



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.

Illahsee 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