AGENDA FOR
PORT OF ILLAHEE COMMISSION
Wednesday, November 11th - 6:30PM
ZOOM MEETING #715 0997 5823 / Password: Illahee

1. **CALL TO ORDER**

2. **CONSENT AGENDA**
   - November 11th, 2026 Agenda
   - October 14th, 2026, Regular meeting minutes
   - Pay Bills with check numbers **5499 through 5506 totaling $13,570.89*** **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
     - Benches
     - Donation/recognition plaque
     - Store roof/gutter cleaning
     - Security cameras
     - Tire reef removal
     - Signage

   - **Treasurer's Report** as of October 31, 2026:

General Fund:	**$128,755.98**
Investments:	**$238,705.17**
Total:	**$367,461.15**

*Supporting correspondence attached

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PORT OF ILLAHEE COMMISSION
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- **Reports**
    - **Website**
    - **Properties**
    - **Dock/Pier**

6. NEW BUSINESS

- **2027 Final Budget Discussion**
- **Resolution 2026-04 - Levy Certification and Dept. of Revenue Ordinance**
- **Emergency Authorization for Store Electrical Service**
- **Continue Discussion regarding 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 - Next Regular Meeting – Wednesday, December 9, 2026, at 6:30 PM via Zoom

*Supporting correspondence attached

Port of Illahee Minutes of Regular Meeting

October 14, 2026

Call to Order

The regular Port of Illahee meeting was held virtually through the ZOOM app. Commission Chairman Jeffrey Rupert called the October 14, 2026 meeting to order at approximately 6:30 PM. Commissioner Eric Hall, serving as Port Administrator, participated. Commissioner Ali Cross advised that she would be late and joined during the preliminary budget discussion. Also participating in the meeting were Roy Barton, Cathy Johnson, Jim Aho, Zach Aho, and members of the public.

Consent Agenda

October 14, 2026 Meeting Agenda

September 9, 2026 Regular Meeting Minutes

Payment of bills with check numbers **5494 through 5498 totaling $6,548.47**

(motion by Hall to approve the consent agenda; Rupert second. Motion passes 2-0 with Commissioner Cross not yet joining.)

Signing of Documents

Commissioners Rupert and Hall discussed meeting on Friday, October 16, at approximately 11:00 AM or noon to sign documents. Commissioner Hall would coordinate separately with Commissioner Cross, and Commissioner Rupert would confirm the time by text.

Public Comment #1

Zach Aho described transferring the Port website from the Bluehost server space he has maintained for approximately 15 to 20 years. Because his hosting account also contains other websites, the Port will need its own hosting account rather than access to his Bluehost credentials. Commissioner Hall already has WordPress administrator access and could transfer the site. Mr. Aho offered to assist with questions and said he could continue hosting it during the transition.

REPORTS/UNFINISHED BUSINESS

Grants/Waterfront Access Improvements

Commissioner Hall reported that the Boating Facilities Program grant application was approximately halfway complete and due November 3, 2026. He planned to reuse the Port's existing comprehensive plan from the dock renovation, complete and submit the application, and copy the commissioner accounts on the submission.

Illahee Store Project

Commissioner Hall reported that the electrician had worked inside the Store on October 14 to replace cabling that could not reach the new grounding bus bar. Commissioner Rupert confirmed that electrician Jacob had completed the work and had coordinated with Rich at Puget Sound Energy (PSE). Repeated material ordering errors caused delays,

and the hinged electrical cabinet cost approximately $1,000 more than originally anticipated. An invoice was expected.

Commissioner Rupert built and attached a platform at the Store so the electrical panel would not have to be lowered approximately one foot. The next step was for PSE to install a meter and re-energize the Store so security lighting and cameras could be installed. Commissioner Rupert anticipated restoration of power within approximately two weeks. Roy Barton raised the question of whether a Washington Department of Labor & Industries (L&I) inspection or approval sticker was required before the meter could be installed. Commissioner Hall said L&I had inspected the interior equipment and discussed the distinction between Port-owned interior wiring and PSE-owned service equipment. The final inspection responsibility was not resolved during the meeting.

Treasurer's Report as of September 30, 2026

- **General Fund: $195,722.96**
- **Investments: $237,891.22**
- **Combined balance: $433,614.18**

Commissioner Hall reported receiving an updated P&I payoff amount for the Port's outstanding bond, to be addressed later under new business.

