



**AGENDA FOR
PORT OF ILLAHEE COMMISSION
Wednesday, February 14TH - 6:30PM
ZOOM MEETING #715 0997 5823 / Password: Illahee**

1. CALL TO ORDER

2. CONSENT AGENDA

1. Agenda
- *2. The January 10th, 2023 Regular Meeting minutes
- *3. Pay Bills with check numbers 5143 through 5154 totaling \$7,750.99

3. SIGNING OF DOCUMENTS

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

4. PUBLIC COMMENT

5. REPORTS/UNFINISHED BUSINESS

Aho/ *1. Grants/Waterfront Access Improvements

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

Aho *2. Illahee Store Project

- Septic design status
- PLIA Remediations

*3. Treasurer's Report as of January 31, 2023 General Fund \$ 87,707.98 Investments \$ 288,621.94
Good Property Management (GPM) Account \$199.00 total: \$ 376,528.92

Grant Status:

BFP RCO Total = \$851,065.00 Amount of RCO paid \$90,319.98 Remaining RCO Funds \$760,745.02

ALEA RCO Total= \$500,000.00 Amount of RCO paid \$73,672.45 Remaining RCO Funds \$426,327.55

RCFB RCO Total= \$191,000.00 Amount of RCO paid \$0 Remaining RCO Funds \$191,000.00

Last Month's Report Below

Treasurer's Report as of December 31, 2023 General Fund \$95,864.13 Investments \$ 287,854.98
Good Property Management (GPM) Account \$199.00 (total: \$383,918.11)

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 - Anything to report?

6. NEW BUSINESS

7. PUBLIC COMMENT

8. ADJOURN -Regular Meeting -March 13th @ 6:30PM - via ZOOM

- Kitsap All Ports-April 29th @ 6:30PM at Port of Brownsville



Port of Illahee
Minutes of Regular Meeting
January 10, 2024

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 6:30PM. Also, in attendance were Commissioner Jeffrey Rupert; Commissioner Eric Hall; Administrator Jennifer Olson; John Buesch Roy Barton; John Piccone and Cathy Johnson.

CONSENT AGENDA

The following consent agenda items were approved: January 10th Meeting Agenda; December 13, 2023 Meeting Minutes; checks numbering 5130 through 5142 totaling \$8,513.63 as outlined in the attached Voucher Approval (motion by Rupert; second by Hall in favor).

SIGNING OF DOCUMENTS

Commissioners plan to stop by the Port of Silverdale office to sign documents on Thursday January 11, 2024

Election Of Officers/Job Duties

There was much discussion amongst the Commissioners regarding the job duties. It was decided: Commissioner Hall will be serving as Property Manager. Commissioner Rupert will be serving as Dock Manager. Commissioner Aho will be serving as Treasurer/Auditor/Webmaster.

PUBLIC COMMENT

Jonathan Buesch who Served as a Previous Port Commissioner talked about when he was Property Manager, one of the rentals is managed by a property manager, and he will introduce the renter to Commissioner Hall so he can establish a relationship.

REPORTS/UNFINISHED BUSINESS -

Waterfront Improvement Project (Docks and Pier only)

John Piccone with SoundWest Engineering reported on the USACE and WDFW Permit; He still has no confirmation from the Tribe that the fish committee has approved the revised design, the Corps permit process is pending removal of the Tribes objection. County SDAP Permit; The Port requested a 90-day extension to respond to the county request for information to provide time to see if the stormwater treatment vault funded by the county needed to be included in the permit. At this stage, the Port is unsure if the County stormwater treatment vault will occur, John Piccone with SoundWest Engineering plans to resume responding to the County request for information.



RCO Grants

John Piccone reported on grant status with the RCO (Recreation and Conservation Office) the project has been met with several unanticipated delays and obstacles. To date the Port has solved numerous issues and made progress solving difficult barriers however, the Port is still behind the original schedule. John has requested an extension to the RCO Grant, which he expects the RCO will likely approve. John said the Port is \$60K behind budget on what he'd like to see at this stage of progress. He does believe that \$180K is enough to get the Port to the finish line however, it will be important to not spend this budget on further ancillary items (such as stormwater treatment, design revisions and negotiations, extensive meetings with County about ROW(Right of Way) improvements. Commissioner Aho has suggested that John prepare a budget amendment for the on-call task to continue assisting with these items if/when needed but not impacting the grant budget further. John plans to prepare that for approval at either the February or March meeting. Currently, the on-call task is well under budget as it was approved for anticipated items through the end of 2022 and there is still approx. \$25K remaining and unused.

