



**AGENDA FOR
PORT OF ILLAHEE COMMISSION
Wednesday, November 13TH - 6:30PM
ZOOM MEETING #715 0997 5823 / Password: Illahee**

1. CALL TO ORDER

2. CONSENT AGENDA

- a. *Agenda
- b. *The October 9th, 2024, Regular Meeting minutes
- c. *October 17th, 2024, Special Meeting minutes
- d. *November 6th, 2024, Special Meeting minutes
- e. *Approve Electronic Transfer for Go Bond (May & November)
- f. Pay Bills with check numbers 5248 through 5262 totaling \$24,087.63 * 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 Commissioners are not obligated to respond to questions.

5. REPORTS/UNFINISHED BUSINESS

a. Grants/Waterfront Access Improvements

- John Piccone's Project Updates
- Bid Opening – In order of Lowest to highest bid
 1. **Quigg Bros. INC.**
 2. **Redside Construction, LLC.**
 3. **Tunista Construction, LLC.**

b. Illahee Store Project – status

* Restore Power to the Illahee Store (Hall)

- PLIA Remediations

c. *Treasurer's Report as of October 31, 2024

- General Fund: **\$65,785.51**
- Investments: **\$296,758.70**
- Good Property Management (GPM) Account: **\$199**
- Total: **\$362743.21**



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d. Grant Status

- BFP RCO: Total = \$851,065.00, Amount of RCO paid: \$97,262.74,
Remaining RCO Funds: **\$740,217.05**
- ALEA RCO: Total = \$500,000.00, Amount of RCO paid: \$77,751.31,
Remaining RCO Funds: **\$414,267.39**
- RCFB RCO: Total = \$191,000.00, Amount of RCO paid: \$7,432.15
Remaining RCO Funds: **\$183,567.85**

e. Reports

- Website: Anything to report?
- Properties: Anything to report?
 - 5560 Ocean View Boulevard/Rental – CMA?
 - 5500 Illahee Road/Rental
 - 5507 Illahee Road/Illahee Store Property
 - Illahee Road Lot
- Dock/Pier: Anything to report?

5. NEW BUSINESS

- *Resolution 2024-05, Revised Policy for Public Records Act (PRA) Requests
- *2025 Final Budget for adoption, Resolution No. 2024-07 Adoption of the 2025 Final Budget; Resolution 2024-06 Levy limit Increase; Levy Certification.
- *Resolution 2024-08 Culmination of Port Illahee's 2020 Comprehensive Plan with the Waterfront Improvements, Public Pier, & Dock Rehabilitation Project

6. PUBLIC COMMENT opportunity #2

- a. 2-minute max, Please Note Commissioners are not obligated to respond to questions.

- 7. ADJOURN** - Regular Meeting – December 8, 2024, at 6:30 PM via Zoom
- Kitsap All Ports – January 27, 2025@6:30 PM at Port of Brownsville



Port of Illahee

Minutes of Regular Meeting

October 9, 2024

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 James Aho called the meeting to order at 6:30 PM. Also, in attendance were **Commissioner Jeffrey Rupert; Commissioner Eric Hall**; Administrator Jennifer Olson; Roy Barton; Cathy Johnson; John Buesch; John Piccone; Debbie Smith; John Parvis; Janet Soderberg and Leonard Knight

Consent Agenda

The following consent agenda items were approved:

- October 9, 2024, Meeting Agenda
- September 11, 2024, Regular Meeting minutes
- September 18, 2024, Special Meeting minutes

(motion by Rupert; second by Hall; all in favor)

Please note that the "Pay Bills" agenda item has been moved to the end of the October Agenda for a more detailed discussion.

Signing of Documents

Commissioners plan to stop by the Illahee Store to sign documents on Thursday, October 10, 2024.

REPORTS/UNFINISHED BUSINESS -

Waterfront Improvement Project

John Piccone from SoundWest Engineering & Associates provided the Commissioners and community with an update on the status of the Port of Illahee's projects.



