



**AGENDA FOR
PORT OF ILLAHEE COMMISSION
Wednesday, February 12TH - 6:30PM
ZOOM MEETING #715 0997 5823 / Password: Illahee**

1. **CALL TO ORDER**
2. **CONSENT AGENDA**
 - a. *Agenda
 - b. *January 12th, 2024, Regular Meeting minutes
 - c. Pay Bills with check numbers **5288** through **5301** totaling **\$16,3671.71** * Pending Auditor Approval*
3. **SIGNING OF DOCUMENTS**

Determine when/how to have at least 2 Commissioners sign the documents
4. **PUBLIC COMMENT opportunity**

2-minute max, please note that Commissioners are encouraged to wait until the end of the meeting respond to comments/statements
5. **REPORTS/UNFINISHED BUSINESS**
 - a. Grants/Waterfront Access Improvements
 - **Waterfront Project** - status
 - b. Illahee Store Project – status
 - c. *Treasurer's Report as of January 31, 2025
 - **General Fund: \$34,647.19**
 - **Investments: \$299,641.00**
(Moved 700,000. to Bond Fund with Kitsap County Treasurer)
 - **Good Property Management (GPM) Account: \$199**
 - **Total: \$334,487.19**
 - 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



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e. Reports

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

6. NEW BUSINESS

7. PUBLIC COMMENT opportunity #2

2-minute max, please note that Commissioners are encouraged to wait until the end of the meeting respond to comments/statements

8. COMMISSIONER OPPORTUNITY TO RESPOND TO PUBLIC COMMENTS/SUGGESTIONS

- Commissioner Aho:
- Commissioner Hall:
- Commissioner Rupert:

- 9. ADJOURN - Regular Meeting – March 12, 2025, at 6:30 PM via Zoom
- Kitsap All Ports – April 28, 2025@6:30 PM at Port of Brownsville**



Port of Illahee Minutes of Regular Meeting

January 8, 2025

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 Jonson; Debbie Smith; Janet Soderberg Leonard Knight and Bill Mclaughlin

- January 8, 2025, Meeting Agenda
- December 11, 2024, Regular Meeting minutes
- December 18, 2024, Special Meeting minutes
- Payment of bills with check numbers 5275 through 5287 totaling \$23,877.13 *Items approved pending auditor approval (motion by Rupert; second by Hall; all in favor)

Signing of Documents

Commissioners plan to stop by the Illahee Store to sign documents on Thursday, January 9, 2025.

Discussion of Commissioner Roles for 2025

Current Commissioner Roles for 2024: Commissioner Aho currently serves as Chairman, Auditor, and Webmaster; Commissioner Rupert currently serves as Dock Manager; Commissioner Hall currently serves as Property Manager.

Decisions for 2025 Commissioner Roles: During the recent meeting, the Commissioners discussed and approved modifications to their roles for the upcoming year:

Webmaster Transition:

Commissioner Aho proposed that Eric take over the responsibilities of managing the website before the end of 2025.

Property Management Support:

It was agreed that Commissioner Rupert will assist Commissioner Hall with property management duties, enhancing oversight and efficiency.

Dock Manager Role Adjustment:

The Dock Manager role, currently held by Commissioner Rupert, will have limited responsibilities in the upcoming season due to upcoming construction with the Port facility being closed for up to 330 days.

These role adjustments aim to distribute responsibilities more effectively among the Commissioners and support staff, ensuring better management of port operations in 2025.

Commissioner Rupert made a motion to modify current Commissioner Roles; Commissioner Hall will take over website responsibilities and Commissioner Rupert will assist with property management duties.

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



Public Comment

N/A

*Commissioners were requested to address Public comments during the Commissioner Comments section before the meeting adjourned, although it was not mandatory.

REPORTS/UNFINISHED BUSINESS -

Grants/Waterfront Access Improvements

Construction Contract with Quigg Brothers, Inc.

The Commissioners engaged in an extensive discussion regarding the construction contract between Quigg Brothers, Inc. and the Port of Illahee. It was ultimately decided to authorize Commissioner Aho to sign the construction contract with Quigg Brothers, Inc.

Commissioner Rupert made a motion that gives Commissioner Aho Authority to sign the construction contract with Quigg Brothers Inc. (motion by Rupert; second by Hall; all in favor)

Power Pole relocation

There was an extensive discussion with a neighbor who shares a driveway with the Port of Illahee regarding the relocation of a power pole. The previous Port Commissioners had agreed to the relocation, and the neighbor was under the impression that it was still scheduled to be moved. It was decided that the contractor would obtain an estimate for the cost of moving the power pole, and the Port intends to proceed with the relocation depending on the price of the estimate.

Illahae Store Project

It was discussed that PLIA is experiencing difficulties in securing a contractor to commence the project. As a result, they anticipate completing the project in the spring of 2025.

Treasurer's Report as December 31, 2024.

