AGENDA FOR
PORT OF ILLAHEE COMMISSION
Wednesday, September 9th - 6:30PM
ZOOM MEETING #715 0997 5823 / Password: Illahee

1. **CALL TO ORDER**

2. **CONSENT AGENDA**
   - September 9th, 2026 Agenda
   - August 12th, 2026, Regular meeting minutes
   - Pay Bills with check numbers **5487 through 5493 totaling $15,886.89*** **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
     - Illahee Days - status updates
   - **Treasurer's Report** as of August 31, 2026:

     - **General Fund:** **$221,809.63**
     - **Investments:** **$237,107.54**
     - **Total:** **$458,917.17**

*Supporting correspondence attached

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

6. **NEW BUSINESS**
   - **Draft Resolution 2026-02 - Updated Expenses, Reimbursements, and Credit Card Policy**
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:**
   - **Commissioner Cross:**

9. **ADJOURN -** Regular Meeting – Wednesday, October 14 2026, at 6:30 PM via Zoom

*Supporting correspondence attached

Port of Illahee Minutes of Regular Meeting

August 12, 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. **Commission Chairman Jeffrey Rupert** called the meeting to order at 6:30 PM. Also, in attendance were **Commissioner Eric Hall**; **Commissioner Ali Cross**; Roy Barton; Jim Aho; Cathy Johnson; John Parvis; John Buesch; and members of the public.

Consent Agenda

- August 12, 2026, Meeting Agenda
- July 8, 2026 Regular Meeting Minutes
- Payment of bills with check numbers **5483** through **5486** totaling **$2,131.74**
- **(motion by Hall; second by Cross; all in favor)**

Signing of Documents

Commissioners plan to stop by the Illahee Store to sign documents at 12:30 PM on Friday, August 14, 2026

Public Comment

No public comments were offered during the first public-comment opportunity.

REPORTS/UNFINISHED BUSINESS

Grants/Waterfront Access Improvements

The Boating Facilities Program grant application deadline is in October. Commissioner Hall reported that preliminary work in PRISM had already begun and that additional application materials would be prepared for review at the next meeting.

Illahee Days

The Commission finalized Illahee Days for Sunday, September 20, 2026, from noon to 2:00 PM. The Commission discussed using a Hawaiian restaurant to cater the event rather than arranging food trucks.

Commissioner Rupert will coordinate with the health department regarding required permits, inspection requirements, and food service equipment, and will obtain any needed warming/heating equipment. Commissioner Cross reported that she has a food handler permit and will verify that it remains current for the event.

The event will remain informal, with community displays and information about Port activities and the possibility of games. Based on prior attendance, the Port expects to plan food for approximately 100 people. Additional coordination will occur by email.

Illahee Store Project

Commissioner Hall reported that the existing electrical meter base at the Illahee Store must be removed and replaced, along with the wiring serving the meter. The utility service cable was also found to be cut at the transformer and additional inspection of the existing transformers may be required before electrical service can be restored.

Kitsap County Public Works plans to replace approximately 800 feet of degraded stormwater pipe along Illahee Road. Some work may occur along the Store property and Public Works is considering asphalt flumes to better direct roadway runoff into existing drains.

Treasurer's Report as July 31, 2026

■ **General Fund: $ 188,477.91**
■ **Investments: $ 236,319.42**
■ **Total: $ 424,797.33**

The Port Administrator reported that property tax receipts from the remainder of 2025 and from 2026 had not been entered into QuickBooks and therefore had been omitted from prior internal reports. The discrepancy was identified while preparing the September budget review and the records are being reconciled; 2026 property tax receipts will be reflected in the August totals.

Commissioner Rupert asked that credit card purchases and receipts be reconciled so all purchases are fully documented for future audits. Commissioner Hall stated that receipt documentation should also be included with the applicable vouchers consistent with the state audit finding and that prior records can be corrected retroactively.

Website

No website update was reported.

Properties

No separate properties update was reported beyond the Illahee Store project.