Public Comment

The community provided numerous comments, focusing on topics such as the notice to the tenant at 5500 Illahee Road, concerns regarding the waterfront project, issues related to the store project.

Illahoe Store Project

Commissioner Aho is working to obtain a start date from the Pollution Liability Insurance Agency (PLIA).

Commissioner Hall has been in contact with Brandon from Dave's Septic, who has submitted plans to the Health District. He mentioned that as soon as the Port receives confirmation from the Pollution Liability Insurance Agency (PLIA) regarding the start date, he will contact Hagerman Precast to arrange the delivery of the holding tank.

Commissioner Hall met with electricians at the Illahee store and received three bids to restore power to the property. The bids were from Bird Electric, Peninsula Electric Corp, and Nexus Electric.

Commissioner Hall made a motion to accept the bid from Nexus Electric, as they were the lowest bidder, to restore electrical service to the store. *(motion by Hall; second by Rupert; all in favor)*

The Commissioners engaged in an extensive discussion regarding the need for a boundary survey at the Illahee store and the necessity to purchase gutter guards for the north and south sides of the store.

Commissioner Aho made a motion to request approval to purchase the gutter guards for the store. *(motion by Aho; second by Rupert; all in favor)*

Treasurer's Report as of September 30, 2024,

- General Fund: **\$53,906.02**
- Investments: **\$295,808.98**
- Good Property Management (GPM) Account: **\$199.00**
- Total: **\$349,914.00**

Grant Status

BFP RCO Total: \$851,065.00	Amount of RCO paid: \$97,262.74	Remaining RCO Funds: \$753,802.26
ALEA RCO Total: \$500,000.00	Amount of RCO paid: \$77,751.31	Remaining RCO Funds: \$422,248.69
RCFB RCO Total: \$191,000.00	Amount of RCO paid: \$0	Remaining RCO Funds: \$191,000.00



Reports /Unfinished Business -Continued

Reports

Website

Nothing to report.

Properties

- 5560 Oceanview Blvd: Nothing to report.
- 5500 Illahee Road: Nothing to report.
- 5507 Illahee Road / Illahee Store Property: Nothing to report.
- Illahee Road lot: Nothing to report.

Dock/Pier

- **Commissioner Rupert** expressed the desire to purchase fasteners for the railing of the pier to enhance its safety. Additionally, he proposed replacing the 60-year-old wood on the pier in sections, acknowledging that this would require requesting some budget adjustments.
- **Commissioner Hall** suggested purchasing and replacing the wood over the next four years, with the goal of having all the decking replaced within that timeframe.

Tire Reef test cleanup

The tire reef clean-up has been postponed and will need to be rescheduled for some time in 2025.

Small Ports Seminar

Commissioner Rupert and **Commissioner Hall** will be attending the Small Ports Seminar in Lake Chelan on October 24th and 25th, 2024.

Public Comment

Community comments included the need for the pier to be ADA accessible, inquiries about the tire reefs, suggestions for the 2025 budget, and a community member offering to fund the painting of the store.



New Business

- There was extensive discussion regarding the 2025 preliminary budget. It was decided to reallocate \$100,000.00 from line item 773.50 (Property Improvements at 5507 Illahee Road) by applying \$10,000.00 to line item 723.30 (Marina Maintenance Dock and Pier) and adding the remaining \$90,000.00 to the ending balance, resulting in a total estimated ending balance of \$104,035.77.
Commissioner Hall made a motion to adopt the 2025 preliminary budget with the above changes to line items 773.50 and 723.30, as well as the ending balance (motion by Hall; second by Rupert; all in favor).
- Port credit cards ordered for **Commissioner Rupert** and **Commissioner Hall**.
- **Commissioner Aho** requested a more detailed review of the vouchers, leading to an extensive discussion regarding the Port's expenses for the month of October. Pay Bills Check numbers **5234** through **5247** Totaling **\$55,437.71**
Commissioner Hall made a motion to pay bills (motion by Hall; second by Rupert; all in favor).