Website

None

Properties

No new property report was presented initially. Commissioner Rupert noted that the previously authorized Store roof and gutter cleaning needed follow-up with Commissioner Cross after her arrival.

Dock/Pier and Illahee Days

Commissioner Rupert reported ongoing dock-area maintenance with assistance from members of the public. He considered Illahee Days successful, but noted that food had been ordered for more people than attended and the remaining food was taken home by community members. Although he made several Facebook posts, some residents reported they had not known about the event. Because the date changed by one week, the banner was displayed for only about a week and online notices were posted for approximately one to one-and-a-half weeks.

Commissioner Rupert reported that Kitsap Septic pumped the vault-toilet holding tank and estimated it had been approximately two-thirds full. He recommended annual pumping in late September, while avoiding pumping immediately before Illahee Days because of residual odor. He estimated that approximately 5% to 7% of landscaped plants had died over the summer despite generally weekly watering except during significant rainfall. Some arborvitae planted between a concrete wall and pavement had not survived; the Commission could later consider leaving the area unplanted or relocating surviving plants to replace losses.

New Business

2027 Preliminary Budget

Commissioner Hall presented an updated preliminary 2027 budget, including revised county information, a contemplated October bond payoff, and projected property taxes. He thanked Roy Barton and Cathy Johnson for spending approximately an hour and a half reviewing the draft earlier in the week. The approximate estimated

opening balance was $380,450. Planned revenue included a potential $280,000 CERB Rural Ports reimbursement, contingent on meeting pre-contract conditions, approximately $11,100 in investment interest, and $101,702 in property taxes. He reported estimated revenues of $392,802 and total estimated funds available during 2027 of $734,522.70. These were presented as preliminary figures.

Proposed operating allocations included approximately $3,000 for utilities, including sewer, vault pumping, water and lighting, and $500 for unforeseen miscellaneous expenses. Marina maintenance included approximately $3,000 for outside services and $1,000 for supplies and vandalism-related replacements. For the Store, proposed expenses included $500 for supplies, $6,500 for facility maintenance, $500 for general administration, and $1,000 for utilities and continuous security lighting or cameras. Commissioner Hall explained that the Boating Facilities Program construction grant was not expected until 2028, so its associated work was not included in the 2027 marina budget.

The draft also reflected $23,000 in 2027 bond principal payments ($11,000 in June and $12,000 in December), $31,219 in bond interest, and $350,000 in Store property improvements funded by the proposed $280,000 CERB reimbursement and $70,000 Port match. Other figures discussed were $12,800 for commissioner compensation, $1,500 for commissioner reimbursements, $1,000 for legal and other outside services, $8,000 for a potential administrative-services contract, $200 for supplies, approximately $12,436 for insurance, and about $6,000 for elections involving the Hall and Cross seats. Commissioner Hall stated total estimated expenditures of $467,119 and an estimated ending balance of $306,133. The figures were not independently reconciled during the meeting.

The Commission discussed how using outside contractors for janitorial service, gardening, and maintenance could increase 2027 costs. Commissioner Rupert said he had received quotes of at least $150 per week for toilet cleaning and discussed contractor labor rates of roughly $34 to $57 per hour; winter closure of the toilet was raised as a possible option. Commissioner Hall emphasized the Port’s limited revenues and existing debt service. Commissioner Hall stated that the preliminary budget would be reviewed and potentially amended, with a vote expected at the next meeting. No motion to adopt the preliminary budget occurred.

Commissioner Stipends and Maintenance Labor

Commissioner Rupert reported that his stipend payments appeared higher than expected, including six stipends in each of the preceding two months. He described prior authorizations for meeting attendance, dockmaster duties, additional vault-toilet cleaning and maintenance, and park watering and maintenance. After reviewing state requirements himself, he questioned whether payments for manual labor were permitted commissioner compensation. He requested that his current stipend check be canceled, stated that he would not request an additional stipend for building the Store electrical platform, and intended to seek guidance from the Washington State Auditor’s Office regarding any required correction or repayment. He estimated that potential repayment could be approximately $2,000 but emphasized that he had not yet obtained an authoritative determination.

Commissioner Hall noted that cancellation of the check would require changes to vouchers, check numbers, and the previously approved consent agenda. No separate motion amending the consent agenda or formally canceling the check was recorded in the transcript. Commissioner Rupert said a decision about maintenance compensation would affect the 2027 budget and the Port’s need for contracted services.

