



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

1. CALL TO ORDER

2. CONSENT AGENDA

- a. *July 9th, 2025, Agenda
- b. *June 11th, 2025, Regular meeting minutes
- c. *July 4th, 2025, Special Meeting minutes
- d. Pay Bills with check numbers **5360** through **5367** totaling **\$372, 619.83** * 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 June 30, 2025 * Have not received numbers from County to balance

- General Fund: \$ _____
- Investments: \$ _____
- Bond: \$ _____
- Total: \$ _____

d. Grant Status

- BFP RCO: Total = \$851,065.00, Amount of RCO paid: \$ 325,638.07
Remaining RCO Funds: **\$ 525,426.93**
- ALEA RCO: Total = \$500,000.00, Amount of RCO paid: \$ 168,482.92
Remaining RCO Funds: **\$ 331,517.08**
- 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:
 - 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 – to be scheduled

6. NEW BUSSINESS

- *Resolution 2025-03 Delegation of Authority to sell surplus
- *Renter interested in Illahee store

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 – August13, 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

June 11, 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; Cathy Johnson; Jeff Berger

- June 11, 2025, Meeting Agenda
- May 14, 2025, Regular meeting minute
- Payment of bills with check numbers **5348** through **5359** totaling **\$378,414.12** *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, June 13, 2025.

Public Comment

N/A

REPORTS/UNFINISHED BUSINESS -

Grants/Waterfront Access Improvements

Commissioner Aho provided an update on the waterfront project from the project managers report, noting that progress is ongoing; however, delays have occurred due to permitting issues with Kitsap County. While the concrete forms have been poured and blocks are on site, final approval is still pending. During the removal of the flagpole, contractors uncovered a WWII-era fuel tank, which was safely removed in coordination with Peninsula Tank Services.

Illahee Store Project

Commissioner Aho thinks that removal of the existing tank will happen sometime late summer. Commissioner Hall has volunteered to assist with coordinating the installation of a new holding tank for the future store, contingent upon the availability of funding and precast tanks from Hagerman Precast.

The Commissioners discussed the current status of the power hookup at the Illahee Store. The Administrator reported that Puget Power identified an inactive meter dating back to 2009 and provided an estimate of approximately \$2,000 to investigate to restore power service. Commissioner Hall noted that the power has not yet been energized from the existing 3-phase cables. A community member, along with others present, expressed concern about the prudence of spending funds on unused power given the district's current financial constraints.

Commissioner Rupert made a motion to postpone any further investigation into restoring power at the store until location.
(motion by Rupert; second by Hall; all in favor)



Treasurer's Report as May 31, 2025.

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

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: N/A

Properties

- **5560 Oceanview Blvd:** The Commission discussed the sale of a property, focusing on determining an appropriate asking price. Cathy, a member of the Budget Committee, recommended working with the Administrator to calculate a low initial offer that would cover the mortgage payoff and closing costs. Roy, also from the Budget Committee, suggested obtaining a valuation estimate from a real estate professional who had previously evaluated the property. Commissioner Rupert expressed concerns about publicly disclosing a low offer amount, and Commissioner Hall referenced RCW 42.30.110(1)(c) regarding the confidentiality of sale negotiations. The Commissioners agreed that a prior resolution declaring the property for sale might be sufficient but agreed to verify this with the Port's attorney. Commissioner Aho emphasized the need to act quickly due to upcoming financial obligations.
- **5500 Illahee Road:** *The house was demolished in April 2025.*
- **5507 Illahee Road** *Commissioner Rupert confirmed that a certified letter was sent to the neighbor who constructed a fence on the south side of the Illahee Store property, providing a 90-day notice for it to be moved or removed. He also reported that the installation of the Port bulletin board has been completed, with assistance from his son. Illahee*

Dock/Pier- Currently Closed for construction project.



New Business

2025 Budget Committee

The Budget Committee convened on June 9th to review the 2025 budget and update financial projections. Cathy reported that the committee, composed of Roy, the Administrator, and herself, is working to revise the budget by incorporating contracted amounts, updated debt service obligations, and other adjustments made since the original adoption. Roy emphasized the port's financial limitations, noting that the annual debt service of \$54,000 significantly restricts the budget, given the port's annual property tax revenue of only \$99,000. The committee plans to present updated financial figures at the next commission meeting to better guide future fiscal decisions.

