



**AGENDA FOR
PORT OF ILLAHEE COMMISSION
Wednesday, October 8th - 6:30PM
ZOOM MEETING #715 0997 5823 / Password: Illahee**

1. **CALL TO ORDER**

2. **CONSENT AGENDA**

- a. October 8th, 2025, Agenda
- b. September 10th, 2025, Regular meeting minutes
- c. September 23rd, 2025, Special meeting minutes
- d. Pay Bills with check numbers **5405** through **5412** totaling **\$173,764.59*** 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
- Project Manager Report

b. Illahee Store Project – status

6. **Treasurer's Report** as of September 30, 2025:

- **General Fund:** \$178,538.80
- **Investments:** \$307,942.47
- **Bond:** \$11,093.05
- **Total:** \$497,574.32

d. Grant Status

- BFP RCO: Total = \$851,065.00, Amount of RCO paid: **\$760,597.32**
Remaining RCO Funds: **\$90,467.68**
Remaining AA&E Funds: **\$40,274.92**
- ALEA RCO: Total = \$500,000.00, Amount of RCO paid: **\$245,044.01**
Remaining RCO Funds: **\$254,955.99** (\$76,561.08 in processing)
Remaining AA&E Funds: **\$368.13**
- RCFB RCO: Total = \$191,000.00, Amount of RCO paid: **\$18,296.17**
Remaining RCO Funds: **\$172,703.83**
Remaining AA&E Funds: **\$18,073.18**



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e. Reports

- Website: Anything to report?
- Properties:
 - 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

- State of the Port - Commissioner Aho personal statement
- CERB - Rural Ports Program Scope for the 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 – November 12, 2025, at 6:30 PM via Zoom
- Kitsap All-Ports Meeting - October 27, 2025 at 6:30 PM



Port of Illahee Minutes of Regular Meeting

September 10, 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**; Roy Barton; Jon Buesch; Cathy Johnson; Marie LeGuilly.

Consent Agenda

- September 10, 2025, Meeting Agenda
- Payment of bills with check numbers 5381 through 5389 totaling \$45,274.07
(**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, September 12, 2025.

Public Comment

Marie, a new resident moving soon to Madrona Avenue, inquired about the progress of the dock and store project. She expressed interest in potentially opening a kayak rental business at the store location and the Port Administrator invited her to contact them for further discussion about the store's future.

REPORTS/UNFINISHED BUSINESS -

Grants/Waterfront Access Improvements

Commissioner Aho reported that the majority of dock and piling work was complete with underground utilities and a fire suppression system planned next. Roy Barton inquired about the fire suppression system, which Commissioner Aho explained would be for boat fires and not a full sprinkler system.

Illahee Store Project

The new Rural Ports Program was discussed to help fund the renovation of the Illahee Store.

Treasurer's Report as August 30, 2025

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

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: \$18,296.16
Remaining RCO Funds: **\$172,703.83**



Website

Nothing new to Report

Properties

- **5507 Illahee Road:** Nothing new to report.
 - Commissioner Rupert reported progress on the store fence situation with Robin, who has agreed to remove the boards and leave the posts for a future gate installation, addressing concerns about roof access and graffiti.
- **Lot 36 Illahee Road** - The property is currently listed on the MLS for \$75,000

Dock/Pier - Currently Closed for construction project.

New Business

Resolution # 2025-05 – Delegation of Authority for Sale of Surplus Property

- Gives signing authority to Commissioner Hall, the Port's Property Manager

Interim Port Administrator

- Commissioner Hall volunteered to perform the duties of the Port Administrator as the previous administrator resigned. Compensation was discussed and whether it should be via commissioner stipends or through a “contract” mechanism like the previous Port Administrator. Commissioner Hall agreed to reach out to Ken Bagwell regarding the legality of this type of arrangement.

Dock guardrail discussion

- Commissioner Aho discussed the need to improve the dock's guardrails. He advocated for using the available contingency funds for the upgrades. The Commission debated whether these changes could be covered under the existing contractor's pier repair provisions. The Commission agreed that the railing improvements were desirable but disagreed about how to proceed. Commissioner Rupert and Hall opposed additional engineering costs.

Documentation Concerns

- Commissioner Hall expressed frustration with the lack of itemized invoices from SoundWest Engineering particularly because the Port will most likely be the focus of a state audit to the high value of the pier renovation project. Cathy Johnson emphasized the need for detailed, itemized invoices and time sheets to ensure compliance and proper allocation of funds across multiple grants. Commissioner Aho disagreed and believe that the invoices were within the RCO's allowed percentages.