Adjourn

At 9:20 PM, the meeting adjourned. **(Motion by Rupert; second by Hall; all in favor).**
The next regular meeting is scheduled for November 13, 2024, at 6:30 PM via Zoom.

Signatures

Commissioner James Aho

Commissioner Eric Hall

Commissioner Jeffrey Rupert

MINUTES OF PORT OF ILLAHEE SPECIAL MEETING ON November 6, 2024

The meeting was held in person at the office of Kenneth Bagwell, (Port's attorney) Commissioner Aho called the meeting to order at 8:30 a.m. Also, in attendance were Commissioner Rupert; Commissioner Hall; Administrator Jennifer Olson; John Piccone and Kenneth Bagwell and Commissioner Aho attended by phone.

Executive Session It was announced that the meeting would be going into executive session for 1 hour **beginning at 8:30 a.m., under RCW 42.30.110 (i)** To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

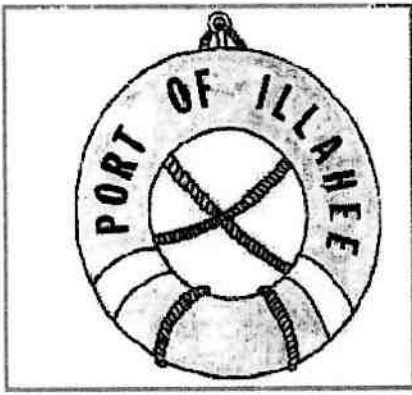
No decision was made. **Return from Executive session at 9:45 a.m.**

ADJOURN – The meeting adjourned at 9:45 a.m. (motion by Rupert; second by Hall; unanimous).

Commissioner

Commissioner

Commissioner



PORT OF ILLAHEE

P. O. BOX 2357
Bremerton, WA 98310
(360) 698-4918
(360) 698-2402 - fax

Commissioner: Jeffrey Rupert
Commissioner: Eric Hall
Commissioner: Jim Aho

AUTHORIZATION FOR ELECTRONIC TRANSFER FROM GENERAL FUND TO GO BOND FUND

We, the undersigned Board of Commissioners of the Port of Illahee, Kitsap County, Washington, do hereby certify that the payment hereinafter specified is due and payable and that the electronic transfer listed below is approved for Transfer from General Fund to Go Bond Fund in the amount of:

\$6,765.40 and from the General Fund on the 13th day of November
2024.

