



Port of Illahee  
Minutes of Regular Meeting  
July 10, 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 Caleb Reese; Roy Barton; Cathy Johnson; John Piccone and John Buesch.

### CONSENT AGENDA

*The following consent agenda items were approved: July 10th Meeting Agenda; June 12th, 2024 Meeting Minutes; checks numbering 5198 through 5209 totaling \$14607.46 as outlined in the attached Voucher; (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 July 11, 2024.

### REPORTS/UNFINISHED BUSINESS -

#### Waterfront Improvement Project

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

#### Waterfront Improvement Project

• Regulatory Update:

- Having accepted all of the Port's relatively minor comments to the draft agreement the Suquamish Tribe returned a final agreement for Port execution; Jim has signed on behalf of the Port and the document was returned to the Tribe for final execution on July 3rd. I've been informed that the Tribe will try and include this item on their July 15 or Aug. 7 Council meeting for final execution.
- We've continued to check in with the Corps as to the status of their review on a regular basis and all indications are that they are working on finalizing review in anticipation of receiving the executed Tribal agreement sometime in August or sooner. At this time the only item they have indicated that may be required for final





permitting is a marine mammal monitoring plan which is fairly routine and can be quickly developed prior to any in-water work if required.

- Per the lease agreement between the Port and DNR, the project must also be approved by DNR's stewardship review team. All information they requested was forwarded to them as soon as we had final confirmation from the Tribe regarding the moorage agreement; DNR is currently conducting that review. We've continued to check in multiple times per month letting them know that the Port hopes to bid this project very soon and will continue to do so until we receive authorization to proceed with construction.
  - All other permits are summarized in the table below and we are still proceeding with the hope that all regulatory items will be complete by August and then quickly incorporated into the bid manual so we can advertise for construction bids in early September.

• **Design & Bid Manual Update:**

- We are currently working on the final design plan sheets for the floats and gangway as well as incorporating plan sheets for the pile replacement design. The upland design was previously completed to 95% and we are finalizing 100% minor refinements this month.
- In addition to finalizing all of the plan sheets for the upland park, pile replacement, and new float design, we also must prepare numerous specification sections, contract special provisions, bidding documents, and construction contract forms – all of which will be included in a single bid manual which will be distributed to interested bidders. The final manual will also include a significant appendix section containing all regulatory approvals, permits, and special reports such as geotechnical and contaminated materials reports.
- Upland Design is basically complete and only minor refinements are pending. We are currently working on specifications and construction contract provisions for inclusion in the project manual that will go out to bid. Appendix reports prepared by others are nearly complete.
- Dock and gangway design, as well as pile replacement design, is currently at approximately 80% and we are doing all we can to finalize the 95% design by the end of July. Preliminary specifications and construction contract special provisions are also currently underway. 100% design, specifications, and special provisions will follow all regulatory approvals to ensure consistency with the requirements.

• **Anticipated Schedule:** This is still ultimately unknown due to the permitting timelines but we are proceeding with the following assumptions:

- All regulatory approvals by August,
- Finalize the project manual for bidding by September and proceed to advertise for bids,
- Receive and open bids by October and assuming the bids are acceptable to the Commission, proceed to award and have the selected contractor under contract in October.
- Work with the selected contractor to establish the construction schedule for the various work items considering allowable in-water work windows, and wet winter weather considerations for the upland excavation work, with the goal of project completion by fall of 2025. As soon as we have a firm advertisement and bidding date established a firm end date will also be established and the bid manual will specify the total number of calendar days allowed for construction completion.



**Permit Status Summary – All Projects**

**Waterfront Access Project**

Permit	Submittal Date	Permit Issued	Permit Status
SSDP	8-19-21	8-4-22	SSDP staff report notice of decision received and ready for inclusion in the bid manual.
HPA	4/9/24	5/24/24	Complete and ready for inclusion in the bid manual.
NWP	8-17-21	Pending	Permit review is reportedly underway since we informed the Corps on the status of the Tribal agreement. We are
			continuing to check in regularly on the timeline to finalize and expressing urgency to the Corps.
SDAP	2-7-23	Approval issued 5/22/24	Approval Issued; Contractor to secure final permit after mandatory preconstruction meeting with Kitsap County.
BP	Anticipated by contractor in 2024	---	Contractor to submit final wall calculations and other items County may request based on their material bids and attend mandatory pre-construction meeting prior to issuing.
ROW	Anticipated by contractor in 2024	---	We are in process negotiating the license agreement with the county for improvements in the ROW. The final permit will be obtained by the contractor after submitting his bonds, traffic control plan, etc.
FIRE	Included with Building Permit	---	Design has preliminary approval under the SDAP.
DNR	Anticipated August 2024	---	All items requested to date have been submitted and we are waiting on approval and/or any additional conditions the DNR may issue. We are continuing to check in regularly and express urgency to finalize.

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)

DNR – Department of Natural Resources





**Pile Replacement Project**

Permit	Submittal Date	Permit Issued	Permit Status
Shoreline Exemption	9-22-22	2/15/23	Complete and ready for inclusion in bid manual.
NWP3	9-22-22	11-21-22	Complete and ready for inclusion in bid manual.
HPA	2020	2/14/20	Complete and read for inclusion in bid manual. This maintenance permit was obtained by others and will expire on 2/12/25. We will request a new permit or extension if needed once we understand the selected contractor's schedule. Maintenance permits can usually be issued quickly, and this is not anticipated to impact the ultimate construction schedule if in-water work occurs in August of 2025.

