



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

1. **CALL TO ORDER**
2. **CONSENT AGENDA**
  - a. \*Agenda
  - b. \*The November 13th, 2024, Regular Meeting minutes
  - c. \*December 5<sup>th</sup>, 2024, Part 1, Special Meeting minutes
  - d. \*December 6<sup>th</sup> 2024, Part 2, Continuation of Special Meeting
  - e. Pay Bills with check numbers 5263 through 5274 totaling \$19,839.24 \* 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
    - PLIA Remediations
  - c. \*Treasurer's Report as of November 30, 2024
    - General Fund: \$38,910.60
    - Investments: \$297,708.05
    - Good Property Management (GPM) Account: \$199
    - Total: \$336,817.65



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d. Grant Status

- BFP RCO: Total = \$851,065.00, Amount of RCO paid: \$126,319.36, Remaining RCO Funds: **\$724,745.64**
- ALEA RCO: Total = \$500,000.00, Amount of RCO paid: \$94,822.05, Remaining RCO Funds: **\$405,177.95**
- RCFB RCO: Total = \$191,000.00, Amount of RCO paid: \$14,498.87 Remaining RCO Funds: **\$176,501.12**

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
- Deck/Pier: Anything to report?

5. **NEW BUSINESS**

6. **PUBLIC COMMENT opportunity #2**

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

7. **ADJOURN** - Regular Meeting – January 8, 2025, 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

November 13, 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; Robin Wilcox and Leonard Knight

- November 13, 2024, Meeting Agenda
- October 9th, 2024, Regular Meeting minutes
- October 17th, 2024, Special Meeting minutes
- November 6th, 2024, Special Meeting minutes
- Approval of Electronic Transfer for GO Bond (May & November)
- Payment of bills with check numbers 5248 through 5262 totaling \$24,087.63 \*Items approved pending auditor approval (motion by Hall; second by Rupert; all in favor)

### Signing of Documents

Commissioners plan to stop by the Illahee Store to sign documents on Thursday, November 14, 2024.

### Public Comment

No public comments were made.



## REPORTS/UNFINISHED BUSINESS -

### Grants/Waterfront Access Improvements

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

### Illahoe Store Project

Commissioner Rupert disposed of sofas abandoned at the Illahee Store:

Commissioner Rupert mentioned that the Port's attorney advised the Commissioners to get a boundary line adjustment, and he has contacted AES Consultants to start the process.

Commissioner Hall reported that electrical work is finished; Next step is to contact PSE to restore power.

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

### Treasurer's Report as of October 31, 2024,

- General Fund: \$65,785.51
- Investments: \$296,758.70
- Good Property Management (GPM) Account: \$199.00
- Total: \$362,743.21

### Grant Status

BFP RCO Total: \$851,065.00	Amount of RCO paid: \$110,847.95	Remaining RCO Funds: \$740,217.05
ALEA RCO Total: \$500,000.00	Amount of RCO paid: \$85,732.60	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



## Reports/Unfinished Business- Continued

### Website

Nothing to report.

### Properties

- **5560 Oceanview Blvd:** The Commissioners received a Certified Market Analysis from three local realtors.
- **5500 Illahee Road:** Nothing to report: Commissioner Rupert issued a 120-day notice to tenant; rent has not been paid since September 2024.
- **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.

### New Business

- Resolution 2024-05, Revised Policy for Public Records Act (PRA) Requests **(Motion by Rupert; second by Hall; all in favor).**
- Resolution 2024-06 Levy Limit Increase **(motion by Hall; second by Rupert; all in favor).**
- 2025 Final Budget Adoption, Resolution No. 2024-07 **(Motion by Rupert; second by Hall; all in favor).**
- Resolution 2024-08 Culmination of Port Illahee's 2020 Comprehensive Plan with Waterfront Improvements, Public Pier, & Dock Rehabilitation Project **(motion by Hall; second by Rupert; all in favor).**
- Discussion on seeking additional funds from RCO and potential property sales.



## Public Comment

- Questions about the grant contact process.
- Comments on project funding and bid requirements.
- Inquiries about piling replacement in recent bids.
- Opinions on property sale and project continuation.

## Adjourn

At 7:47 PM, the meeting adjourned. **(Motion by Rupert; second by Hall; all in favor).**

The next regular meeting is scheduled for December 11, 2024, at 6:30 PM via Zoom.