Commissioner

Commissioner

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

Commissioner, Auditor

Port Assigned Transfer #

Claimant

Amount

2024- 11

Bond Payment #2 for 2024
& Interest

\$6,765.40

**PORT OF ILLAHEE, KITSAP COUNTY
LIMITED TAX GENERAL OBLIGATION BOND, 2019**

AMORTIZATION SCHEDULE

Port of Illahee
Debt Service Schedule

<u>Date</u>	<u>Principal Payment</u>	<u>Interest</u>		<u>Ending Balance</u>	<u>Interest Due</u>	<u>Cash Flow</u>
		<u>Rate</u>				
12/19/2019	159,442.33			\$ 159,442.33		\$ 159,442.33
06/01/2020	5,000.00	2.43%		154,442.33	1,997.41	(6,997.41)
12/01/2020	4,000.00	2.43%		150,442.33	2,226.10	(6,226.10)
06/01/2021	4,000.00	2.44%		146,442.33	2,177.50	(6,177.50)
12/01/2021	4,000.00	2.44%		142,442.33	2,128.70	(6,128.70)
06/01/2022	5,000.00	2.47%		137,442.33	2,079.90	(7,079.90)
12/01/2022	5,000.00	2.47%		132,442.33	2,018.15	(7,018.15)
06/01/2023	5,000.00	2.52%		127,442.33	1,956.40	(6,956.40)
12/01/2023	5,000.00	2.52%		122,442.33	1,893.40	(6,893.40)
06/01/2024	5,000.00	2.60%		117,442.33	1,830.40	(6,830.40)
12/01/2024	5,000.00	2.60%		112,442.33	1,765.40	(6,765.40)
06/01/2025	5,000.00	2.66%		107,442.33	1,700.40	(6,700.40)
12/01/2025	5,000.00	2.66%		102,442.33	1,633.90	(6,633.90)
06/01/2026	5,000.00	2.75%		97,442.33	1,567.40	(6,567.40)
12/01/2026	5,000.00	2.75%		92,442.33	1,498.65	(6,498.65)
06/01/2027	5,000.00	2.84%		87,442.33	1,429.90	(6,429.90)
12/01/2027	5,000.00	2.84%		82,442.33	1,358.90	(6,358.90)
06/01/2028	5,000.00	2.92%		77,442.33	1,287.90	(6,287.90)
12/01/2028	5,000.00	2.92%		72,442.33	1,214.90	(6,214.90)
06/01/2029	6,000.00	3.00%		66,442.33	1,141.90	(7,141.90)
12/01/2029	6,000.00	3.00%		60,442.33	1,051.90	(7,051.90)
06/01/2030	6,000.00	3.07%		54,442.33	961.90	(6,961.90)
12/01/2030	6,000.00	3.07%		48,442.33	869.80	(6,869.80)
06/01/2031	6,000.00	3.12%		42,442.33	777.70	(6,777.70)
12/01/2031	6,000.00	3.12%		36,442.33	684.10	(6,684.10)
06/01/2032	6,000.00	3.18%		30,442.33	590.50	(6,590.50)
12/01/2032	6,000.00	3.18%		24,442.33	495.10	(6,495.10)
06/01/2033	6,000.00	3.24%		18,442.33	399.70	(6,399.70)
12/01/2033	6,000.00	3.24%		12,442.33	302.50	(6,302.50)
06/01/2034	6,000.00	3.30%		6,442.33	205.30	(6,205.30)
12/01/2034	6,442.33	3.30%		(0.00)	106.30	(6,548.63)

Emergency Authorization to Restore Power at the Illahee Store

The Port of Illahee needed to restore power under emergency authorization due to the necessity of power for contractors to have adequate visibility during the bid opening on November 4, 2024. Additionally, power was required to maintain surveillance of the dock and store.

The Port of Illahee

88712 - GENERAL FUND, Period Ending 10/31/2024

RECONCILIATION REPORT

Reconciled on: 11/07/2024

Reconciled by:

Any changes made to transactions after this date aren't included in this report.

Summary

	USD
Statement beginning balance	
Checks and payments cleared (15)	53,906.02
Deposits and other credits cleared (4)	-56,387.43
Statement ending balance	68,266.92
Register balance as of 10/31/2024	65,785.51
	65,785.51

Details

Checks and payments cleared (15)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/09/2024	Check	5237	JJAM INNOVATIONS, LLC	-2,895.24
10/09/2024	Check	5238	SOUNDWEST ENGINEERIN...	-46,966.40
10/09/2024	Check	5239	HONEY BUCKET	-135.50
10/09/2024	Check	5240	DAVE'S SEPTIC SERVICES, ...	-225.00
10/09/2024	Check	5234	ERIC L. Hall	-384.00
10/09/2024	Check	5235	JAMES AHO	-384.00
10/09/2024	Check	5236	JEFFREY S. RUPERT	-384.00
10/09/2024	Check	5241	NORTH PERRY AVENUE WA...	-63.64
10/09/2024	Check	5242	CASCADE NATURAL GAS	-13.00
10/09/2024	Check	5243	WASTE MANAGEMENT	-24.57
10/09/2024	Check	5244	DAILY JOURNAL OF COMM...	-688.50
10/09/2024	Check	5245	BANK OF AMERICA	-698.04
10/09/2024	Check	5246	JEFFREY S. RUPERT	-1,296.96
10/09/2024	Check	5247	WASHINGTON STATE DEPA...	-1,278.86
10/31/2024	Check	00003		-949.72
Total				-56,387.43