Waterfront Improvement Project (Upland)

John Piccone continued his report regarding the Septic: Dave's Septic has completed their report indicating that with some repair the existing septic system can be used for the store.

Commissioner Aho and John Piccone have had several discussions with Kitsap County stormwater group regarding the possibility of a county funded treatment facility in the Ports upper parking lot. The County did confirm that that they have set aside a \$900,000 budget for this purpose however, the port still has not been able to get a firm confirmation as to how they would like to spend the money to incorporate a treatment system into the Ports planned project.

John Piccone continued his report regarding PLIA. After additional discussion with PLIA and their consultant, the consultant agreed to expedite drilling near the dock suggesting that the additional cost to expedite this work was approx. \$8,000 and that the previously planned work was estimated at approx. \$20,000 for a total cost of approx. \$28,000. He expected PLIA to pay the \$20K and the Port to pay the \$8k however, PLIA is suggesting a 50/50 split where the Port would pay approx. \$14K. John recommends after further discussion with the PLIA consultant, is for the Port to separately pay them to prepare a contaminated materials management plan (CMMP) based on the information they already have rather than spending \$14K on 50% of a new well. The cost is expected to be significantly less and well under the \$10K amount approved at the December meeting. John Piccone believes the Port can include that plan in the waterfront bid documents and make provisions for the possibility of handling contaminated soils in that fashion instead of participating in the cost of drilling the well.



Commissioner Aho and John Piccone have had discussion with PLIA and they understand that the Port would like to pay for and install a septic holding tank (to be used as a reserve drain field) when the clean-up construction work takes place. Currently, PLIA and their consultant are hoping to see the clean-up work occur this coming summer.

Pile Replacement Project

John Continued his report with the Pile Replacement Project; Permits; The project is currently fully permitted.

Design; Only the inspection and a preliminary design concept has been completed and the Port is waiting for confirmation from the Tribe before proceeding with the engineering design in conjunction with finalizing the float and pier renovation design.

Grant and Contract Status; No grant funds have been expended to date and the grant contract is currently set to complete work by June of 2025. Currently, the Port does not have a task approved to begin final engineering and bidding but John would like to have that in place as soon as the Port is ready to move forward so the work can be included with pier and float renovation bids as soon as possible.

Anticipated Schedule; The current assumption is that this schedule will coincide with the pier and float work and occur as a single bidding and construction phase.

Treasurer's Report as of December 31, 2023 General Fund \$5,364.13 Investments \$287,854.98 Good Property Management (GPM) Account \$199,000 (total \$283,918.11)

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

Reports

Website

Commissioner Aho said he will post all pertinent reports to the Port of Illahee website.

Properties

5560 Oceanview Blvd-

Nothing to Report

5500 Illahee Road- Illahee Road-

John Buesch will take Commissioner Hall to introduce him so they can establish a working relationship.

5507 Illahee Road / Illahee Store Property

Nothing to Report.

Illahee Road lot

Nothing to report.

Dock/Pier

Commissioner Rupert mentioned that some signage in the Port parking lot might need to be replaced in the near future .



New Business

Commissioner Aho discussed the Bathymetric Survey results: There are 138 tire-clumps each tire clump has 12–28 tires that make up a clump. Serco and Wav-C will perform a test sometime in July 2024, they will have Divers from the Kitsap Search and Rescue team remove 3 clumps to test out the turbidity of the water.

Resolution 2024-01 Establishing the Port of Illahee meeting schedule for 2024.

Commissioner Hall made a motion to approve Resolution 2024-01

(motion by Hall; second Rupert by all in favor).

Resolution 2024-02 MRSC ROSTERS SMALL PUBLIC WORKS, CONSULTANT AND VENDOR ROSTERS REOLUTION. *Commissioner made a motion to approve Resolution 2024-02*

(motion by Rupert; second Hall by all in favor).

Resolution 2024-03 Stormwater Memorandum of Understanding (MoU) Authorization

(motion by Rupert; second Hall by all in favor).

7. PUBLIC COMMENT

There was some discussion from the public about the Port using the MRSC database and what happens to the small businesses, are they being pushed out? The Administrator responded that joining the MRSC is free to the businesses regardless of size and she will reach out to small businesses that the Port has worked with, like All Lawn Maintenance and help them get signed up through the MRSC.

