septic tank. (photos #1) The septic tank is an approved 1200-gallon two compartment fiberglass tank with no risers to grade and is currently under the small sidewalk that goes from the store to a parking area (about 16" in depth). As you can see in photo #2 someone has cut a hole through the manufacture's fiberglass lid to gain access to the outlet baffle of the tank.
- The septic tank was pumped, and in good condition a report has been filed with the health district and a copy is attached.
- Photo #3 shows the existing distribution box(d-box) with 4" black corrugated inflow pipe and a 4" white pvc outlet pipe. Liquid levels are normal.
- Photo #4 is a screen shot of the camera locate showing the condition of the inside of the perforated drainpipe approximately 55' in length that was clear and in good shape. Due to turns in the system that is as far as the locate can go without digging and cutting into the sewage disposal pipe.
- At about 45-50' from the d-box the existing drainpipe showed ground water entering the system. This location, however, was done just after a heavy rain event. The source of the water may be due to the existing curtain drain system not working properly or being overloaded during heavy rain event.

Recommendations:

- Depending on the direction the port takes, if it uses the existing septic tank and drainfield system the following should be done.
- Install watertight risers to grade over both the inlet and outlet access lids on the septic tank. (the existing sidewalk may need to be removed)

- Install a riser to grade over the existing distribution box.
- Expose the outlet pipe from the existing curtain drain and ensure proper flow is being achieved from this drain system.
- Divert any surface water away from the existing sewage disposal system.
- Propose a holding tank system for the proposed reserve area that will be required to obtain occupancy from the health district.
- It should be noted that during the excavation of the septic tank and d-box that a very strong fuel smell was encountered in the soils in that area.
- A scaled site plan is attached that shows the sewage system per the health district records.

Thank you,



Dave Ghylin

Dave's Septic Services Inc.



#1

FIBERGLASS TANK
INLET OF SEPTIC TANK
1200 GALLONS.



#2

Outlet of SEPTIC TANK
Hole cut through Access Lid.



#3

Existing D-Box



INSIDE EXISTING
DEBRIDLINE

H

TANK PUMPING REPORT

Site Name:

Location: 5507 ILLAHEE RD NE
 Bremerton
 Tax ID: 44290150010309

Use:

Service Company:

KITSAP SEPTIC PUMPING
 5201 E. Hillcrest Dr.
 Port Orchard, WA 98366
 360.871.5258

Serviced: 12/05/2023 by: Austin Lowe

Submitted 12/06/2023 by: Darren Miller

Dump Location: Central Kitsap Wastewater Treatment Plant

Jurisdiction ID: 1644251:0

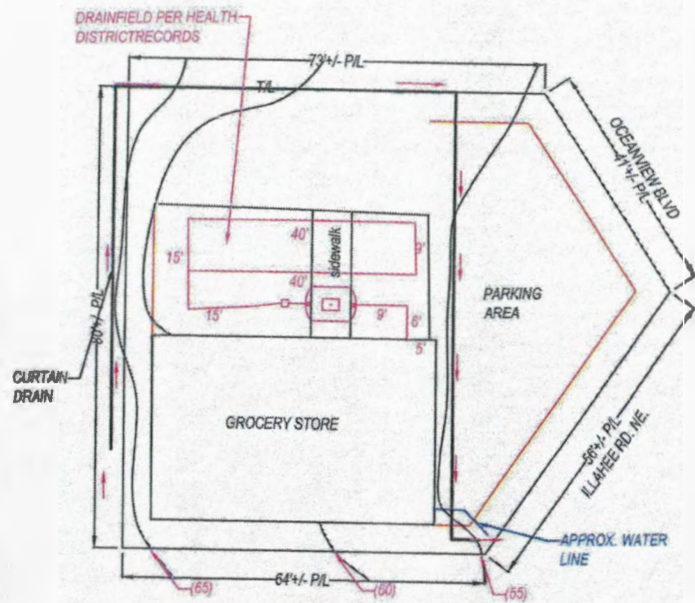
COMMENTS

Fiberglass tank. Main lids partially under concrete however accessible. Camera scope approx 55' of pipes found to be clean and in good condition.

