



**AGENDA FOR  
PORT OF ILLAHEE COMMISSION  
Wednesday, April 9TH - 6:30PM  
ZOOM MEETING #715 0997 5823 / Password: Illahee**

**1. CALL TO ORDER**

**2. CONSENT AGENDA**

- a. \*April 9th, 2025, Agenda
- b. \*March 12<sup>th</sup>, 2025, Regular meeting minutes
- c. \*March 27<sup>th</sup>, 2025, Special meeting minutes
- d. Pay Bills with check numbers **5303** through **5333** totaling **\$15,117.99** \* Pending Auditor Approval\*

**3. SIGNING OF DOCUMENTS**

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

**4. PUBLIC COMMENT opportunity**

2-minute max, please note that Commissioners are encouraged to wait until the end of the meeting to respond to comments/statements

**5. REPORTS/UNFINISHED BUSINESS**

a. Grants/Waterfront Access Improvements

- Waterfront Project - status

b. Illahee Store Project – status

c. \*Treasurer's Report as of March 31, 2025

- General Fund: **\$16,125.28**
- Investments: **\$301,586.24**
- Bond: **\$704,544.31**
- Good Property Management (GPM) Account: 199.00
- Total: **\$317,910.52 + 704,544.31= \$1,022,454.83**

d. Grant Status

- BFP RCO: Total = \$851,065.00, Amount of RCO paid: \$126,319.36, Remaining RCO Funds: **\$724,745.64**
- ALEA RCO: Total = \$500,000.00, Amount of RCO paid: \$94,822.05, Remaining RCO Funds: **\$405,177.95**
- RCFB RCO: Total = \$191,000.00, Amount of RCO paid: \$14,498.87 Remaining RCO Funds: **\$176,501.12**



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**e. Reports**

- Website: Anything to report?
- Properties: Anything to report.
- 5560 Ocean View Boulevard/Rental

**Discussion on Sale of Property-**

- 5500 Illahee Road/Rental
- 5507 Illahee Road/Illahee Store Property
- Illahee Road Lot
- Dock/Pier: Anything to report?

**6. NEW BUSINESS**

**a. Community Budget Committee discussion**

- \* b. Washington Public Ports Spotlight Article featuring the Port of Illahee

**7. PUBLIC COMMENT opportunity #2**

2-minute max, please note that Commissioners are encouraged to wait until the end of the meeting to respond to comments/statements

**8. COMMISSIONER OPPORTUNITY TO RESPOND TO PUBLIC COMMENTS/SUGGESTIONS**

- Commissioner Aho:
- Commissioner Hall:
- Commissioner Rupert:

- 9. ADJOURN** - Regular Meeting – May 7, 2025, at 6:30 PM via Zoom  
- Kitsap All Ports – April 28, 2025@6:30 PM at Port of Brownsville



## Port of Illahee Minutes of Regular Meeting

March 12, 2025

### Call to Order

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. **Commission Chairman James Aho** called the meeting to order at 6:30 PM. Also, in attendance were **Commissioner Jeffrey Rupert; Commissioner Eric Hall; Administrator Jennifer Olson; Roy Barton; Cathy Jonson; John Parvis; Debbie Smith; Janet Soderberg Leonard Knight and John Buesch**

- March 12, 2025, Meeting Agenda
- February 12, 2025, Regular Meeting minutes
- Payment of bills with check numbers **5302 through 5317** totaling **\$15,186.82** \*Items approved pending auditor approval  
*(motion by Rupert; second by Hall; all in favor)*

### Signing of Documents

Commissioners plan to stop by the Illahee Store to sign documents on Friday, March 14, 2025.

### Public Comment

A community member expressed his opinion that the power pole located closer to the dock should not be replaced. Instead, he recommended removing the pole and connecting to power through an existing power pole located closer to Illahee Road.

### REPORTS/UNFINISHED BUSINESS -

#### Grants/Waterfront Access Improvements

Commissioner Aho read a report from SoundWest Engineering regarding the construction process, including the contractor's progress in obtaining permits, the review of construction submittals, and the anticipated site mobilization. The Commissioners also discussed the potential cost increase due to an archaeological monitoring request from Recreation & Conservation (RCO), which they believe was a mistake. They expect to receive notice to proceed with site construction from the Recreation & Conservation Office (RCO) later in the week. They also discussed an RCO agreement term extension, which is expected to be approved by the RCO board in April.

