



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

**1. CALL TO ORDER**

**2. CONSENT AGENDA**

- a. \*March 12, 2025, Agenda
- b. \*February 12<sup>th</sup>, 2025, Regular Meeting minutes
- c. Pay Bills with check numbers **5302** through **5317** totaling **\$15,186.82** \* 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 to 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 February 28, 2025

- General Fund: **\$20,780.04**
- Investments: **\$300,584.09**
- Bond: **\$702,203.16**
- Good Property Management (GPM) Account: 199.00
- Total: **\$321,563.13 + Bond \$702,203.16 =1,023,766.29**

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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Wednesday, March 12TH - 6:30PM  
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**e. Reports**

- Website: Anything to report?
- Properties: Anything to report.
- 5560 Ocean View Boulevard/Rental
  - **\*1. Gave tenants 90-day notice – discussion (Olson)**
- 5500 Illahee Road/Rental
- 5507 Illahee Road/Illahee Store Property
  - **\*1. AES Survey – discussion (Rupert)**
- Illahee Road Lot
- Dock/Pier: Anything to report?

**6. NEW BUSINESS**

- Community Budget committee for the Port of Illahee – Looking for volunteers

**7. PUBLIC COMMENT opportunity #2**

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

**8. COMMISSIONER OPPORTUNITY TO RESPOND TO PUBLIC COMMENTS/SUGGESTIONS**

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

- 9. ADJOURN** - Regular Meeting – April 9, 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

February 12, 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 6:35 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 John Buesch

- February 12, 2025, Meeting Agenda
- January 8, 2025, Regular Meeting minutes
- Payment of bills with check numbers 5288 through 5301 totaling \$16,361.71 \*Items approved pending auditor approval (motion by Hall; second by Aho; all in favor)

### Signing of Documents

Commissioners plan to stop by the Illahee Store to sign documents on Thursday, February 13, 2025.

### Public Comment

A concern raised about the lack of public awareness about the project's scope, funding sources, and timeline, suggesting the need for a flyer or sign.

Any updates from Puget Sound Energy regarding the cost of moving the power pole.

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

- **Dock Construction & Timeline:** The Commissioners reviewed the upcoming dock construction project, focusing on the timeline and public access. Commissioner raised concerns regarding coordination, particularly for public access during the construction period. Commissioner Aho clarified that construction is expected to be completed by the end of August, with the dock likely closed during that time.
- **Access & Liability Issues:** A Community member recommended closing the dock during construction to avoid liability issues. In contrast, another community member emphasized that the dock driveway cannot be entirely closed for a month, as it serves as his driveway.
- **Garage Items & Buoy Relocation:** Lastly, there was a discussion about the garage contents and buoys on the chain link fence. The possibility of moving these items to the back of the store was noted.



## Illahaee Store Project

- **Contamination and Cleanup:** Commissioner Aho detailed the involvement of SoundWest Engineering and SLR in addressing potential contamination issues and developing a cleanup plan.
- **Engineering Considerations:** The need for expert engineering advice was highlighted to prevent costly errors during construction.
- **Project Pace and Ecological Oversight:** Commissioner Hall voiced concerns about the project's slow progress and emphasized the importance of involving the ecology department.
- **Proposed Partnerships and Next Steps:** Commissioner Aho proposed that engaging the Quick Brothers alongside SLR could create a mutually beneficial solution.
- **Store Contact Update:** Commissioner AHO will contact PLIA and SLR to update the store contact to Commissioner Hall and will provide an update at the next meeting.

## Treasurer's Report as January 31, 2025.

- General Fund: **\$34,647.19**
- Investments: **\$299,641.00**
- 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: <b>\$851,065.00</b>	Amount of RCO paid: <b>\$126,319.36</b>	Remaining RCO Funds: <b>\$724,745.64</b>
ALEA RCO Total: <b>\$500,000.00</b>	Amount of RCO paid: <b>\$ 94,822.05</b>	Remaining RCO Funds: <b>\$405,177.95</b>
RCFB RCO Total: <b>\$191,000.00</b>	Amount of RCO paid: <b>\$14,498.87</b>	Remaining RCO Funds: <b>\$176,501.12</b>

## Website

Commissioner Aho confirmed that he will transfer the website to Commissioner Hall by the end of 2025.