ADJOURN

At 8:05PM the meeting adjourned (motion by Rupert; second Hall by all in favor).

Next regular meeting February 14, 2024 @6:30pm- via Zoom

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

Commissioner

Commissioner

Commissioner

ILLAHEE Port District No. 6
Reconciliation Summary
88712 - GENERAL FUND, Period Ending 01/31/2024

	<u>Jan 31, 24</u>
Beginning Balance	105,654.92
Cleared Transactions	
Checks and Payments - 31 items	-22,257.24
Deposits and Credits - 4 items	4,310.30
Total Cleared Transactions	<u>-17,946.94</u>
Cleared Balance	<u>87,707.98</u>
Register Balance as of 01/31/2024	87,707.98
New Transactions	
Deposits and Credits - 1 item	1,500.00
Total New Transactions	<u>1,500.00</u>
Ending Balance	<u><u>89,207.98</u></u>

ILLAHEE Port District No. 6
Reconciliation Summary
INVESTMENT POOL, Period Ending 01/31/2024

	<u>Jan 31, 24</u>
Beginning Balance	287,854.98
Cleared Transactions	
Deposits and Credits - 1 item	<u>766.96</u>
Total Cleared Transactions	<u>766.96</u>
Cleared Balance	<u>288,621.94</u>
Register Balance as of 01/31/2024	288,621.94
Ending Balance	288,621.94

Beginning Balance Date 1/1/2024

Treasurer's Summary Report
For 2024 - Jan
Fund: FD00712 Port/Illahee General

Cash						
Beginning Cash Balance					95,864.13	
1182:Investments		0.00	0.00	766.96	-766.96	-766.96
Purchased						
3100:Taxes	3110.10 - Real and Personal Property Taxes	0.00	357.48	0.00	-357.48	357.48
3600:Miscellaneous Revenues	3610.11 - Investment Interest	0.00	766.96	0.00	-766.96	766.96
5890:Custodial Activities	5890.40 - Warrants Issued	0.00	0.00	8,513.63	-8,513.63	-8,513.63
Total Cash		0.00	1,124.44	9,280.59	-8,156.15	87,707.98

699.20

699.10

TREAS RPT - Summary Cash Report - Investments & Debt Service

Beginning Balance Date 1/1/2024

Treasurer's Summary Report

For 2024 - Jan

Fund: FD00712 Port/Illahee General

Investments

Beginning Investment Balance					287,854.98
1182:Investments Purchased	0.00	766.96	0.00	766.96	766.96
Total Investments	0.00	766.96	0.00	766.96	288,621.94

Debt Service



PROJECT DETAILS

- Project Brief
- Properties
- Attachments
- Sponsor Match
- Billings**
- Progress/Final Reports
- Snapshot

OPTIONS

- Enter Progress/Final Report
- Email Grant Manager
- PRISM Support
- APPLICATION DETAILS**
- Application Wizard
- Application Report
- Grant Manager Comments Rpt

DASHBOARDS

- Billing Dashboards

Go to Project:

Go to Org:

Go to Person:

PROJECT: 20-2059 DEV, TRANSIENT MOORAGE IMPROVEMENTS

Sponsor: Illahee Port of Program: Boating Facilities - Local Status: Active

Project Start Date: 07/19/2021 Agreement End Date: 06/30/2025

BILLINGS

A summary of billing information for the selected project.

Released billings
 In Process and Approved billings
 Draft and Returned billings

BALANCES

Funding Source Balance

	RCO Grant Agreement	RCO %	Sponsor Match Agreement	Sponsor %	Total	AA&E Amount	%
Agreement Total	\$851,065.00	74.001469 %	\$299,000.00	25.998531 %	\$1,150,065.00	\$180,000.00	18.555500 %
Paid to Date	\$90,319.98	10.612583 %	\$31,731.62	10.612583 %	\$122,051.60	\$75,211.46	41.780000 %
Retained to Date	\$0.00	0.000000 %			\$0.00		
REMAINING BALANCE	\$760,745.02	89.387417 %	\$267,268.38	89.387417 %	\$1,028,013.40	\$104,788.64	58.210000 %
Planned Retainage	\$85,108.50	(10.000000000%)	Match Bank	\$0.00			
Retainage Trigger	\$765,958.50		Match Owed	\$0.00			
Number of Billings	8		Advance Balance	\$0.00			
Pending Billing	<input type="checkbox"/>						

ALN Number(s)