- General Fund: \$753,129.22
- Investments: \$298,672.57
- Good Property Management (GPM) Account: \$199.00
- Total: \$1,052,000.79

The Commissioners discussed transferring the bond funds to the investment pool to earn interest until the funds are needed for the project. It was decided to proceed with this action.

Commissioner Rupert made a motion to transfer \$700,000.00 from the general fund to the investment pool. (motion by Rupert; second by Hall; all in favor)



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**

Website

Commissioner Aho stated that his goal is to ensure full transparency by having everything available on the website.

Properties

- **5560 Oceanview Blvd:** The Administrator supplied the Commissioners with three certified market analyses from local real estate brokers. It was discussed that Commissioner Hall will work with the Administrator to prepare the property for the listing.
*Commissioner Rupert made a motion to set the initial asking price at \$645,000.00.
(motion by Rupert; second by Hall; all in favor)*
- **5500 Illahee Road:** The Commissioners discussed the situation regarding the tenant who continues to occupy the property without vacating and has not paid rent since September 2024. As the tenant has not provided a definitive move-out date, it was decided to proceed with the eviction process, involving the sheriff notifying the tenant.
*Commissioner Rupert Made a motion to proceed with the eviction process
(motion by Rupert; second by Hall; all in favor).*
- **5507 Illahee Road** Commissioner Rupert inquired whether the commissioners agreed with compensating AES for surveying the south property line. *(motion by Rupert; second by Hall; all in favor)*
- **Illahee Road lot:** *Commissioner Rupert made a motion to set the asking price of the vacant lot Illahee Road lot for \$110,00.00 (motion by Rupert; second by Hall; all in favor).*

Public Comment:

Public comments included recommendations to obtain a pre-listing home inspection to identify any potential issues with the house. Another community member inquired whether it is necessary to have an appraisal prior to listing.

The Commissioners engaged in a thorough discussion and decided that the Administrator will order a pre-inspection for the property located at 5560 Oceanview Blvd. Furthermore, the Administrator will contact the Municipal Research and Service Center (MRSC) to inquire about the process for selecting a real estate broker.

Dock/Pier- Nothing to report.



New Business

Resolution 2025-01 The Commissioners discussed Resolution 2025-01, establishing the monthly meeting schedule for 2025. They agreed to conduct meetings via Zoom until the completion of the Illahee store, at which point the meeting schedule will be amended to incorporate in-person meetings **(motion by Rupert; second by Hall; all in favor).**

Commissioner Aho discussed fundraising initiatives to secure additional funds for the Port of Illahee's Waterfront Project. He proposed utilizing the Kitsap Community Foundation to process donations, as they are already equipped to handle contributions and provide proper receipts through their office staff. It was agreed among the Commissioners to channel all donations through the Kitsap Community Foundation. **Commissioner Aho made a motion for the Port of Illahee to accept donations through the Kitsap Community Foundation (motion by Aho; second by Rupert; all in favor).**

Commissioner Aho requested approval from the Commissioners to produce a flyer illustrating the historical appearance of the Port of Illahee's dock and the proposal for the new dock, to be distributed to the Illahee community **(motion by Aho; second by Rupert; all in favor).**

Public Comment:

Public comments included inquiries about the absence of voucher approvals on the website and questions regarding the lack of in-person meetings.

Commissioner Responses

- **Commissioner Aho:** Thank you to everyone interested and attending the Port of Illahee meetings.
- **Commissioner Hall:** I will follow up with the Sate Auditors office to see if using KCF is okay.
- **Commissioner Rupert:** Is looking forward to replacing the boards and railing on dock since the Port budgeted for it in the 2025 budget.

Adjourn-

At 7:45 PM, the meeting adjourned. **(Motion by Rupert; second by Hall; all in favor).**
The next regular meeting is scheduled for February 12, 2025, at 6:30 PM via Zoom.
Kitsap All Ports Meeting: January 27, 2025, at 6:30 PM at Port of Brownsville

Signatures

Commissioner James Aho

Commissioner Eric Hall

Commissioner Jeffrey Rupert

The Port of Illahee

88712 - GENERAL FUND, Period Ending 01/31/2025

RECONCILIATION REPORT

Reconciled on: 02/11/2025

Reconciled by:

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

Summary

USD

Statement beginning balance	753,129.22
Checks and payments cleared (15)	-724,845.56
Deposits and other credits cleared (3)	6,363.53
Statement ending balance	34,647.19
Register balance as of 01/31/2025	34,647.19

