



Port of Illahee
Minutes of Regular Meeting
June 12, 2024

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.

CALL TO ORDER

Commission Chairman James Aho called the meeting to order at 6:30PM. Also, in attendance were Commissioner Jeffrey Rupert; Commissioner Eric Hall; Administrator Jennifer Olson; Roy Barton; John Piccone and John Buesch.

CONSENT AGENDA

The following consent agenda items were approved: June 12th Meeting Agenda; May 8, 2024 Meeting Minutes; checks numbering 5187 through 5197 totaling \$9,652.47 as outlined in the attached Voucher; Electronic Transfer for Go Bond Payment (May & November) (motion by Rupert; second by Hall all in favor).

SIGNING OF DOCUMENTS

Commissioners plan to stop by the Port of Silverdale office to sign documents on Thursday June 13, 2024.

REPORTS/UNFINISHED BUSINESS -

Waterfront Improvement Project

John Piccone with SoundWest Engineering and Associates updated the Commissioners on the project status with the Port of Illahee's projects. Please see John's report below:



- **Regulatory Update:** The good news is that we have received the SDAP permit approval and the additional good news is that we've also received a draft agreement from the Suquamish Tribe.
 - Jim and I have reviewed the draft Tribal agreement and made only minor comments to the Tribes proposal, we are currently waiting for a response to those comments and anticipate we will be able to execute a final agreement within the next month or two.
 - We've been working diligently with the Corps now that a Tribal agreement is pending and although they will not release the permit until they have a fully executed agreement, they are in process reviewing other items under the permit in an effort to shorten the turn-a-round time following submission of the Tribal agreement.
 - Now that we have SDAP approval the only remaining Kitsap County permits are the ROW and building permits and we are working with the County over the next several weeks to iron out any preliminary approval matters. Final permits will be released only after we have a contractor on board.
 - All other permits are summarized in the table below. Optimistically, we may have all regulatory items completed to the point we can bid the project sometime this August and although we still don't know the Corps timeline for sure we are doing all we can to push final items forward by that time.
- **Design Update:** We are currently working on the final design for the floats and gangway and begun incorporating the pile replacement design into the project last week. Generally, the design status is as follows:
 - Upland Design is at 95% with only some retaining wall calculations, restroom coordination, and construction notes remaining.
 - Dock and gangway design is currently at 60% with float and pile final design and specifications remaining.
 - Pile replacement design has just begun and will be incorporated in the float and gangway design under the assumption that this work will be bid as one project with the waterfront improvements.
 - Design is expected to take another 6-9 weeks and then it will take approximately two weeks to finish compiling the bidding documents into a single bid manual for advertising. We are currently working hard to ensure the bid manual is also ready for bidding by August in the hopes all regulatory items are complete.



- **Anticipated Schedule:** This is still ultimately unknown due to the permitting timelines but the goal remains for bidding in August or September of 2024 with completion by summer 2025.
- **Store Clean-up & Renovation**
 - I remain available to assist Commissioner Hall with any questions or recommendations and believe he is preparing to start working with renovation contractors this summer or fall in coordination with the planned PLIA clean up.

Permit Status Summary – All Projects

Waterfront Access Project

Permit	Submittal Date	Permit Issued	Permit Status	Design Status
SSDP	8-19-21	8-4-22	Complete. SSDP staff report notice of decision received.	Water side design currently at 60% for permit submittals.
HPA	4/9/24	5/24/24	Complete	Water side design currently at 60% for permit submittals.
NWP	8-17-21	Pending, anticipated 2024	Finalization of permit review pending final execution of Tribal agreement.	Water side design currently at 60% for permit submittals.
SDAP	2-7-23	Approval issued 5/22/24	Approval Issued; Contractor to secure final permit	95% Design Complete for upland elements only to submit SDAP.
BP	Anticipated June/July 2024	---	Preparation of Permit Submittals & Agency Coordination Proceeding	Final calculations and specifications are in process for preliminary submittal.
ROW	Anticipated by contractor in 2024	---	Agency Coordination Proceeding for ROW Agreement	
FIRE	Included with Building Permit	---	Preparation of Permit Submittals & Agency Coordination Proceeding	
DNR	Anticipated June/July 2024	---	Preparation of Submittal for Environmental Review & Agency Coordination Proceeding	

SSDP – Substantial Shoreline Development Permit (Kitsap County)

HPA – Hydraulic Project Approval (WDFW)

NWP – Nationwide Permit 3 (USACE)

BP – Building Permit (Kitsap County)

ROW – Right of Way (Kitsap County)

Fire – Fire Code Permit (Kitsap County)



Pile Replacement Project

Permit	Submittal Date	Permit Issued	Permit Status	Design Status
Shoreline Exemption	9-22-22	2/15/23	Complete	30% Design Completed for Permit submittal.
NWP3	9-22-22	11-21-22	Complete. Permit issued by USACE.	30% Design Completed for Permit submittal.
HPA	2020	2/14/20	Maintenance permit, expires 2/12/25	----

PUBLIC COMMENT

A Community member said, really good news to hear about the Tribal Agreement and then proceeded to asked John Piccone if there were a lot of changes made to the Tribal Agreement? John Piccone explained that they gave the tribe one slip for their primary use, the use of the tribal slip prioritizes for them on a transient basis only.