TANK: Septic Tank - 2 Compartment

All riser lids securely fastened upon departure	N/A	
Tank Pumped:	YES	
Tank Size (Gallons)(Number only, no text):	1200	
Effluent level within operational limits (if NO explain in comments):	YES	
Total Gallons pumped from tank (Number only, no text):	1000	
Effluent returning back into tank after pumping:	NO	
Tank depth below grade (inches):	16	
Access Risers installed to grade (N/A if not present):	N/A	
Tank Construction Material:	Fiberglass	
Tank Condition Good:	YES	
Baffles in good condition (N/A if not present):	YES	
Effluent screen cleaned (N/A if not present):	N/A	
Effluent surfacing around site components (N/A if not checked):	NO	
Tank abandoned after pumping:	NO	
Were repairs made to the Tank or Tank Components? (if YES explain in comments):	NO	
Compartment 1 Scum accumulation (Inches, if other specify):	10	
Compartment 1 Sludge accumulation (Inches, if other specify):	14	
Compartment 2 Scum accumulation (Inches, if other specify):	0	
Compartment 2 Sludge accumulation (Inches, if other specify):	4	

This report indicates certain characteristics of the onsite sewage system at the time of visit. In no way is this report a guarantee of operation or future performance.



INSTALLER TO ENSURE ALL ON-SITE SEWAGE TANKS/COMPONENTS MUST BE WATERTIGHT TO SURFACE

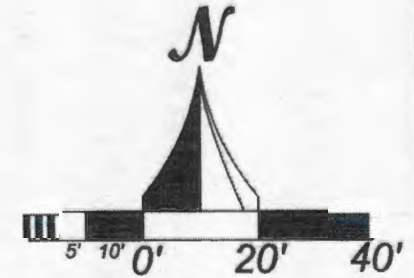
DISCLAIMER
 This map does not represent a survey nor does it purport to show all easements or encroachments, if any.

NO WELLS WITHIN 100' ±
 ALL COVER TO BE ≤ 5 MIN/INCH
 DIVERT ALL SURFACE WATER AWAY FROM DRAINFIELD AREA.
 PREPARE SITE & INSTALL DRAINFIELD DURING DRY CONDITIONS

Normal usage must meet the following criteria or be lower

Biochemical oxygen demand	130-174 MG/L
TSS:	47-71 MG/L
FOG:	10-20 MG/L
DO:	0-1.0 MG/L
PH:	6.5-7.2
TEMP:	48-70°

*With microscopic life forms present
 **Higher waste strengths will result in premature failure of the septic system.



OWNER:
 PORT OF ILLAHEE
 5507 ILLAHEE RD. NE.
 BREMERTON, WA. 98311
 TAX ID: 4429-015-001-0309



DAVE'S SEPTIC SERVICES INC.
 P.O. BOX 301
 SEABECK, WA 98380
 (360) 710-2449

SCALE:
 1" = 20'
 DATE:
 8-7-2023
 REVISION:
 12/5/2013
 REVISION:
 12/17/2013

Port of Illahee - RCO Grant Summary

Port of Illahee - RCO Grant Award Summary			
	Award Total	RCO Share	Port Share
BFP GRANT			
Development			
Construction	\$ 905,065.00	\$ 669,761.40	\$ 235,303.60
Permits and C.R.	\$ 65,000.00	\$ 48,100.96	\$ 16,899.04
A&E (20%)	\$ 180,000.00	\$ 133,202.65	\$ 46,797.35
Total	\$ 1,150,065.00	\$ 851,065.00	\$ 299,000.00
ALEA GRANT			
Development			
Construction	\$ 637,000.00	\$ 392,241.38	\$ 244,758.62
Permits and C.R.	\$ 45,000.00	\$ 27,709.30	\$ 17,290.64
A&E (20%)	\$ 130,000.00	\$ 80,049.26	\$ 49,950.74
Total	\$ 812,000.00	\$ 500,000.00	\$ 312,000.00
TOTAL GRANTS AWARDED (BFP + ALEA)			
Development			
Construction	\$ 1,542,065.00	\$ 1,062,002.78	\$ 480,062.22
Permits and C.R.	\$ 110,000.00	\$ 75,810.31	\$ 34,189.69
A&E (20%)	\$ 310,000.00	\$ 213,251.91	\$ 96,748.09
Total	\$ 1,962,065.00	\$ 1,351,065.00	\$ 611,000.00