Credit Card Policy and Official Travel Per Diem

The Commission reviewed the draft credit-card policy resolution intended to conform to Washington State Auditor BARS guidance. Commissioner Rupert focused on procedures for preapproval and reimbursement of official commissioner travel, including meals, lodging, and travel associated with training or the annual Washington Public Ports Association Small Ports Conference. Commissioner Hall noted the applicable cap at U.S. General Services Administration per diem rates. Commissioner Rupert cited an example daily rate of $68 and a travel-day rate of $51 for the Lake Chelan conference. The draft credit-card policy was not adopted, and revisions could be presented at the next meeting.

(motion by Rupert to authorize standardized government per diem rates for approved official commissioner travel, subject to applicable GSA limits; second by Hall; all in favor motion passed.)

Early Redemption of Outstanding Bond

Commissioner Hall presented and read the proposed bond redemption resolution, identified in the draft as Resolution 2026-03, authorizing early redemption of the Port's outstanding Limited Tax General Obligation Bond 2019, originally scheduled to mature December 1, 2034. He stated the principal was $97,442.33 and accrued interest through October 30, 2026 was $1,242.55, for a total payoff of $98,684.88. The proposed redemption date was October 30, 2026, using available Port funds and the applicable procedures administered by U.S. Bank Trust Company. He explained that the resolution number could change because the unadopted credit-card policy had also been assigned a draft number.

(motion by Hall to approve the early bond payoff resolution; second by Cross; all in favor motion passed.)

Port of Silverdale Administrative Services

Commissioner Hall requested that the Port explore renewing the previous interlocal agreement with the Port of Silverdale for administrative services, explaining that his concurrent duties as administrator, treasurer, and secretary were becoming difficult to sustain alongside employment and graduate studies. Commissioner Rupert had contacted the Port of Silverdale manager, who expected to raise the subject at its next commissioner meeting. The two ports anticipated discussing the scope of duties and differences from the prior arrangement within the coming month. Commissioner Hall planned to follow up and report at the November meeting. No motion to authorize or execute an agreement was recorded.

West Sound Tech Benches and Donor Recognition

Commissioner Rupert reported ongoing attempts to contact West Sound Tech about constructing two bolt-down benches for the intermediate waterfront viewing platforms. He said Mr. Nichols had indicated support, and Commissioner Cross offered to assist through her contacts. Commissioner Cross also suggested Eagle Scout projects as an option for other Port improvements. Commissioner Rupert noted the need to install additional signage.

Commissioner Rupert revisited the donor recognition plaque and asked Jim Aho to send the commissioners the vendor contact information and research previously assembled so the Port could proceed with fabrication and installation. Mr. Aho agreed.

Public Comment #2

Roy Barton questioned the effectiveness of website and Facebook publicity for Illahee Days and whether the approximately $3,000 event expense was appropriate for the estimated attendance. Commissioner Rupert estimated approximately 60 attendees, compared with catering for 100 people. Commissioner Hall reported approximately 10 views of the relevant Port website post and explained that Facebook likely reached a larger audience, although the Port has no dedicated marketing staff. Mr. Barton also raised questions about the amount of toilet use since opening in approximately January or early February and whether twice-yearly pumping should be budgeted. Commissioner Rupert clarified that the two-thirds-full estimate was approximate and said he would monitor the holding tank to prevent overflow.

Zach Aho expressed appreciation for increased public use of the dock and waterfront park and for the work maintaining the facilities. He observed that the dock appeared well used and cared for.

Commissioner Comments

When asked for a Store roof-cleaning update, Commissioner Cross explained that she had delayed contacting contractors until her Port email account was available, rather than using personal contact information. She confirmed

that access was now available and said she would proceed with outreach. Commissioner Rupert offered to assist with correspondence.

Adjourn-

The meeting ended at approximately 7:25 PM. **Commissioner Rupert called for adjournment, and Commissioner Hall seconded. All in favor. Motion passes.**

The next regular meeting is scheduled for November 11, 2026, at 6:30 PM via Zoom.

