



Port of Illahee
Minutes of Regular Meeting
February 14, 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; Roy Barton; John Piccone and Cathy Johnson.

CONSENT AGENDA

The following consent agenda items were approved: February 14th Meeting Agenda; January 10, 2024 Meeting Minutes; checks numbering 5143 through 5154 totaling \$7,750.99 as outlined in the attached Voucher Approval (motion by Rupert; second by Hall all in favor).

SIGNING OF DOCUMENTS

Commissioners plan to stop by the Port of Silverdale office to sign documents on Thursday February 15, 2024

PUBLIC COMMENT

None at this time.

REPORTS/UNFINISHED BUSINESS -

John Piccone with SoundWest Engineering spoke at the Port of Illahee's February 14th meeting, below is John's Report Summary on the status of The Port of Illahee Projects:

Waterfront Improvement Project

- **USACE and WDFW Permit;** I received an email from the Tribe on February 6 indicating that the fish committee had met and discussed the revised dock layout we provided. The Tribes project manager commented that they'd be getting back to us shortly with details and I plan to check in with him if there's no word by next week. Hopefully, this means we'll be able to proceed with the corps permit very soon.
- **County SDAP Permit;** As previously mentioned, this permit was extended 90 days pending discussions around the potential County sponsored stormwater treatment vault. Following discussions with the County they did decide a few weeks ago that it would be better for them to wait for another opportunity to treat stormwater and so we've proceeded with the project as originally planned. The SDAP information request is very nearly complete now and will be submitted in the next couple weeks. Following that submission, I'm expecting a period of discussion around the setback variance request, ROW permit requirements, and a few other misc. items. Our goal will be to move this permit forward as quickly as the County allows and then prepare the building permit submittal and ROW permit preparations prior to bidding.



- **Kitsap County Building and ROW Permits;** The County will ultimately require both a building permit and ROW permit. Although both of these permits are typically much faster review times, they do have procedural requirements that are complex with public projects awarded to the lowest bidder. For example, they will require certain items which only the contractor can provide but we will not know who the contractor is until we bid the project. Conversely, if we don't have at least a preliminary approval we may meet with significant delays during construction resulting in costly change orders. So, it will be necessary to work through these items with the county in the coming months and I expect some of the permitting activities to take place before bidding and some will be completed by the contractor after the bid is awarded.

- **Site Contamination and PLIA coordination;** As mentioned previously, we plan to have the environmental consultant working on the store site cleanup prepare a contaminated material management plan (CMMP) for inclusion in the bid documents for the waterfront project.

- **Anticipated Schedule;** This is still ultimately unknown due to the permitting timelines but the goal remains for bidding in the summer or fall of 2024 with completion by early summer 2025. As soon as we have confirmation that the Tribes objection is removed and the SDAP permit is approved it will be much easier to set a schedule with confidence.

RCO Grants

The grant extensions we submitted in January were approved by RCO and the new contract completion date was revised to June of 2025. I have also prepared a new 2024 on-call task order for approval as we discussed at the last board meeting. The task budget amounts for the two grant projects (waterfront improvements and pile replacement) were set based on the previously approved grant budgets for A&E. The on-call task for non-grant reimbursable assistance was increased from approx. \$26K to \$50K in the event it's needed to continue assisting with some of the ancillary items that have become necessary to keep the project moving forward as well as any assistance requested for the store site renovation.

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.

- **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 \$87,707.98 Investments \$288,621.94 Good Property Management (GPM) Account \$199.00 total: \$376,528.92

Grant Status:

BFP RCO Share Total = \$851,065.00 Remaining RCO Balance \$760,745.02
ALEA RCO Share Total= \$500,000.00 Remaining RCO Balance \$426,327.55
RCFB RCO Share Total= \$191,000.00 Remaining RCO Balance \$191,000.00

Reports

Website

There was much discussion about the Port's website, Commissioner Aho is going to have Commissioner Hall who is also trained in Information Technology's (IT) take over the Port's website at some point. Commissioner Hall has some good ideas about trying to communicate through an encrypted portal on the Ports website but is going to check with the MRSC (Municipal Research and Service Center) to see if it can be done legally as a Public Port.

Properties

5560 Oceanview Blvd-

Nothing to Report

5500 Illahee Road- Illahee Road-

Nothing to Report

5507 Illahee Road / Illahee Store Property

Nothing to Report.

Illahee Road lot

Nothing to report.

Dock/Pier

Nothing to Report

New Business

Commissioner Hall is going to introduce himself to all the Port tenants and mentioned there was quite a bit of moss on one of the roofs and will get some quotes for roof cleaners.

7.PUBLIC COMMENT

There was some discussion from the public about the Port website and making sure the Port is in compliance, one community member had a suggestion about checking with the WPPA (Washington Public Ports Association) as well as the MRSC. A person from the public commented, that they recently got their roof cleaned and Fav's Moss Removal Roof and Gutters out of Poulsbo was very reasonable priced and did a quality job.



ADJOURN

At 7:35PM the meeting adjourned (motion by Rupert; second Hall by all in favor).

Next regular meeting March 13, 2024 @6:30pm- via Zoom

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



Commissioner



Commissioner

Commissioner



INTERIM VOUCHER APPROVAL

We, the undersigned Board of Commissioners of the Port of Ilwaco, Kitsap County, Washington, do hereby certify that the merchandise and/or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$7,750.99 and from the General Fund, this 14TH day of February 2024

Port Auditor

Port Commissioner

Port Commissioner

Number	Name	Amount
5143	ERIC L. HALL	384.00
5144	JAMES AHO	384.00
5145	JEFFREY S. RUPERT	384.00
5146	NORTH PERRY AVENUE WATER DISTRICT	62.22
5147	BANK OF AMERICA	17.03
5148	CASCADE NATURAL GAS	3.89
5149	HONEY BUCKET	271.00
5150	PORT OF SILVERDALE	750.00
5151	PUGET SOUND ENERGY	386.71
5152	SOUNDWEST ENGINEERING ASSOCIATES	4,680.50
5153	WASHINGTON PUBLIC PORTS ASSOCIATION	300.00
5154	WASTE MANAGEMENT	117.84