Port of Illahee - RCO Grant Summary

Updated 11/1/23

BFP				Total Eligible	RCO Share	Port Share
RCO Reimbursement Request Summary						
Request Date	Total Request Amount			Total Grant Eligible Amount	RCO Reimbursement	Port Match
	Construction (Contractor)	Permits and C.R.	A&E			
9/13/2021	\$ -	\$ 30,982.77	\$ 31,911.77	\$ 62,894.54	\$ 46,542.88	\$ 16,351.65
3/22/2022	\$ -	\$ 9,317.78	\$ 2,737.00	\$ 12,054.78	\$ 8,920.71	\$ 3,134.06
8/11/2022	\$ -	\$ 3,755.97	\$ 11,267.91	\$ 15,023.88	\$ 11,117.89	\$ 3,905.99
1/18/2023	\$ -	\$ 2,783.62	\$ 4,639.38	\$ 7,423.00	\$ 5,493.13	\$ 1,929.87
5/11/2023	\$ -	\$ -	\$ 3,785.13	\$ 3,785.13	\$ 2,801.05	\$ 984.08
9/5/2023	\$ -	\$ -	\$ 4,394.51	\$ 4,394.51	\$ 3,252.00	\$ 1,142.51
11/1/2023	\$ -	\$ -	\$ 11,081.88	\$ 11,081.88	\$ 8,200.75	\$ 2,881.13
				\$ -	\$ -	\$ -
REMAINING GRANT BALANCE	\$905,065.00	\$18,159.87	\$110,182.43	\$1,033,407.30		
REMAINING GRANT BALANCE RCO Share	\$669,761.40	\$13,438.57	\$81,536.62	\$764,736.59		
REMAINING GRANT BALANCE Port Share	\$235,303.60	\$4,721.30	\$28,645.81	\$268,670.71		

Port of Illahee - RCO Grant Summary

Updated 11/1/23

ALEA RCO Reimbursement Request Summary				Total Eligible	RCO Share	Port Share
Request Date	Total Request Amount			Total Grant Eligible Amount	RCO Reimbursement	Port Match
	Construction (Contractor)	Permits and C.R.	A&E			
9/13/2021	\$ -	\$ 30,982.77	\$ 29,504.27	\$ 60,487.04	\$ 37,245.71	\$ 23,241.32
3/22/2022	\$ -	\$ 9,317.78	\$ 2,737.00	\$ 12,054.78	\$ 7,422.89	\$ 4,631.88
8/11/2022	\$ -	\$ 3,755.97	\$ 11,267.91	\$ 15,023.88	\$ 9,251.15	\$ 5,772.72
1/18/2023	\$ -	\$ 927.88	\$ 6,495.12	\$ 7,423.00	\$ 4,570.81	\$ 2,852.19
5/11/2023	\$ -	\$ -	\$ 3,785.12	\$ 3,785.12	\$ 2,330.74	\$ 1,454.38
9/5/2023	\$ -	\$ -	\$ 4,394.49	\$ 4,394.49	\$ 2,705.96	\$ 1,688.53
11/1/2023	\$ -	\$ -	\$ 11,081.87	\$ 11,081.87	\$ 6,823.81	\$ 4,258.06
				\$ -	\$ -	\$ -
REMAINING GRANT BALANCE	\$637,000.00	\$15.62	\$60,734.22	\$697,749.84		
REMAINING GRANT BALANCE RCO Share	\$392,241.38	\$9.62	\$37,397.92	\$429,648.92		
REMAINING GRANT BALANCE Port Share	\$244,758.62	\$6.00	\$23,336.30	\$268,100.92		

