



**AGENDA FOR
PORT OF ILLAHEE COMMISSION
Wednesday, June 11TH - 6:30PM
ZOOM MEETING #715 0997 5823 / Password: Illahee**

1. CALL TO ORDER

2. CONSENT AGENDA

- a. *June 11th, 2025, Agenda
- b. *May 14th, 2025, Regular meeting minutes
- c. Pay Bills with check numbers **5348** through **5359** totaling **\$378,414.12** * 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

- Authorize/approve power hookup to the store - status
- Install the Port bulletin board at the store, for community public notices? -status

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

- General Fund: **\$ 36,922.43**
- Investments: **\$ 303,716.03**
- Bond: **\$ 675,385.62**
- Total: **\$ 1,016,024.08**

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: \$97,670.11
Remaining RCO Funds: **\$ 402,329.89**
- RCFB RCO: Total = \$191,000.00, Amount of RCO paid: \$18,296.16
Remaining RCO Funds: **\$ 172,703.83**



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e. Reports

- Website: Anything to report?
- Properties: Anything to report.
- 5560 Ocean View Boulevard - status
- 5500 Illahee Road- Demolished
- 5507 Illahee Road/Illahee Store Property
- Illahee Road Lot - status
- Dock/Pier: Closed for construction
- Community Budget Committee meeting June 9th
- Administrative duties – status

6. NEW BUSSINESS

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 – July 9, 2025, at 6:30 PM via Zoom
- Kitsap All Ports – July 28, 2025@6:30 PM at Port of Brownsville



Port of Illahee Minutes of Regular Meeting

May 14, 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; Debbie Smith; Janet Soderberg; Leonard Knight; John Parvis; Kathie Lustig; Daja Haske; and John Buesch

- May 14, 2025, Meeting Agenda
- April 9, 2025, Regular meeting minutes
- April 18, 2025, Special meeting minutes
- April 29, 2025, Special meeting minutes
- Approve Electronic Transfer for Go Bond (May & November)
- Payment of bills with check numbers 5336 through 5347 totaling \$17,928.80 *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, May 16, 2025.

Public Comment

A member of the public emphasized prudent use of funds for store renovations, suggesting that any work be deferred until the dock construction is complete to ensure better timing and resource allocation.

REPORTS/UNFINISHED BUSINESS -

Grants/Waterfront Access Improvements

Commissioner Aho provided an update on the Port's waterfront project, the progress of the construction project, mentioning that the contractor is moving quickly and they are aiming to complete the project in three months.

Illahoe Store Project

The Commissioners engaged in extensive discussion regarding the next steps for the Illahee Store property.

Commissioner Aho will authorize and coordinate the reconnection of power to the store. He will also investigate the necessary steps to facilitate the power hookup.

Commissioner Rupert proposed reinstalling the Port bulletin board, which was previously removed from the kiosk on Illahee Road, and relocating the kiosk to the Illahee Store property to serve as a site for community public notices.



Treasurer's Report as April 30, 2025.

- General Fund: \$ 41,257.95
- Investments: \$ 302,598.18
- Bond: \$ 706,908.33
- Total: \$1,050,764.46

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: \$ 97,670.11 Remaining RCO Funds: \$ 402,329.89

RCFB RCO Total: \$191,000.00 Amount of RCO paid: \$ 18,296.16 Remaining RCO Funds: \$172,703.83

Website

Commissioner Aho discussed the website's progress reports and suggested that the Commissioners provide input on what they would like to see on the site.

Properties

- **5560 Oceanview Blvd:** Discussed under new business – **Resolution 2025-02**
- **5500 Illahee Road:** *The house was demolished in April 2025.*
- **5507 Illahee Road** **Commissioner Rupert** made a motion to send a certified letter to the neighbor on the south side of the store property. The letter will include a copy of the survey report and request that the existing fence be either moved or removed within 60 days. (***motion by Rupert; second by Hall; all in favor***)
- **Illahee Road lot:** Discussed under new business – **Resolution 2025-02**

Dock/Pier- Currently Closed for construction project.