Deposits and other credits cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/09/2024	Transfer			2,469.00
10/24/2024	Deposit			28,998.69
10/31/2024	Deposit			35,849.51
10/31/2024	Deposit			949.72
Total				68,266.92

TREAS RPT - Summary Cash Report - Cash

Beginning Balance Date 1/1/2024

Treasurer's Summary Report

For 2024 - Oct

Fund: FD00712 Port/Ilwaco General

Ledger Account	Revenue or Spend Category	Beginning Balance	Debit	Credit	Month-to-Date	Year-to-Date
Cash						
Beginning Cash Balance						
1182:Investments		-7,954.00	0.00	949.72	-949.72	95,864.13
Purchased						-8,903.72
3100:Taxes	3110.10 - Real and Personal Property Taxes	54,803.85	35,849.51	0.00	35,849.51	90,653.36
3100:Taxes	3170.20 - Leasehold Excise Tax	45.95	0.00	0.00	0.00	45.95
3600:Miscellaneous Revenues	3610.11 - Investment Interest	7,954.00	949.72	0.00	949.72	8,903.72
3600:Miscellaneous Revenues	3610.40 - Other Interest	0.03	0.00	0.00	0.00	0.03
3800:Other Increases in Fund Resources	3860 - Agency Deposits	46,212.72	31,467.69	0.00	31,467.69	77,680.41
5890:Custodial Activities	5890.40 - Warrants Issued	-136,127.26	0.00	55,437.71	-55,437.71	-191,564.97
6900:Transfers Out	6971.88713 - Transfers Out	-6,893.40	0.00	0.00	0.00	-6,893.40
Total Cash		-41,958.11	68,266.92	56,387.43	11,879.49	65,785.51

The Port of Illahee

INVESTMENT POOL, Period Ending 10/31/2024

RECONCILIATION REPORT

Reconciled on: 11/07/2024

Reconciled by:

Any changes made to transactions after this date aren't included in this report.

Summary

	USD
Statement beginning balance	
Checks and payments cleared (0)	295,808.98
Deposits and other credits cleared (1)	0.00
Statement ending balance	949.72
	<u>296,758.70</u>
Register balance as of 10/31/2024	296,758.70

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/31/2024	Check	00003		949.72
Total				949.72

TREAS RPT - Summary Cash Report - Investments & Debt Service

Beginning Balance Date 1/1/2024

Treasurer's Summary Report

For 2024 - Oct

Fund: FD00712 Port/Ilahaee General

<u>Ledger Account</u>	<u>Beginning Balance</u>	<u>Debit</u>	<u>Credit</u>	<u>Month-to-Date</u>	<u>Year-to-Date</u>
Investments					
Beginning Investment Balance					
1182:Investments Purchased	7,954.00	949.72	0.00	949.72	287,854.98
Total Investments	7,954.00	949.72	0.00	949.72	8,903.72
Debt Service				949.72	296,758.70

Resolution 2024-05

Revised Policy for Public Records Act (PRA) Requests

(Revised to exclude sensitive and protected pre-construction and construction documents.)

Whereas the Washington State Revised Code of Washington (RCW Chapter 42.56) provides Public Records Act (PRA) regulations for all public agencies, including Port Districts, and

Whereas the Port of Illahee, a small public port with limited funds and without an office or staff, is unable to comply with the specific PRA requirements regarding the collection and copying of requested records and documents, and

Whereas the Port of Illahee ensures that all documents and records are professionally prepared and completed by contracting out for the preparation of the Meeting Agenda, Meeting Agenda Package, Meeting Minutes, and Warrants (in conjunction with the Kitsap County Treasurer), and

Whereas all such records and documents (minus sensitive and protected pre-construction and construction documents) are collected monthly for inclusion in the monthly Meeting Agenda Packet and are uploaded to the Port's website prior to each monthly meeting, and

Whereas the above records and documents are further uploaded to the Port's website following each monthly meeting,

