



**AGENDA FOR  
PORT OF ILLAHEE COMMISSION  
Wednesday, September 10TH - 6:30PM  
ZOOM MEETING #715 0997 5823 / Password: Illahee**

**1. CALL TO ORDER**

**2. CONSENT AGENDA**

- a. September 10<sup>th</sup>, 2025, Agenda
- b. August 13<sup>th</sup>, 2025, Regular meeting minutes
- c. Pay Bills with check numbers **5381** through **5389** totaling **\$45,274.07** \* 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

**6. Treasurer's Report as of August 31, 2025**

- General Fund: **\$ 313,136.20**
- Investments: **\$ 306,887.52**
- Bond: **\$11,093.05**
- Total: **\$631,116.77\***

d. Grant Status

- BFP RCO: Total = \$851,065.00, Amount of RCO paid: **\$760,597.32**  
Remaining RCO Funds: **\$90,467.68**
- ALEA RCO: Total = \$500,000.00, Amount of RCO paid: **\$245,044.01**  
Remaining RCO Funds: **\$254,955.99**
- RCFB RCO: Total = \$191,000.00, Amount of RCO paid: **\$18,296.17**  
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 BUSINESS**

- Resolution 2025-05 Surplus Lot Signing Authority
- Resolution 2025-06 Confirmation of New Port Administrator
- Illahee Store Fence Discussion
- 2026 Preliminary Budget

**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 – October 8, 2025, at 6:30 PM via Zoom



## Port of Illahee Minutes of Regular Meeting

August 13, 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; Jon Buesch; Cathy Johnson

- August 13, 2025, Meeting Agenda
- July 9, 2025, Regular meeting minutes
- July 18, 2025, Special Meeting minutes
- July 28, 2025, Kitsap All Ports Meeting minutes
- Payment of bills with check numbers 5369 through 5378 totaling \$331,044.98  
(**motion by Rupert; second by Hall; all in favor**)

### Signing of Documents

Commissioners plan to stop by the Illahee Store to sign documents on Saturday August 16, 2025.

### Public Comment

N/A

## REPORTS/UNFINISHED BUSINESS -

### Grants/Waterfront Access Improvements

Commissioner Aho noted that construction is progressing well, with pile driving expected to be completed within a week and daily marine animal monitoring ongoing. Discussion centered on dock guardrails. Commissioner Aho suggested obtaining an estimate from Quigg Brothers and proposed having John Piccone make the request as the main contractor contact. Commissioners Rupert and Hall opposed involving Mr. Piccone, noting that the guardrail work is outside the current contract scope and that a separate estimate should be obtained directly from Quigg Brothers after the main project is completed. Commissioner Aho noted that he was the Port's project point of contact. Cathy noted three bids should be obtained.

### Illahee Store Project

Commissioner Aho noted that the Port is still waiting for PLIA's contractor to schedule work in late fall.

### Treasurer's Report as June 30, 2025

■ General Fund:	\$ 33,717.94
■ Investments:	\$ 304,751.39
■ Bond:	\$ 297,908.33
■ Total:	\$ 636,377.66

### Treasurer's Report as July 31, 2025

• General Fund:	\$ 225,456.30
• Investments:	\$ 305,815.56
• Bond:	\$ 11,093.05
• Total:	\$ 542,364.91



## 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**

## Website

Nothing new to Report

## Properties

- **5560 Oceanview Blvd:** Commissioner Hall signed the closing papers for the property, and the Port is expected to receive the funds by tomorrow.
- **5507 Illahee Road:** Nothing new to report.
- **Lot 36 Illahee Road** - The property is currently listed on the MLS for \$75,000

**Dock/Pier-** Currently Closed for construction project.

## New Business

### 1. Municipal Bond – To Go Bond 2019

The Commissioners approved using funds from the sale of 5560 Ocean View Boulevard to pay off the remaining balance of \$107,442.33 from the 2019 municipal bond.

**Commissioner Hall made a motion to pay off the 2019 limited tax obligation bond (motion by Hall; second by Rupertl; all in favor)**

### 2. Solar Lights on Flagpole

The Commissioners discussed installing solar lights on the flagpole, which will be reinstalled after the concrete foundation is completed. The Commission agreed to explore cost-effective and low-maintenance lighting options before rehangng the flag.

### 3. Trash Service

The Commissioners discussed resuming trash service. Commissioners Rupert and Hall agreed to table the decision until construction is complete, noting that some temporary bins are already in place.

### 4. Administrator moving files to Illahee Store by End of August

The Contract Administrator will box all Illahee Port files and place them in a black filing cabinet at the Illahee store by the end of August. She will transfer the computer, printer, and checks to Commissioner Hall, who will assume her duties beginning with the September meeting.

## Adjourn-

At 7:30 PM, the meeting adjourned. **(motion by Hall; second by Rupertl; all in favor)**

The next regular meeting is scheduled for September 10, 2025, at 6:30 PM via Zoom.

**PORT OF ILLAHEE Resolution No. 2025-05**  
**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

**WHEREAS**, the Port of Illahee is the owner of certain real property with a Parcel Number of 4429-016-036-0009 which is undeveloped land; 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 Parcel Number 4429-016-036-0009 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 10th day of September 2025.

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**Commissioner Aho**

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**Commissioner Hall**

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**Commissioner Rupert**

**PORT OF ILLAHEE RESOLUTION NO. 2025-06**

**APPOINTING A PORT ADMINISTRATOR AND ESTABLISHING COMPENSATION**

**WHEREAS**, RCW 53.08.170 authorizes port districts to employ personnel and to set their compensation as necessary for the proper management of port operations; and

**WHEREAS**, RCW 53.12.260 provides guidance on compensation including stipends for commissioner duties and permits additional compensation when a commissioner serves in another capacity authorized by the Board; and

**WHEREAS**, the Board of Commissioners finds it in the best interest of the Port District to appoint Commissioner Eric Hall to also serve as Port Administrator with compensation for that administrative role set apart from and in addition to commissioner compensation authorized under RCW 53.12.260;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE PORT OF ILLAHEE, WASHINGTON, as follows:**

1. **Appointment.** Commissioner Eric Hall is hereby appointed to the role of Port Administrator for the Port of Illahee.
2. **Compensation.** For the performance of Port Administrator duties, Eric Hall shall receive compensation in the form of **eight (8) monthly stipends of One Hundred Twenty-Eight Dollars (\$128.00) each**, totaling **One Thousand and Twenty-Four (\$1024.00) per month**, in addition to any commissioner compensation authorized separately under RCW 53.12.260.
3. **Duties.** The Port Administrator shall carry out administrative and clerical responsibilities as directed by the Board of Commissioners, including but not limited to agenda preparation, financial recordkeeping, grant reporting, communications, and other management support duties consistent with RCW 53.08.170.
4. **Effective Date.** This Resolution shall take effect immediately upon adoption.

**ADOPTED** by the Board of Commissioners of the Port of Illahee, Washington, at a regular meeting thereof, held this 10th day of September 2025.

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**Commissioner Aho**

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**Commissioner Hall**

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**Commissioner Rupert**