Dock/Pier

Commissioner Rupert reported that watering continues for approximately three hours when there has not been significant rainfall. Caps for the fire-suppression inlet and outlet on the dock were stolen and will be replaced to protect the valve seats from weather and debris.

A community member reported people using the dock for squid fishing at approximately 2:00 AM. Commissioner Rupert noted that the dock closes at 10:30 PM and intends to make periodic visits after closing time to remind users of the posted hours.

The previously identified loose decking has been secured and Commissioner Rupert does not currently anticipate needing additional lag bolts. He also reported that the lowest verbal quote received for janitorial service was approximately $130 per week so he plans to continue cleaning the vault toilet under the existing $30 weekly reimbursement for the near term. A vault toilet pumping is likely to be scheduled near the end of summer to determine an appropriate pumping interval.

Several arborvitae are declining. The Commission will revisit whether to replace them and may consider free arborist wood chips rather than beauty bark for landscaping. Commissioner Rupert also plans to replace weathered/misspelled rules signs. Ordering of the tribal moorage slip signs is temporarily delayed while an appropriate fastening method is identified. Repair of the vandalized vault toilet remains pending and is expected to be completed after Commissioner Rupert's hand injury improves.

New Business

Security Cameras and Benches

Commissioner Rupert requested that security camera systems and benches be placed on the next meeting agenda. Permanent lighting improvements will continue to be considered as part of the Boating Facilities Program grant rather than as a separate project.

Credit Card Policy

Following a public comment question about the state audit, Commissioner Hall confirmed that the Port's credit card policy still needs to be updated. The item will be placed on the next meeting agenda for action.

Public Comment

Cathy Johnson questioned the financial reporting after comparing the Port's State Auditor annual report with the December 31, 2025 balance reported in the January meeting materials and finding a discrepancy of more than $11,000. She recommended reconciling QuickBooks to the Kitsap County monthly cash report each month, stated that the annual report may need to be amended, and noted that the 2024 reported balance also had a smaller discrepancy.

Cathy Johnson also asked that future monthly reporting make debt service and other electronic transfers easier to identify so total disbursements can be compared with the budget. Commissioner Hall agreed to take action and indicated that cash transmittal/electronic-transfer information can be included separately with future reports.

Roy Barton asked whether the credit card policy identified in a prior audit had been updated. Commissioner Hall stated that it still requires an update and the Commission agreed to place the policy on the next agenda for action.

John Parvis reported continuing to walk the dock in the evenings, pick up litter, and assist with weeds. He raised concerns about youths using the lifering enclosure, posts, and utility/junction box hardware as climbing points before jumping from the dock. He also reported candle wax near the seating/grill area, a loose brass fitting on a watering hose, and loosened strapping near dock utilities. Commissioner Rupert and Mr. Parvis plan to coordinate an on-site review and discuss which vegetation should or should not be removed.

John Buesch suggested obtaining free fresh wood chips from local tree services and asking the Suquamish Tribe whether it could provide the designated slip signs and exploring an Eagle Scout project for benches. Commissioner Rupert indicated that he would pursue the bench idea with local Scout contacts and continue investigating wood chip options.

Jim Aho clarified that the tribal sign discussion involves both signs for the designated moorage slip and a separate interpretive/acknowledgment sign regarding Suquamish Tribe history that the Tribe wanted to help develop. He also recommended contacting West Sound Tech regarding student built benches and noted another Bainbridge Island group that may build benches if materials are funded. Commissioner Rupert agreed to contact West Sound Tech.

Commissioner Comments

Commissioner Rupert announced that Jenny Olsen had completed the oath of office for Commissioner Cross. Commissioner Cross stated that she was happy to be serving on the Commission.