Port Administrative Role Transition

The Commission discussed the upcoming transition of administrative responsibilities. The current Administrator agreed to continue in the role for a few more months, likely through the end of August or September, until the current project nears completion. Commissioner Hall volunteered to take over management of grant-related duties during this transition period.

Small Cell Tower Proposal

Commissioner Hall discussed a potential partnership with Crown Castle and other telecommunications companies to install a small cell tower on port property to improve local cellular coverage. Commissioner Hall noted that the proposed tower would be 50 feet tall and located outside of the public right-of-way. The project could potentially generate rental income for the port and enhance service for surrounding communities. While some commissioners expressed interest in the economic development opportunity, several community members voiced concerns about possible health impacts and effects on property values, resulting in mixed feedback. The Commission agreed to continue the conversation to determine the next steps appropriate.

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

MINUTES OF PORT OF ILLAHEE SPECIAL MEETING ON July 4, 2025.

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

Commissioner Aho called the meeting to order at 4:00 PM Also, in attendance were Commissioner Rupert, Commissioner Hall.

Commissioner Aho began the meeting by announcing the meeting would go into executive session for 15 Minutes.

Executive Session It was announced that the meeting would be going into executive session for 15 minutes **beginning at 4:01 PM.**

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 At 4:16 PM - No decision was made.

Commissioner Aho asked if one of the Commissioners is going to make a motion to adjourn the meeting.

ADJOURN – The meeting adjourned at 4:16 PM (*motion by Rupert; second by; Hall; unanimous*).

Commissioner

Commissioner

Commissioner

JULY 2025

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.