New Business

- **Enduris Insurance Claim:**

The Port submitted an insurance claim to Enduris for water damage at the property located at 5560 Ocean View Blvd. The claim was denied on the basis that the damage did not occur within the past year. It was later discovered that a similar claim for water damage at the same property had been filed and subsequently withdrawn in 2022 by a former Commissioner. The Port was not aware of the prior claim at the time of submission.

- **Kathie Lustig, Save Enetai**

Kathie Lustig, President of Save Enetai, provided information on the upcoming June 27, 2025, kick-off meeting to discuss a joint effort to amend the Illahee Community Plan. She announced a new project website: <http://illahee-enetaicommunity.org>. It is now live and shared that she distributes a regular newsletter to keep the community informed on events and ongoing efforts.

Ms. Lustig addressed the Port to inform them of the initiative, invite their participation, and formally request permission to display a vinyl banner at the Illahee store property.

Commissioner Rupert made a motion to approve the installation of the banner at the Illahee store property. (motion by Rupert; second by Hall; all in favor)

- **Administrator Resignation**

Administrator Jennifer Olson submitted her formal resignation, providing two-month notice. Her final day of employment is scheduled for July 7, 2025.

The Commissioners discussed the necessity of finding a suitable replacement for the administrative role.

Commissioner Hall expressed willingness to collaborate with Jenny during the transition period and offered to research the responsibilities and requirements of the Administrator position, considering the possibility of assuming these duties himself.

- **Resolution 2025-02 Divestment of Two Port Properties to Fund 2025 Construction Project**

The Commissioners reviewed the proposal to sell a house and adjacent lot in their current condition. The property, especially the house, it is in poor repair and would require extensive and costly renovations. The Commissioners agreed to list both properties "as is," without undertaking any renovations or improvements, to avoid additional expenses and mitigate legal risks.

Commissioner Rupert made a motion to approve Resolution 2025-02 Divestment of Two Port Properties to Fund 2025 Construction Project. (motion by Rupert; second by Hall; all in favor)



Public Comment:

A community member commented that the sale of the Oceanview property will be on an "as-is" basis, reminding prospective buyers of the principle: "Buyer Beware."

Adjourn-

At 8:00 PM, the meeting adjourned. **(Motion by Rupert; second by Hall; all in favor).**

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

Signatures

Commissioner James Aho

Commissioner Eric Hall

Commissioner Jeffrey Rupert

PORT OF ILLAHEE - WATERFRONT IMPROVEMENTS

PROJECT DESCRIPTION

WHAT'S HAPPENING?

After many years of planning & public outreach the Port of Illahee is constructing the long-awaited improvements to the Illahee Dock and upland public access. This approx. \$2M public access project has been funded by three separate State water access grants, Port funds, and private donations.

UPLAND IMPROVEMENTS

The existing port owned upland property and entrance roadway will be completely renovated to provide significantly improved parking, waterfront access, restroom, and landscaped public areas.

