

**AGENDA FOR
PORT OF ILLAHEE COMMISSION
Wednesday, October 14th - 6:30PM
ZOOM MEETING #715 0997 5823 / Password: Illahee**

1. CALL TO ORDER

2. CONSENT AGENDA

- October 14th, 2026 Agenda
- September 9th, 2026, Regular meeting minutes
- Pay Bills with check numbers **5494 through 5498 totaling \$6,548.47*** Pending Auditor Approval*

3. SIGNING OF DOCUMENTS

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

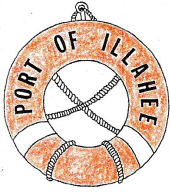
4. PUBLIC COMMENT opportunity #1

- 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 September 30, 2026:

• General Fund:	\$195,722.96
• Investments:	\$237,891.22
• Total:	\$433,614.18



**AGENDA FOR
PORT OF ILLAHEE COMMISSION
Wednesday, October 14th - 6:30PM
ZOOM MEETING #715 0997 5823 / Password: Illahee**

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

6. NEW BUSINESS

- **2027 Preliminary Budget Discussion**
- **Discuss Resolution 2026-02 - Updated Expenses, Reimbursements, and Credit Card Policy**
- **Resolution 2026-03 - Authorizing Early Bond Payoff for 2019 LTGO Bond**
- **Discuss renewing interlocal agreement with Port of Silverdale for Administrative Services**

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 - Next Regular Meeting – Wednesday, November 11 2026, at 6:30 PM via Zoom



Port of Illahee Minutes of Regular Meeting

September 9, 2026

Call to Order

The Regular Port of Illahee meeting was held virtually through the ZOOM app. Commissioner Eric Hall, serving as Port Administrator, called the September 9, 2026 meeting to order at approximately 6:30 PM at the request of Commission Chairman Jeffrey Rupert. Commissioners Jeffrey Rupert and Ali Cross participated. Also present were Roy Barton, Jim Aho, Cathy Johnson, John Parvis, and members of the public. Commissioner Rupert participated by audio.

Consent Agenda

September 9, 2026, Meeting Agenda

August 12, 2026 Regular Meeting Minutes

Payment of bills with check numbers **5487 through 5493 totaling \$15,886.89**

(motion by Cross; second by Hall; vote called and approval was treated as recorded. Commissioner Rupert said he had not reviewed the materials and indicated he would abstain from attesting to their review.)

Signing of Documents

Commissioner Hall arranged to obtain Commissioner Cross's signatures on Thursday, September 10, at approximately 8:30 AM, and to meet Commissioner Rupert at the Illahee Store on Friday, September 11, at noon.

Public Comment #1

Roy Barton asked about an approximately \$502 U.S. Postal Service payment. Commissioner Hall explained that it was the annual post office box rental fee, which had increased from the prior year.

Cathy Johnson suggested dedicating the new waterfront facilities during Illahee Days and establishing regular volunteer workdays for weeding and maintenance. Commissioner Rupert supported a volunteer cleanup before Illahee Days and consideration of recurring workdays in the spring, along with help spreading wood chips and replacing plants. He also supported a community presentation about Port projects and grants at Illahee Days.

REPORTS/UNFINISHED BUSINESS

Grants/Waterfront Access Improvements

No substantive new progress was reported on the Boating Facilities Program or related boating infrastructure grant applications. Commissioner Hall planned to develop displays describing potential grant projects for Illahee Days.

Illahee Store Project

Commissioner Hall reported that SLR and the Pollution Liability Insurance Agency (PLIA) identified groundwater monitoring wells paved over during dock construction without proper decommissioning or advance notice. SLR anticipated installing three replacement wells at different locations between the road and dock for continuing contamination monitoring, subject to contractor availability and county coordination. The old wells will need to be located and properly decommissioned. SLR also plans to remove the stored soil barrels during the drilling work.



Commissioner Hall said the well work would be covered by remaining PLIA grant funds, but the timetable for obtaining sufficient monitoring data was not yet known.