Port of Illahee - RCO Grant Summary

Updated 11/1/23

COMBINED (BFP+AIEA) RCO Reimbursement Request Summary				Total Eligible	RCO Share	Port Share
Request Date	Total Request Amount			Total Grant Eligible Amount	RCO Reimbursement	Port Match
	Construction (Contractor)	Permits and C.R.	A&E			
9/13/2021	\$ -	\$ 61,965.53	\$ 61,416.04	\$ 123,381.57	\$ 83,788.59	\$ 39,592.98
3/22/2022	\$ -	\$ 18,635.55	\$ 5,474.00	\$ 24,109.55	\$ 16,343.60	\$ 7,765.95
8/11/2022	\$ -	\$ 7,511.94	\$ 22,535.81	\$ 30,047.75	\$ 20,369.04	\$ 9,678.71
1/18/2023	\$ -	\$ 3,711.50	\$ 11,134.50	\$ 14,845.99	\$ 10,063.94	\$ 4,782.05
5/11/2023	\$ -	\$ -	\$ 7,570.25	\$ 7,570.25	\$ 5,131.79	\$ 2,438.46
9/5/2023	\$ -	\$ -	\$ 8,789.00	\$ 8,789.00	\$ 5,957.96	\$ 2,831.04
11/1/2023	\$ -	\$ -	\$ 22,163.75	\$ 22,163.75	\$ 15,024.57	\$ 7,139.18
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
REMAINING GRANT BALANCE	\$1,542,065.00	\$18,175.49	\$170,916.65	\$1,731,157.14		
REMAINING GRANT BALANCE RCO Share	\$1,062,002.78	\$13,448.19	\$118,934.54	\$1,194,385.50		
REMAINING GRANT BALANCE Port Share	\$480,062.22	\$4,727.30	\$51,982.12	\$536,771.64		

△ AIEA + BFP RCO Share

~~\$669,761.40~~
~~\$392,241.38~~
1,062,002.78

2 grants AIEA + BFP
Remaining balance RCO Portion



Fwd: Illahee Tire Reef Cleanup Effort

1 message

Jim Aho <illaheeporthree@gmail.com>

Mon, Dec 11, 2023 at 5:05 PM

To: Theresa Haaland <portofillahee@gmail.com>, John Piccone <jpiccone@soundwesteng.com>, Lauren Swanson <lswanson@soundwesteng.com>

fyi

----- Forwarded message -----

From: **Barnhart, Troy, T (Serco NA US)** <Troy.Barnhart@serco-na.com>

Date: Mon, Dec 11, 2023 at 1:50 PM

Subject: Illahee Tire Reef Cleanup Effort

To: ecyrefedpermits@ecy.wa.gov <ecyrefedpermits@ecy.wa.gov>, Alexia.Henderson@dfw.wa.gov <Alexia.Henderson@dfw.wa.gov>, R6CSplanning@dfw.wa.gov <R6CSplanning@dfw.wa.gov>, aquaticleasing.orca@dnr.wa.gov <aquaticleasing.orca@dnr.wa.gov>, aquaticleasing.shoreline@dnr.wa.gov <aquaticleasing.shoreline@dnr.wa.gov>

Cc: Jim Aho <illaheeporthree@gmail.com>, Seth Abelson <abelson@kitsapeda.org>, Rochelle LeMay <lemay@kitsapeda.org>, jay@clearwatercasino.com <jay@clearwatercasino.com>

Serco Business

Hello,

I am a Marine Systems Engineer with a Company called SERCO and we were recently contracted by the Washington Autonomous Vehicles Cluster (WAV-C) to assess the extent of the tire reef at the Illahee pier near Bremerton. During the evaluation of the data, we identified approximately 138 tire "clumps" of between 12 and 20 tires each and one large "dumpsite" (see attached). Our evaluation of the data shows that the total amount of tires material to be removed at this site is between 60,000 and 100,000 lbs.

