

**AGENDA FOR  
PORT OF ILLAHEE COMMISSION  
Thursday, February 12th - 6:30PM  
ZOOM MEETING #715 0997 5823 / Password: Illahee**

**1. CALL TO ORDER**

**2. CONSENT AGENDA**

- February 12<sup>th</sup>, 2026 Agenda
- January 14<sup>th</sup>, 2026, Regular meeting minutes
- Pay Bills with check numbers **5452** through **5458** totaling **\$5227.50\*** Pending Auditor Approval\*

**3. SIGNING OF DOCUMENTS**

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

**4. ELECTION OF OFFICERS/JOB DUTIES**

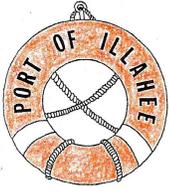
**5. PUBLIC COMMENT opportunity #1**

- 2 minute max, please note that Commissioners are encouraged to wait until the end of the meeting to respond to comments/ statements

**6. REPORTS/UNFINISHED BUSINESS**

- **Grants/Waterfront Access Improvements**
  - Waterfront Project
  - Illahee Store Project – status
- **Treasurer's Report** as of January 31, 2026:

• <b>General Fund:</b>	<b>\$264,509.01</b>
• <b>Investments:</b>	<b>\$8,356.21</b>
• <b>Bond:</b>	<b>\$11,093.05</b>
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• <b>Total:</b>	<b>\$283,958.27</b>



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- **Reports**
  - **Website:** Anything to report?
  - **Properties:**
    1. 5507 Illahee Road/Illahee Store Property
  - **Dock/Pier**

**6. NEW BUSINESS**

- State Audit Update and Special Meeting
- CERB Rural Ports Program Update and Signing of Initial Offer of Financial Aid (IOFA)

**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 Tenbrink:**
- **Commissioner Hall:**
- **Commissioner Rupert:**

**9. ADJOURN - Regular Meeting – Wednesday, March 11, 2026, at 6:30 PM via Zoom**



## Port of Illahee Minutes of Regular Meeting

January 14, 2026

### 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 Jeffrey Rupert** called the meeting to order at 6:30 PM. Also, in attendance were **Commissioner Bradlee Tenbrink**; **Commissioner Eric Hall**; Roy Barton; Cathy Johnson; Jennifer Olson; and members of the public

### Consent Agenda

- January 14, 2026, Meeting Agenda
- December 10, 2025 Regular Meeting Minutes
- Payment of bills with check numbers **5444** through **5451** totaling **\$43,690.39**
- **(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, January 16, 2026.

### Public Comment

None

## REPORTS/UNFINISHED BUSINESS

### Swearing in of New Commissioner Bradlee Tenbrink

Administered by Jennifer Olson, Notary Public.

### Grants/Waterfront Access Improvements

**Commissioner Rupert** reported that the waterfront access improvement project is substantially complete. Remaining items include securing water outlet locks, replacing the bathroom lock, addressing minor electrical meter issues, and installing a new flag.

Former Commissioner Jim Aho, continuing to serve as the project manager for the dock renovation, reported that the existing power pole had been removed, but the incorrect electrical meter had initially been installed. Puget Sound Energy is scheduled to install the correct meter on the following Tuesday. A final walkthrough with the County and Quigg Brothers is planned for later in the week with the goal of achieving final completion pending permit sign-off.

Additionally, he noted that final completion may require additional minor items following the walkthrough but the project is nearing close-out.

### Illahee Store Project

- **5507 Illahee Road**: CERB Rural Ports Presentation scheduled for Jan 15<sup>th</sup>, 2026

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

■ General Fund:	\$ 257,788.34
■ Investments:	\$ 8,328.30
■ Bond:	\$ 11,093.05
■ Total:	\$ 277,209.59

### 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

## Website

Administrative access to the Port website has been transferred. It was noted that hosting administration and billing authority must still be formally transferred so that the Port can directly manage payment of hosting services.

## Properties

- 5507 Illahee Road: See above

## Dock/Pier

**Commissioner Rupert** reported plans to begin pressure washing the dock area and raised concerns regarding hose reach and water access.

A motion was made to authorize up to \$700 for the purchase of hose bib locks, replacement locks for the store and bathroom, and a replacement flag.

**(Motion by Rupert; second by Hall; all in favor)**

## New Business

A motion was made to move the February regular meeting to **Thursday, February 12, 2026 at 6:30 PM** due to Port Administrator travel.

**(Motion by Hall; second by Rupert; all in favor)**

**Commissioner Hall** reported that the State Audit is nearing completion and that an audit exit conference will be scheduled for a special meeting in February. Preliminary findings include clarification of credit card usage policies, documentation of competitive bidding procedures, and correction of bond reporting in annual filings. Corrective action responses will be prepared and submitted as required.

## Public Comment

Roy Barton asked about the status of bond payments and whether the bond had been paid off. Commissioner Hall clarified that the biannual payment had been made but the bond had not been paid off in full. It was recommended that payoff be deferred until grant funding outcomes are known to ensure sufficient cash flow for the Illahee Store project.

Additional discussion occurred regarding PLIA and SLR project sequencing and coordination.

## Adjourn-

At 7:17 PM, the meeting adjourned. **(motion by Rupert; second by Hall; all in favor)**

The next regular meeting is scheduled for February 12, 2026, at 6:30 PM via Zoom.

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Commissioner

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Commissioner

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Commissioner