



Port of Illahee Minutes of Regular Meeting

October 08, 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. **Commissioner 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, Jan

Consent Agenda

- October 8, 2025, Meeting Agenda
- September 10, 2025 Regular Meeting Minutes
- September 23, 2025 Special Meeting Minutes
- Payment of bills with check numbers 5405 through 5412 totaling \$173,764.59
(motion by Hall; second by Rupert; all in favor)

Signing of Documents

Commissioners plan to stop by the Illahee Store to sign documents on Friday, October 10, 2025.

Public Comment

None

REPORTS/UNFINISHED BUSINESS -

Grants/Waterfront Access Improvements

Commissioner Aho reported that the utility work for the Dock Renovation Project had been completed such as the stormwater and power work. Some minor items had been discovered such as bricks and piping but nothing to trigger the Inadvertent Discovery Clause.

Illahee Store Project

The Rural Ports Program was discussed to help fund the renovation of the Illahee Store. The scope of the project was discussed such as what items should be included in the application. Some of the items discussed are a raised crosswalk, the retaining wall, and refurbishing the inside of the store. Only a budget estimate is needed for an application and a final budget is decided in the coming months. CERB likes to see an agreed upon resolution but meeting minutes will suffice for their documentation. A draft resolution could be prepared at the November meeting if necessary.

Commissioner Rupert moved to install a temporary obstruction (gate or barrier) to restrict public access behind the store. **Motion by Commissioner Rupert; seconded by Commissioner Hall. All in favor.**

Treasurer's Report as September 30, 2025

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

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:** See above
- **Lot 36 Illahee Road** - The property is currently listed on the MLS for \$75,000

Dock/Pier - Currently Closed for construction project.

New Business

Commissioner Aho submitted a State of the Port – Oct 6, 2025, paper which he read and is attached as Appendix A.

He also raised concerns about discrepancies in the August 2025 meeting minutes and requested that they be corrected. He explained that multiple versions of the August minutes existed:

- The first version was prepared by the new Port Administrator (Commissioner Eric Hall).
- The second version included edits requested by Chair Aho himself.
- A third version appeared later, labeled as the “official” version, which showed commissioner signatures but no record of a vote.

Commissioner Aho clarified that this situation caused confusion about which version was valid and whether the minutes had ever been properly approved in an open meeting. He emphasized that, according to RCW and WAC requirements, official minutes must record a motion, a second, discussion, and a vote—and that these are the only elements legally required for valid minutes.

Roy Barton asked whether a motion was needed to officially correct the record or whether Commissioner Aho's report alone would suffice. The commissioners agreed to address the correction formally in the record.

Motion by Commissioner Aho to correct the August meeting minutes; second by Hall; all in favor

Adjourn-

At 7:36 PM, the meeting adjourned. **(motion by Rupert; second by Hall; all in favor)**

The next regular meeting is scheduled for November 12, 2025, at 6:30 PM via Zoom.



Commissioner



Commissioner



Commissioner