BILLING HISTORY

Number of Billings: 8

Billing #	Billing Date	Worksites Properties	Approved Amount	Payment Amount	Billing Period	Sponsor Invoice	Suffix	Billing Status Release Date	Export	Advance
#8	02/09/2024	Worksite #1: Port of Illahee	\$3,991.55	\$3,991.55	10/01/2023 - 12/31/2023		00	In Process Fiscal, Doran Lower		
#7	11/01/2023	Worksite #1: Port of Illahee	\$8,200.75	\$8,200.75	08/01/2023 - 09/30/2023		00	Released 11/09/2023		
#6	09/05/2023	Worksite #1: Port of Illahee	\$3,252.00	\$3,252.00	04/01/2023 - 07/31/2023		00	Released 09/15/2023		
#5	05/11/2023	Worksite #1: Port of Illahee	\$2,801.05	\$2,801.05	01/01/2023 - 03/31/2023		00	Released 05/24/2023		
#4	01/19/2023	Worksite #1: Port of Illahee	\$5,493.13	\$5,493.13	08/01/2022 - 12/31/2022		00	Released 01/23/2023		
#3	08/11/2022	Worksite #1: Port of Illahee	\$11,117.89	\$11,117.89	03/01/2022 - 07/31/2022		00	Released 08/22/2022		
Totals			\$90,319.96	\$90,319.96						

Number of Billings: 8

Export

Billing #	Billing Date	Worksites Properties	Approved Amount	Payment Amount	Billing Period	Sponsor Invoice	Suffix	Billing Status Release Date	Advance
#2	03/22/2022	Worksite #1: Port of Maheo	\$8,920.71	\$8,920.72	09/01/2021 - 03/21/2022		00	Released 03/28/2022	
#1	09/13/2021	Worksite #1: Port of Maheo	\$46,542.88	\$46,542.88	03/01/2020 - 08/31/2021		00	Released 09/23/2021	
Totals			\$90,319.96	\$90,319.98					

BILLINGS TO DATE

Use the filters below to display billing information by billing number, worksite or property.

Released billings
 In Process and Approved billings
 Draft and Returned billings

Billing #
 Worksite
 Property

Cost Category	Agreement Total	Billed			Total
		Expenditures	Donations	Other Funds	



PROJECT DETAILS

- Project Brief
- Properties
- Attachments
- Sponsor Match
- Billings**
- Progress/Final Reports
- Snapshot

OPTIONS

- Enter Progress/Final Report
 - Email Grant Manager
 - PRISM Support
- APPLICATION DETAILS
- Application Wizard
 - Application Report
 - Grant Manager Comments Rpt
- DASHBOARDS
- Billing Dashboards
- Go to Project:
-
-
- Go to Org:
-
-
- Go to Person:
-
-

PROJECT: 20-1711 DEV, PORT OF ILLAHEE WATERFRONT ACCESS IMPROVEMENTS

Sponsor: Illahee Port of Program: Aquatic Lands Enhancement Act Status: Active
 Project Start Date: 07/19/2021 Agreement End Date: 06/30/2025

BILLINGS

A summary of billing information for the selected project.

Released billings In Process and Approved billings Draft and Returned billings

BALANCES

Funding Source Balance

	RCO Grant Agreement	RCO %	Sponsor Match Agreement	Sponsor %	Total	AA&E Amount	%
Agreement Total	\$500,000.00	61.576355 %	\$312,000.00	38.423645 %	\$812,000.00	\$130,000.00	19.081600 %
Paid to Date	\$73,672.45	14.734490 %	\$45,971.61	14.734490 %	\$119,844.06	\$74,859.65	57.430000 %
Retained to Date	\$0.00	0.000000 %			\$0.00		
REMAINING BALANCE	\$426,327.55	85.265510 %	\$266,028.39	85.265510 %	\$692,355.94	\$65,340.35	42.560000 %
Planned Retainage	\$50,000.00	(10.00000000%)	Match Bank	\$0.00			
Retainage Trigger	\$450,000.00		Match Owed	\$0.00			
Number of Billings	8		Advance Balance	\$0.00			
Pending Billing	<input type="checkbox"/>						

ALN Number(s)

