

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

1. CALL TO ORDER

2. CONSENT AGENDA

- June 10th, 2026 Agenda
- May 13th, 2026, Regular meeting minutes
- Pay Bills with check numbers **5477 through 5479 totaling \$2,356.18*** Pending Auditor Approval*

3. SIGNING OF DOCUMENTS

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

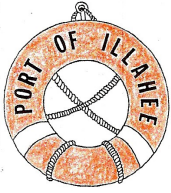
4. PUBLIC COMMENT opportunity #1

- 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 May 31, 2026:

• General Fund:	\$177,508.56
• Investments:	\$234,765.66
• Total:	\$412,274.22



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

6. NEW BUSINESS

- Building Designer - Tom Herstad Building Design, Inc.
- Security and Dock WiFi System

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, July 8, 2026, at 6:30 PM via Zoom



Port of Illahee Minutes of Regular Meeting

May 13, 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, Leonard, Debbie Smith, and members of the public

Consent Agenda

- May 13, 2026, Meeting Agenda
- April 8, 2026 Regular Meeting Minutes
- Payment of bills with check numbers **5472** through **5476** totaling **\$1,987.82**
- **(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, May 15, 2026.

Public Comment

None provided

REPORTS/UNFINISHED BUSINESS

Grants/Waterfront Access Improvements

Commissioners discussed future Boating Facilities Program grant opportunities and application timelines. Discussion included:

- Potential application for Boating Facilities Program funding
- Preliminary dock measurements completed by Tim Knapp (sp?)
- Estimated project costs of approximately \$325,000
- Need for additional measurements and documentation to support grant applications
- Grant application deadline anticipated later in the year (Oct 2026)
- Coordination of future grant writing activities

Illahee Store Project

Commissioner Hall reported on progress related to the Illahee Store renovation project and procurement efforts under RCW 39.04.152 Small Works Roster procedures.

Discussion included:

- Solicitation of five contractors through the MRSC Small Works Roster
- Responses were not received from Tim Ryan Construction, North Summit Construction, Active Construction, and Tunista Construction.
- BD Newton was the only contractor to respond and conduct a site visit
- Review of potential permitting approaches
- Consideration of obtaining a shell permit prior to future tenant improvements
- County occupancy and code requirements
- CERB project timelines and readiness requirements
- Need to verify compliance with procurement requirements if only one contractor ultimately submits a bid



Public comment was received from Cathy Johnson recommending follow-up contact with the contractors that did not respond.

Commissioners agreed to:

- Contact the remaining contractors for a second opportunity to respond
- Consult with WPPA staff regarding procurement requirements and audit considerations
- Continue evaluating contractor responses through the May 31 bid deadline

Treasurer's Report as April 30, 2026

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

Commissioner Hall reported:

- Remaining bond funds had been transferred by Kitsap County into the investment pool
- Property tax revenues had recently been deposited but were not yet reflected in the report
- The final RCO grant reimbursement of approximately \$104,000 had been received
- Total Port cash balances were estimated to be approximately \$410,000 after accounting for recent deposits
-

Discussion followed regarding transferring additional funds into the investment pool.

Commissioner Hall reported that \$100,000 would be transferred from the general fund to the investment pool. Kitsap County advised that a separate motion was not required for the transfer.

Website

Commissioner Hall reported that updates to the Port website remain ongoing.

Discussion included:

- Adding the official Port phone number to the website
- Continued website maintenance and administrative updates

Properties

Commissioners discussed ongoing maintenance activities at the Illahee Store and surrounding properties.

Discussion included:

- Weed control and vegetation maintenance
- Installation of property signage
- Repainting the flagpole base
- Continued monitoring of the store property
- Reports of debris accumulation near the western property line
- Future professional roof cleaning

Commissioners noted that maintenance activities would continue throughout the summer season.