_____	_____	_____
Commissioner	Commissioner	Commissioner

Invoice Date: 10/20/2026
Invoice Number: 3388692

Funds due on 10/30/2026

Kitsap County, WA
614 DIVISION ST MS 32
PORT ORCHARD, Washington 98366

Contact	Phone	Fax	Email
Katrina Coley	(360)-337-4941		kcoley@kitsap.gov

Account Number: KITPORIII19

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

Invoice for Debt Service Payment on 10/30/2026

Cusip	Maturity Date	Accrual Start Date	Accrual End Date	No. of Days	Principal Balance	Interest Rate	Interest	Principal	Premium/ Discount
SYS10866	12/1/2026	6/1/2026	10/29/2026	149	$5,000.00	2.75%	$56.91	$5,000.00	
SYS10867	12/1/2027	6/1/2026	10/29/2026	149	$10,000.00	2.84%	$117.54	$10,000.00	
SYS10868	12/1/2028	6/1/2026	10/29/2026	149	$10,000.00	2.92%	$120.86	$10,000.00	
SYS10869	12/1/2029	6/1/2026	10/29/2026	149	$12,000.00	3.00%	$149.00	$12,000.00	
SYS10870	12/1/2030	6/1/2026	10/29/2026	149	$12,000.00	3.07%	$152.48	$12,000.00	
SYS10871	12/1/2031	6/1/2026	10/29/2026	149	$12,000.00	3.12%	$154.96	$12,000.00	
SYS10872	12/1/2032	6/1/2026	10/29/2026	149	$12,000.00	3.18%	$157.94	$12,000.00	
SYS10874	12/1/2033	6/1/2026	10/29/2026	149	$12,000.00	3.24%	$160.92	$12,000.00	
KITPORILL19	12/1/2034	6/1/2026	10/29/2026	149	$12,442.33	3.338837 %	$171.94	$12,442.33	
					$97,442.33		$1,242.55	$97,442.33	

Interest Due:	**$1,242.55**
Total Principal Due:	**$97,442.33**
Principal Deposit Due:	
Net Due:	**$98,684.88**

PAYMENT SUMMARY

Total Interest Due:	$1,242.55
Total Principal Due:	$97,442.33
TOTAL DUE 10/30/2026	$98,684.88

Notes

U.S. Bank will debit your designated DDA for payment

WIRING INSTRUCTIONS	
US Bank must receive funds prior to 10:30 A.M. CST to ensure DTCC receives funds prior to their same day settlement deadline of 2:00 P.M. CST. Any payments received by DTCC after the 2:00 P.M. deadline will be allocated the next day.	
ABA:	091000022
BBK:	U.S. Bank N.A.
CITY/TOWN:	Minneapolis
STATE:	MN
COUNTRY:	US
A/C:	180121167365
BNF:	U.S. Bank Trust N.A.
OBI:	KITPORILL19

ACH INSTRUCTIONS	
US Bank must receive funds prior to 10:30 A.M. CST to ensure DTCC receives funds prior to their same day settlement deadline of 2:00 P.M. CST. Any payments received by DTCC after the 2:00 P.M. deadline will be allocated the next day.	
ABA:	091000022
BBK:	U.S. Bank N.A.
A/C:	180121196976
BNF:	U.S. Bank Trust N.A.
Addenda Info:	

CHECK INSTRUCTIONS
If paying by check, please include a copy of this invoice and remit payment 5 business days prior to payment date.
U.S. BANK St. Paul CM-9705 P.O. BOX 70870 St Paul, Minnesota 55170

U.S. BANK CONTACTS

Prod Ops Analyst Van Cac **Email:** van.cac@usbank.com **Phone:** 651-466-6120

KITPORILL19

Kitsap County Treasurer's Office

Cash Transmittal

Transfer Receipt #R00255151

Approved: 10/27/2026

GL Date: 10/27/2026

Total Amount: $98,684.88

Request Details

Request ID	256428
Type	Transfer
Owner	Eric Hall
Organization	Port of Illahee
Approved By	Katrina Coley
Comments	Bond payoff transfer

Transfer Transaction

CT Request ID	Program	Account	Memo	Amount
256428	88712 - Port/Illahee General	6971.88713 - Transfers Out		($98,684.88)
256428	88713 - Port/Illahee GO Bond Fund	4970.88712 - Transfers In		$98,684.88

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 **$13,570.89** and from the General Fund, this **11** day of **November 2026**

