





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

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

6. NEW BUSINESS

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, August 12 2026, at 6:30 PM via Zoom



Port of Illahee Minutes of Regular Meeting

July 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, Dr. Ali Cross, John Parvis, and members of the public

Consent Agenda

- July 8, 2026, Meeting Agenda
- June 10, 2026 Regular Meeting Minutes
- Payment of bills with check numbers **5480** through **5482** totaling **\$1,552.37**
- **(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, July 12, 2026.

Public Comment

Roy Barton questioned the approximately \$35,000 decrease in the Port's fund balance. Commissioner Hall explained that \$33,771.90 was attributable to bond payments which do not appear as warrants/checks because the transactions are handled through cash transmittals with Kitsap County. Roy Barton recommended that future financial reports or minutes make these transactions clearer.

Jim Aho relayed positive community feedback about how nice the dock area looked

Dr. Ali Cross introduced herself, discussed her interest in the vacant commissioner position, and Illahee Store redevelopment

John Parvis reported that he has helped the Port by picking up trash, fishing line and hooks, helping with weeds, and additionally asked about garbage collection

REPORTS/UNFINISHED BUSINESS

Grants/Waterfront Access Improvements

The Boating Facilities Program grant remains a future project. The Port intends to begin preparing the application/pre-application materials ahead of the fall application deadline.

Commission discussed potentially including improved parking-area/security lighting in the grant application.

Illahee Store Project

The Port Administrator reported that an application had been initiated with Puget Sound Energy Construction Services to restore electrical service to the store. PSE's Kitsap project manager is reviewing the existing exterior electrical equipment, including the current transformers, service mast, weatherhead and associated equipment, to determine what must be refurbished or replaced.

Building designer Tom Hurstead was contacted again and the Port indicated it wanted to proceed with development of the site plan.

The Pollution Liability Insurance Agency remediation remains pending. PLIA intends to install an additional monitoring well and collect groundwater/soil contamination data before proceeding with removal/remediation of the underground storage tanks.



The Port's CERB store renovation grant is \$280,000 with a \$70,000 Port match. The deadline for satisfying the grant's pre-contract conditions was extended approximately four months, from July 16 to approximately November 16. Outstanding requirements discussed included a final budget, final scope of work, environmental attestations/reviews, identification of required permits, cultural resources review, and documentation of secured matching funds.

Treasurer's Report as June 30, 2026

■ General Fund: \$ 141,380.48
■ Investments: \$ 235,533.74
■ Total: \$ 376,914.22

Website

Commissioner Hall contacted Jim Aho's son regarding transfer of the Port's website hosting.

He also proposed reimbursing hosting expenses incurred since January because the Port should be paying the hosting costs rather than having them personally covered.

Properties

Blackberry removal is needed around Port property. Commissioner Rupert indicated he could haul the removed vegetation with the Port responsible for disposal costs.

Commissioner Hall reported that cleanup following July 4 was relatively minor compared with previous years.

Dock/Pier

Commissioner Rupert reported additional vandalism to the vault toilet, including damage to the vent, siding and trim. Repairs were being planned using longer fasteners because the existing fasteners did not adequately penetrate the structure.

Security cameras were identified as a priority because of continuing vandalism and littering.

Additional maintenance included watering before and during July 4 to reduce fire risk, identifying arborvitae that may eventually require replacement, planning additional weeding, addressing gopher activity, installing approximately 100 five-inch lag bolts in loose decking, reinforcing the decking supporting the gangway, and repairing loose handrails. He also stated that he intends to locate a janitorial/custodial service to assume vault-toilet cleaning responsibilities.

Commissioner Rupert also reported soliciting three quotes for signs designating the tribal moorage slip. The lowest responsive quote was from Into the Blue, a local Brownsville business, at approximately \$30-\$40 per sign. Three signs will be produced and installed.

Commissioner Rupert clarified that previously approved additional stipends for watering and vault-toilet cleaning were intended to continue monthly while those duties were being performed.

He reported spending approximately 12-14 hours during the previous month watering Port property and estimated that repairs to the vandalized vault toilet would require approximately four to six hours.

Motion: Commissioner Rupert moved to approve two additional stipends for watering/maintenance duties and one additional stipend for repair of vandalism damage to the vault toilet.

(motion by Rupert; second by Hall; all in favor)



Appointment of Dr. Ali Cross

The Commission discussed Dr. Cross's application for the vacant commissioner position and her qualifications.

The anticipated role of the third commissioner was discussed including responsibility for Port property and significant involvement with the Illahee Store project.

Dr. Cross was informed that the appointment fills the remaining portion of the vacant position through the end of 2027 and that she would subsequently need to run for election to continue serving.

(motion by Rupert; second by Hall; all in favor)

New Business

Illlahee Days

John Parvis raised the question of plans for Illahee Days. The Commission discussed holding Illahee Days in mid-to-late August, with early September as a fallback if arrangements cannot be completed in time.

Rather than the traditional barbecue, the Commission discussed catered food or potentially using food trucks. Dr. Cross offered to gather information regarding food-truck arrangements.

No final date or food-service arrangement was approved. The intent was to research the options and make a final decision at the next meeting.

Public Comment

Roy Barton welcomed Dr. Cross and recommended that she review approximately five years of historical Port meeting minutes to understand the history of Port projects and decisions

John Parvis brought up a safety concern where approximately a dozen teenagers were jumping from the dock railing and asked whether the railing could be modified to discourage it. Commissioner Rupert responded that he did not want to make a modification that could create a safety hazard.

Commissioner Comments

Roy Barton raised concerns about inadequate lighting in the parking lot, stairs and boat-launch areas, particularly given the recent vandalism.

Commissioner Rupert suggested that permanent lighting improvements might be incorporated into the upcoming Boating Facilities Program grant application.

Adjourn-

At 7:28 PM, the meeting adjourned. **(motion by Rupert; second by Hall; all in favor)**

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

Commissioner

Commissioner

Commissioner

INTERIM VOUCHER APPROVAL

We, the undersigned Board of Commissioners of the Port of Illahee, Kitsap County, Washington, do hereby certify that the merchandise and/or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$2,131.74 and from the General Fund, this 12 day of August 2026

Port Auditor

Port Commissioner

Port Commissioner

[illegible]