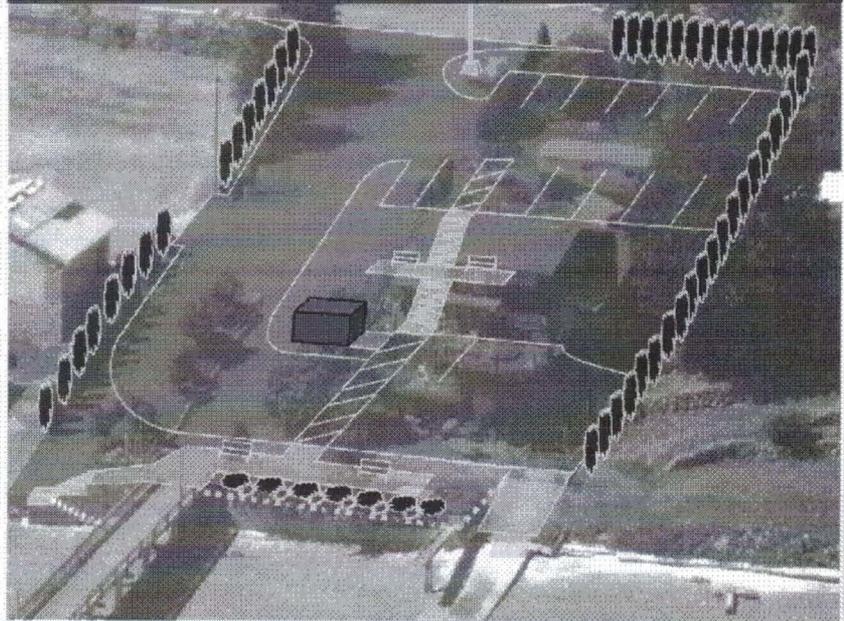
PIER REPAIRS

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

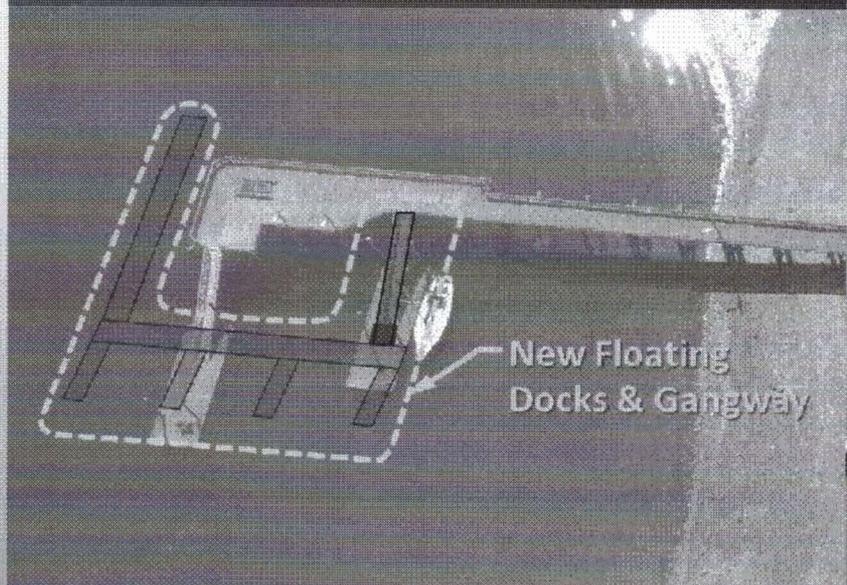
NEW FLOATS & MOORAGE

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



New Floating
Docks & Gangway

JULY 2025

PORT OF ILLAHEE - WATERFRONT IMPROVEMENTS

CONSTRUCTION UPDATE

PUBLIC NOTICE:

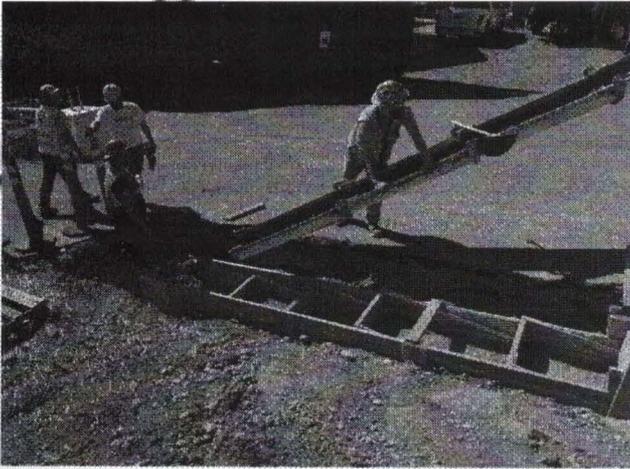
All public access to the Illahee Dock, BEACH and moorage floats is currently closed until project completion.

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	CURRENTLY IN PROGRESS
UPLAND GRADING & RETAINING WALLS	CURRENTLY IN PROGRESS
UPLAND SIDEWALKS & CONCRETE	ANTICIPATED JULY - SEPTEMBER 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

JULY 2025

PORT OF ILLAHEE - WATERFRONT IMPROVEMENTS

RECENT PHOTOS



QUESTIONS: PORTOFILLAHEE@GMAIL.COM



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COUNTY

Upgrade

5



Jim Aho

to Carrie, Christopher, John, Marissa, Justin, me

Thu, Jul

Carrie,

Our understanding is the project is preferred to be scheduled late summer when the groundwater levels are at their lowest.

Late last year there were issues finding a contractor who was available, so the project moved to 2025.

Currently we have a construction project on the waterfront with Quigg Brothers, that is scheduled to mostly complete by late August because

The Port is anxious to have the tanks removed so we can move on with a store project, and depending on schedules there may be some

Jim



Christopher Lee

to Jim, Carrie, John, me, Marissa, Justin

Contractor for PLIA

Hello Carrie,

We are finalizing the Cleanup Action Plan for this site and will send it to you for your review shortly. Our new contractor for the remedial action this summer.



RECREATION & CONSERVATION OFFICE
 PO BOX 40917
 OLYMPIA WA 98504-0917



Grants

ILLAHEE PORT DISTRICT NO 6
 PO BOX 2357
 BREMERTON WA 98310

PAYMENT DATE: 07/02/2
 WARRANT #: 859965
 VENDOR #: SWV0280219-0
 BATCH: 02-00
 FLYER: 10000

467-0 ***** STATE OF WASHINGTON ***** PAGE #:
 RPT DWP827IN VENDORS REMITTANCE ADVICE

FROM: RECREATION AND CONSERVATION FUNDS CALL (360) 902-2954

INV DT	INVOICE NUMBER VENDOR MESSAGE	ACCOUNT NUMBER AGREEMENT # / ORDER ID	DOCUMENT # PAYMENT ID	AMOUNT
13	20-2059		27010016	199,318.7
13	20-1711		27010017	70,812.8
				270,131.5

