



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

1. CALL TO ORDER

2. CONSENT AGENDA

- December 10th, 2025, Agenda
- November 12th, 2025, Regular meeting minutes
- Pay Bills with check numbers **5432** through **5442** totaling **\$228,082.51*** Pending Auditor Approval*

3. SIGNING OF DOCUMENTS

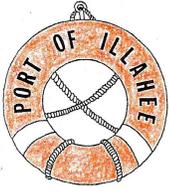
- Determine when/how to have at least 2 Commissioners sign the documents

4. PUBLIC COMMENT opportunity #1

- 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

- **Grants/Waterfront Access Improvements**
 - Waterfront Project – status and Change Order #2
 - Project Manager Report
- **Illahee Store Project** – status
- **Treasurer's Report** as of November 31, 2025:
 - **General Fund:** **\$417,575.43**
 - **Investments:** **\$7,942.47**
 - **Bond:** **\$11,093.05**
 - **Total:** **\$436,610.95**
- **Grant Status**
 - BFP RCO: Total = **\$851,065.00**, Amount of RCO paid: **\$760,597.32**
Remaining RCO Funds: **\$0**
 - ALEA RCO: Total = **\$500,000.00**, Amount of RCO paid: **\$424,944.57**
Remaining RCO Funds: **\$0**
 - RCFB RCO: Total = **\$191,000.00**, Amount of RCO paid: **\$163,647.17**
Remaining RCO Funds: **\$0**
 - **Total Grant Money Remaining: \$0 Awaiting Retainage**



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- **Reports**
 - **Website:** Anything to report?
 - **Properties:**
 1. 5507 Illahee Road/Illahee Store Property
 2. Illahee Road Lot – **SOLD**
 - **Dock/Pier:** Closed for construction

6. NEW BUSINESS

- Bond Payment Authorizations
- Adoption of an Official Port Phone Number
- Retroactive Payment for Interim Port Administrator
- State Audit Update
- CERB Rural Ports Program Update

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 – January 14, 2026, at 6:30 PM via Zoom



Port of Illahee Minutes of Regular Meeting

November 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**; Roy Barton; Cathy Johnson; Debbie Smith

Consent Agenda

- November 12, 2025, Meeting Agenda
- October 8, 2025 Regular Meeting Minutes
- Payment of bills with check numbers 5417 through 5430 totaling \$287,726.89
- **(motion by Rupert; second by Hall; all in favor)**

Signing of Documents

Commissioners plan to stop by the Illahee Store to sign documents on Thursday, November 13, 2025.

Public Comment

None

REPORTS/UNFINISHED BUSINESS -

Grants/Waterfront Access Improvements

Commissioner Aho reported that the paving and concrete work was completed successfully during a narrow weather window which allowed critical construction phases to finish before the construction material plants shutdown for the winter. Remaining work includes landscaping and final clean-up.

Updates included:

- Power pole removal and underground trenching coordination with Puget Sound Energy
- Monitoring wells affected by paving work
- Intent to retain certain wells and avoid installing others unless required

Commissioner Aho also noted the upcoming need to display the RCO-funded project plaque as part of compliance.

Illahee Store Project

Commissioner Aho reported that SLR's November report indicates PLIA cleanup work is ready to move forward with permitting likely in December and groundwork expected in spring due to weather limits.

Key discussion points:

- Contamination plume diagrams and monitoring well status
- Coordination of cleanup work with future site construction
- Concerns regarding drilling new wells after paving

Commissioner Hall presented the draft resolution 2025-11 authorizing submission of the Rural Ports Program application. The application deadline was noted as November 17, 2025.