The underground storage tank excavation and associated parking-area improvements remain dependent on cleanup progress and monitoring. Once the soil barrels are removed, interior Store work may proceed. Jim Aho noted that the existing wells had been surveyed and asked whether they could be recovered; Commissioner Hall and Mr. Aho discussed whether asphalt had affected their suitability, without reaching a definitive determination.

Commissioner Cross reported meeting with a prospective site-planning and permitting contractor, Kurt, who was preparing an estimate. She discussed potential reserve septic drain-field locations along the landscaped bank or on the Leonard Knight property, as well as possible replacement or traffic-rated treatment of existing septic infrastructure to permit parking. The Port will need guidance from the health district and county about site conditions, contamination, septic design, and permitting. Commissioner Hall agreed to send Commissioner Cross the preliminary septic work completed by Dave Septic in 2023. They also discussed contacting multiple contractors and preserving written project correspondence through Port accounts.

Commissioner Hall identified November 16, 2026, as the deadline for completing pre-contract conditions for the CERB grant, including permits attestation, environmental documentation, cultural-resource review, final scope, and evidence of matching funds. He reported that the grant requires construction activity within six months after contract execution and project completion within four years, with planning and engineering potentially counting toward initial activity.

Commissioner Rupert proposed hiring a professional to clean the Illahee Store roof before the rainy season. Commissioner Cross agreed to coordinate obtaining a contractor.

(motion by Rupert to approve professional roof cleaning; second by Hall; all in favor)

Illahee Day

The Commission considered food service options and health district requirements for Illahee Day. Commissioner Rupert reported that using a fully licensed and staffed food truck would avoid the Port having to obtain a temporary food permit and purchase warming equipment for self-service catering. He discussed the availability of a Hawaiian food truck, possible per-person pricing and a total proposed authorization of \$2,700 plus tax. The Commission favored full-service catering rather than Port-operated food service.

The previously discussed September 20 event date remained the preferred choice, with September 27 as a fallback if the caterer could not attend on the 20th. Commissioner Rupert would confirm the caterer and date, post to Facebook, and display a banner. Commissioner Hall would announce the date on the website. The Commission discussed weather cancellation and the importance of holding a community celebration after the prior year's construction prevented an event.

(motion by Rupert to approve up to \$2,700 plus tax for Illahee Days catering, with the event on September 20 or September 27 depending on availability; second by Hall, with Cross expressly seconding the two-date option; motion passed.)

Treasurer's Report as August 31, 2026

- **General Fund: \$209,207.43 (corrected during the meeting)**
- **Investments: \$237,107.54**
- **Combined balance: \$446,314.97 (calculated from corrected figures)**



Commissioner Hall initially stated general fund cash of \$221,809.63 and a combined balance of \$458,917.17. Cathy Johnson compared the figures with Kitsap County's August reports and identified a mismatch. Commissioner Hall confirmed that the correct general-fund cash figure was \$209,207.43 and that the investment balance was correct. The revised combined balance above is an arithmetic calculation, not a total separately announced at the meeting.

Commissioner Hall reviewed YTD revenues and expenses and noted grant reimbursements of \$204,617.55 following project closeout, investment interest of \$3,779.54, and spending including utilities, maintenance supplies, stormwater charges, bond principal and interest, commissioner compensation, associations, insurance, the post-office box, and audit costs. He reported a revised insurance charge of approximately \$12,436 after removal of the sold Ocean View property, and a state-audit expense of \$8,806.30. He stated total expenditures to date were approximately \$76,795.10 against estimated expenditures of \$344,025.

Cathy Johnson questioned whether the spending review used the preliminary rather than the adopted final 2026 budget, noting the final budget included repayment of the Ocean View bond. The participants discussed a previously approved motion to pay off that bond; no new repayment motion was adopted at this meeting. Commissioner Hall agreed to contact the county and include the relevant cash-transmittal documentation in the next budget package. Participants also discussed statutory deadlines for preliminary and final Port budgets and the alternate filing provision.