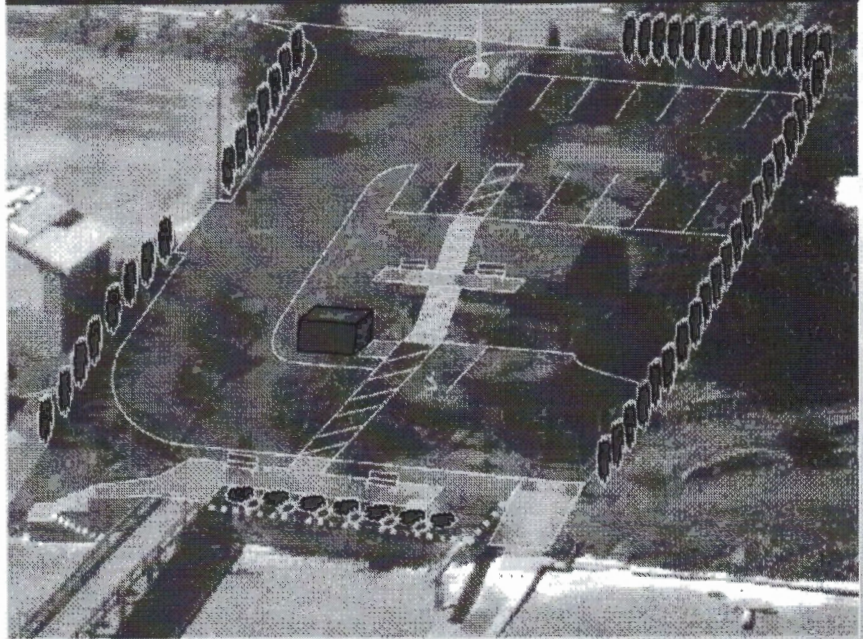
PIER REPAIRS

The historic Illahee Pier requires significant repairs for safety and durability including replacement of approximately 20 support pilings.

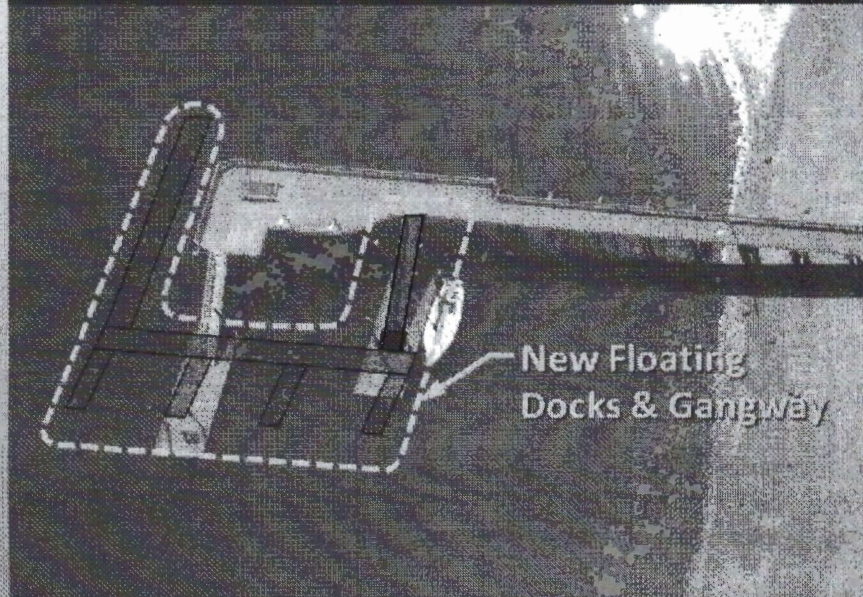
NEW FLOATS & MOORAGE

The existing floats at the end of the Illahee Pier have reached the end of their useful life and will be replaced with a significantly improved new float and gangway system providing both motorized boat moorage and recreational floats for non-motorized craft and fishing.

Improved Waterfront Access & Parking Facilities



Improved Dock Facilities with Repairs to Existing Pier



JUNE 2025

PORT OF ILLAHEE - WATERFRONT IMPROVEMENTS

CONSTRUCTION UPDATE

PUBLIC NOTICE:

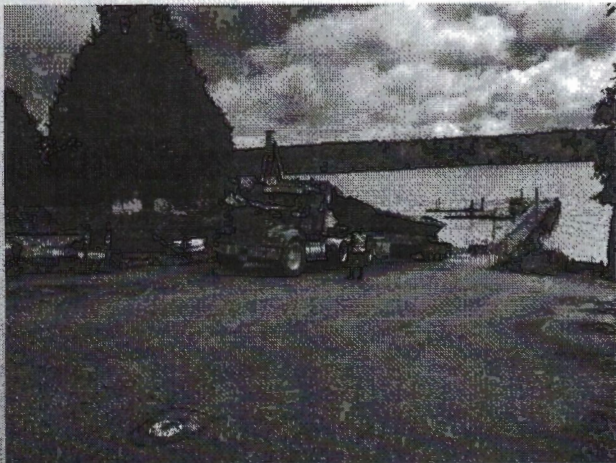
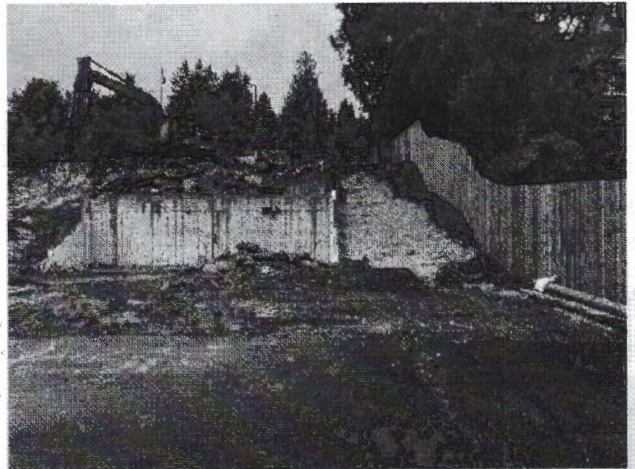
All public access to the Illahee Dock, Beach Area, and Moorage Floats is currently closed until project completion.