TO SIGN UP FOR DIRECT DEPOSIT PAYMENTS PLEASE VISIT THE OFFICE OF
 FINANCIAL MANAGEMENT WEBSITE AT:
[HTTPS://OFM.WA.GOV/IT-SYSTEMS/STATEWIDE-VENDORPAYEE-SERVICES](https://ofm.wa.gov/it-systems/statewide-vendorpayee-services)
 SELECT THE LINK "RECEIVING PAYMENT FROM THE STATE" TO GET ALL THE
 INFORMATION NEEDED TO SIGN UP.

YOUR PAYMENT/CHECK IS IN THIS ENVELOPE BEHIND THE PMT DETAILS PAGE
 IF YOU HAVE ANY QUESTIONS ABOUT THIS PAYMENT PLEASE GIVE US A CALL.

PORT OF ILLAHEE Resolution No. 2025-03

Delegation of Authority for Sale of Surplus Property

A Resolution of the Port of Illahee Commission Delegating Authority to Commissioner Eric Hall to Execute All Necessary Documents for the Sale of Port-Owned Property Located at 5560 Oceanview Blvd., Bremerton, WA 98311.

WHEREAS, the Port of Illahee is the owner of certain real property located at 5560 Oceanview Blvd., Bremerton, WA 98311, which has been previously used as a rental property; and

WHEREAS, the Port Commission has determined it is in the best interest of the Port and the public to sell the property, and use the proceeds to help fund the repair and reconstruction of the Port's public dock; and

WHEREAS, pursuant to RCW 53.12.270, the Port Commission is authorized to delegate administrative powers and duties to one of its members; and

WHEREAS, the Port Commission finds it necessary and appropriate to delegate authority to Commissioner Eric Hall to act on behalf of the Port of Illahee in matters related to the sale of the property, including signing all documents required to complete the transaction;

NOW, THEREFORE, BE IT RESOLVED BY THE PORT COMMISSION OF THE PORT OF ILLAHEE, KITSAP COUNTY, WASHINGTON, as follows:

1. Delegation of Authority: Commissioner Eric Hall is hereby authorized and directed to represent the Port of Illahee and to execute, on behalf of the Port, all documents necessary to complete the sale of the property located at 5560 Oceanview Blvd., Bremerton, WA 98311, including but not limited to agreements, closing statements, escrow instructions, and conveyance documents.

2. Effective Date: This Resolution shall take effect immediately upon adoption.

ADOPTED by the Port Commission of the Port of Illahee at a regular public meeting held this 9th day of July 2025.

Commissioner Aho

Commissioner Hall

Commissioner Rupert

5507 Illihee RD NE, Bremerton, WA 98311

3 messages

VALERIE LYNN WILLIAMS <valerielynn57@gmail.com>

Mon, Jun 23, 2025 at 3:23 PM

To: "portofillahee@gmail.com" <portofillahee@gmail.com>

Property class
Conv. Store w/o gas pumps
I'm interested in leasing/buying this property.

Port of Illahee <portofillahee@gmail.com>

Tue, Jul 1, 2025 at 6:17 PM

To: **VALERIE LYNN WILLIAMS** <valerielynn57@gmail.com>

Hi Valerie,

I believe the property could be ready to lease in about 6–9 months, possibly sooner if there's an interested party. I'd recommend attending the next Port meeting via Zoom to speak directly with the Commissioners about rental opportunities and the timeline for leasing.

Our next meeting is scheduled for July 9th at 6:30 PM. Please see the Zoom information below, I hope to see you there!

Zoom Link

<https://us04web.zoom.us/j/71509975823?pwd=bGgvZ1pud2E5bIUzNmQ0KzZ3YkNoQT09>

Meeting ID: 715 0997 5823 / Passcode: Illahee

Warm Regards,

Jennifer Olson
Administrator
Port of Illahee
(253) 509-8249

[Quoted text hidden]

VALERIE LYNN WILLIAMS <valerielynn57@gmail.com>

Fri, Jul 4, 2025 at 2:43 PM

To: Port of Illahee <portofillahee@gmail.com>

Thank you, I will check it out.

[Quoted text hidden]