Website

Commissioner Hall requested paid website hosting and Port branded email addresses for commissioners. Commissioner Rupert began a motion that was partially cut off by overlapping audio; the discussion identified the combined website/email services. Commissioner Cross seconded and the Commissioners voiced approval. Commissioner Hall planned to contact the existing website administrator or Bluehost to complete the arrangements.

(motion by Rupert concerning website hosting and Port email services; second by Cross; approved by voice vote. Exact motion wording is incomplete in the transcript.)

Properties

The Commission planned a special meeting for Friday, September 11, 2026, at 2:00 PM to discuss a potential stormwater grant opportunity with a September 30 deadline and to hold an executive session. Commissioner Hall stated that public notice would be provided and that any decisions would be discussed in open session afterward. No motion was recorded to call the special meeting.

Dock/Pier

Commissioner Rupert reported replacing missing hose connection caps and coordinating with Central Kitsap Fire and Rescue to replace a line and address the flag. He continued dock and vault-toilet maintenance, including vandalism repairs and assessed vault toilet pumping frequency. He reported that some replacement plants may be moved from elsewhere on the property to replace losses.

Commissioner Hall said repeated vandalism and security issues made restoration of electrical service at the Store urgent. The existing meter base and related electrical equipment require replacement, with Puget Sound Energy coordination still pending. He expected to bring forward an emergency authorization for the work at the next meeting. Commissioner Rupert reported delaying certain repairs until the area could be better secured.



New Business

Credit Card Policy

Commissioner Hall presented a draft resolution updating the Port credit-card policy to align with the Washington State Auditor's BARS guidance. Commissioners were asked to review the draft before a possible vote at the next regular meeting. No motion to adopt the policy occurred.

Donor Recognition and Benches

Commissioner Rupert requested renewed attention to a recognition plaque for project donors. Commissioner Hall agreed to reconnect with the relevant contacts about contributors' names. Commissioner Rupert also reported early discussions with West Sound Tech about student-built benches for the park, with further follow-up pending.

Public Comment #2

Roy Barton offered to assist with the budget process and suggested involving Cathy Johnson and Jim Aho. Commissioner Hall agreed to coordinate a meeting to review preliminary figures. A community volunteer offered to use a specialized puller to remove scotch broom from the property. Additional discussion concerned the forthcoming special meeting and the proposed regular volunteer cleanup schedule.

Commissioner Comments

Commissioner Cross supported scheduling recurring volunteer workdays on a predictable day of the month so community members could plan to participate. No further Commission action was taken.

Adjourn-

At approximately 7:58 PM, the meeting adjourned. **(motion by Hall; second by Cross; voice approval indicated.)**

The next regular meeting is scheduled for October 14, 2026, at 6:30 PM via Zoom.

Commissioner

Commissioner

Commissioner

PORT OF ILLAHEE
2027 PRELIMINARY BUDGET

	DETAIL	TOTALS
TOTAL ESTIMATED BEGINNING BALANCE	380,450.00	380,450.00
<u>REVENUES:</u>		
693.00 Operating Grants Reimbursement - CERB Rural Ports Program	280,000.00	280,000.00
699.10 Investment Interest	11,100.00	11,100.00
699.20 Property Tax	101,702.00	101,702.00
TOTAL ESTIMATED REVENUES:		392,802.00
TOTAL ESTIMATED FUNDS AVAILABLE:		734,532.70
<u>EXPENDITURES:</u>		
721.00 MARINA OPERATING		
721.80 Utilities	3,000.00	
721.90 Other	500.00	
723.00 MARINA MAINTENANCE		
723.30 Outside Services/ Dock & Pier	3,000.00	
723.40 Supplies	1,000.00	
763.00 PROPERTY LEASE/RENTAL/STORE/ MAINTENANCE		
763.40 Supplies	500.00	
763.60 Facility Maintenance	6,500.00	
763.70 General and Administrative	500.00	
763.80 Utilities	1,000.00	
771.00 DEBT REDEMPTION		
771.50 Other: Note/Contingency Bond	23,000.00	
773.00 FIXED ASSET DISBURSEMENT		
773.50 Property Improvements: 5507 ILLAHEE ROAD	350,000.00	.
773.90 Other: Property Improvements		
780.00 GENERAL AND ADMINISTRATIVE		
781.10 Commissioner compensation	12,800.00	
781.20 Commissioner reimbursement	1,500.00	
781.30 Outside services: Legal, etc.	1,000.00	
781.30 Outside services: Admin Contract	8,000.00	
781.40 Supplies	200.00	
781.70 G&A Operations: Insurance, Etc.	17,400.00	
790.00 NON-OPERATING EXPENSE		
799.91 Interest Expense: BONDS	31,219.00	
799.92 Election Expense	6,000.00	
TOTAL ESTIMATED EXPENDITURES:		(467,119.00)
TOTAL ESTIMATED ENDING BALANCE:		306,133.00