BILLING HISTORY

Number of Billings: 8

Billing #	Billing Date	Worksites Properties	Approved Amount	Payment Amount	Billing Period	Sponsor Invoice	Suffix	Billing Status Release Date	Export Advance
#8	02/09/2024	Worksite #1: Port of Illahee	\$3,321.35	\$3,321.35	10/01/2023 - 12/01/2023		00	In Process Fiscal, Doran Lower	
#7	11/01/2023	Worksite #1: Port of Illahee	\$6,823.81	\$6,823.82	08/01/2023 - 09/30/2023		00	Released 11/09/2023	
#6	09/05/2023	Worksite #1: Port of Illahee	\$2,705.97	\$2,705.96	04/01/2023 - 07/31/2023		00	Released 09/15/2023	
#5	05/11/2023	Worksite #1: Port of Illahee	\$2,330.74	\$2,330.74	01/01/2023 - 03/31/2023		00	Released 05/24/2023	
#4	01/19/2023	Worksite #1: Port of Illahee	\$4,570.61	\$4,570.61	08/01/2022 - 12/31/2022		00	Released 01/23/2023	
#3	08/11/2022	Worksite #1: Port of Illahee	\$9,251.16	\$9,251.16	03/01/2022 - 07/31/2022		00	Released 08/22/2022	
Totals			\$73,672.44	\$73,672.45					



PROJECT DETAILS

- Project Brief
- Properties
- Attachments
- Sponsor Match
- Billings**
- Progress/Final Reports
- Snapshot

PROJECT: 22-2038 DEV, PORT OF ILLAHEE PUBLIC PIER PILE REPLACEMENT

Sponsor: Illahée Port of Program: Boating Facilities - Local Status: Active
Project Start Date: 07/01/2023 Agreement End Date: 06/30/2025

BILLINGS

A summary of billing information for the selected project.

Released billings In Process and Approved billings Draft and Returned billings

BALANCES

	RCO Grant Agreement	RCO %	Sponsor Match Agreement	Sponsor %	Total	AA&E Amount	%
Agreement Total	\$191,000.00	74.901961 %	\$64,000.00	25.098039 %	\$255,000.00	\$42,500.00	20.000000 %
Paid to Date	\$0.00	0.000000 %	\$0.00	0.000000 %	\$0.00	\$0.00	0.000000 %
Retained to Date	\$0.00	0.000000 %			\$0.00		
REMAINING BALANCE	\$0.00	0.000000 %	\$0.00	0.000000 %	\$255,000.00	\$42,500.00	100.000000 %
Planned Retainage	\$0.00	(0.00000000%)	Match Bank	\$0.00			
Retainage Trigger	\$0.00		Match Owed	\$0.00			
Number of Billings	0		Advance Balance	\$0.00			
Pending Billing	<input type="checkbox"/>						

ALN Number(s)

OPTIONS

- Enter Progress/Final Report
 - Email Grant Manager
 - PRISM Support
- APPLICATION DETAILS
- Application Wizard
 - Application Report
 - Grant Manager Comments Rpt

DASHBOARDS

Billing Dashboards

Go to Project:

Go to Org:

Go to Person:

BILLING HISTORY

Number of Billings: 0

Billing #	Billing Date	Worksites Properties	Approved Amount	Payment Amount	Billing Period	Sponsor Invoice	Suffix	Billing Status Release Date	Export Advance
Totals			\$0.00	\$0.00					

BILLINGS TO DATE

Use the filters below to display billing information by billing number, worksite or property.

Released billings In Process and Approved billings Draft and Returned billings

Billing #

Worksite

Date: Janaury 10, 2024
To: Port of Illahee Board of Commissioners
From: John Piccone, P.E., Soundwest Engineering Assoc.
Subject: Projects Status Summary