Details

Checks and payments cleared (15)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/08/2025	Check	5275	ERIC L. Hall	-384.00
01/08/2025	Check	5276	JAMES AHO	-384.00
01/08/2025	Check	5277	JEFFREY S. RUPERT	-384.00
01/08/2025	Check	5278	BANK OF AMERICA	-225.75
01/08/2025	Check	5279	CASCADE NATURAL GAS	-13.00
01/08/2025	Check	5280	HONEY BUCKET	-271.00
01/08/2025	Check	5281	JJAM INNOVATIONS, LLC	-2,150.00
01/08/2025	Check	5282	GANNETT WASHINGTON L...	-28.68
01/08/2025	Check	5283	NORTH PERRY AVENUE WA...	-149.57
01/08/2025	Check	5284	PUGET SOUND ENERGY	-177.06
01/08/2025	Check	5285	SLR INTERNATIONAL CORP.	-2,193.75
01/08/2025	Check	5286	SOUNDWEST ENGINEERIN...	-16,565.00
01/08/2025	Check	5287	WASHINGTON STATE DEPA...	-951.32
01/31/2025	Transfer			-700,000.00
01/31/2025	Transfer			-968.43

Total -724,845.56

Deposits and other credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/29/2025	Transfer			4,939.00
01/31/2025	Deposit			456.10
01/31/2025	Deposit			968.43

Total 6,363.53

The Port of Illahee

INVESTMENT POOL, Period Ending 01/31/2025

RECONCILIATION REPORT

Reconciled on: 02/11/2025

Reconciled by:

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

Summary

USD

Statement beginning balance	298,672.57
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (1)	968.43
Statement ending balance	299,641.00

Register balance as of 01/31/2025 299,641.00

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/31/2025	Transfer			968.43

Total 968.43

Beginning Balance Date 1/1/2025

Treasurer's Summary Report
 For 2025 - Jan
 Fund: FD00712 Port/Hlahee General

	Revenue or Spnd Category	Beginning Balance	Debit	Credit	Month-to-Date	Year-to-Date
Cash						
Beginning Cash Balance						753,129.22
1182:Investments		0.00	0.00	968.43	-968.43	-968.43
Purchased						
3100:Taxes	3110.10 - Real and Personal Property Taxes	0.00	456.10	0.00	456.10	456.10
3600:Miscellaneous Revenues	3610.11 - Investment Interest	0.00	968.43	0.00	968.43	968.43
3800:Other Increases in Fund Resources	3890.40 - Custodial Type Deposits	0.00	4,939.00	0.00	4,939.00	4,939.00
5890:Custodial Activities	5890.40 - Warrants Issued	0.00	0.00	23,877.13	-23,877.13	-23,877.13
6900:Transfers Out	6971.88713 - Transfers Out	0.00	0.00	700,000.00	-700,000.00	-700,000.00
Total Cash		0.00	6,363.53	724,845.56	-718,482.03	34,647.19

699.20

699.10

PEARL RY - Summary Cash Report - Investments & Debt Service

Beginning Balance Date 1/1/2025

Treasurer's Summary Report

For 2025 - Jan

Fund: FD00712 Port/Illahee General

	Beginning Balance	Debit	Credit	Month to Date	Year to Date
Investments					
Beginning Investment Balance					298,672.57
1182:Investments Purchased	0.00	968.43	0.00	968.43	968.43
Total Investments	0.00	968.43	0.00	968.43	299,641.00

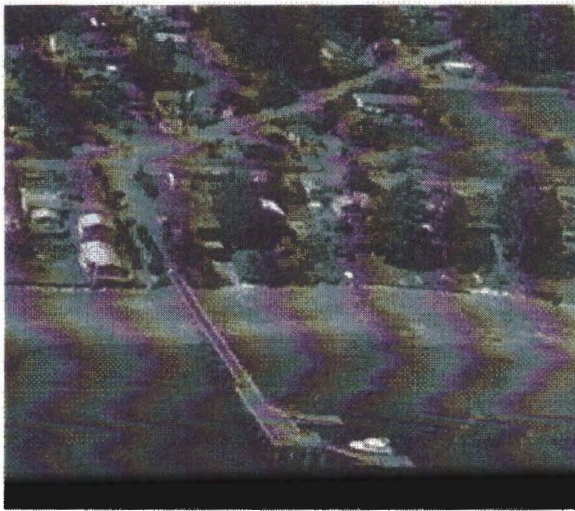
Debt Service

A DOCK & STORE WORTH SAVING?

Port Commissions (past & present) think so!

And they want your help!

DOCK



Grants have been secured.

Renovation plans prepared.

A contractor has been selected (Quigg Bros Inc who recently completed work at the Port of Poulsbo).

Basic funding has been secured, but it took a \$700,000 bond and will take the sale of Port properties to make it work.

While this will save the dock, it will put the Port in debt for at least 20 years.

The initial community response has residents wanting to help, so the Port set up a fund with the Kitsap Community Foundation (KCF) for donations, with donations of \$1,000 or more recognized on a bronze plaque to be placed on site. For more information and to donate visit the KCF website and find the “Port Assist Fund”

STORE

The former Illahee Food store was purchased a few years ago (at a Sheriff’s sale) by the Port to clean up leaking underground gasoline storage tanks, for which there is an approved grant for the cleanup. The tank cleanup is planned for 2025, after which the building can also be renovated for use as a store. In the meantime, the waterfront contractor will likely use the building for a temporary construction office.