Dock/Pier

Commissioner Rupert reported the following:

- Continued maintenance and cleanup activities at the dock and park
- Weekly garbage collection and restroom maintenance
- Investigation of security and surveillance options
- Contact with multiple security vendors including Intelli Systems, Flock, and ADT
- Evaluation of internet and cellular connectivity requirements for surveillance systems



- Increased vandalism and theft concerns
- Damage to Port property resulting from a confrontation with a member of the public
- Filing of a report with the Kitsap County Sheriff's Office
- Continued theft of restroom supplies and vandalism concerns
- Increasing public use of the dock and restroom facilities

Discussion included:

- Surveillance camera installation
- Vendor selection process
- Future monitoring and enforcement efforts
- Safety concerns involving commissioners and Port property
- Potential use of janitorial services during the summer season

Motion to proceed with obtaining bids and pursuing installation of security cameras for the store, park, dock, and pier areas, with final vendor selection to return to the Commission for review (motion by Rupert; second by Hall; all in favor).

New Business

Additional Maintenance Stipend for May

Commissioner Rupert reported increased maintenance demands associated with:

- Restroom cleaning
- Garbage collection
- Landscape watering
- Public facility upkeep

Discussion included:

- Significant increase in restroom maintenance needs
- Biohazard concerns associated with restroom cleanup
- Increased visitor activity during the summer season
- Potential future janitorial service contracts
- Time requirements associated with landscaping and watering activities

Motion to approve two additional commissioner stipends for the month of May on a temporary basis for restroom maintenance, garbage cleanup, and watering activities (motion by Rupert; second by Hall; all in favor).

Vacant Commissioner Position

Commissioners discussed efforts to fill the vacant commissioner position.

Discussion included:

- Publication of vacancy notices through the Kitsap Sun
- Planned posting of vacancy information on the Port website
- Social media outreach efforts
- Statutory timelines for appointment of a replacement commissioner
- Potential involvement of Kitsap County and the Governor's Office if the vacancy remains unfilled

Tribal Recognition Plaque



Commissioners discussed the proposed tribal recognition plaque for the dock.

Discussion included:

- Prior commitments to install the plaque
- Coordination with the Suquamish Tribe regarding wording and design
- Relationship to future donor recognition efforts
- Need to advance the project during the coming month

Commissioner Rupert agreed to contact tribal representatives regarding preferred plaque language and content.

Public Comment

Cathy Johnson asked why the June 1 debt service payment was not shown in the check register and whether the ACH withdrawal should be shown as an electronic fund transfer in the Port's financial records. She additionally asked about the status of the 2025 year-end financial statements and annual report.

Debbie Smith raised concerns regarding motorcycles operating on the dock and asked whether additional measures could be taken to restrict vehicle access. Commissioners agreed to review potential options and monitor the situation.

Commissioner Comments

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

Adjourn-

At 7:12 PM, the meeting adjourned. **(motion by Rupert; second by Hall; all in favor)**

The next regular meeting is scheduled for June 10, 2026, at 6:30 PM via Zoom.

Commissioner

Commissioner

Commissioner

TOM HERSTAD BUILDING DESIGN, INC

296 TREMONT ST.
PORT ORCHARD, WA 98366
360-876-6893
office@tomherstad.com

Newton Development

RE: 5507 Illahee Rd. – C-store renovation

Due to the building at the above address being vacant for over 3 years any use of this building will require the site development be brought up to new code. The main area this will affect the project will be for parking. There may be a way to get a parking agreement with the dock parking that was recently installed across Illahee Rd.

If we were to pursue a parking agreement we would need to decide on a use for the building. If we were to try to permit the building as a “shell” it would trigger the most restrictive use for parking, hence more spaces needed. Due to this it may be in the best interest to actually establish a use of the building for the project.

The way I would proceed would be to establish a new site plan for the project to access the parking needed with what would be available across the street. Once that is established, I would set up a meeting with the County land use planners to discuss the viability of the project moving forward. If this meeting nets a positive outcome we could proceed with the renovation project.

Approximate costs:

Preliminary site plan and meeting:	\$1500-2500
Building remodel costs:	\$4000-5000

Please call or let us know if there are any questions or concerns.