Kitsap All Ports Meeting: January 27, 2025, at 6:30 PM at Port of Brownsville

## Signatures

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Commissioner James Aho

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Commissioner Eric Hall

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Commissioner Jeffrey Rupert

**Part 1:**

**MINUTES OF THE PORT ILLAHEE SPECIAL MEETING ON DECEMBER 5, 2024**

The Port of Illahee's Special Meeting was held via Zoom. Notice of the Special Meeting was posted on the Port of Illahee's Website and Kiosk (Illahae Road) on December 3, 2024. Commissioner Aho called the meeting to order at 5:00 PM. Also, in attendance were Commissioner Rupert; Commissioner Hall; Administrator Jennifer Olson and John Piccone

Commissioner Aho announced that the meeting would go into **Executive Session** for 30 minutes **beginning at 5:00 PM, under RCW 42.30.110 (d)** To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs. **Return from Executive session at 5:35 PM / No decision was made; The Commissioners need to make a choice before moving forward.**

The meeting was opened to the public at 5:35 PM. Public members in attendance via Zoom were, Cathy Johnson, John Buesch, and Roy Barton.

Commissioner Aho mentioned that the Commissioners need to decide on contracts before the Port can move forward. He also stated that the Port needs to sell the Oceanview house and the vacant lot on Illahee Road to raise additional funds. He then opened the floor for public comment.

There were three public comments from different community members, all advocating for the sale of the Oceanview house and the lot on Illahee Road.

*Commissioner Rupert made a motion to sell the house located at 5560 Illahee Road (motion by Rupert; second by Hall; unanimous).*

*Commissioner Rupert made amendment to his motion: to also sell the vacant lot on Illahee road. (motion by Rupert; second by Hall; unanimous).*

There was extensive discussion among the Commissioners regarding an update to the engineering contract. Commissioner Hall made a motion to approve Task Order #10 for the update to the engineering contract. The motion was seconded by Commissioner Aho but did not pass unanimously.

It was agreed that Commissioner Rupert would make comments on Task Order # 10, the amendment to the engineering contract. Commissioner Rupert stated that he does not feel completely comfortable moving forward with Task Order #10, in its current form. He hopes the engineer can make compromises and consider his amendment comments so they can work together and find common ground.

It was agreed that the special meeting would continue, December 6, 2024, starting in executive session at 4:00 PM and opening to the public at 5:00 PM.

**ADJOURN – The meeting adjourned at 6:48 PM (motion by Hall; second by Rupert; unanimous).**

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Commissioner

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Commissioner

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Commissioner



**PART 2.**

**MINUTES OF PORT OF ILLAHEE SPECIAL MEETING ON DECEMBER 6, 2024.**

**THE MEETING IS CONTINUED FROM DECEMBER 5, 2024.**

The Port of Illahee's Special Meeting was held via Zoom.

Commissioner Aho called the meeting to order at 4:00 PM Also, in attendance were Commissioner Rupert, Commissioner Hall and Administrator Jennifer Olson

Commissioner Aho began the meeting by discussing the history of the Port. It was then announced that the meeting would proceed into Executive Session.

**Executive Session** It was announced that the meeting would be going into executive session for 1 hour **beginning at 4:09 PM, under RCW 42.30.110 (d)** To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs. **End Executive session at 5:13 PM / No decision was made.**

The meeting was opened to the public at 5:13 PM. Public members in attendance via Zoom were, John Buesch, and Roy Barton.

Commissioner Aho announced that the other Commissioners were not on board for the costs of engineering. They feel the costs are too high.

There was extensive discussion among the Commissioners regarding the update to Task Order #10 (the amendment to the engineering contract) and the comments made by Commissioner Rupert. The discussion focused on whether the engineer would consider these comments and work with the Port to lower some of the hourly costs.

The Commissioners all agreed that they would like the project to proceed they are meeting with their attorney Ken Bagwell on Tuesday, December 10, 2024.

