

**AGENDA FOR
PORT OF ILLAHEE COMMISSION
Wednesday, May 13th - 6:30PM
ZOOM MEETING #715 0997 5823 / Password: Illahee**

1. CALL TO ORDER

2. CONSENT AGENDA

- May 13th, 2026 Agenda
- April 8th, 2026, Regular meeting minutes
- Pay Bills with check numbers **5472 through 5476 totaling \$1,987.82*** Pending Auditor Approval*

3. SIGNING OF DOCUMENTS

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

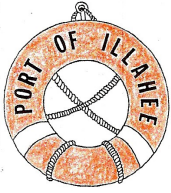
4. PUBLIC COMMENT opportunity #1

- 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**
 - Boating Infrastructure/Facilities Program Grants
 - **Illahee Store Project** – status
- **Treasurer's Report** as of April 30, 2026:

• General Fund:	\$175,289.89
• Investments:	\$134,036.70
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• Total:	\$309,326.59



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- **Reports**
 - Website
 - Properties
 - Dock/Pier

6. NEW BUSINESS

- Stipend Request - Commissioner Rupert

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

9. ADJOURN - Regular Meeting – Wednesday, June 10, 2026, at 6:30 PM via Zoom



Port of Illahee Minutes of Regular Meeting

April 8, 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 Eric Hall**; Roy Barton; Jim Aho; Cathy Johnson, Janet, and members of the public

Consent Agenda

- April 8, 2026, Meeting Agenda
- March 11, 2026 Regular Meeting Minutes
- Payment of bills with check numbers **5468** through **5471** totaling **\$3,074.80**
- **(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, April 10, 2026.

Commissioner Tenbrink Resignation

Commissioner Hall reported that Commissioner Tenbrink formally resigned effective April 1, 2026, citing family and school commitments. Discussion followed regarding advertising the vacant commissioner position and coordinating outreach through the Kitsap Sun and other methods.

Public discussion also occurred regarding commissioner compensation and attendance records. Commissioner Hall noted that the February commissioner payment had been voided because the meeting was not attended.

Discussion also occurred regarding access to the former commissioner's Port email account and multi-factor authentication requirements.

Public Comment

Jim Aho provided the former commissioner's contact information to assist with recovering access to the Port email account.

REPORTS/UNFINISHED BUSINESS

Grants/Waterfront Access Improvements

Commissioner Rupert discussed progress on waterfront improvement grant opportunities, including the Boating Infrastructure Grant (BIG) and Boating Facilities Program grants. Application timelines were reviewed and discussed.

Discussion included:

- Potential use of grant writers for application assistance
- Updated application deadlines and project award timelines
- Dock decking and railing replacement concepts
- Potential ramp and structural base plate improvements
- Match requirements for the grants
- Potential future electrical upgrades as part of grant-funded improvements

Cathy Johnson advised commissioners to verify whether the Port's capital plan needed updating before submitting grant applications.



Illahee Store Project

Commissioner Hall reported that progress on the Illahee Store renovation remains delayed while awaiting action from PLIA and SLR regarding removal of contaminated soil barrels and underground storage tank work.

Discussion included:

- Potential delay of underground storage tank removal until September
- Plan to complete interior renovations before exterior improvements
- Coordination with the Suquamish Tribe regarding project review
- Review of hydric soil concerns and environmental coordination requirements

Treasurer's Report as February 31, 2026

■ General Fund:	\$ 128,364.69
■ Investments:	\$ 133,597.60
■ Bond:	\$ 11,396.23
■ Total:	\$ 273,358.82

Commissioner Hall also reported that final reports, billings, and project boundary maps for all three RCO grants had been submitted. Approximately \$142,000 in retained grant funds is expected to be reimbursed following processing.

Discussion followed regarding grant retainage reimbursement and final project closeout.

Website

No major website updates were reported. Discussion occurred regarding adding an official Port phone number to the website.

Properties

Commissioner Hall stated that property maintenance activities including weed trimming would continue while the Port works to fill the vacant commissioner position.

Dock/Pier

Commissioner Rupert reported the following:

- Continued bi-weekly visits to the dock and restroom facilities
- Coordination with temporary boat moorage users
- Trash removal and weeding activities
- Increased public use of the dock and restroom facilities
- Vandalism involving the restroom toilet paper holder
- Plans to fabricate and install a replacement toilet paper bar with locking hardware
- Consideration of janitorial services during the summer season
- Continued maintenance activities including roof cleaning and dock inspections

Motion to approve the purchase of dock bathroom cleaning supplies and related restroom supplies (motion by Hall; second by Rupert; all in favor).

New Business

Official Port Phone Number

Commissioner Hall proposed purchasing a Zoom virtual phone number for official Port business at approximately \$15 per month. Discussion included:



- Public accessibility improvements
- Voicemail and automated routing features
- Easier future administrative transitions
- Ability to prominently display official contact information on the Port website

Motion to approve purchase of an official Zoom Port phone number (motion by Hall; second by Rupert; all in favor).

Video Surveillance and Electrical Improvements

Commissioner Rupert proposed researching video surveillance options for the dock property due to increased public use and vandalism concerns.

Discussion included:

- Potential installation of surveillance cameras at the dock
- Possibility of livestreaming dock webcam footage to the Port website
- Concerns regarding aging dock electrical infrastructure and failing breakers
- Potential need for electrician review and future electrical upgrades

Insurance and Financial Transparency

During public comment, Cathy Johnson asked whether Enduris insurance had been updated to reflect dock improvements. Commissioner Hall confirmed that updated questionnaires and financial information had been submitted.

Cathy Johnson also requested that the Port provide budget-to-actual financial reporting updates periodically throughout the year for additional transparency.

Public Comment

Additional discussion occurred regarding signage, dock improvements, insurance updates, and financial reporting transparency.

Commissioner Comments

Commissioners discussed continuing Port operations following the resignation of Commissioner Tenbrink and expressed appreciation for ongoing volunteer and maintenance efforts.

Adjourn-

At 7:29 PM, the meeting adjourned. **(motion by Hall; second by Rupert; all in favor)**

The next regular meeting is scheduled for May 13, 2026, at 6:30 PM via Zoom.

Commissioner

Commissioner

Commissioner