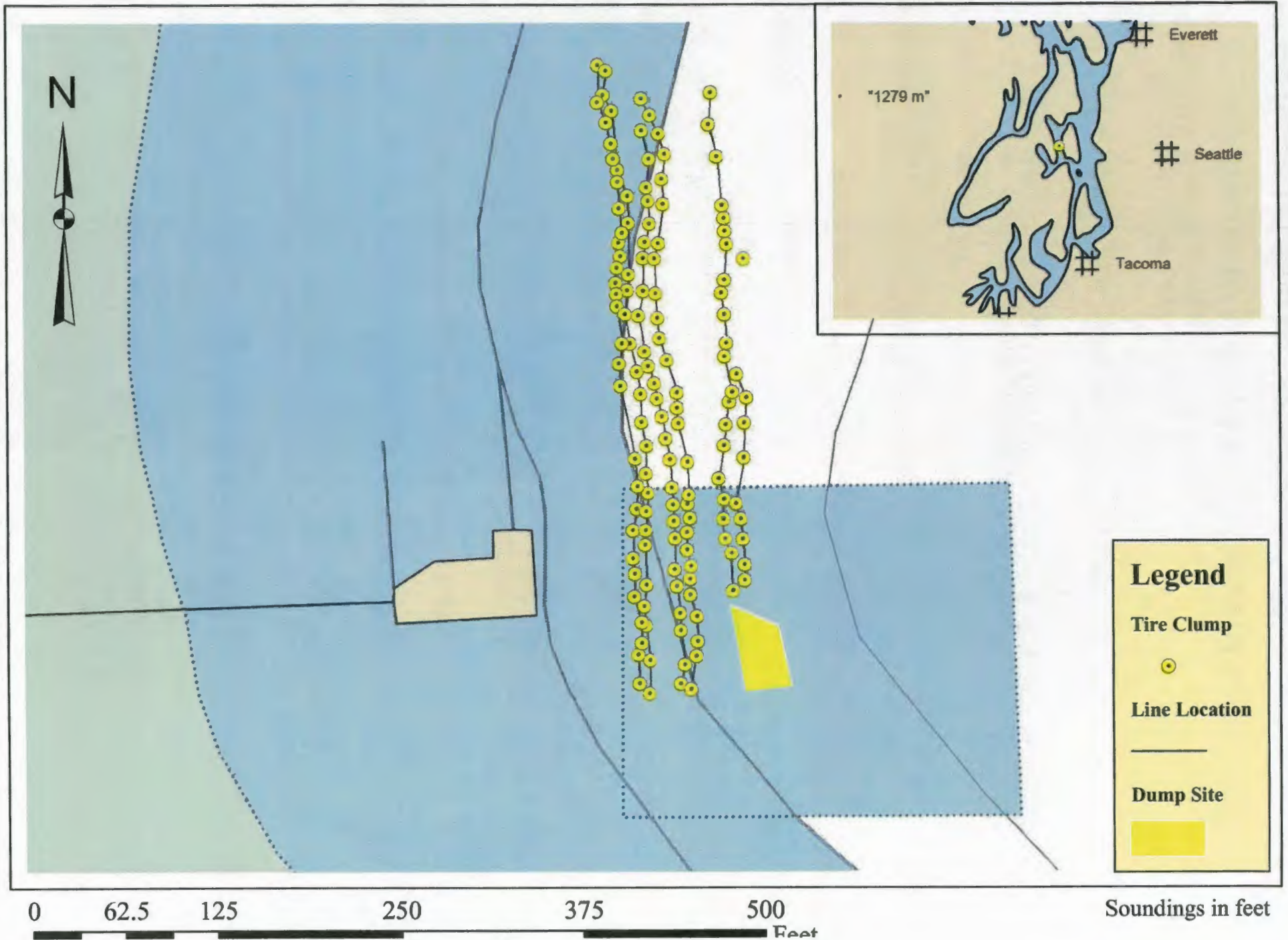
I would like to propose a face-to-face meeting early next year between the various stakeholders listed on this email to discuss the logistical, administrative, and regulatory requirements that go along with this removal. I have a local dive team that is willing to work on a test removal of between one and 3 clumps this summer as a path finding effort and to collect samples for agencies that might need them, but we need to make sure that we follow all permitting requirements ahead of time.

Within SERCO our eventual goal is to evaluate the demand signal for removal and cleanup of sites like Illahee and determine if we can be of assistance for these efforts and others within Puget Sound. I have attached a site overview map of our findings that shows the locations of each clump relative to the charted extents that the reef is supposed to fall within. I look forward to hearing from you.

V/R

Troy Barnhart
Sr. Systems Engineer

Illahee Tire Reef Detail



PORT OF ILLAHEE
RESOLUTION No. 2024-01
Establishing the 2024 Regular Meeting Schedule

WHEREAS, the Commissioners of the Port of Illahee (Port) desire to establish the dates and times for its regular business meetings annually by Resolution; and

WHEREAS, during the State of Washington's Safe Start Reopening, the Port of Illahee began holding meetings via ZOOM (meeting #715 0997 5823 / password 'Illahee');

WHEREAS, it has been determined that holding meetings via ZOOM has been beneficial to the Port and the public in general;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Port of Illahee that the attached meeting schedule be adopted as the dates, time, and location of the regular business meetings for the period of January 1, 2024 through December 31, 2024.

ADOPTED by the Port of Illahee Commission on _____, 2024.