### Illahee Store Project

**Contamination and Cleanup:** Commissioner Aho detailed the involvement of SoundWest Engineering and SLR in addressing potential contamination issues and developing a cleanup plan.

- **Store Contact Update:** Commissioner AHO will contact PLIA and SLR to update the store contact to Commissioner Hall and will provide an update at the next meeting.



## Treasurer's Report as February 28, 2025.

- General Fund: **\$20,780.04**
- Investments: **\$ 300,584.09**
- Good Property Management (GPM) Account: **\$199.00**
- Bond: **\$702,203.16**
- Total: **\$ 321,563.13 + Bond \$702,203.16 =1,023,766.29**

## Grant Status

BFP RCO Total: **\$851,065.00**    Amount of RCO paid: **\$126,319.36**    Remaining RCO Funds: **\$724,745.64**

ALEA RCO Total: **\$500,000.00**    Amount of RCO paid: **\$ 94,822.05**    Remaining RCO Funds: **\$405,177.95**

RCFB RCO Total: **\$191,000.00**    Amount of RCO paid: **\$14,498.87**    Remaining RCO Funds: **\$176,501.12**

## Website

Commissioner Aho discussed the need to reorganize and add new content to the Port's website, including information on tire reefs and a derelict vessel program. He also noted that the community updates section needs to be refreshed.

Commissioner Hall confirmed he had reviewed the recent updates and found them satisfactory. Additionally, Commissioner Aho shared plans to create a mailer outlining current projects and activities, which will be sent to all residences within the Port district.

## Properties

- **5560 Oceanview Blvd:** The Commission discussed the possibility of encouraging tenants to move out earlier and clean the property to make it more attractive to potential buyers. Commissioner Rupert agreed to speak with the tenants and coordinate with Good Property Management. The Commission decided to move forward with advertising the property for sale, potentially through a bidding process once the property is ready. Commissioner Rupert also noted that his son would clean the roof as part of the property preparations.

The Commission discussed the process of selecting a Real Estate Broker to facilitate the sale of the property. A previously passed motion prohibits selecting Real Estate Brokers with personal or professional ties to the Port of Illahee Commissioners. The Commissioners and community members debated the pros and cons of choosing a known realtor versus one without prior connections. The current condition of the property was also reviewed, with a consensus that decluttering and minor landscaping are needed to prepare it for sale.

- **5500 Illahee Road:** The Commission is awaiting the removal of the tenant through the legal process being handled by the Port's attorney. The most recent update from the attorney indicates a return to court is expected in early April.



- **5507 Illahee Road** the Commissioners reviewed the boundary line survey completed by AES and discussed the location of a neighboring fence in relation to the Illahee Store building. Commissioner Rupert expressed concern about the fence's proximity and suggested involving the Port's attorney to explore options for parceling out the property and potential legal actions if the neighbor declines to purchase the affected parcel. He also proposed contacting the neighbor to request voluntary relocation of the fence or, if necessary, consider legal remedies. Commissioner Aho noted that a compressor was located on the south side of the store, which is the likely site for the installation of a new unit and recommended conducting a site visit before any outreach is made. Commissioner Hall agreed that legal counsel from the Port's attorney would be necessary to move forward appropriately.
- **Illahae Road lot:** Administrator will contact one of three Real Estate agents.

**Dock/Pier-** Nothing to report.

## **New Business**

- **Formation of Community Budget Committee**

The Commissioners discussed the creation of a Community Budget Committee to address financial concerns for the Port. Cathy Johnson proposed the committee include a commissioner, a few members of the public, and possibly the Administrator, to assess ongoing operating issues and help provide a framework for financial decision-making. The Commissioners agreed this was a good approach, with Commissioner Hall volunteering to represent the Commission. It was decided that the committee should remain small, with Cathy potentially leading the group. A motion to establish the committee was made and passed unanimously. The Commissioners briefly discussed the need to research any legal requirements related to the formation of such a committee.