Another Community member asked John Piccone if bids go out in August 2024 when will the Port be able to start on the project? John responded with, it really depends on the contractor you get but the Inland water work window is from mid-August through February and the contractor should focus on inland water first.

Waterfront Project Comments

Commissioner Aho asked John Piccone about bids coming in and was worried that it has been two years since the Port talked about costs with inflation, what if the bid comes in higher than the Port anticipated? John said that if bids come in higher, he could approach the RCO (Recreation Conservation Office) about adding more money due to inflation and delays, that would be dependent on the money they have available.

Illahee Store Project Comments

Commissioner Hall asked the Administrator to send him John Buesch’s phone number. John Piccone and Commissioner Hall will need to get to together and work on bid package to higher a contractor for the tenant improvement of the Illahee store. It was decided that the Administrator is going to email John Piccone, Commissioner Hall, John Buesch and Roy Barton to set up a group email so they have each other’s contact information to schedule a zoom meeting regarding store renovations.

Treasurer’s Report as of **May 31, 2024 General Fund **\$118,767.54** Investments **\$292,052.82****

Good Property Management (GPM) Account \$199 total: **\$411,019.36**



Grant Status:

BFP RCO Total = \$851,065.00 Amount of RCO paid \$90,319.98 Remaining RCO Funds \$760,745.02

ALEA RCO Total= \$500,000.00 Amount of RCO paid \$73,672.45 Remaining RCO Funds \$426,327.55

RCFB RCO Total= \$191,000.00 Amount of RCO paid \$0 Remaining RCO Funds \$191,000.0

Report

Website - Commissioner Aho reported that the Port of Illahee's website was down for a few days at the begging of June. He would like to use the Port's credit card to pay Blue Host directly. He asked if the Port still wants to use Blue Host and if Commissioner Hall would be interested in taking over the Port's website? Commissioner Hall responded that he is interested in taking over the Ports website.

Properties

5560OceanviewBlvd- Back Flow test complete

5500 Illahee Road- Illahee Road- Nothing to Report.

5507 Illahee Road / Illahee Store Property - Nothing to Report

Illahee Road lot - Nothing to Report

Dock/Pier - Commissioner Rupert contacted North Perry Water about shutting of the water that the Port does not use especially with their recently failed backflow test. Commissioner Rupert mentioned the Port might want to add water/ irrigation to the upland project.

New Business

Illahee Days

There was much discussion amongst the Commission about when Illahee Days would occur this year, Commissioner Rupert thinks early to mid-August would be best, he added that he has equipment left over from last year. Commissioner Hall has a pop-up Pergola that the Port can us, Commissioner Rupert is hoping to come in under budget this year.

In Person Meeting Space

Community member Roy Barton checked with North Perry Fire Station and North Perry Water to see if they had meeting rooms for rent that the Port could use for in-person meetings instead of using zoom. North Perry water might have some possibilities, Commissioner Aho responded with the Illahee store might be ready soon and the Port passed Resolution 2023-4 Interim Public Meeting Policy to continue to have meetings via zoom until they have a permanent location.

Public Comment


Community member asked when the Port goes out to bid if they are planning on putting a sign up saying the dock is closed, put the dates of construction to inform the public ahead of time? The contractor is in charge of putting up the signs but great suggestion it something the Port will look into.




A big Thank you to Community member John Parvis who cleans up the blackberry bushes and weeds behind the Illahee Store property. John donates his time to help out the Illahee community. The Port of Illahee really appreciates you, thank you for making Illahee a better place to live.

ADJOURN

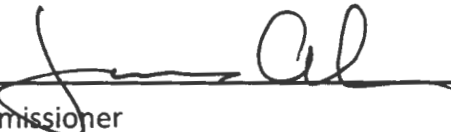
At 7:48PM the meeting adjourned (motion by Rupert; second Hall by all in favor).
Next regular meeting July 10, 2024 @6:30pm- via Zoom
Kitsap All Ports July 29, 2024 @6:30pm at Port of Brownsville



Commissioner



Commissioner



Commissioner

