

**THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND  
REGULAR MEETING**

Held at Freeland Library Meeting Room, 5495 Harbor Avenue, Freeland WA 98249  
Tuesday, February 11, 2020 at 6:30 p.m.

**AGENDA**

WORKSHOP (6:15 – 6:30 PM): Commission review of vouchers and recent correspondence

REGULAR MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE

**COMMISSIONER ACTIONS**

**Consent Agenda:** Approval of February Vouchers in the amount of **\$64,330.21** and Minutes from the Regular Meeting of January 15, 2020\* (adjourned from January 14 due to inclement weather)

**PUBLIC COMMENT** – *This is time set aside for members of the public to speak to the Board regarding **any** subjects of concern/interest, **including items on the Agenda**. The Board will take all information under advisement, but generally will not take any action unless it is emergent in nature. To ensure your comments are recorded, please state your name and city of residence. Please limit comments to 5 minutes. If you have any documents to present to the Board, please hand them to the Port Clerk prior to speaking.*

**EXECUTIVE DIRECTOR REPORT**

**Financial Update and December 2019 Financial Statement**

**Mukilteo Parking**

**Fairgrounds Property Improvements/Renovations**

**Langley Creative District**

**STATUS REPORTS**

**Fairgrounds**

- Fairgrounds Advisory Committee Report
- Fairgrounds Director Report

**Port Operations**

- Maintenance & Operations Supervisor Report

**South Whidbey Harbor**

- Harbor Operations & Harbormaster Report

**ACTIVITIES/INVOLVEMENT REPORTS**

**Halloran:** Marine Resources Committee (MRC), City of Langley Council Meetings, Washington Public Ports Association (WPPA) and Joint Parks Committee

**Ng:** Economic Development Council (EDC) and Port-wide Marketing & Promotion Committee (M&P)

**Gordon:** Council of Governments (COG), Island Regional Transportation Planning Organization (IRTPO) and Clinton Community Council (CCC)

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

**PORT DISTRICT OF SOUTH WHIDBEY ISLAND**  
Minutes of the Regular Meeting  
February 11, 2020  
Freeland, Washington

**Commissioners Present:** Ed Halloran (Langley), Curt Gordon (Clinton) and Jack Ng (Freeland)

**Port Staff Present:** Stan Reeves (Executive Director), Molly MacLeod-Roberts (Port Clerk/Accountant), Pat Kisch (Maintenance & Operations Supervisor) and Patrick Boin (Harbormaster)

**MEETING CALL TO ORDER:** Following a Workshop from 6:15 p.m. to 6:30 p.m. for informal Commission review and discussion of vouchers and recent correspondence, the Regular Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, February 11, 2020, in the meeting room of the Freeland Library at 5495 Harbor Avenue in Freeland, Washington. Commissioner Ed Halloran (President) called the Regular Meeting to order at 6:30 p.m., followed by the Pledge of Allegiance.

**CONSENT AGENDA**

**Approval of Current Vouchers:** Vouchers audited and certified by the Auditing Officer as required by RCW 42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a listing which has been made available to the Board, and have been presented to the Board for review.

**Approval of Minutes:** Minutes from the Regular Meeting of January 15, 2020

**ACTION:** A Motion was made by Gordon and seconded by Ng to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated February 2020 as signed today in the amount of \$64,330.21. The Motion passed unanimously.

**PUBLIC COMMENT:** Mel Trenor of Island Beach Access (IBA) thanked the Port for removing the illegal signs that incorrectly stated the neighboring beach was private beach access only. He met with 3 Island County officials at Clinton Beach Park earlier in the day, and they were very impressed with the work done there to provide the public with a universally accessible beach. IBA is currently working on providing the same universally accessibility at Robinson Beach and the County has agreed to support it. The Rotary Club of Whidbey Westside has awarded IBA a \$5,000 grant for the project. Trenor noted that the lower section of mats at Clinton Beach were not able to be deployed in 2019 due to the major changes in the beach slope. He asked if the Port would consider allowing IBA to use those lower mats at Robinson Beach until that section of Clinton Beach is once again usable. Gordon thought that would be fine, and even if Clinton Beach conditions improve, the Port could simply purchase more mats. The Commission agreed.

**Bill Brown** of the South Whidbey Yacht Club (SWYC) and its Youth Sailing Association (YSA). The YSA operates Adult Sailing Classes primarily as a fundraiser for the youth sailing program in July through the South Whidbey Parks & Rec District. In the past, those classes have been held on Lone Lake but due to algae, etc. it is no longer feasible. They can hold classes in mid-week on Deer Lake, but not on the weekends due to waterskiing. YSA would like to hold classes at South Whidbey Harbor during the last two weekends in June, mooring one 14' chase boat and 2-5 small (12'-14') sailboats overnight. He will work out the details with Harbormaster Patrick Boin.