Therefore, the Port of Illahee hereby establishes the following policy for public records requests:

- 1. The Port of Illahee's website, portofillahee.com, is the repository of most Port of Illahee's public records and documents.**
- 2. With the Port's public records and documents collected monthly and available on the Port of Illahee's website, most records and documents are publicly available for viewing or copying 24/7.**
- 3. Those records and documents can be accessed, and copies can be made by a copy service of the requester's choice with the requester responsible for all fees.**
- 4. Written requests for sensitive and protected documents sent to the Port's mailbox, Port of Illahee, P.O. Box 2357, Bremerton, WA 98310, are advised that Port of Illahee mail is retrieved from the Post Office weekly.**
- 5. Once a written request has been received by the Port of Illahee, the Port will respond within five business days, as required by statute.**

Commissioner Hall

Commissioner Aho

Commissioner Rupert

**PORT OF ILLAHEE
2025 FINAL BUDGET**

	DETAIL	TOTALS
TOTAL ESTIMATED BEGINNING BALANCE		398,661.77
REVENUES:		
670.00 NonRevenues - Loan Contingency for Improvement Projects	700,000.00	
693.00 Operating Grants Reimbursement ALEA & BFP	1,338,052.00	
695.00 Real Property Rentals	29,640.00	
699.10 Investment Interest	8,400.00	
699.20 Property Tax	99,429.00	
TOTAL ESTIMATED REVENUES:		2,175,521.00
TOTAL ESTIMATED FUNDS AVAILABLE:		2,574,182.77
EXPENDITURES:		
721.00 MARINA OPERATING		
721.80 Utilities	3,000.00	
721.90 Other	500.00	
723.00 MARINA MAINTENANCE		
723.30 Outside Services	11,500.00	
723.40 Supplies	1,000.00	
761.00 PROPERTY LEASE/RENTAL		
761.30 Outside Servies	3,000.00	
763.00 PROPERTY LEASE/RENTAL MAINTENANCE		
763.40 Supplies	500.00	
763.60 Facility Maintenance	2,500.00	
763.70 General and Administrative	1,500.00	
763.80 Utilities	2,000.00	
763.90 Other	4,000.00	
771.00 DEBT REDEMPTION		
771.50 Other: Note/Contracts	30,000.00	
773.00 FIXED ASSET DISBURSEMENT		
773.50 Property Improvements	50,000.00	
773.90 Other: Property Improvements	5,000.00	
774.00 WATERFRONT FACILITIES		
774.40 Waterfront Access Improvements: Upland Work	672,770.00	
774.40 Waterfront Access Improvements: Marina work	1,000,274.00	
774.50 Waterfront Access Improvements: Piling Replacement	500,078.00	
774.90 Waterfront Access Improvements: other	75,000.00	
780.00 GENERAL AND ADMINISTRATIVE		
781.10 Commissioner compensation	12,800.00	
781.20 Commissioner reimbursement	1,500.00	
781.30 Outside services: Legal, Engineering on-call, etc.	30,000.00	
781.30 Outside services: Admin Contract	20,000.00	
781.40 Supplies	200.00	
781.70 G&A Operations	30,025.00	
789.10 Economic development	3,000.00	
790.00 NON-OPERATING EXPENSE		
799.91 Interest Expense	10,000.00	
799.92 Election Expense		
TOTAL ESTIMATED EXPENDITURES:		(2,470,147.00)
TOTAL ESTIMATED ENDING BALANCE:		104,035.77

Commissioner Jim Aho

Commissioner Eric Hall

Commissioner Jeff Rupert



Ordinance / Resolution No. 2024-06
RCW 84.55.120

WHEREAS the Commission of The Port of Illahee has met and considered its budget for the calendar year 2025 ; and

WHEREAS the districts actual levy amount from the previous year was \$ 95,264.00 ; and

WHEREAS the population of this district is 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 2025 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 656.00 which is a percentage increase of .688 % from the previous year.

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 13TH day of November, 2024.