- **Mailing Flyer Challenges and Public Records**

Commissioner Aho discussed the challenges of mailing out a flyer to everyone within the port boundaries, mentioning the involvement of Jeremy Stitt and the company Print Northwest. Commissioner Aho also discussed the need for a public records request to obtain addresses from the auditor's office. A Community member suggested contacting the Assessor's office for the information. The Commission agreed to review the draft copy of the flyer and make necessary changes.

### **Public Comment:**

*Roy Barton and Cathy Johnson agreed to be on the newly formed budget committee along with Commissioner Hall and the Ports Administrator.*

## **Adjourn-**

At 7:29 PM, the meeting adjourned. **(Motion by Rupert; second by Hall; all in favor).**

The next regular meeting is scheduled for April 9, 2025, at 6:30 PM via Zoom.

Kitsap All Ports Meeting: April 28, 2025, at 6:30 PM at Port of Brownsville

## **Signatures**

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Commissioner James Aho

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Commissioner Eric Hall

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Commissioner Jeffrey Rupert

## **MINUTES OF PORT OF ILLAHEE SPECIAL MEETING ON MARCH 27, 2025.**

The Port of Illahee's Special Meeting was held via Zoom.

Commissioner Aho called the Special meeting to order at 7:00 PM Also, in attendance were Commissioner Rupert, Commissioner Hall and Administrator Jennifer Olson

**Executive Session** It was announced that the meeting would be going into executive session for 1 hour **beginning at 7:00 PM**, under RCW 42.30.110(1)(b) and (c) for real estate purposes.

**RCW 42.30.110(1)(b):** To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would likely increase the price.

**RCW 42.30.110(1)(c):** To consider the minimum price at which real estate will be offered for sale or lease when public knowledge of such consideration would likely decrease the price. However, final action must be taken in an open session.

**End Executive session at 8:00 PM / No decision was made.**

**ADJOURN** – The meeting adjourned at 8:00 PM (*motion by Rupert; second by; Hall; unanimous*).

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Commissioner

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Commissioner

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Commissioner

The Port of Illahee

INVESTMENT POOL, Period Ending 03/31/2025

RECONCILIATION REPORT

Reconciled on: 04/07/2025

Reconciled by:

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance.....	300,584.09
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (1).....	1,002.15
Statement ending balance.....	<u>301,586.24</u>

Register balance as of 03/31/2025.....	301,586.24
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Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/31/2025	Transfer			1,002.15
Total				1,002.15

The Port of Illahee

88712 - GENERAL FUND, Period Ending 03/31/2025

RECONCILIATION REPORT

Reconciled on: 04/07/2025

Reconciled by:

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance.....	20,780.04
Checks and payments cleared (14).....	-16,188.97
Deposits and other credits cleared (3).....	11,534.21
Statement ending balance.....	<u>16,125.28</u>
Register balance as of 03/31/2025.....	<u>16,125.28</u>

Details

Checks and payments cleared (14)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/12/2025	Check	5303	ERIC L. Hall	-256.00
03/12/2025	Check	5302	JAMES AHO	-256.00
03/12/2025	Check	5304	JEFFREY S. RUPERT	-256.00
03/12/2025	Check	5312	AES Consultants, Inc.	-1,950.00
03/12/2025	Check	5313	Alfredo Landscaping	-2,773.68
03/12/2025	Check	5314	BAGWELL LAW, PLLC	-1,592.19
03/12/2025	Check	5315	BANK OF AMERICA	-176.53
03/12/2025	Check	5316	CASCADE NATURAL GAS	-13.00
03/12/2025	Check	5317	HONEY BUCKET	-135.50
03/12/2025	Check	5309	JJAM INNOVATIONS, LLC	-1,508.11
03/12/2025	Check	5310	PUGET SOUND ENERGY	-146.28
03/12/2025	Check	5305	SOUNDWEST ENGINEERIN...	-6,073.75
03/12/2025	Check	5311	WASTE MANAGEMENT	-49.78
03/31/2025	Transfer			-1,002.15
Total				-16,188.97