Commissioner Ali Cross

Commissioner Eric Hall

Commissioner Jeffrey Rupert

**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: _____

PORT OF ILLAHEE
Kitsap County Port District No. 6
Kitsap County, Washington
Resolution 2026-03
Dated: October 14, 2026

BE IT RESOLVED by the Board of Commissioners of the Port of Illahee, Kitsap County, Washington, that the Port hereby authorizes the early redemption and full payoff of its outstanding Limited Tax General Obligation Bond, 2019, in the principal amount of \$97,442.33, with an original maturity date of December 1, 2034.

The Board authorizes payment of the outstanding principal balance, together with accrued interest through October 30, 2026, from available Port funds. The redemption shall occur on October 30, 2026, in accordance with the applicable bond provisions and redemption procedures administered by U.S. Bank Trust Company, N.A.

PASSED by the Board of Commissioners of the Port of Illahee, Kitsap County, Washington, at the scheduled Port of Illahee meeting this 14th day of October 2026.

Port of Illahee
Kitsap County, Washington

Jeffrey Rupert, Commissioner

Ali Cross, Commissioner

Eric Hall, Commissioner / Secretary

Notice of Redemption*

Port of Illahee, Kitsap County Washington Limited Tax General Obligation Bond, 2019

NOTICE IS HEREBY GIVEN that the Port of Illahee, Kitsap County Washington, has called for redemption on October 30, 2026 its then-outstanding Limited Tax General Obligation Bond, 2019 (as detailed in the table below).

The Bonds will be redeemed at a price of one hundred percent 100% of their principal amount, plus accrued interest to October 30, 2026. The redemption price of the Bonds is payable on presentation and surrender of the Bonds at the office of:

U.S. Bank Trust Company, N.A.
Global Corporate Trust Services
111 Fillmore Ave E
St. Paul, MN 55107

Interest on all Bonds or portions thereof which are redeemed shall cease to accrue on October 30, 2026.

The following Bonds are being redeemed:

<u>Maturity</u>	<u>Principal Amounts</u>	<u>Rate</u>	<u>CUSIP Nos.</u>
12/01/2034	\$97,442.33	2.75%	KITPORILL19

*IF BONDS ARE TO BE SELECTED BY LOT. PLEASE INDICATE SO IN THE AREA DESIGNATED BY BOND NUMBER. (ATTACH ADDITIONAL PAGES IF REQUIRED).

Special Instructions: _____

TOTAL AMOUNT TO BE CALLED: \$97,442.33

APPROVED BY: _____ DATE: _____

SENDER'S: TELEPHONE # _____ EMAIL#: _____

COMPLETED FORMS CAN BE EMAILED TO U.S. BANK TO THE PARTIES BELOW:

Aaron Fong, Phone: 206-344-4609 aaron.fong@usbank.com
Van Cac, Phone: 651-466-6120 van.cac@usbank.com
Craig Ferguson, Phone: 206-948-9824 craig.ferguson@usbank.com

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 \$6,548.47 and from the General Fund, this 14 day of October 2026

Port Auditor

Port Commissioner

Port Commissioner

[illegible]