



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 like updated 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.

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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