Deposits and other credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/31/2025	Transfer			4,940.00
03/31/2025	Deposit			5,592.06
03/31/2025	Deposit			1,002.15
Total				11,534.21



**TREAS RPT - Summary Cash Report - Cash**

Beginning Balance Date 1/1/2025

Treasurer's Summary Report

For 2025 - Mar

**Fund: FD00712 Port/Illahee General**

Ledger Account	Revenue or Spend Category	Beginning Balance	Debit	Credit	Month-to-Date	Year-to-Date
Cash						
Beginning Cash Balance						753,129.22
1182:Investments		-1,911.52	0.00	1,002.15	-1,002.15	-2,913.67
Purchased						
3100:Taxes	3110.10 - Real and Personal Property Taxes	2,936.44	5,592.06	0.00	5,592.06	8,528.50
3100:Taxes	3170.20 - Leasehold Excise Tax	14.22	0.00	0.00	0.00	14.22
3600:Miscellaneous Revenues	3610.11 - Investment Interest	1,911.52	1,002.15	0.00	1,002.15	2,913.67
3800:Other Increases in Fund Resources	3890.40 - Custodial Type Deposits	4,939.00	4,940.00	0.00	4,940.00	9,879.00
5890:Custodial Activities	5890.40 - Warrants Issued	-40,238.84	0.00	15,186.82	-15,186.82	-55,425.66
6900:Transfers Out	6971.88713 - Transfers Out	-700,000.00	0.00	0.00	0.00	-700,000.00
Total Cash		-732,349.18	11,534.21	16,188.97	-4,654.76	16,125.28

699.20

699.10

**TREAS RPT - Summary Cash Report - Investments & Debt Service**

Beginning Balance Date 1/1/2025

Treasurer's Summary Report

For 2025 - Mar

**Fund: FD00712 Port/Illahee General**

Ledger Account	Beginning Balance	Debit	Credit	Month-to-Date	Year-to-Date
Investments					
Beginning Investment Balance					298,672.57
1182:Investments Purchased	1,911.52	1,002.15	0.00	1,002.15	2,913.67
Total Investments	1,911.52	1,002.15	0.00	1,002.15	301,586.24

Debt Service

**TREAS RPT - Summary Cash Report - Cash**

Beginning Balance Date 1/1/2025

## Treasurer's Summary Report

For 2025 - Mar

**Fund: FD00713 Port/Hlahee GO Bond**

Ledger Account	Revenue or Spend Category	Beginning Balance	Debit	Credit	Month-to-Date	Year-to-Date
Cash						
Beginning Cash Balance						63.00
1182:Investments		-702,203.16	0.00	2,341.15	-2,341.15	-704,544.31
Purchased						
3600:Miscellaneous	3610.11 - Investment Interest	2,203.16	2,341.15	0.00	2,341.15	4,544.31
Revenues						
4900:Transfers In	4970.88712 - Transfers In	700,000.00	0.00	0.00	0.00	700,000.00
Total Cash		0.00	2,341.15	2,341.15	0.00	63.00

Across Puget Sound from Seattle and just up the road from the Navy ships in Bremerton, the Port of Illahee is a historic port with a deep connection to their community forged over decades of community use. Now they look to the future, to ensure their historic dock remains safe and usable for generations to come.

Prior to the construction of the dock at Illahee, the small community on the Kitsap Peninsula was an isolated resort town. Residents of Seattle worn out by life in the city would travel to Illahee to relax and reconnect with nature. Ole Hanson, who later became mayor of Seattle, sold homes and small lots on the waterfront for use as summer homes.

“The history of the site makes it special,” said Jim Aho, one of the Commissioners of the Port of Illahee. “That past forms a real connection and can make Illahee into a destination site.”

The Port of Illahee was established in 1922 to support the expansion of a dock for the Mosquito Fleet, a fleet of private passenger ferries that sailed the waters of Puget Sound prior to the creation of the Washington State Ferries. Founded just more than a decade after the Port District Act authorized the creation of port districts, it was the 14<sup>th</sup> port formed in Washington.