**ADJOURN – The meeting adjourned at 6:25 PM (motion by Rupert; second by; Hall; unanimous).**

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Commissioner

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Commissioner

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Commissioner

## Bid Opening 11-4-24

1. QUIGG BROS. INC.

AMOUNT = \$2,040,685,.65

2. REDSIDE CONSTRUCTION, LLC.

AMOUNT = \$2,398,444.78

3. Tunista Construction, LLC.

Amount = \$2, 759,314.74

The Port of Illahee

INVESTMENT POOL, Period Ending 11/30/2024

RECONCILIATION REPORT

Reconciled on: 12/07/2024

Reconciled by:

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

Summary

USD

Statement beginning balance	296,758.70
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (1)	949.35
Statement ending balance	297,708.05

Register balance as of 11/30/2024 297,708.05

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/30/2024	Check	00004		949.35

Total 949.35

The Port of Illahee

88712 - GENERAL FUND, Period Ending 11/30/2024

RECONCILIATION REPORT

Reconciled on: 12/07/2024

Reconciled by:

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

Summary

USD

Statement beginning balance	65,785.51
Checks and payments cleared (18)	-31,802.38
Deposits and other credits cleared (3)	4,927.47
Statement ending balance	38,910.60
Register balance as of 11/30/2024	38,910.60

Details

Checks and payments cleared (18)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/13/2024	Check	5248	JAMES AHO	-512.00
11/13/2024	Check	5249	ERIC L. Hall	-512.00
11/13/2024	Check	5250	JEFFREY S. RUPERT	-512.00
11/13/2024	Check	5251	JEFFREY S. RUPERT	-834.55
11/13/2024	Check	5252	BANK OF AMERICA	-200.80
11/13/2024	Check	5253	CASCADE NATURAL GAS	-13.00
11/13/2024	Check	5254	SOUNDWEST ENGINEERIN...	-15,371.00
11/13/2024	Check	5255	DAVE'S SEPTIC SERVICES, ...	-600.00
11/13/2024	Check	5256	HONEY BUCKET	-135.50
11/13/2024	Check	5257	PUGET SOUND ENERGY	-66.38
11/13/2024	Check	5258	US BANK	-400.00
11/13/2024	Check	5259	WASTE MANAGEMENT	-122.36
11/13/2024	Check	5260	JJAM INNOVATIONS, LLC	-2,614.04
11/13/2024	Check	5261	BAGWELL LAW, PLLC	-1,810.00
11/13/2024	Check	5262	JEFFREY S. RUPERT	-384.00
11/18/2024	Expense			-5,000.00
11/18/2024	Expense			-1,765.40
11/30/2024	Check	00004		-949.35

Total -31,802.38

Deposits and other credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/30/2024	Deposit			3,962.41
11/30/2024	Deposit			15.71
11/30/2024	Deposit			949.35

Total 4,927.47

**TREAS RPT - Summary Cash Report - Cash**

Beginning Balance Date 1/1/2024

## Treasurer's Summary Report

For 2024 - Nov

**Fund: FD00712 Port/Illahee General**

<b>Lodge Account</b>	<b>Revenue or Spend Category</b>	<b>Beginning Balance</b>	<b>Debit</b>	<b>Credit</b>	<b>Month-to-Date</b>	<b>Year-to-Date</b>
<b>Cash</b>						
Beginning Cash Balance						95,864.13
1182:Investments		-8,903.72	0.00	949.35	-949.35	-9,853.07
<b>Purchased</b>						
3100:Taxes	3110.10 - Real and Personal Property Taxes	90,653.36	4,012.43	50.02	3,962.41	94,615.77
3100:Taxes	3170.20 - Leasehold Excise Tax	45.95	15.71	0.00	15.71	61.66
3600:Miscellaneous Revenues	3610.11 - Investment Interest	8,903.72	949.35	0.00	949.35	9,853.07
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	77,680.41	0.00	0.00	0.00	77,680.41
5890:Custodial Activities	5890.40 - Warrants Issued	-191,564.97	0.00	24,087.63	-24,087.63	-215,652.60
6900:Transfers Out	6971.88713 - Transfers Out	-6,893.40	0.00	6,765.40	-6,765.40	-13,658.80
Total Cash		-30,078.62	4,977.49	31,852.40	-26,874.91	38,910.60

**TREAS RPT - Summary Cash Report - Investments & Debt Service**

Beginning Balance Date 1/1/2024

Treasurer's Summary Report  
For 2024 - Nov  
Fund: FD00712 Port/Illahee General

**Investments**

Beginning Investment Balance						287,854.98
1182:Investments Purchased	8,903.72	949.35	0.00	949.35		9,853.07
Total Investments	8,903.72	949.35	0.00	949.35		297,708.05

**Debt Service**