## Properties

- **5560 Oceanview Blvd:** Commissioner Rupert made a motion to give the current tenant at 5560 Oceanview Blvd., 90 day notice to move out. **(motion by Rupert; second by Hall; all in favor)**
- **Commissioner Rupert** motioned that none of the Real Estate agents can be associated with any of the Port Commissioners. **(motion by Rupert; second by Hall; all in favor)**
- **5500 Illahee Road:** Commissioner Rupert agreed to contact attorney Ken Bagwell for further guidance.
- **5507 Illahee Road** waiting on survey from AES.
- **Illahee Road lot:** Administrator will contact one of three Real Estate agents.

**Dock/Pier-** Nothing to report.

## New Business

- **House Bill 1109:** The Port of Illahee Commissioners expressed their support for House Bill 1109. Commissioner Hall made a motion to support House Bill 1109 **(Motion by Hall; second by Rupert; all in favor).**
- **Mailer Creation:** The Commissioners discussed developing a mailer to inform the public about the port district's activities. They agreed to include written content along with a QR code for easy access and enhanced convenience.

## Public Comment:

There was significant discussion regarding the potential for substantial capital expenditure. Additionally, some community members suggested that, depending on carrier participation, leasing the store as a cloud server might be a viable option. Commissioner Hall will research available options.

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

## Commissioner Responses

- **Commissioner Aho:** Thank you to everyone joining, hopefully by the next meeting we will have demolition timeline.
- **Commissioner Hall:** Showed a diagram of where fiber optics are in Brownsville.
- **Commissioner Rupert:** Will watch out and next time not call the Port waterfront access a park.

## Adjourn-

At 8:07 PM, the meeting adjourned. **(Motion by Hall; second by Rupert ; all in favor).**

The next regular meeting is scheduled for March 12, 2025, at 6:30 PM via Zoom.

Kitsap All Ports Meeting: April 28, 2025, at 6:30 PM at Port of Brownsville

## Signatures

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Commissioner James Aho  
Page 3

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Commissioner Eric Hall

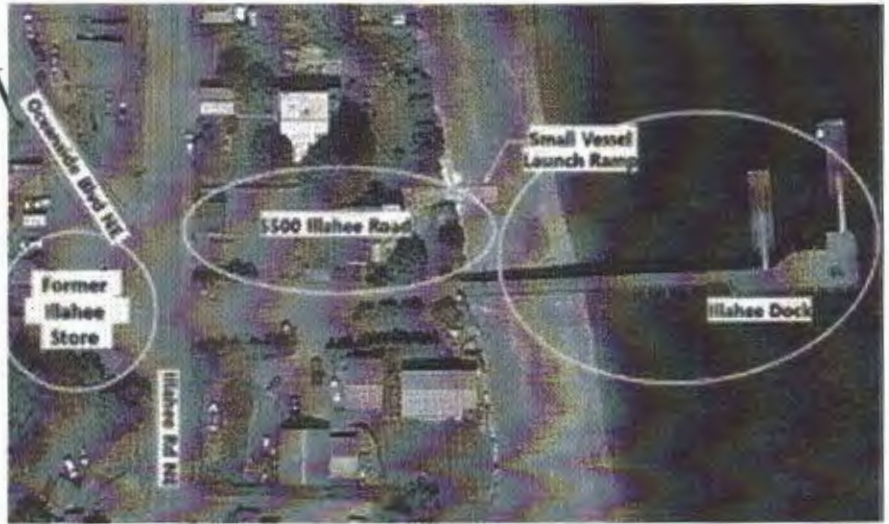
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Commissioner Jeffrey Rupert

# HELP US SAVE

## CONSTRUCTION NOTICE.

The Port of Illahee is hereby providing notice of major construction activities at the Illahee Dock site, and possibly at the former Illahee Foods Store.