Port Auditor

Port Commissioner

Port Commissioner

Number	Name	Amount
5499	ERIC L. HALL	896.00
5500	ALI CROSS	640.00
5501	ALI CROSS	1,073.06
5502	JEFFREY S. RUPERT	896.00
5503	ENERCONN ELECTRICAL SOLUTIONS	8,394.20
5504	WASHINGTON PUBLIC PORTS ASSOCIATION	130.56
5505	BANK OF AMERICA	1,024.77
5506	JEFFREY S. RUPERT	516.30

Washington Public Ports Association
1501 Capitol Way S. Suite 304
Olympia, WA 98501

Invoice

Date	Invoice #
10/26/2026	026-693

Bill To

Port of Illahee
PO Box 2357
Bremerton, WA 98310

Balance Due	$130.56

☐ Please check box if address is incorrect or has changed, and indicate change(s) on reverse side.

Washington Public Ports Association

1501 Capitol Way S.
Suite 304
Olympia, WA 98501

• Credit Card Payments: Use the secure link provided in your invoice email
• ACH Payments: Heritage Bank | Routing 325170835 | Account 100167594

Description	Amount
Small Ports Seminar: October 22-23, 2026 Registration for Jeff Rupert	60.00
Small Ports Seminar Tax - Chelan County 8.8%	5.28T
Small Ports Seminar: October 22-23, 2026 Registration for Ali Cross	60.00
Small Ports Seminar Tax - Chelan County 8.8%	5.28T

Total	$130.56
Payments/Credits	$0.00
Balance Due	$130.56

Phone #	E-mail
360-943-0760	tcilurso@washingtonports.org

EnerConn
ELECTRICAL SOLUTIONS

19689 7th Ave NE
STE 183, PMB 314
Poulsbo,WA 98370-9217

10/15/2026 2607

Port of Illahee
Illahee Store
5507 Illahee Rd. NE
Bremerton, WA 98311

Work performed at: 5507 Illahee Rd. NE, Bremerton, WA 98311

DESCRIPTION OF WORK: Exterior Electrical Service Remove existing 208/120v 400amp 3phase 4wire CT can enclosure Remove existing 208/120v 400amp 3phase 4wire CT meter Provide and install (1) 208/120v 400amp 3phase 4wire CT can to meet PSE standards Provide and install (1) 208/120v 400amp 3phase 4wire CT meter to Provide electrical terminations of existing service conductors to new CT landing pad Permit				
Proposal		7,687.00		7,687.00T

Thank you for choosing EnerConn Electrical Solutions! We appreciate your business! If you have any questions regarding your invoice please feel free to contact us.

Ph: 360-779-0388 / Email: info@enerconn.com

Late Payments will be assessed as follows:
<30 Days 3%, 31-60 Days 6%, 61-90 Days 9%

Subtotal	$7,687.00
Sales Tax (9.2%)	$707.20
	$8,394.20

Department of Revenue
Washington State

Form 64 0100

Reset form

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I Jeffrey Rupert *(Name)*, Commissioner *(Title)*, for The Port of Illahee *(District name)*, do hereby certify to the Kitsap *(Name of county)* County legislative authority that the 2027 Commission *(Commissioners, Council, Board, etc.)* of said district requests that the following levy amounts be collected in 2027 *(Year of collection)* as provided in the district's budget, which was adopted following a public hearing held on 11-11-2026 *(Date of public hearing).*

Regular levies

Levy	General levy	Other levy*
Total certified levy request amount, which includes the amounts below.	101,702.00	
Administrative refund amount	484.00	
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount, which includes the amounts below.					
Administrative refund amount					
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: _____ **Date:** _____

Print form

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

Department of Revenue
Washington State

Form 64 0101

Ordinance/Resolution No. 2026-04

RCW 84.55.120

WHEREAS the (Governing body of the taxing district) Commission of (Name of the taxing district) The Port of Illahee has met and considered its budget for the calendar year 2027 ; and

WHEREAS the districts levy amount from the previous year was (Previous year's levy amount) $ 100,301 ;

WHEREAS the population of this district is ☐ More than or ☑ Less than 10,000; and now therefore,

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the (Year of collection) 2027 tax year.
The dollar amount of the increase over the actual levy amount from the previous year shall be $ 757 which is a percentage increase of (Percentage increase) 0.754728 % from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, any increase in the value of state assessed property, increment value, any annexations that have occurred and refunds made.

Adopted this 11th day of November , 2026 .

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose.

Reset form Print form

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.