Commissioner Aho had a concern with the August 13, 2025, Regular meeting minutes

Adjourn-

At 8:30 PM, the meeting adjourned. **(motion by Hall; second by Rupert; all in favor)**

The next regular meeting is scheduled for October 8, 2025, at 6:30 PM via Zoom.

Commissioner

Commissioner

Commissioner



Port of Illahee Minutes of Special Meeting

September 23, 2025

Call to Order

The Special 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 6:00 PM. Also, in attendance were **Commissioner Jeffrey Rupert; Commissioner Eric Hall;** Roy Barton; Cathy Johnson

Consent Agenda

- Payment of bills with check numbers 5390 through 5391 totaling \$557,815.01
 - **(motion by Rupert; second by Hall; all in favor)**

Signing of Documents

Commissioners plan to stop by the Illahee Store to sign documents on Wednesday, September 24, 2025.

Adjourn-

At 6:30 PM, the meeting adjourned. **(motion by Hall; second by Rupert; all in favor)**

The next regular meeting is scheduled for October 8, 2025, at 6:30 PM via Zoom.

Commissioner

Commissioner

Commissioner

Port of Illahee Dock Renovation Project

Safety Issues. I met with the Quigg Bros foreman Ruddy on Thursday (10/2/25) to walk the dock and look at possible final construction work areas, such as several places with unstable railings representing a concerning safety issue when the Dock Renovation Project completes and is finally opened to the public.

October Substantial Completion. With substantial completion with the concrete work and paving completing in October along with the power work, we should know if any funds will be available for some post construction related work.

November Plans. We will be looking for items we would like to have completed should there be any remaining funds available, and if so present them at the November meeting.

Let me know if you have any questions.

Commissioner Aho
Port Renovation Project Liaison
360 649-1049

State of the Port - October 6, 2025

October Substantial Completion of 2025 Port Renovation Project

This is a personal 'State of the Port Report' from the Port of Illahee Commission Chair and does not necessarily reflect the views and positions of the other commissioners.

As I am close to the end of my Port Commissioner term with less than 3 months to go, it is with great pleasure that I can report the Port of Illahee's 2025 Renovation Project is nearing the end with substantial completion of the power work, concrete work, and paving work scheduled to complete in October. This is on top of the waterfront work that completed at the end of August with new floats, a new gangway, and multiple pilings being replaced.

This has been a long process over the last 20+ years for the Port as it has moved strategically to reach this point, knowing it had inherited an old and failing dock structure in need of major repairs, and at the same time realizing the funding needed was not within the reach of the limited taxing ability of the Port. (For several years, it was limited to the fixed budgeted general property tax amount of \$79,646 a year.) Fortunately, the real estate investments the Port made helped compensate for the reduced tax revenue received.

In 2019 the Port began the final leg of the journey to renovate the dock by engaging the grant process to see if the necessary funds could be raised, and though it took many years to secure the grants and funding, it was finally successful, and in early 2025 the Port Renovation began and is now scheduled to complete by the end of the 2025.

The renovation was critical as the dock was indeed failing and on its last legs, with 20 failing pilings that would have ultimately resulted in the closing and demolition of the dock, had the grant funding not materialized.

Thanks go to the previous commissions who kept the dock functioning and at the same time securing properties that ended up supporting the renovation plans.

And a special thanks goes to the more recent commissioners who oversaw the grant process that ultimately resulted in three successful grants and then the navigating of the regulatory process that took several more years to complete.

And special thanks also go to the engineering firm, Soundwest Engineering Associates, who helped oversee the grant process, the regulatory process, and now the construction process, along with the Quigg Bros Construction who are masterfully completing the construction work. We are most appreciative and thankful for all their dedication and professionalism in bringing this project to an eventual completion.

Administrator Transition

In my current capacity as Port of Illahee Chair it is necessary to note that the normal proceedings of the Port of Illahee have changed followed by the resignation of our contracted Port Administrator and the planned assumption of those duties by one of the Port Commissioners, Commissioner Hall.

This change has put the Port into a Transition Period that needs to be documented as to how the transition came about and how it is progressing, but with some major 'hiccups'.

Historically, there were early years where one of the Commissioners assumed administrator duties, which involved taking minutes and working with the Kitsap County Auditor's office to handle the issuance of checks, and providing budgets, preliminary and final. When that long time Commissioner left, the administrator job was contracted out to the Port of Silverdale Administrator who had the extra capacity to take on the Port of Illahee administrative work.

Subsequently the administrator work evolved into a separate contract with the Port of Silverdale, which was then later terminated because of an increasing workload in their port. This required the Port of Illahee to contract with JJAM Innovations to provide the Port's administrator services until August 2025.