## DOCK RENOVATION

### PROJECT. The historic Illahee

Dock, originally constructed circa 1910 and last updated by the Navy in the 1940's (80 years ago), requires IMMEDIATE WORK DUE TO DETERIORATING AND FAILING PILINGS.

FUNDING ISSUES. The project requires grant funding in addition to Port savings and a \$700,000 bond. Two grants were approved to cover the project, until a 2022 dock survey found 17 pilings in need of replacement. A third grant was submitted on an emergency basis to help cover a portion of the \$510,000 piling replacement costs which also requires the sale of a Port owned lot on Illahee Road and house on Ocean View Blvd, but a major funding shortfall still exists leaving the Port with future indebtedness approaching \$1M (which will take years to recover with tax revenues at less than \$100,000 per year.)

YOUR SUPPORT WILL MAKE A DIFFERENCE! With a construction contract in place and offers from community members to help offset future indebtedness, the Port has set up a DONATION FUND with the Kitsap Community Foundation (KCF) to receive contributions of any size. DONATIONS OF \$1,000 OR MORE WILL BE RECOGNIZED ON A BRONZE PLAQUE to be placed at the site (28-character limit). TO DONATE SELECT THE ILLAHEE DOCK AND RECOGNITION FUND ON THE KCF WEBSITE.

ILLAHEE STORE RENOVATION??? The renovation of the former Illahee Foods store (purchased by the Port at a Sheriff's sale) requires environmental remediation, specifically the removal of the leaking gasoline USTs (underground storage tanks). A Cleanup Grant has been secured and awaits contractor selection, with plans to complete in 2025.

UPDATES. The Port is committed to keeping the community informed throughout the projects. Updates will be posted on the Port website: [PortofIllahee.com](http://PortofIllahee.com). WE APPRECIATE YOUR PATIENCE AS WE WORK TO IMPROVE THE DOCK AND STORE AND COMMUNITY.

DOCK HISTORY. A first draft of the Port of Illahee Dock's history is being prepared for display at the renovated dock. The dock provided the only access to Illahee for years and later played a key role during World War II, with a Navy detachment stationed at the dock (see photo below).

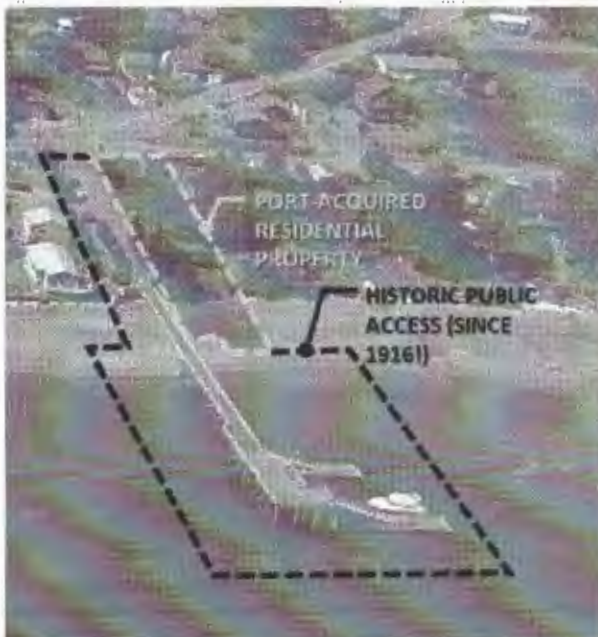
Port of Illahee  
PO Box 2357  
Bremerton, WA 98310

Address Labels



Kitsap Community Foundation  
Illahee Dock and Recognition Fund

**2025 PORT OF ILLAHEE  
WATERFRONT IMPROVEMENTS,  
PUBLIC PIER, & DOCK  
REHABILITATION PROJECT**







The Port of Illahee

88712 - GENERAL FUND, Period Ending 02/28/2025

RECONCILIATION REPORT

Reconciled on: 03/10/2025

Reconciled by:

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

Summary

USD

Statement beginning balance	34,647.19
Checks and payments cleared (15)	-17,304.80
Deposits and other credits cleared (3)	3,437.65
Statement ending balance	20,780.04
Register balance as of 02/28/2025	20,780.04