Waterfront Improvement Project

- **USACE and WDFW Permit;** Still no confirmation from the Tribe that the fish committee has approved the revised design, the Corps permit process is pending removal of the Tribes objection. The WDFW HPA permit will be submitted per the revised design as soon as the Tribe provides official agreement.
- **County SDAP Permit;** We requested a 90-day extension to respond to the county request for information to provide a little time to see if the stormwater treatment vault funded by the county needed to be included in the permit. At this stage, since we are still unsure if the County stormwater treatment vault will occur, I plan to resume responding to the County request for information. The response to the information request is already 90% prepared and we will be submitting that in January. My expectation is that it will take some time for discussion with the county planners since they will need to evaluate deviations from standard protocol just as they did with the shoreline permit.
- **Kitsap County Stormwater Treatment;** Jim and I have had several discussions and emails with Kitsap County stormwater group regarding the possibility of a county funded treatment facility in the Ports upper parking lot. The County did confirm that that they have set aside a \$900,000 budget for this purpose however, we still have not been able to get a firm confirmation as to how they would like to spend the money to incorporate a treatment system into our planned project. Based on recent conversations I'm expecting this question to be resolved soon and in the meantime planning to forge ahead where possible on other pending items.
- **Site Contamination and PLIA coordination;** After additional discussion with PLIA and their consultant, the consultant agreed to expedite drilling near the dock suggesting that the additional cost to expedite this work was approx. \$8,000 and that the previously planned work was estimated at approx. \$20,000 for a total cost of approx. \$28,000. We expected PLIA to pay the \$20K and the Port to pay the \$8k however, PLIA is suggesting a 50/50 split where the Port would pay approx. \$14K. My recommendation after further discussion with the PLIA consultant is for the Port to separately pay them to prepare a contaminated materials management plan (CMMP) based on the information they already have rather than spending \$14K on 50% of a new well. The cost is expected to be significantly less and well under the \$10K amount approved at the December meeting. I believe we can include that plan in the waterfront bid documents and make provisions for the possibility of handling contaminated soils in that fashion instead of participating in the cost of drilling the well.

- **Anticipated Schedule;** This still remains somewhat of an unknown as there are remaining items out of our control (such as afore mentioned permits and Suquamish formal decision) that need to be resolved prior to finalizing the bid documents and awarding the project to a construction contractor. I'm still maintaining the goal of putting the project out to bid this year in later summer or early fall at this stage and will continue to update Jim and the Board as these items progress.
- **RCO Grant and Contract Status;** As everyone is aware, the project has met with several unanticipated delays and obstacles including those items discussed above. To date we have solved numerous issues and made progress solving difficult barriers however, we are still behind the original schedule. I have requested an extension to the RCO grant through June of 2025 which I expect RCO will very likely approve. Additionally, we have spent approx. \$240K of the \$410K budget RCO provided for Engineering, Admin, and Permits which leaves approx. \$180K to finish engineering and permitting, conduct bidding, and manage the construction process. This puts us approx. \$60K behind what I'd like to see at this stage of progress and knowing what we do now about items not yet resolved. I do believe that \$180K is enough to get us to the finish line however, it will be important to not spend this budget on further ancillary items (such as stormwater treatment, design revisions and negotiations, extensive meetings with County about ROW improvements, etc.). Since most of these ancillary items are necessary to keep the project(s) moving forward Jim has suggested that I prepare a budget amendment for the on-call task to continue assisting with these items if/when needed but not impacting the grant budget further. I planned to prepare that for approval at either the February or March meeting. Currently, the on-call task is well under budget as it was approved for anticipated items through the end of 2022 and there is still approx. \$25K remaining and unused.

Pile Replacement Project

- **Permits;** The project is currently fully permitted.
- **Design;** Only the inspection and a preliminary design concept has been completed and we are waiting for confirmation from the Tribe before proceeding with the engineering design in conjunction with finalizing the float and pier renovation design.
- **Grant and Contract Status;** No grant funds have been expended to date and the grant contract is currently set to complete work by June of 2025. Currently, we do not have a task approved to begin final engineering and bidding but I would like to have that in place as soon as we are ready to move forward so the work can be included with pier and float renovation bids as soon as possible.
- **Anticipated Schedule;** The current assumption is that this schedule will coincide with the pier and float work and occur as a single bidding and construction phase.

Store Clean-up & Renovation

- **Septic:** Dave's Septic has completed their report indicating that with some repair the existing septic system can be used for the store. I believe the Commissioners all have a copy of that report.
- **PLIA:** Jim and I have had discussion with PLIA and they understand that the Port would like to pay for and install a septic holding tank (to be used as a reserve drainfield) when the clean-up construction work takes place. Currently, PLIA and their consultant are hoping to see the clean-up work occur this coming summer.

Action Items:

- Jim and John to confirm if Kitsap County will provide an MOU for the stormwater treatment facility plans, including full reimbursement to the Port, and if so any potential delays that may result due to this joint project. If not, I presume the Port will want to move forward without further consideration of the joint stormwater project. We will endeavor to finalize this question no later than the February board meeting.
- Contract with the PLIA consultant to prepare a CMMP under the assumption that it will cost less than the \$10K approved for well drilling.
- Continue to periodically check in with Tribe and Corps to monitor status and anticipated timeframe to issue permit.
- Provide responses to the County SDAP permit reviewers, then resolve the setback variance request and ROW permit requirements they are asking for so this permit can be finalized regardless of the County stormwater treatment potential project component.

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	---