PORT OF ILLAHEE
KITSAP COUNTY, WASHINGTON

James Aho, Commissioner

Jeffery Rupert, Commissioner

Eric Hall, Commissioner

2024 PORT OF ILLAHEE REGULAR MEETING CALENDAR

UNLESS OTHERWISE INDICATED, PORT OF ILLAHEE BOARD MEETINGS WILL BE HELD AT VIA ZOOM (MEETING ID# 715 0997 5823 / PASSWORD: Illahee) AT 6:30PM ON THE SECOND WEDNESDAY OF EACH MONTH.

JANUARY 10th

FEBRUARY 14th

MARCH 13th

APRIL 10th

MAY 8th

JUNE 12th

JULY 10th

AUGUST 14th

SEPTEMBER 11th

OCTOBER 9th

NOVEMBER 13th

DECEMBER 11th

DRAFT



Business/Public Entity Signature Card

Account Number: [REDACTED] <input type="checkbox"/> Multiple Accounts - Refer to Exhibit A		Entity: <input type="checkbox"/> C-Corporation <input type="checkbox"/> S-Corporation <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Organization/Association <input type="checkbox"/> Non-Profit <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Public Entity <input type="checkbox"/> Trust <input type="checkbox"/> LLC (Tax Classification: <input type="checkbox"/> C-Corp <input type="checkbox"/> S-Corp <input type="checkbox"/> Partnership)	
Legal Title of Account [REDACTED] PORT OF ILLAHEE		Signature Card Purpose: <input type="checkbox"/> New Account Signature Card (Complete Section A Only) <input type="checkbox"/> Replacement Signature Card (Complete Section A Only) <input checked="" type="checkbox"/> Add Signer (Complete Section A & C) <input checked="" type="checkbox"/> Delete Signer (Complete Section B & C)	
Tax ID: [REDACTED]			
Title for Legal Owner of Tax ID: KITSAP COUNTY TREASURER			
Principal Business Address 614 DIVISION ST MS 32		City PORT ORCHARD	State WA
		ZIP 98366-4614	
Statement Mailing Address <input checked="" type="checkbox"/> * Same as Principal Address		City	State
			ZIP

Signer Name	Email Address <small>(Required for all signers when document is digitally signed)</small>	Social Security Number	US Citizen Y/N	Signature
ERIC HALL	*****	000-00-0000	Y	

Signer Name	Social Security Number
JONATHAN BUESCH	

Signer Name (Please Print)	Signer Name (Please Print)	Signer Name (Please Print)
JAMES AHO		
JEFFREY S RUPERT		
ERIC HALL		

If this entity has additional Signers enter Signer's information on page 4 and check here
 If you are a sole proprietor and are using your individual social security number for the TIN on this account, you authorized KeyBank to obtain a consumer report on you. We may report information about the Account to a reporting agency.

MRSC ROSTERS SMALL PUBLIC WORKS, CONSULTANT, and VENDOR ROSTERS RESOLUTION

Resolution No. 2024-02

A RESOLUTION OF THE COMMISSION OF THE PORT OF ILLAHEE, WASHINGTON, ON THE SUBJECTS OF ESTABLISHING A SMALL PUBLIC WORKS ROSTER PROCESS TO AWARD PUBLIC WORKS CONTRACTS, A CONSULTING SERVICES ROSTER FOR ARCHITECTIURAL, ENGINEERING, AND OTHER PROFESSIONAL SERVICES, AND A VENDOR ROSTER FOR GOODS AND SERVICES NOT RELATED TO PUBLIC WORKS CONTRACTS.

WHEREAS, RCW 39.04.155 and other laws regarding contracting for public works by municipalities, allow certain contracts to be awarded by a small works roster process; and

WHEREAS, Ch. 39.80 RCW and other laws regarding contracting for consulting services by municipalities allow certain contracts to be awarded by a consultant roster process; and

WHEREAS, RCW 39.04.190, regarding purchase of materials, supplies, or equipment not connected to a public works project, allows certain purchasing contracts to be awarded by a vendor roster process;

NOW, THEREFORE, THE COMMISSION OF THE PORT OF ILLAHEE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Resolutions No. 2013-01, Resolution No. 2019-01 are hereby repealed.