Details

Checks and payments cleared (15)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/12/2025	Check	5289	JAMES AHO	-384.00
02/12/2025	Check	5290	JEFFREY S. RUPERT	-384.00
02/12/2025	Check	5288	ERIC L. Hall	-256.00
02/12/2025	Check	5291	BAGWELL LAW, PLLC	-3,021.00
02/12/2025	Check	5292	BANK OF AMERICA	-204.54
02/12/2025	Check	5293	CASCADE NATURAL GAS	-13.00
02/12/2025	Check	5294	HONEY BUCKET	-135.50
02/12/2025	Check	5295	JJAM INNOVATIONS, LLC	-2,130.93
02/12/2025	Check	5296	NORTH PERRY AVENUE WA...	-155.39
02/12/2025	Check	5297	PUGET SOUND ENERGY	-61.76
02/12/2025	Check	5298	SOUNDWEST ENGINEERIN...	-8,707.50
02/12/2025	Check	5299	WASHINGTON PUBLIC POR...	-300.00
02/12/2025	Check	5301	WASTE MANAGEMENT	-83.09
02/12/2025	Check	5300	INSPECTION & PERMIT SER...	-525.00
02/28/2025	Transfer			-943.09

Total -17,304.80

Deposits and other credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/28/2025	Deposit			2,480.34
02/28/2025	Deposit			14.22
02/28/2025	Deposit			943.09

Total 3,437.65

Beginning Balance Date 1/1/2025

Treasurer's Summary Report  
 For 2025 - Feb  
**Fund: FD00712 Port/Illahee General**

Index/Account	Revenue or Spend Category	Beginning Balance	Debit	Credit	Month-to-Date	Year-to-Date
Cash						
Beginning Cash Balance						753,129.22
1182:Investments		-968.43	0.00	943.09	-943.09	-1,911.52
Purchased						
3100:Taxes	3110.10 - Real and Personal Property Taxes	456.10	2,480.34	0.00	2,480.34	2,936.44
3100:Taxes	3170.20 - Leasehold Excise Tax	0.00	14.22	0.00	14.22	14.22
3600:Miscellaneous	3610.11 - Investment Interest	968.43	943.09	0.00	943.09	1,911.52
Revenues						
3800:Other Increases in Fund Resources	3890.40 - Custodial Type Deposits	4,939.00	0.00	0.00	0.00	4,939.00
5890:Custodial Activities	5890.40 - Warrants Issued	-23,877.13	0.00	16,361.71	-16,361.71	-40,238.84
6900:Transfers Out	6971.88713 - Transfers Out	-700,000.00	0.00	0.00	0.00	-700,000.00
Total Cash		-718,482.03	3,437.65	17,304.80	-13,867.15	20,780.04

The Port of Illahee

INVESTMENT POOL, Period Ending 02/28/2025

RECONCILIATION REPORT

Reconciled on: 03/10/2025

Reconciled by:

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

Summary

USD

Statement beginning balance	299,641.00
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (1)	943.09
Statement ending balance	<u>300,584.09</u>

Register balance as of 02/28/2025 300,584.09

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/28/2025	Transfer			943.09
Total				943.09

**TREASURY Summary Cash Report Investments & Debt Service**

Beginning Balance Date 1/1/2025

Treasurer's Summary Report

For 2025 - Feb

Fund: FD00712 Port/Illahee General


Ledger Account	Beginning Balance	Debit	Credit	Month-to-Date	Year-to-Date
Investments					
Beginning Investment Balance					298,672.57
1182:Investments Purchased	968.43	943.09	0.00	943.09	1,911.52
Total Investments	968.43	943.09	0.00	943.09	300,584.09

