



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

Commissioner James Aho

Commissioner Eric Hall

Commissioner Jeffrey Rupert