**PUBLIC COMMENT**

Roy Barton asked John Piccone about what happens if the Bids go out in September but work doesn't start until next August and there are price increases, who is responsible for the extra funds? John explained that any cost increases not caused by a change order would be at the contractor's expense not the Ports.

**Moorage Agreement between the Suquamish Tribe and the Port of Illahee**

A motion to approve the signing of the Moorage Agreement between the Suquamish tribe and the Port of Illahee by Commissioner Aho was made, *(motion by Rupert; second by Hall, all in favor).*

**Authorization to post Bid Advertisement**

A motion to give Commissioner Aho the delegation of authority to Authorize bids to go out for the Upland and Over water construction project as soon as appropriate. *(motion by Rupert; second by Hall, all in favor).*

**Right of Way Agreement between Kitsap County and the Port of Illahee**

A motion to give Commissioner Aho the delegation of authority to sign the Right of Way Agreement between Kitsap County and the Port of Illahee and pay appropriate fees. *(motion by Rupert; second by Hall, all in favor).*



### **Illahae Store Project Comments**

Commissioner Hall toured the store, is going to work on getting a few bids for: HVAC, Electrical, and Plumbing, following the MRSC's Rules. He also met with the Executive Director of the Community and Economic Revitalization board about getting CERB funding, the next application deadline is July 29<sup>th</sup> which may be too soon, to apply you need a Resolution, a copy of the Agenda from the meeting that the Resolution was made, and a letter of support from the Kitsap Economic Development Alliance. There will be another opportunity to apply on September 30<sup>th</sup>, 2024. Must be a commercial tenant to get a CERB grant, not available for a retail store.

**Treasurer's Report as of June 30, 2024** General Fund **\$115,253.52** Investments **\$292,942.48**  
Good Property Management (GPM) Account \$199 total: **\$408,395.00**

### **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 \$191,000.00

\*Grant Status: grant reimbursement requested on 6/25/24 waiting for approval from the RCO (Recreation Conservation office)

### **Report**

**Website** - Commissioner Aho reported that it took a while to get the Port of Illahee's website back up in the beginning of June. He would like to do some cleanup on the website and then hand it over to Commissioner Hall, possibly once Commissioner Hall is done working on the bids for the store.

### **Properties**

5560 Oceanview Blvd- Nothing to Report.

5500 Illahee Road- Illahee Road- Tenants would like as much notice as possible when construction will be starting.

5507 Illahee Road / Illahee Store Property – Blackberries and other weeds growing rapidly. See note in Illahee days.

Illahae Road lot - Nothing to Report

Dock/Pier - A large amount of extra garbage from the 4<sup>th</sup> of July





**Illahée Days** – Commissioner Rupert would like a proposed date sometime in mid-August, he will submit an application for Public Health Documents to serve food. Commissioner Rupert will reach out to the Community for help with cleaning up the vegetation around the store

### **New Business**

#### JARPA (Joint Aquatic Resources Permit Application)

Serco Inc. has applied for a permit to remove a tire cluster to test the turbidity caused by removal.

#### Letters of support from Port of Illahee

Motion to approve Letters of support for Watershed Park Grant and Illahee Preserve Phase 3 Grant.

*(motion by Rupert; second by Hall, all in favor).*

#### Kitsap Derelict & Abandoned Vessel Removal Program

Commissioner Aho attended the first meeting at the Kitsap County Commissioners chamber, he is going to continue to attend the meetings.

#### WPPA(Washington Public Ports Association)Visit

Commissioner Aho gave James Cockburn (Government Relations Manger for the WPPA) a tour of the Port of Illahee's facilities.

### **ADJOURN**

*At 8:05PM the meeting adjourned (motion by Rupert; second by Hall, all in favor).*

Next regular meeting August 14, 2024 @6:30pm- via Zoom

Kitsap All Ports July 29, 2024 @6:30pm at Port of Brownsville, Potluck at 5:00

Commissioner

Commissioner

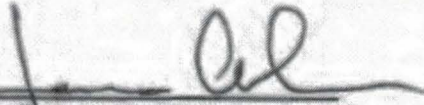
Commissioner






### INTERIM VOUCHER APPROVAL

We, the undersigned Board of Commissioners of the Port of Ilwaco, 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 **\$14,607.46** and from the General Fund, this 10TH day of July 2024

  
 Port Auditor

  
 Port Commissioner

  
 Port Commissioner

Number	Name	Amount
5198	ERIC L. Hall	256.00
5199	JAMES AHO	256.00
5200	JEFFREY S. RUPERT	256.00
5201	BANK OF AMERICA	17.03
5202	CASCADE NATURAL GAS	13.00
5203	HONEY BUCKET	135.50
5204	KITSAP COUNTY AUDITOR	306.50
5205	PORT OF SILVERDALE	750.00
5206	PUGET SOUND ENERGY	104.92
5207	SOUNDWEST ENGINEERING ASSOCIATES	11,215.50
5208	WASHINGTON STATE DEPARTMENT OF REVENUE	1,272.44
5209	WASTE MANAGEMENT	24.57