Section 2. **MRSC Rosters.** The Port District wishes to contract with the Municipal Research and Services Center of Washington (MRSC) to have their official rosters hosted in the online database for Port District use for small public works contracts, consulting services, and vendor services developed and maintained by MRSC through MRSC Rosters and authorizes Port District Staff to sign that contract.

Section 3. **Small Public Works Roster.** The following small works roster procedures are established for use by the Port District pursuant to RCW 39.04.155:

- 1. Cost.** The Port District need not comply with formal sealed bidding procedures for the construction, building renovation, remodeling, alteration, repair or improvement of real property where the estimated cost does not exceed the limit established for the small works roster process in RCW 39.04.155 or other authorizing agency statute, which includes the costs of labor, material, equipment, sales, or use taxes as applicable. Instead, the Port District may use the Small Public Works Roster procedures for public works projects as set forth in this resolution. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.
- 2. Publication.** At least once a year, MRSC shall, on behalf of the Port District, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the small works roster and solicit the names of contractors for the small works roster. MRSC shall

add responsible contractors to the small works roster at any time that a contractor completes the online application provided by MRSC, and meets minimum State requirements for roster listing.

3. **Telephone, Written, or Electronic Quotations.** The Port District shall obtain telephone, written, or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to a contractor who meets the mandatory bidder responsibility criteria in RCW 39.04.350(1). The Port District may establish supplementary bidder criteria under RCW 39.04.350 (2) to be considered in the process of awarding a contract.

- a) A contract awarded from a small works roster will not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.
- b) Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. "Equitably distribute" means that the Port District may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

If the estimated cost of the work is from one hundred and fifty thousand dollars (\$150,000) up to the authorized threshold for use of the small works roster process in RCW 39.04.155 or other authorizing agency statute, the Port District may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The Port District has the sole option of determining whether this notice to the remaining contractors is made by:

- (i) publishing notice in a legal newspaper in general circulation in the area where the work is to be done;
 - (ii) mailing a notice to these contractors; or
 - (iii) sending a notice to these contractors by facsimile or email.
- c) At the time bids are solicited, the Port District representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project;
 - d) A written record shall be made by the Port District representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

4. **Limited Public Works Process.** The Port District may award a contract for work, construction, alteration, repair, or improvement projects using the limited public works process if the project cost is equal to or less than the amount established in RCW 39.04.155 (3). For a limited public works project, the Port District will solicit electronic or written quotations from a minimum of

three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW 39.04.010. After an award is made, the quotations shall be open to public inspection and available by electronic request.

For limited public works projects, the Port District may waive the payment and performance bond requirements of chapter 39.08 RCW and the retainage requirements of chapter 60.28 RCW, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, material men, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project. However, the Port District shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

The Port District shall maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.

5. **Determining Lowest Responsible Bidder.** The Commission shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the Commission may call for new bids. A responsible bidder shall be a registered or licensed contractor who meets the mandatory bidder responsibility criteria established by Chapter 133, Laws of 2007 (SHB 2010) and who meets any supplementary bidder responsibility criteria established by the Port District.
6. **Award.** All of the bids or quotations shall be collected by the Chairman or his designee.
 - a) The Chairman or his designee shall then present all bids or quotations and their recommendation for award of the contract to the Commission. The Commission shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or
 - b) If the Commission delegates the authority to award bids to the Chairman of the Port District for public works projects costing less than or equal to \$ _____, the Chairman shall have the authority to award public works contracts without Commission approval, provided that the Commission shall ratify the Chairman's approval at the next scheduled Commission meeting by means of the consent agenda. For public works projects costing more than \$ _____, the Commission shall award all public works contracts.

Section 4. Consulting Services Roster. The following consulting services roster procedures are established for use by the Port District pursuant to RCW 39.80.030:

1. **Consulting Services.** Consulting services are professional services that have a primarily intellectual output or product and include architectural and engineering services as defined in RCW 39.80.020.
2. **Publication.** At least once a year, MRSC shall, on behalf of the Port District publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the consulting services roster and solicit the names of consultants for the consulting services

roster. MRSC shall add responsible consultants to the consulting services roster at any time that a consultant completes the online application provided by MRSC, upload a Statement of Qualifications, and meets minimum State requirements for roster listing.