Three sets of horizontal lines for signatures.

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. The form can be found at: http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

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 James Aho (Name),
Commissioner (Title), for The Port of Illahee (District name),
do hereby certify to the Kitsap (Name of county) County legislative authority
that the 2025 (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in 2025 (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on 11-13-2024 (Date of public hearing).

Regular levies

Levy	General levy	Other levy*
Total certified levy request amount, which includes the amounts below.	100,000.00	
Administrative refund amount	1,072.00	
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: _____

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PORT OF ILLAHEE
RESOLUTION NO. 2024-07

RE: ADOPTION OF THE 2025 FINAL BUDGET

WHEREAS, the Port Commission of the Port of Illahee has reviewed the fiscal requirements of the Port District, the anticipated revenues and expenditures of the District; and

WHEREAS, the 2025 Preliminary Budget was prepared and approved as required by law.

NOW, THEREFORE, BE IT RESOLVED by the Port Commission of the Port of Illahee that the final budget of the Port of Illahee be adopted for the tax year 2025, as attached hereto.

ADOPTED by the Port Commission of the Port of Illahee, Kitsap County, Washington at the regular open public meeting thereof held on the 13th day of November 2024.

PORT OF ILLAHEE
KITSAP COUNTY, WASHINGTON

By:

Commissioner Aho

Commissioner Hall

Commissioner Rupert

Resolution 2024-08

Culmination of Port Illahee's 2020 Comprehensive Plan with the Waterfront Improvements, Public Pier, & Dock Rehabilitation Project

Whereas the Washington State Revised Code of Washington (RCW 53.20.10) requires Port Commissions to adopt a "comprehensive scheme of harbor improvement" (Comprehensive Plan) prior to construction, and

Whereas the Port of Illahee began the Comprehensive Plan process in 2019, which was approved (Resolution 2020-02), and provides the background to where we are today, and is available on the Port of Illahee's website: illaheecommunity.com, and

Whereas over the past 3 years, the project has been delayed for a variety of issues, primarily permitting, which have recently been resolved, such that the project is nearly ready for construction, and

Whereas there are a few remaining areas to be resolved; primarily related to funding and scheduling, see Addendum A, and

Therefore, the Port of Illahee Commission, has reached the point where they need to determine whether the 2020 Comprehensive Plan should culminate in the authorization of the Waterfront Improvements, Public Pier, & Dock Replacement Project with the following key issues to be sequentially resolved to the satisfaction of the Commission:

- 1. Confirm that the total projected costs, including contingent funds, estimated to complete the project are available. Request additional funding support from RCO if not. If additional RCO funding is insufficient, proceed with the sale of the 5560 Ocean View property, and possibly the Illahee Road lot, considering cash flow needs.**
- 2. Confirm that a new services contract can be executed with Soundwest Engineering for engineering and construction management services and execute contract as soon as possible provided all contract terms are acceptable to the Commission and/or Commission appointed reviewer.**
- 3. If the services during construction contract with Soundwest Engineering is executed, proceed with a pre-award meeting, conformed document preparation in anticipation of a construction contract, and recommendation for notice of award.**
- 4. Present the final funding projections and recommendations relative to notice of Award at the next scheduled Commission meeting (which may be a special meeting) for final approval to proceed with notice of award and construction contract execution**

Commissioner Hall

Commissioner Aho

Commissioner Rupert

Resolution 2024-08 Addendum A
Culmination of Port Illahee's 2020 Comprehensive Plan
with the
Waterfront Improvements, Public Pier, & Dock Rehabilitation Project

BRIEF BACKGROUND:

Port Assets:

Dock & Floats. The early 1900's dock was modified by the Navy during WWII, and now has deteriorated to the point of needing immediate repairs to remain structurally sound and operational, and open to the public.

5560 Ocean View & Illahee Road Lot. The rental house on Ocean View was purchased by earlier Port Commissioners for a Port office and meeting space (when meeting schedules became difficult at the Fire Station meeting room on Old Military Road). Subsequently, and more recently, the Ocean View property was split into 2 parcels, with the resultant parcel facing Illahee Road.