Debt Service

Beginning Balance Date 1/1/2025

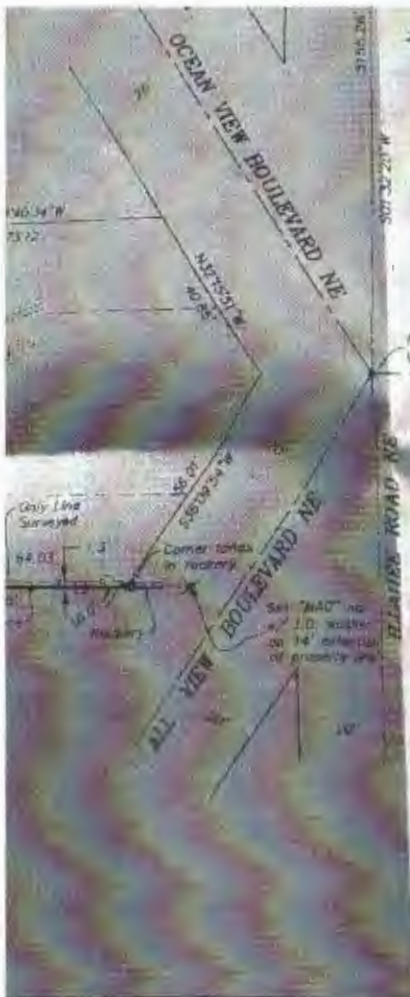
Treasurer's Summary Report  
 For 2025 - Feb  
**Fund: FD00713 Port/Ilahahe GO Bond**

Other Account	Beginning Balance	Debit	Credit	Month-End	Year-to-Date
<b>Investments</b>					
Beginning Investment Balance					0.00
1182:Investments Purchased	700,000.00	2,203.16	0.00	2,203.16	702,203.16
<b>Total Investments</b>	<b>700,000.00</b>	<b>2,203.16</b>	<b>0.00</b>	<b>2,203.16</b>	<b>702,203.16</b>
<b>Debt Service</b>					
Beginning Balance General Obligation Bonds at Par					-812,442.33
<b>Total General Obligation Bonds at Par</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-812,442.33</b>


  
 Bond 112,442.33  
 + 700,000.00  


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 812,442.33



**SURVEYOR'S NOTES**

This is a partial re-tracement of Record of Survey Vol. 12 Pg. 90.  
 Properly corners and line stakes shown were the only points set during this survey. Except as shown, all property lines were not checked for encroachments.

No title report was furnished to the surveyor. There may exist other documents of record that would affect this parcel.

Survey for use by original purchaser of survey only.

This map is not intended to show all matters related to the property including, but not limited to easements, restrictions and encroachments.

Encroachments (fence, vegetation, improvements, driveways, etc.) may, at times, establish lines of ownership. Property owner should seek legal advice in these cases.

**LEGAL DESCRIPTION**

The South 20 feet of Lot 1, all of Lot 2, and the North 20 feet of Lot 3, Block 15, on Page 54, records of Kitsap County, Washington.

**PROCEDURES & EQUIPMENT**

Standard field traverse with Leica 3" Total Station with electronic measurement. This survey meets minimum standards as set forth in W.A.C. 332-130-090.

**LEGEND**

- Set 1/2" rebar flush with ground with yellow cap imprinted "A.E.S. 21785" with 2"x2" white guard stake.
- Found survey point as noted.
- Set 2"x2" wood hub on property line.
- (D) Dead measurement.
- (M) Measurement for this survey.
- S.O.S. Record of Survey Map.