3. **Review and Selection of the Statement of Qualifications Proposals.** The Port District use the following process to select the most highly qualified Architectural or Engineering firm off of the Consulting Services Roster to provide the required services:
- a) The Commission shall establish criteria that the Chairman, or their designee, must consider in evaluating Architectural or Engineering firms for a given project. Such criteria shall include a plan to insure that minority and women-owned firms and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for architectural or engineering services. The level of participation by minority and women-owned firms and veteran-owned firms shall be consistent with their general availability within the jurisdiction of the Port District
 - b) The Chairman, or their designee, shall evaluate the written statements of qualifications and performance data on file with the Port District at the time that
 - c) Such evaluations shall be based on the criteria established by the Commission ; and
 - d) The Chairman, or their designee, shall conduct discussions with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services.
 - e) The firm deemed most highly qualified by the agency to do the project will be selected.

4. **Award.**

- a) The Commission considers the proposal received and awards the contract; or
- b) If the Commission delegates the authority to award projects to the Chairman of the Port District for consulting services costing less than or equal to \$ _____, the Chairman shall have the authority to award contracts for consulting services without Commission approval, provided that the Commission shall ratify the Chairman's approval at the next scheduled Commission meeting by means of the consent agenda. For consulting services costing more than \$ _____, the Commission shall award all contracts for consulting services.

Section 5. Vendor List Roster. The following vendor list roster procedures are established for use by the Port District pursuant to RCW 39.04.190:

1. **Purchase of materials, supplies, or equipment not connected to a public works project.** The Port District is not required to use formal sealed bidding procedures to purchase materials, supplies, or equipment not connected to a public works project where the cost will not exceed the statutory threshold of the Port District as provided in RCW 53.08.120. The Port District will attempt to obtain the lowest practical price for such goods and services.

2. **Publication.** At least twice per year, MRSC shall, on behalf of the Port District, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the vendor list roster and solicit the names of vendors for the vendor list roster. MRSC shall add responsible vendors to the vendor list roster at any time when a vendor completes the online application provided by MRSC, and meets minimum State requirements for roster listing.
3. **Telephone, Written, or Electronic Quotations.** The Port District shall use the following process to obtain telephone or written quotations from vendors for the purchase of materials, supplies, or equipment not connected to a public works project:
 - a) A written description shall be drafted of the specific materials, supplies, or equipment to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, and any other significant terms of purchase;
 - b) The Chairman, or their designee, shall make a good faith effort to contact at least three (3) of the vendors on the roster to obtain telephone or written quotations from the vendors for the required materials, supplies, or equipment;
 - c) The Chairman, or their designee, shall not share telephone or written quotations received from one vendor with other vendors soliciting for the bid to provide the materials, supplies, or equipment;
 - d) A written record shall be made by the Chairman, or their designee, of each vendor's bid on the material, supplies, or equipment, and of the conditions imposed on the bid by such vendor;
4. **Determining the Lowest Responsible Bidder.** The Port District shall purchase the materials, supplies, or equipment from the lowest responsible bidder, provided that whenever there is reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the Port District may call for new bids.
5. **Award.** All of the bids or quotations shall be collected by the Chairman or his designee. The Chairman, or their designee, shall create a written record of all bids or quotations received, which shall be made open to public inspection or telephone inquiry after the award of the contract. Any contract awarded under this subsection need not be advertised.
 - a) The Chairman, or their designee, shall then present all bids or quotations and their recommendation for award of the contract to the Commission. The Commission shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or
 - b) If the Commission delegates the authority to award bids to the Chairman of the Port District for materials, supplies, or equipment costing less than or equal to the statutory threshold of the agency as provided in RCW 53.08.120, the Chairman shall have the authority to award public works contracts without Commission approval, provided that the Commission shall ratify the Chairman's approval at the next scheduled Port District meeting by means of the consent agenda. For materials, supplies or equipment costing more than the statutory threshold of the Port District as provided in RCW 53.08.120, the Commission shall award all vendor contracts.

6. **Posting.** A list of all contracts awarded under these procedures shall be posted at Port District main administrative offices once every two months. The list shall contain the name of the vendor awarded the contract, the amount of the contract, a brief description of the items purchased, and the date it was awarded.

Adopted by the Port of Illahee, Commission, Kitsap County, Washington at a regular open public meeting thereof held on 10th day of January 2024.

Commissioner

Commissioner

Commissioner

DRAFT