Adjourn-

At approximately 7:12 PM, the meeting adjourned. **(motion by Hall; second by Cross; all in favor)**
The next regular meeting is scheduled for September 9, 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 **$15,886.89** and from the General Fund, this **9** day of **September 2026**

Port Auditor

Port Commissioner

Port Commissioner

Number	Name	Amount
5487	ERIC L. HALL	896.00
5488	JEFFREY S. RUPERT	768.00
5489	ALI CROSS	512.00
5490	US BANK	400.00
5491	ENDURIS	12,436.00
5492	U.S. POSTAL SERVICE	502.00
5493	BANK OF AMERICA	372.89

PORT OF ILLAHEE
RESOLUTION 2026-02

EXPENSE, TRAVEL, REIMBURSEMENT, AND CREDIT CARD POLICY

WHEREAS, RCW 53.08.175 authorizes employees, officers, and commissioners of port districts, when engaged in official Port business, to receive necessary and reasonable travel and other business expenses incurred on behalf of the Port when submitted on a voucher with appropriate evidence of payment; and

WHEREAS, RCW 53.08.176 requires each port district to adopt a resolution establishing the basic rules and regulations governing reimbursement of travel and other business expenses, including procedures for approval, authorization of direct purchase of transportation, the form of the voucher, and requirements governing use of Port-issued credit cards; and

WHEREAS, Chapter 42.24 RCW establishes requirements for auditing, certifying, documenting, and paying claims and reimbursement requests of municipal corporations and political subdivisions, including requirements applicable to travel charge cards; and

WHEREAS, RCW 43.09.2855 authorizes local governments to use credit cards for official government purchases and requires the legislative body to adopt controls addressing card distribution, authorization, credit limits, payment of bills, and administration of the credit-card system; and

WHEREAS, the Washington State Auditor's Office Budgeting, Accounting and Reporting System (BARS) Manual provides guidance for local governments concerning employee travel, purchase cards, voucher certification and approval, and internal controls over public expenditures; and

WHEREAS, the Port Commission desires to strengthen and document its internal controls for expenses and reimbursements and to address audit recommendations concerning those controls;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE PORT OF ILLAHEE AS FOLLOWS:

Section 1. Purpose and Scope.

This Resolution establishes the Port of Illahee's policy for travel, business expenses, reimbursements, direct purchases of transportation, and use of Port-issued credit cards. It applies to all Port commissioners, officers, employees, and any other person authorized to incur expenses on behalf of the Port. Public funds shall be used only for lawful Port purposes and only for expenses that are necessary, reasonable, adequately documented, and properly approved.

Section 2. General Authorization and Approval.

Except for routine expenses already authorized by an adopted budget, contract, or other Commission action, travel and material business expenses should be approved in advance by the Commission. When advance approval is impracticable because of an emergency or other unforeseen circumstance, the expense shall be presented to the Commission at the next regular meeting with a written explanation and is subject to ratification.

No commissioner, officer, employee, or cardholder may approve, audit, or certify his or her own reimbursement claim or credit-card charge. Claims of the Port's designated auditing officer shall be reviewed and certified by another commissioner or other person authorized by the Commission.

Section 3. Allowable and Non-Allowable Expenses.

The Port may pay or reimburse necessary and reasonable expenses incurred in the conduct of official Port business, including approved registration fees, transportation, lodging, meals, mileage, parking, tolls, and other directly related business expenses.

The following are not reimbursable or chargeable to the Port unless specifically authorized by law:

- Personal expenses or purchases, including any personal portion of a mixed business/personal expense.

- Entertainment or recreational expenses.
- Alcoholic beverages.
- Traffic or parking fines, penalties, late fees caused by the claimant, or other personal violations.
- Expenses of spouses, family members, guests, or other persons not traveling on authorized Port business.
- Commuting between a person's residence and the person's regular place of Port business.

Reasonable and customary tips may be reimbursed when directly related to an otherwise allowable expense. Tips are included within any applicable meal and incidental expense per diem and may not be claimed separately when per diem is used. When actual expenses are reimbursed, a tip should not exceed twenty percent (20%) of the eligible pre-tax charge unless unusual circumstances are documented and approved.

Section 4. Travel, Transportation, Mileage, Meals, and Lodging.

Travel must be for an official Port purpose and should use the most economical and practical means reasonably available, taking into account the traveler's time, safety, schedule, and the Port's business needs.