Discussion topics included:

- 80/20 grant match (Port share 20%)
- Requirement to begin construction within 6 months of contract execution
- Evidence of community support and documentation already gathered
- Integration of PLIA cleanup work with future renovation needs



- Potential project scope items: raised crosswalk, landscaping wall removal, interior renovation

Motion to approve Resolution 2025-11 (motion by Rupert; second by Hall; all in favor)

Treasurer's Report as October 31, 2025

- General Fund: \$ 705,302.02
- Investments: \$ 7,942.47
- Bond: \$ 11,093.05
- Total: \$ 724,337.54

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:\$ 424,944.57

Remaining RCO Funds:\$ **75,055.43**

• RCFB RCO: Total= \$191,000.00, Amount of RCO paid: \$163,647.17

Remaining RCO Funds: **\$27,352.83**

Website

Commissioner Aho added a section on the website detailing the MRSC (Municipal Research and Services Center) and the small works roster that we should be using for procurement

Properties

- **5507 Illahee Road:** See above
- **Lot 36 Illahee Road** - The property is currently listed on the MLS for \$75,000. The lot was cleared but not by anyone attending the meeting. Most likely it was the potential buyer of the lot. Documentation was signed by Commissioner Hall to start the process of selling it to the potential buyer

Dock/Pier - Currently Closed for construction project.

New Business

Interim Port Administrator Retroactive Payment

Commission discussed the matter of retroactive compensation for the Interim Port Administrator and the services being provided by Commissioner Hall in an interim basis. Commissioner Rupert moved to approve retroactive payment for administrative work performed prior to the adoption of the new administrator contract terms in the amount of \$2,970. **(motion by Rupert; second by Aho; motion passes with 2-0 for, 1 abstention)**

State Auditor Review

The Port is subject to a state audit for fiscal years 2022 through 2024 and needs to prepare supporting documentation demonstrating that expenditures are supported by clear motions, proper authorization, and alignment with budgeted line items. Commissioners acknowledged that ensuring clean documentation would help avoid findings or audit concerns related to contract scope, procurement compliance, and proper use of public funds.

Pier Guardrail Discussion

Commissioner Aho presented agenda item resolution "Railing Assist Project" noting it would be cost-effective to request pricing while the contractor remained mobilized on site for the dock renovation project. Commissioner Rupert did not oppose replacing the guardrails but did not support proceeding under the existing communication structure. He believed we should reach out directly to Quigg Bros rather than involving a third party and stated at the end of the discussion that he would do so.

The discussion simultaneously continued with Cathy Johnson raising the concern that the signed bid contract did not include guardrail repair within its scope and therefore the Port could not legally authorize Quigg Bro. to perform the work under that agreement. Commissioner Hall agreed and noted that the guardrails were an issue but agreed with Cathy Johnson's concern that the work couldn't be accomplished under the existing bid contract. Commissioner Aho



disagreed noting contingency work can be authorized. With no consensus the discussion ended with no action on the resolution.

Levy Certification Discussion:

The Commission reviewed and discussed the 2026 levy certification documents received from the County. Commissioner Hall explained the certification requirements, and Commissioner Aho invited questions from the Board and the public. With no objections raised, the Commission approved the levy certification for submission to Kitsap County (**motion by Rupert; second by Hall; all in favor**).

Final Budget Discussion and Resolution:

Commissioners were presented the preliminary budget and discussion with the community was had regarding several line items in both the revenue and expenses sections. The following line items were discussed in detail:

- **Beginning Fund Balance:**
Cathy Johnson asked whether the \$142,000 contingency spent should reduce the beginning fund balance, questioning whether the bottom line needed to be adjusted accordingly.
- **CERB Grant Revenue Line:**
Cathy questioned whether the Rural Ports (CURB) grant should appear in the revenue section since the grant had not yet been awarded. She cautioned that including unconfirmed revenues can lead to overspending if the funds never materialize. Commissioner Hall confirmed he had removed the CURB grant revenue from the calculation for that reason.
- **Estimated Ending Fund Balance:**
After removing the CERB grant from the revenue projection, Commissioner Hall stated the Port's estimated ending balance for 2026 would be approximately \$178,000.
- **Bond Principal Payments Line:**
Cathy noted that the principal payment line item listed \$30,000 but should instead be \$32,000.
- **Bond Interest Payments Line:**
Cathy stated that the interest payment shown as \$10,000 should be \$35,240.
- **Bond Payoff Discussion Related to Line Items:**
Commissioner Hall noted they should consider paying off the remaining bond entirely as the Port may have enough funds after the dock project. This had already been agreed to in a motion in the August meeting.
- **Administrator Contract Line Item:**
Commissioner Hall reported that he rounded the administrative contract line to \$13,000, reflecting the cost if he assumes the full administrative duties as an official responsibility.