During this era, the dock was Illahee’s only connection to the outside world. Tourism was a major economic driver, facilitated by the passenger boats Vashonia and Chickaree and their passage back and forth to Illahee’s dock from other similar facilities around the sound.

In the 1930s cars replaced steamships as the primary means of passenger and cargo conveyance in the region, but the port maintained the dock for recreational use. During the Second World War, the dock was updated and expanded to support Navy activities including a “degaussing station” that was used to demagnetize steel ships so they wouldn’t attract magnetic mines. Naval use ended after the war, but the degaussing buoys in the channel remained in use until the 1970s.

That WWII-era upgrade was the last significant infrastructure upgrade the facility has seen. The dock never-the-less continues to play a vital role in the Illahee community, serving as one of a few local public water access points and providing many in Kitsap County with a space to enjoy boating, fishing, and scuba diving in Puget Sound. Those intervening years have taken their toll, however, with signs of wear and tear requiring immediate attention.

Four major issues currently confront the Port of Illahee: Deteriorating pilings that threaten the dock’s structural integrity, deteriorating tire reefs endangering the environment, leaking

underground gasoline storage tanks from an adjacent convenience store, and finding funding for these urgent and necessary challenges.

The marine pilings that support the dock have deteriorated. To address this, the port is embarking on a \$2 million construction project, which will restore the pilings and allow the port to make improvements to the parking and access facilities and add new floating docks, a gangway and a small vessel launch ramp.

Tire reefs placed in front of the dock have become environmentally hazardous. Thousands of rubber tires, tied together in clusters were placed in the Puget Sound in the 1970s and 1980s (at the direction of the Washington State Department of Fisheries) to serve as artificial reefs and breakwaters, thinking this would enhance marine aquatic habitat. However, the tires degraded over time and the rubbers, plastics, and metals they emit can cause harm to sea life. Furthering the negative environmental impact, the emerging contaminant 6PPD – found in rubber tires – is directly tied to coho salmon morbidity. According to studies led by the Washington Department of Natural Resources (DNR) from 2019 to 2022, more than 100 bundles of tires currently sit around the Illahee dock and need to be removed.

To further home in on Illahee's tire reef, the Washington Autonomous Vehicle Cluster (WAV-C) partnered with the Port of Illahee to survey and plot the underwater reefs in order to develop a full cleanup plan. In 2023, [This project](#) was honored as the Washington Economic Development Association's (WEDA) Project of the Year.

Furthermore, the Port of Illahee is not alone in working to remove artificial tire reefs; WPPA is currently advocating for additional DNR funding to remove tire reefs across Washington's State-Owned Aquatic Lands. If you are interested in this ongoing legislative effort, keep an eye on WPPA's weekly legislative reports. You can read more about tire reef removal efforts in Washington [here on DNR's website](#).

In addition to the dock, the Port plans on remediating and refurbishing the abandoned Illahee Foods Store, which has sat vacant since 2000 when gas began leaking from the underground storage tanks at the site. Remediation will involve removing the tanks and cleaning up any contamination, at which point the property will be ready to lease and return to productive, active use. The Port has received a PLIA grant for this project and plans to complete the remediation this year.

Projects for small ports like the Port of Illahee require a substantial investment to move forward. Funding needs like this, primarily funded through their yearly property tax levy of less than \$100,000, can be an uphill battle and pursuing full repairs to their dock could leave the port as much as \$1 million in debt. To combat this, the Port has established a local fundraising

campaign in partnership with Kitsap Community Foundation (KCF). Interested parties can donate to the “Illahee Dock Assist & Recognition Fund” at the KCF website.

“For the port to have a \$2 million construction project and another \$700,000 remediation project is a huge undertaking,” Aho said. The port has prepared a mailer to be sent to everyone living within the Port District, which will include information on the project and how to support it. “We spent a lot of time getting that mailer right, so we hope it works.”

Small ports are such an important part of what makes WPPA tick, and they are a cornerstone of the port industry itself. The Port of Illahee demonstrates the deep relationship between a community and its port, and now the Port is calling upon the community to assist them in ensuring that these projects are successful.