During the period between May when JJAM gave notice and August, Commissioner Hall was working with the administrator to help resolve some QuickBooks issues which resulted in Commissioner Hall noting that rather than trying to hire another administrator, that he could take on those duties.

Those discussions took place during the August and September Port meetings, with the main issue currently being compensation. Commissioner Hall suggested stipend compensation, that resulted in discussions of whether the position should instead be contracted out as it had been earlier. Those discussions are continuing and will likely be on the October meeting agenda.

Meeting Minutes

Another transition item needing to be resolved is the recording of meeting minutes. Ports are unique independent agencies representing local geographical districts and are governed by a separate set of laws under Title 53 of the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC) which cover items such as minutes and official decisions and resolutions.

Minutes have been a discussion and auditor item in the past regarding the degree of detail presented and required in the minutes, with the basic requirements being a motion, followed by a second, which if seconded, is followed by any discussion, and then a final vote. Those are the required elements that need to be recorded for the minutes and for a decision of the Port.

Confusion began prior to the September meeting when two sets of August minutes were presented, first by the new administrator, and second with an edit request by the Commission Chair and what was presented in the agenda packet on the port website. This was followed by a third version which was presented the official version and theoretically signed by the commissioner, but without a vote. Below are screen shots of the three versions showing the differences:

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 Quick 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. The Commission agreed to pursue an estimate directly from Quick Brothers after the main project is completed.

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 the deterioration of the dock guardrails. Commissioner Aho suggested obtaining an estimate from Quig 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 Quig Brothers after the main project is completed. Commissioner Aho noted that he was the Port's project point of contact and would continue in that capacity until he is removed. Cathy noted three bids should be obtained.

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 Quig 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. The Commission agreed to pursue an estimate directly from Quigg Brothers after the main project is completed.

What was disputed during the September meeting was the statement that 'the Commission agreed to pursue an estimate ...', which is why the minutes being taken out of the Consent Agenda and discussed later under unfinished business. A check with others who attended the meeting verified that there was no motion, no second, and no vote which means the Commission did not agree to pursue an estimate.

I called Port attorney Ken Bagwell on 9/26/25 for advice on the above situation and he said the minutes will need to be amended and suggested that future meetings be audio recorded.

While this may seem like a picky and non-consequential issue, it is important that the Port of Illahee follow all the rules and laws that have been entrusted to them by the State of Washington, which includes having correct and accurate minutes.

There are other transition items that need to be resolved, such as the official notices of preliminary and final budget meetings. The RCWs are listed on the Port website on the Budget/Warrants page which includes RCW 53.35.045 "Alternate date for filing final budget" which allows the board to file the final budget on the first Monday in December. This will allow the board to approve the final budget at their November meeting. This will also allow time for the newly formed Budget Committee to be involved in the process.

The above transition 'hiccups' will eventually be resolved, and more normal proceedings will return to the Port as the construction phase nears completion.

Please be patient as Port Commissioners' work through the above issues.

Jim Aho, Commission Chair

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.

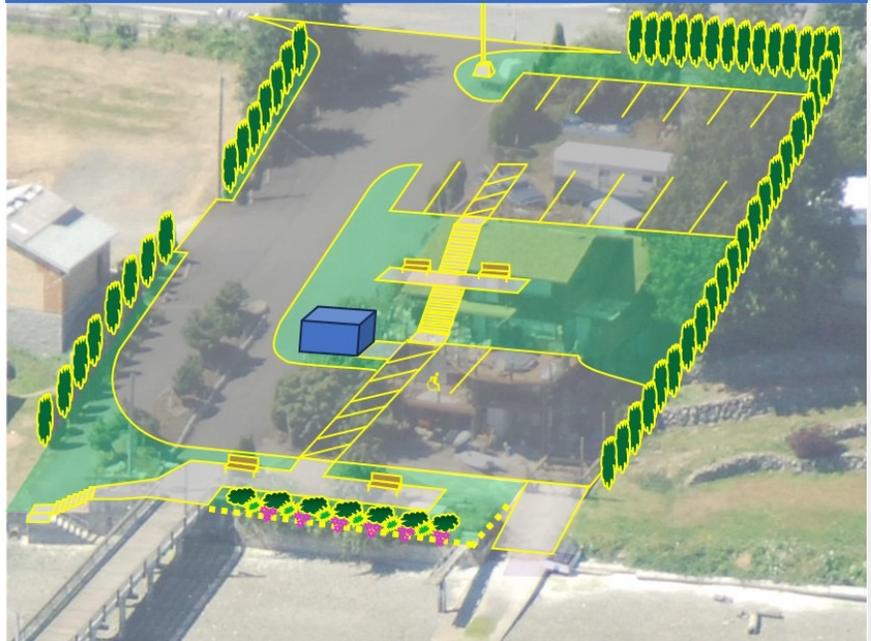
PIER REPAIRS

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



PORT OF ILLAHEE - WATERFRONT IMPROVEMENTS

CONSTRUCTION UPDATE

PUBLIC NOTICE:

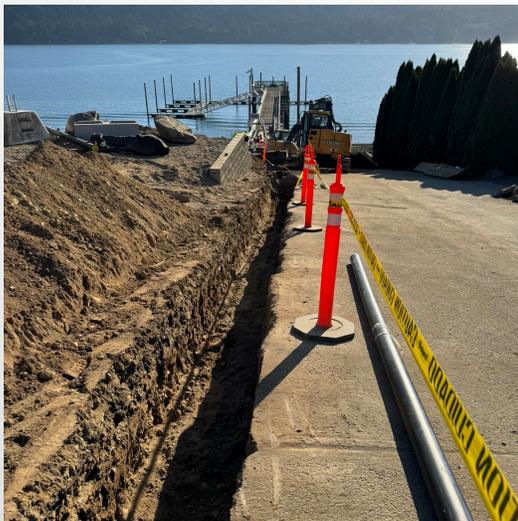
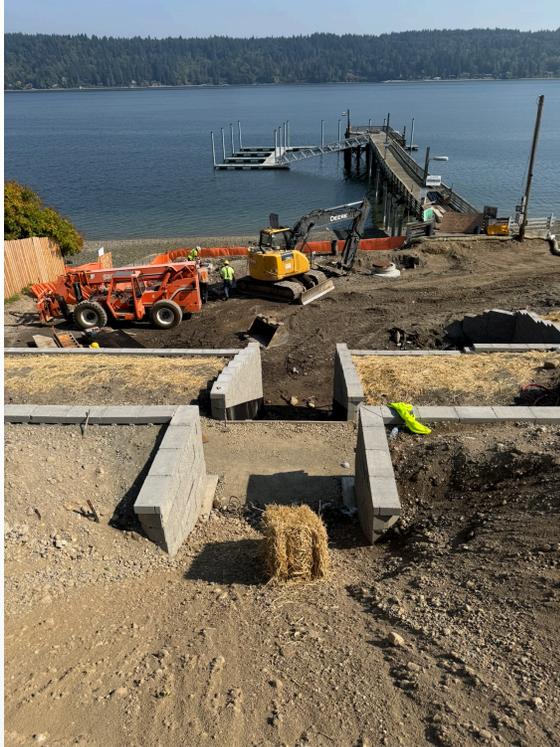
All public access to the Illahee Dock, BEACH and moorage floats is currently closed until project completion.

ANTICIPATED CONSTRUCTION MILESTONES	STATUS UPDATE
AWARD A CONSTRUCTION CONTRACT TO QUIGG BROS. INC	✓ COMPLETE JANUARY 2025
CLOSE ALL PUBLIC ACCESS & CONSTRUCTION MOBILIZATION	✓ COMPLETE APRIL 2025
DEMOLITION OF BUILDINGS & UPLAND CLEARING	✓ COMPLETE MAY 2025
UPLAND UNDERGROUND UTILITY IMPROVEMENTS	CURRENTLY IN PROGRESS
UPLAND GRADING & RETAINING WALLS	✓ COMPLETE SEPT. 2025
UPLAND SIDEWALKS & CONCRETE	CURRENTLY IN PROGRESS
DEMOLITION OF EXISTING FLOATS & GANGWAYS	✓ COMPLETE AUGUST 2025
PIER REPAIRS AND PILING REPLACEMENT	CURRENTLY IN PROGRESS
INSTALLATION OF NEW FLOATS AND GANGWAYS	✓ COMPLETE AUGUST 2025
INSTALLATION OF NEW VAULT RESTROOM	ANTICIPATED SEPT. - OCTOBER 2025
FINISH GRADING & ASPHALT PAVING	ANTICIPATED OCTOBER 2025
UPLAND LANDSCAPING & MISC. FINAL IMPROVEMENTS.	ANTICIPATED NOVEMBER 2025
PUNCH LIST ITEMS AND PROJECT COMPLETION	ANTICIPATED NOVEMBER 2025

OCTOBER 2025

PORT OF ILLAHEE - WATERFRONT IMPROVEMENTS

RECENT PHOTOS



QUESTIONS: PORTOFILLAHEE@GMAIL.COM