Commissioner Hall presented Resolution 2025-10 adopting the Port's 2026 Final Budget reading the resolution into the record and noting minor formatting updates needed to maintain consecutive resolution numbering. Commissioner Aho confirmed the corrections could be made prior to signature and invited further discussion and with no objections raised, the Commission approved the final budget for the 2026 tax year (**motion by Rupert; second by Hall; all in favor**).

Adjourn-

At 9:00 PM, the meeting adjourned. (**motion by Rupert; second by Hall; all in favor**)
The next regular meeting is scheduled for December 10, 2025, at 6:30 PM via Zoom.

Commissioner

Commissioner

Commissioner

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.

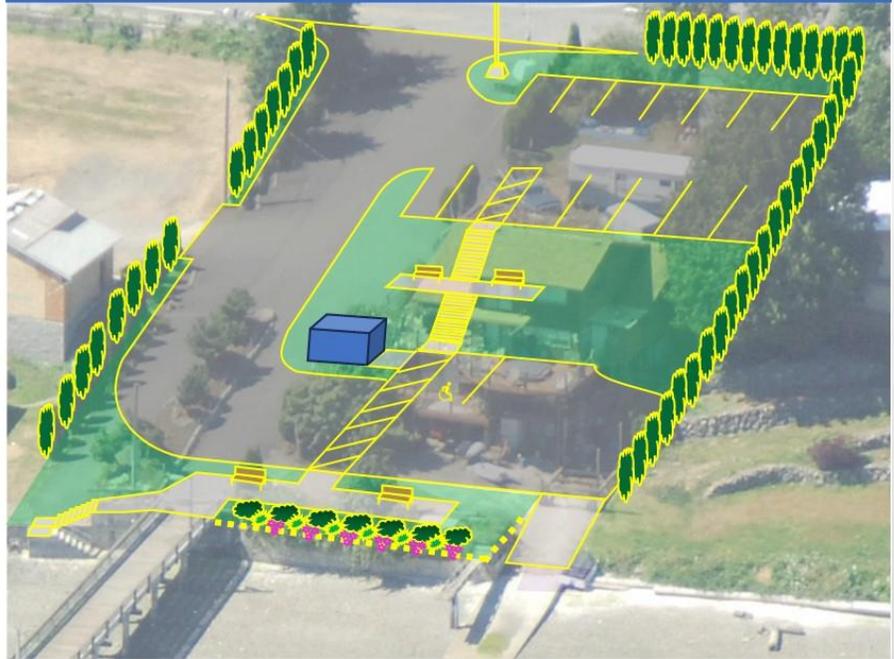
PIER REPAIRS

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	✓ COMPLETE OCTOBER 2025
UPLAND GRADING & RETAINING WALLS	✓ COMPLETE SEPT. 2025
UPLAND SIDEWALKS & CONCRETE	✓ COMPLETE NOVEMBER 2025
DEMOLITION OF EXISTING FLOATS & GANGWAYS	✓ COMPLETE AUGUST 2025
PIER REPAIRS AND PILING REPLACEMENT	✓ COMPLETE OCTOBER 2025
INSTALLATION OF NEW FLOATS AND GANGWAYS	✓ COMPLETE AUGUST 2025
INSTALLATION OF NEW VAULT RESTROOM	✓ COMPLETE OCTOBER 2025
FINISH GRADING & ASPHALT PAVING	✓ COMPLETE OCTOBER 2025
UPLAND LANDSCAPING & MISC. FINAL IMPROVEMENTS.	✓ COMPLETE NOVEMBER 2025
PUNCH LIST ITEMS AND PROJECT COMPLETION	DECEMBER 2025

PORT OF ILLAHEE - WATERFRONT IMPROVEMENTS

RECENT PHOTOS