ANTICIPATED CONSTRUCTION MILESTONES	STATUS UPDATE
AWARD A CONSTRUCTION CONTRACT TO QUIGG BROS. INC	<input checked="" type="checkbox"/> COMPLETE JANUARY 2025
CLOSE ALL PUBLIC ACCESS & CONSTRUCTION MOBILIZATION	<input checked="" type="checkbox"/> COMPLETE APRIL 2025
DEMOLITION OF BUILDINGS & UPLAND CLEARING	<input checked="" type="checkbox"/> COMPLETE MAY 2025
UPLAND UNDERGROUND UTILITY IMPROVEMENTS	ANTICIPATED JUNE - JULY 2025
UPLAND GRADING & RETAINING WALLS	CURRENTLY IN PROGRESS
UPLAND SIDEWALKS & CONCRETE	ANTICIPATED JUNE - AUGUST 2025
DEMOLITION OF EXISTING FLOATS & GANGWAYS	ANTICIPATED AUGUST 2025
PIER REPAIRS AND PILING REPLACEMENT	ANTICIPATED AUG. - SEPT. 2025
INSTALLATION OF NEW FLOATS AND GANGWAYS	ANTICIPATED AUG. - SEPT. 2025
INSTALLATION OF NEW VAULT RESTROOM	ANTICIPATED AUG. - SEPT. 2025
ASPHALT PAVING, PARKING, & STAGING AREAS	ANTICIPATED FALL 2025
UPLAND LANDSCAPING & MISC. FINAL IMPROVEMENTS.	ANTICIPATED FALL 2025
PROJECT COMPLETION & OPENING TO PUBLIC USE	ANTICIPATED OCT. - NOV. 2025

JUNE 2025

PORT OF ILLAHEE - WATERFRONT IMPROVEMENTS

RECENT PHOTOS



The Port of Illahee

88712 - GENERAL FUND, Period Ending 05/31/2025

RECONCILIATION REPORT

Reconciled on: 06/10/2025

Reconciled by:

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

Summary

USD

Statement beginning balance	41,257.95
Checks and payments cleared (13)	-19,046.65
Deposits and other credits cleared (6)	14,711.13
Statement ending balance	36,922.43
Register balance as of 05/31/2025	36,022.43
Cleared transactions after 05/31/2025	0.00
Uncleared transactions after 05/31/2025	-3,442.92
Register balance as of 06/10/2025	33,479.51

Details

Checks and payments cleared (13)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/14/2025	Check	5343	JJAM INNOVATIONS, LLC	-3,295.61
05/14/2025	Check	5338	JEFFREY S. RUPERT	-640.00
05/14/2025	Check	5345	PUGET SOUND ENERGY	-53.23
05/14/2025	Check	5347	WASTE MANAGEMENT	-9.12
05/14/2025	Check	5340	BANK OF AMERICA	-2,694.09
05/14/2025	Check	5346	SOUNDWEST ENGINEERIN...	-8,781.25
05/14/2025	Check	5336	ERIC L. Hall	-640.00
05/14/2025	Check	5337	JAMES AHO	-640.00
05/14/2025	Check	5339	BAGWELL LAW, PLLC	-687.50
05/14/2025	Check	5341	BREMERTON BACKFLOW S...	-60.00
05/14/2025	Check	5342	CASCADE NATURAL GAS	-20.00
05/14/2025	Check	5344	KITSAP COUNTY PUBLIC W...	-408.00
05/31/2025	Journal	7		-1,117.85