Use of a personal vehicle for authorized Port business may be reimbursed at the Internal Revenue Service standard business mileage rate in effect on the date of travel, unless the Commission establishes a different lawful rate by subsequent resolution. Reimbursable mileage shall be documented by date, destination, business purpose, and miles traveled. Parking and tolls may be reimbursed in addition to mileage when supported by documentation.

When official travel requires overnight lodging, the Port may reimburse actual necessary and reasonable expenses or may authorize per diem. Any per diem shall not exceed the applicable United States General Services Administration (GSA) per diem rate for the destination and dates of travel, as required by RCW 53.08.176. If per diem is used for meals and incidental expenses, meal receipts are not required, but the dates, destination, and official business purpose must be documented.

Lodging, airfare, rail, rental vehicle, and other major transportation expenses shall be supported by an itemized receipt or other evidence of the amount paid. Upgrades, additional nights, or other costs attributable to personal preference or personal travel are the responsibility of the traveler.

Section 5. Direct Purchase of Transportation and Travel Costs.

After travel has been authorized, the Port may directly purchase airfare, rail fare, ferry fare, lodging, registration, rental vehicles, or other transportation or travel costs using a Port credit card, check, electronic payment, or other approved payment method. The purchase shall be made or specifically authorized by the Port Treasurer, Port Auditor, Commission Chair, or another person designated by the Commission. Documentation of the business purpose, traveler, dates, vendor, and amount shall be retained with the Port's claims records. An expense paid directly by the Port may not also be claimed for reimbursement.

Section 6. Expense Reimbursement Voucher and Supporting Documentation.

A person seeking reimbursement shall submit a detailed expense reimbursement voucher in substantially the form attached as Exhibit A. The voucher shall identify the claimant, date(s), vendor or payee, description of the expense, official Port business purpose, amount, applicable mileage or per diem calculation, and the account or category to which the expense should be charged. Original or electronic copies of receipts or other evidence of payment shall be attached when required.

Each reimbursement claim shall include the claimant's signed certification required by the BARS Manual:

> *"I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof."*

If a claim includes expenses incurred on behalf of other persons, the voucher shall also identify the persons involved, their relationship to Port business, the dates and nature of the services or meals provided, a detailed breakdown of amounts, and the Port business being carried out.

Reimbursement requests should be submitted promptly and, absent unusual circumstances, no later than thirty (30) days after the expense is incurred or the travel is completed. Late requests may be denied or may require written justification and specific Commission approval.

Section 7. Audit, Certification, and Commission Approval of Claims.

Before payment, all reimbursement claims and other claims against the Port shall be audited by the Port's auditing officer in accordance with Chapter 42.24 RCW and the BARS Manual. The auditing officer shall determine that the claim is adequately documented, authorized, for a lawful Port purpose, and a just, due, and unpaid obligation of the Port.

The auditing officer's certification for an officer or employee expense reimbursement claim shall include:

> *"I, the undersigned, do hereby certify under penalty of perjury that the claim is a just, due and unpaid obligation against the Port of Illahee, and that I am authorized to certify to said claim."*

The Commission shall review and approve claims in an open public meeting. The minutes should identify the voucher, warrant, check, or electronic-payment numbers or dates and the total amounts approved, consistent with BARS guidance. Supporting documentation shall be retained with the Port's accounting records in accordance with applicable records-retention requirements.

Section 8. Port-Issued Credit Cards and Purchase Cards.

Port-issued credit cards or other purchase cards are Port property and may be used only for authorized official Port purchases. The Commission shall determine the number of cards, authorized cardholders, and credit limits. A card may not be transferred to or used by an unauthorized person.