**GRAPHIC SCALE**



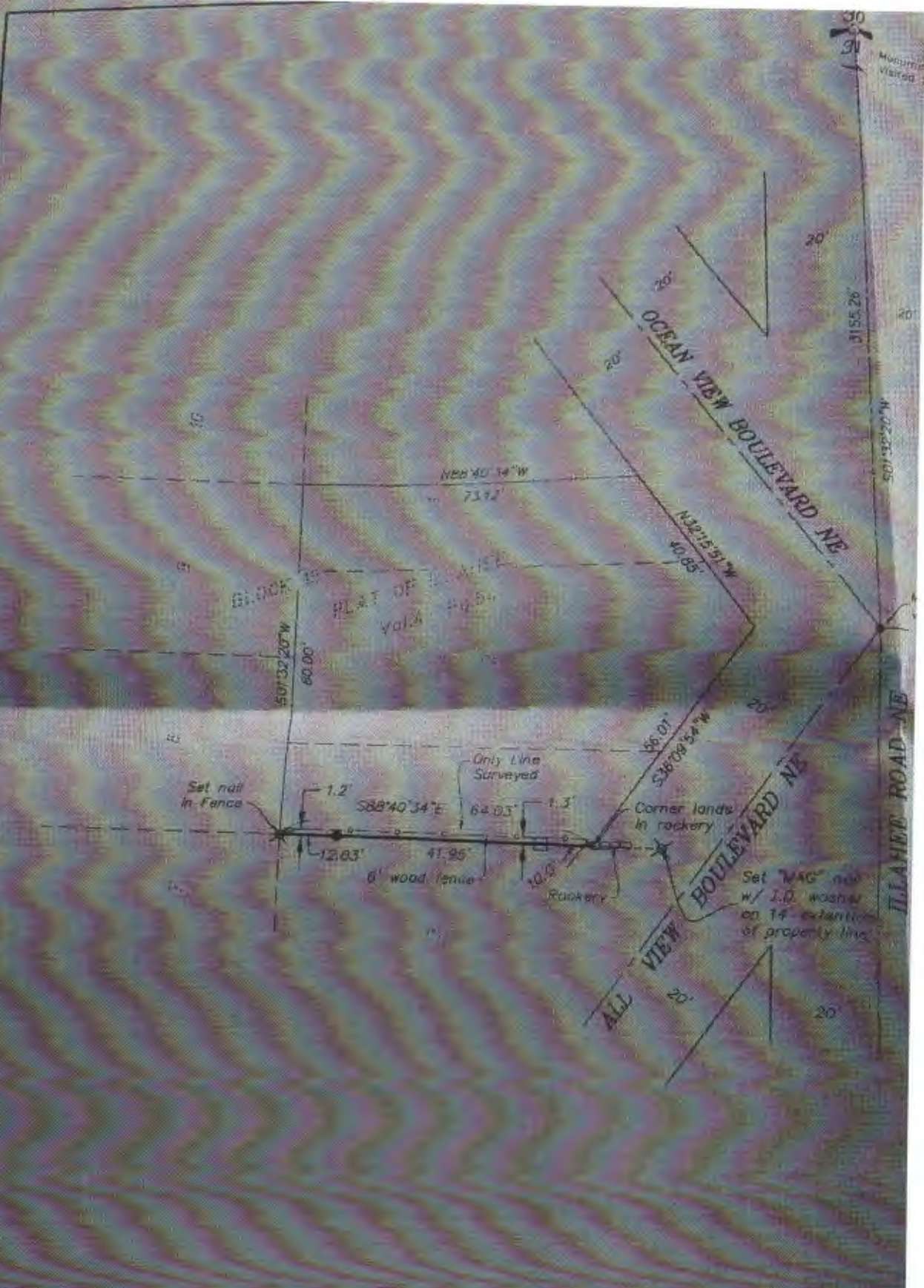
Surveyor's name and address information, including 'Part of Illahee'.



**AES**  
 CONSULTANTS, INC.  
 1000 1st Avenue, Seattle, WA 98101

Record of Survey for:  
 Part of Illahee  
 GOVT LOT 3  
 (NE 1/4 SW 3/4)

AUSPIN, per Record of Survey Vol. 12 Pg. 90



**AUDITOR'S CERTIFICATE**  
 Filed for record this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
 at \_\_\_\_\_ in Volume \_\_\_\_\_ of Surveys, Page \_\_\_\_\_  
 Auditor's File No. \_\_\_\_\_

**SURVEYOR'S CERTIFICATE**  
 This map correctly represents a survey made by  
 me or under my direction in conformance with  
 the requirements of the Survey Recording Act of  
 the request of \_\_\_\_\_ Part of Illanes

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**Fwd: Update on House Bill 1109**

4 messages

**Jim Aho** <jimaho@gmail.com>

Tue, Mar 11, 2025 at 9:45 AM

To: Jennifer Olson &lt;portofillahee@gmail.com&gt;