5500 Illahee Road. The 5500 property, or the "Dietch House" (named for former Port Commissioner Don Dietch) was purchased for a variety of reasons including as rental property, and as space for a meeting room and storage areas, and an eventual teardown and park-type setting. The lower level of the house was used as a meeting room for several years before some attendees could not navigate the steep incline (which did not meet ADA criteria) which required the Port to use other spaces at the Port of Brownsville and later at the Seeds of Grace building in Gilberton, and more recently, after Covid, the Port has been meeting virtually on Zoom.

5507 Illahee Road. The former Illahee Store building was on the Port Commissions acquisition list for years as an economic development project that could simultaneously provide a meeting space for the Port to hold their monthly meetings, thus satisfying the desire for a meeting location at the center of the community. The Port purchased the property at a Sheriff's Sale and applied for a grant to clean up the leaking USTs (Underground Storage Tanks) and is in the process of waiting for the grant funded cleanup to happen while preparing the property for lease as a mercantile business.

Port Planning:

Early Port Planning. Early Port Commissions worked primarily on the maintenance and operation (M&O) of the dock and floats.

Subsequent Meeting Planning. Subsequent Port Commissions also worked toward securing a space for the Port to meet within the community, as noted in the previous Assets section.

Recent Port Planning. With the obvious deteriorating dock and floats more recent Port Commissions began the planning process to resolve the inevitably needed dock and float restoration and replacements. This resulted in the selection of Soundwest Engineering Associates to assist in the effort, based on their previous successes with other Ports, and more importantly for the Port of Illahee, was their successes with obtaining grant funding, as the Port is severely funds limited to take on major projects.

A Recent Plight – Failing Pilings. A more recent plight for the Port of Illahee is the realization that 17 of the dock pilings, are in fact failing and need to be replaced at an estimated cost of \$550,000. An additional grant was submitted to the Recreation and Conservation Office (RCO) and roughly 35% of estimated replacement costs have been secured. The viability of the replacement is dependent upon whether the installation fundings (Port and RCO) are sufficient.

CONSTRUCTION OPTIONS:

The bid opening date was November 4, 2024 at the old Illahee Store site.

Following the bid opening a Special Executive (closed) Session with counsel occurred on November 6, 2024, to review bid contract options, related real estate issues, and related potential litigation issues.

Three bids were received as follows

- 1 \$2,040,686
- 2 \$2,398,445
- 3 \$2,759,315

The above base bid proposals do not include necessary total project costs (such as all permitting fees and associated costs, A&E and other professional services, and construction funding contingency for unforeseen circumstances which may result in change orders and/or additional necessary professional services). As an order of magnitude estimation for this project, which includes complex work in the marine environment as well as potential upland complications, 20% of the bid amount is the estimated minimum advisable additional funding that should be available to proceed. Additionally, the Port Commission should consider the risks and appropriate construction contingency amount further prior to executing a construction contract.

Based on the lowest base bid received and minimum advisable total project cost contingency at this stage; the Port needs to consider a potential total project cost of \$2,448,823.

Additionally, with anticipated total project funding needed exceeding \$2M, it is increasingly understood that the Port would possibly need to liquidate assets: the 5560 Ocean View house, and the Illahee Road lot. The real estate sales net revenue likely to be available is estimated to be roughly \$600,000 maximum and would not be available until after their sale.

The unknown at this point in the process, with bids and total project costs coming in higher than expected due to delays, is whether the grant provider, the Recreation and Conservation Office (RCO) would be able to provide a "plus up" in grant funding based on the escalated labor and material costs that have occurred in the past 4 years since the grant was submitted.

Adequate funding availability will be an absolute necessity for the projects to move forward, additionally Soundwest Engineering has provided project engineering and management services for the planning phase of the project, and it is highly recommended that Soundwest continue in the support of the construction phase of the project. This will require a new contract for services during construction.