Each cardholder shall sign the acknowledgement attached as Exhibit B before receiving or using a Port card. The following controls apply:

- Personal use is strictly prohibited, even if the cardholder intends to reimburse the Port.
- Cash advances are prohibited.
- Every purchase must be supported by an itemized receipt, invoice, or equivalent documentation showing the vendor, date, items or services purchased, amount, and Port business purpose.
- Cardholders shall submit supporting documentation to the Port Auditor or other designated reconciler promptly and sufficiently in advance of the card's payment due date to allow audit and timely payment.
- For travel-related charge-card purchases, the traveler shall submit a fully itemized travel expense voucher upon billing and no later than thirty (30) days after the billing date, consistent with RCW 42.24.115.
- Disallowed or undocumented charges are the personal responsibility of the cardholder and shall be repaid promptly. If a disallowed travel charge is not repaid before the card bill is due, the Port may exercise the lien and withholding rights provided by RCW 42.24.115.
- A cardholder may not use a Port card while disallowed charges remain outstanding and shall surrender the card upon demand of the auditing officer or Commission.
- The Port may suspend or revoke card privileges at any time.

Credit-card statements and supporting documentation shall be reconciled and audited before or in connection with payment, and credit-card payments shall be certified and approved in the same manner as other Port claims.

Section 9. Exceptions.

Any exception to this policy must be lawful, must serve a documented Port purpose, and must be approved by the Commission. An exception may not waive a statutory requirement, permit a personal use of public funds, authorize a cash advance, or eliminate required documentation, auditing, or certification.

Section 10. Supersession and Effective Date.

This Resolution supersedes Sections (2), (3), and (4) and Attachment 1 of Port of Illahee Resolution 2023-5. Section (1) of Resolution 2023-5, concerning commissioner stipends and stipend-eligible meetings, remains in effect unless separately amended or repealed by the Commission.

This Resolution shall take effect immediately upon adoption. If any provision of this Resolution conflicts with applicable state law, the law shall control and the remaining provisions shall continue in effect.

ADOPTED by the Board of Commissioners of the Port of Illahee at a regular public meeting held on ____________________, 2026.

___________________________	___________________________	___________________________
Commissioner	Commissioner	Commissioner

EXHIBIT A

PORT OF ILLAHEE
EXPENSE REIMBURSEMENT VOUCHER

Claimant:		**Date Submitted:**	
Travel/Expense Dates:		**Meeting/Event:**	
Destination:		**Account/Category :**	
Pre-Approval Date:		**Approved By:**	
Total Amount Claimed:		**Payment Method:**	Reimbursement / Other

Date	Vendor/Payee	Business Purpose	Category	Miles / Per Diem	Receipt?	Amount

If claiming expenses for other persons, list each person's name, relationship to Port business, expense, amount, and the Port business being conducted:

____

____

Claimant Certification

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.

Claimant Signature: __________________________ Date: ________________

Printed Name: ______________________________

Auditing Officer Certification

I, the undersigned, do hereby certify under penalty of perjury that the claim is a just, due and unpaid obligation against the Port of Illahee, and that I am authorized to certify to said claim.

Auditing Officer: ___________________________ Date: ________________

Commission Approval Date: ____________________ Voucher/Warrant No.: ____________

EXHIBIT B

PORT OF ILLAHEE
CREDIT CARD / PURCHASE CARD ACKNOWLEDGEMENT

Cardholder Name: ____

Card Type / Last Four Digits: _______________________________ Credit Limit: $________________

By accepting or using a Port of Illahee credit card or purchase card, I acknowledge and agree that:

- The card is Port property and may be used only for authorized official Port business.
- Personal purchases are prohibited, even if I intend to reimburse the Port.
- Cash advances are prohibited.
- I will not permit another person to use the card unless that person is separately authorized by the Port.
- I will obtain and promptly submit itemized receipts or equivalent supporting documentation for every purchase, together with the Port business purpose.
- For travel-related charges, I will submit a fully itemized travel expense voucher upon billing and no later than thirty (30) days after the billing date.
- I am personally responsible for any disallowed or unsupported charge and will promptly reimburse the Port. I understand that state law may authorize the Port to withhold amounts otherwise payable to me for unpaid disallowed travel charges.
- I will not use the card while disallowed charges remain outstanding.
- I will immediately report a lost or stolen card and will return the card upon demand or when I am no longer authorized to use it.
- The Port may suspend or revoke my card privileges at any time.

Cardholder Signature: ___________________________ Date: __________________

Printed Name: ___________________________________

Authorized by: __________________________________ Date: __________________