Respectfully Submitted,

Michael Fortman



SURVEILLANCE, NETWORKING, AND DOCK WIFI PROPOSAL

PORT OF ILLAHEE

1. PROJECT OVERVIEW

The Port of Illahee is evaluating a commercial-grade surveillance and wireless networking system for the Illahee Store property and dock facilities.

The proposed system would:

- ✓ Provide high-quality security camera coverage for the store, parking area, and dock
- ✓ Extend reliable wireless internet service approximately 500 feet from the store to the dock
- ✓ Support future public WiFi access at the dock
- ✓ Centralize all networking and surveillance equipment in a secure rack/server area within the store
- ✓ Allow remote monitoring and management of cameras and networking equipment
- ✓ Create infrastructure for future expansion

2. PROPOSED SYSTEM ARCHITECTURE



CORE BUILDING (ILLAHEE STORE)

- Internet connection
- Firewall / router
- Main PoE network switch
- Camera recording server (NVR)
- UPS battery backup
- Wireless bridge transmitter aimed at the dock
- Public WiFi management controller
- PoE security cameras around the store



DOCK AREA

- Wireless bridge receiver
- Outdoor PoE switch
- Outdoor WiFi access point(s)
- Dock security cameras
- Weatherproof equipment enclosure

3. RECOMMENDED NETWORKING APPROACH

POINT-TO-POINT WIRELESS BRIDGE

Rather than using standard WiFi repeaters, the recommended approach is a dedicated point-to-point wireless bridge.

This effectively creates an "invisible Ethernet cable" between the store and dock. At approximately 500–600 feet, the required distance is well within the capability of modern commercial wireless bridge systems.

Benefits:

- ✓ Reliable high-speed connectivity
- ✓ Supports multiple surveillance cameras
- ✓ Supports public WiFi at dock
- ✓ No trenching or underwater cabling required
- ✓ Easier future expansion

4. PROPOSED WIRELESS BRIDGE LOCATIONS & COVERAGE



LEGEND



Point-to-Point Wireless Link



Ubiquiti NanoBeam 5AC (5 GHz Bridge)



Wireless Coverage Area (Approximate)

HOW THE NETWORK WORKS



5. RECOMMENDED EQUIPMENT OVERVIEW

COMPONENT	RECOMMENDED MODEL	EST. COST (USD)
Router / Firewall / Network Controller	Ubiquiti Dream Machine Pro Max	~\$600
Main PoE Network Switch	Ubiquiti Pro Max 24 PoE	~\$780
Camera Recording Server (NVR)	UniFi Protect NVR (w/ 4x 8TB HDD)	~\$1,000 – \$1,300
Wireless Bridge (Store & Dock)	Ubiquiti NanoBeam SAC (2-Pack)	~\$200
Outdoor WiFi Access Point	Ubiquiti U7 Outdoor	~\$200 each
Exterior Camera (General)	UniFi G5 Turret Ultra	~\$130 each
Exterior Camera (Long Range)	UniFi G6 Bullet	~\$200 each
UPS Battery Backup	APC Smart-UPS 1500VA	~\$700
Rack Cabinet (12U Wall Mount)	Middle Atlantic / Tripp Lite	~\$400 – \$600
Cabling, Enclosures, Accessories	Cat6, Patch Panels, Enclosures, etc.	~\$600 – \$1,000

Note: Costs are estimates and subject to change. Camera quantities will vary based on final coverage plan.

6. NEXT STEPS

- 1 Field site survey & line-of-sight check
- 2 Finalize equipment locations
- 3 Develop detailed camera placement plan
- 4 Confirm power availability at dock
- 5 Finalize equipment list & budget
- 6 Procurement & Installation

7. IMPORTANT CONSIDERATIONS



Network Security

VLAN segmentation and firewall rules will separate public WiFi from camera systems.



Public Records & Privacy

Surveillance policies and retention schedules will be established in accordance with Washington State laws.



Scalability

The system is designed to grow with future Port needs.



Signage & Notification

Appropriate signage will notify the public of video surveillance in the area.