Total -19,046.65

Deposits and other credits cleared (6)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/28/2025	Transfer			2,470.00
05/28/2025	Deposit			2,848.06
05/28/2025	Deposit			3,797.29
05/31/2025	Journal	6		1,117.85
05/31/2025	Journal	4		4,466.64
05/31/2025	Journal	5		11.29

Total 14,711.13

Additional Information

Uncleared checks and payments after 05/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/02/2025	Journal	3		-16,328.40
06/02/2025	Journal			-5,000.00
06/02/2025	Journal	2025		-1,700.40
06/02/2025	Journal	2		-11,000.00
06/11/2025	Check	5359	WASTE MANAGEMENT	-83.39
06/11/2025	Check	5357	QUIGG BROS., INC.	-352,811.76
06/11/2025	Check	5358	SOUNDWEST ENGINEERIN...	-22,751.25

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/11/2025	Check	5348	ERIC L. Hall	-256.00
06/11/2025	Check	5349	JAMES AHO	-256.00
06/11/2025	Check	5350	JEFFREY S. RUPERT	-256.00
06/11/2025	Check	5354	BANK OF AMERICA	-73.23
06/11/2025	Check	5355	NORTH PERRY AVENUE WA..	-185.27
06/11/2025	Check	5356	JJAM INNOVATIONS, LLC	-1,741.22
Total				-412,442.92

Uncleared deposits and other credits after 05/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/02/2025	Deposit			34,000.00
06/09/2025	Deposit			375,000.00
Total				409,000.00

TREAS RPT - Summary Cash Report - Cash

Beginning Balance Date 1/1/2025

Treasurer's Summary Report

For 2025 - May

Fund: FD00712 Port/Illahee General

Major Account	Revenue or Spend Category	Beginning Balance	Debit	Credit	Month-to-Date	Year-to-Date
Cash						
Beginning Cash Balance						753,129.22
1182:Investments		-3,925.61	0.00	1,117.85	-1,117.85	-5,043.46
Purchased						
3100:Taxes	3110.10 - Real and Personal Property Taxes	48,779.16	4,489.96	23.32	4,466.64	53,245.80
3100:Taxes	3170.20 - Leasehold Excise Tax	14.22	11.29	0.00	11.29	25.51
3600:Miscellaneous Revenues	3610.11 - Investment Interest	3,925.61	1,117.85	0.00	1,117.85	5,043.46
3800:Other Increases in Fund Resources	3890.40 - Custodial Type Deposits	9,879.00	9,115.35	0.00	9,115.35	18,994.35
5890:Custodial Activities	5890.40 - Warrants Issued	-70,543.65	0.00	17,928.80	-17,928.80	-88,472.45
6900:Transfers Out	6971.88713 - Transfers Out	-700,000.00	0.00	0.00	0.00	-700,000.00
Total Cash		-711,871.27	14,734.45	19,069.97	-4,335.52	36,922.43

Property 699.20
Leasehold 699.30

699.10
Investment Int.

The Port of Illahee

INVESTMENT POOL, Period Ending 05/31/2025

RECONCILIATION REPORT

Reconciled on: 06/10/2025

Reconciled by:

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

Summary

USD

Statement beginning balance	302,598.18
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (1)	1,117.85
Statement ending balance	303,716.03
Register balance as of 05/31/2025	303,716.03

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/31/2025	Journal	7		1,117.85
Total				1,117.85

TREAS RPT - Summary Cash Report - Investments & Debt Service

Beginning Balance Date

1/1/2025

Treasurer's Summary Report

For 2025 - May

Fund: FD00712 Port/Illahee General

	Beginning Balance	Debit	Credit	Month-to-Date	Year-to-Date
Investments					
Beginning Investment Balance					298,672.57
1182:Investments Purchased	3,925.61	1,117.85	0.00	1,117.85	5,043.46
Total Investments	3,925.61	1,117.85	0.00	1,117.85	303,716.03

Debt Service