FYI

----- Forwarded message -----

From: **Russ Shiplet** <execdirector@kitsap-pfd.org>

Date: Tue, Mar 11, 2025, 9:04 AM

Subject: Update on House Bill 1109

To: Becky Erickson &lt;berickson@cityofpoulsbo.com&gt;, Rob Putaansuu &lt;rputaansuu@portorchardwa.gov&gt;, Nance, Rep. Greg &lt;Greg.Nance@leg.wa.gov&gt;, Greg Wheeler (Greg.Wheeler@ci.bremerton.wa.us) &lt;Greg.Wheeler@ci.bremerton.wa.us&gt;, Caldier, Rep. Michelle &lt;Michelle.Caldier@leg.wa.gov&gt;, drew.hansen@leg.wa.gov &lt;drew.hansen@leg.wa.gov&gt;, Christine Rolfes &lt;CRolfes@kitsap.gov&gt;, oroot@kitsap.gov &lt;oroot@kitsap.gov&gt;, Katie Walters &lt;KWalters@kitsap.gov&gt;, Greg Englin &lt;grege@portofkingston.org&gt;, Jim Aho &lt;jimaho@gmail.com&gt;, Caleb Reese &lt;caleb.portofsilverdale@wavecable.com&gt;

Cc: Erin Leedham &lt;district2@kitsap-pfd.org&gt;, Patrick Hatchel &lt;district1@kitsap-pfd.org&gt;, Walt Draper IV &lt;bremerton@kitsap-pfd.org&gt;, wsdraperiv@aol.com &lt;wsdraperiv@aol.com&gt;, Daron Jagodzinske &lt;poulsbo@kitsap-pfd.org&gt;, Phil Havers &lt;district3@kitsap-pfd.org&gt;, Shawn Cucciardi &lt;ptorchard@kitsap-pfd.org&gt;, Anne Blair &lt;bainbridge@kitsap-pfd.org&gt;

All,

I wanted to provide you with an update on the status of House Bill 1109 - Extending the collection of sales & use tax rebates for public facilities districts to 2065.

Yesterday, the House Rules Committee pushed the bill to the House floor for a vote without exception. The House has until tomorrow to vote on all bills in front of them, of which there is 97. It's highly unlikely that the House will get through all the bills prior to the cutoff, so I am asking that you send a quick note to the House floor leader, Rep. Monica Stonier, seeking to move the bill towards the top of the order. Her email address is monica.stonier@leg.wa.us.

I sent her an email this morning on behalf of the Kitsap PFD board. I will keep you posted on the outcome.

Thanks again for your continued support of this bill.

Russ

Russ Shiplet  
Executive Director  
Kitsap Public Facilities District  
execdirector@kitsap-pfd.org  
(360) 698-1885

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**Port of Illahee** <portofillahee@gmail.com>

Tue, Mar 11, 2025 at 9:55 AM

To: Jim Aho &lt;jimaho@gmail.com&gt;

Hi Jim,

I'll do my best to send her an email today. I need to print checks, reconcile the balance with the county, and prepare and scan the agenda packets. If time allows afterward, I'll reach out to her.

Best,

Jennifer Olson  
Administrator



Port of Illahee  
(253) 509-8249

[Quoted text hidden]

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**Jim Aho** <jimaho@gmail.com>  
To: Port of Illahee <portofillahee@gmail.com>

Tue, Mar 11, 2025 at 10:36 AM

Jenny,

If you notice all the big names being copied on the email, let them make the calls. We/you have other work to do.

I thought we might include the email in the agenda packet as an FYI.

Also, hope the mailer showed up as 2 pages rather than 3.

Jim  
[Quoted text hidden]

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**Port of Illahee** <portofillahee@gmail.com>  
To: Jim Aho <jimaho@gmail.com>

Tue, Mar 11, 2025 at 10:39 AM

Hi Jim,

I will include the above email in the agenda packet, the mailer did print out as 3 pages.

Best,

Jennifer Olson  
Administrator  
Port of Illahee  
(253) 509-8249

[Quoted text hidden]