**FINANCIAL UPDATE**

**December 2019 Financial Statement and Executive Director Report:** The Commission acknowledged receipt of the December 2019 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received \$88,000 in tax, operating and bond revenue and incurred

\$142,000 in operating and capital expenses during December 2019. Ending cash balance at 12/31/19 was \$1,285,000 consisting of \$728,000 in the Bond Fund and \$557,000 in the General Fund.

Reeves had also provided his updated cash flow projections through the end of 2021, a preliminary Profit & Loss for January 2020, and a tracking summary of the bond fund. The ending cash balance for 2019 is much higher than anticipated, but it's all because the capital improvement projects at the Fairgrounds were not done. Overall, operating revenue was a little higher and operating expenditures were a little lower than expected. The **Harbor** just made it above the breakeven point of revenue over expenses, in spite of the unanticipated cost of \$13,000 for the gangway and associated loss of revenue in June. In December 2019, the Harbor revenue was higher than the six-year average. Without the property taxes factored in, the **Fairgrounds** expense line is much higher than the revenue line. However, if the \$100,000 per year from those taxes is included, the revenue is just above the expense line.

For 2019, the Port ended with \$17,500 more than budgeted to start 2020, partially due to invoices expected to be paid in December but were not invoiced in time and were paid in January instead. Estimated ending cash for the general fund at 12/31/20 is \$543,000 and at 12/31/21 it is \$550,000. The projections are based on completing all the Fairgrounds Capital Improvements and using all of the Bond Fund money. If all of the capital projects can't be completed in 2020, the Port can ask for a one-year extension (through 2021) from Island County for the Rural County Economic Development Funds (RCEDF) grant. Gordon said Reeves has done a really good job managing the budget, and Halloran and Ng agreed.

**Mukilteo Parking:** Gordon, Ng and Reeves met with the Tulalip Tribes Council on Saturday, January 11<sup>th</sup> to thank them for their collaboration on the project. The door has been left open for future collaborative efforts. The Department of Commerce grant was closed out in December. The Port received just under \$74,000 from the grant, which reimbursed all of the Port's costs going back to 2016 for the parking demand study, traffic analysis, and preliminary engineering for the parking area.

The owner of the former Buzz Inn property/ferry holding lanes is working with Land Pro Group on developing a 3-story parking garage with retail. The Port is exploring the possibility of having a portion of the parking spaces dedicated for Whidbey Island walk-on passengers.

When the Port updated its Comp Scheme and created the current Strategic Plan, Gordon noted that the Port had hired BST Associates to conduct a study of Economic Trends in South Whidbey. As a result of that study, the Comp Scheme's Strategic Goal 1 is to Support Business Growth, and Strategic Goal 2 is Enhance Transportation Opportunities. The research indicated that tourism is a large economic factor. Retail trade is ranked #1 for employment (18%) and accommodations & food services is ranked #2 (13%). In 2013, 71% of tourists stayed overnight and 29% were just day visits. When that is matched up with the long ferry lines on weekends, that shows a direct economic benefit or a bottleneck to the ability or inability to get to/from South Whidbey/Mukilteo. Gordon noted that the Port's Mission is to enhance the economic well-being of the community and improve public access to marine areas while respecting the unique rural character and environment of South Whidbey Island. Tourism is vital to the area, and if we want to preserve the character and environment, we need to do it with less cars. That has been the goal all along, and the Port has the support of every other governmental body, not only on South Whidbey but beyond. Eighty parking spaces in the proposed parking garage would be a drop in the bucket; the parking study showed that Mukilteo is hundreds of spaces short of the need. The Port will keep trying to solve the issue.

**Fairgrounds Property Improvements/Renovations:** Reeves filed the RCEDF annual report and advised the County that the projects had been delayed and the Port might be seeking a one-year extension. **Coffman Kitchen:** The Port is working with The Brown Associates/Architects to find a way to either scale back or modify the project to reduce the costs. **3-Phase Power:** In the next week or two, Reeves hopes to put the

trench work out for bids. **On-call Engineering Services with Davido Consulting Group (DCG):** He is still bugging them for the campground designs.

**Fairgrounds Director:** The position was advertised/posted on Indeed and the Port's Facebook page as of February 3<sup>rd</sup> and will be in the South Whidbey Record for two weeks. Application packages are due at the Port office by 4:00 p.m. on Friday, February 21<sup>st</sup>.

**Langley Creative District:** Certification from ArtsWA is still pending; they expect to know by March 1<sup>st</sup> if it has been approved. If approved, the Steering Committee will hold some type of celebration to announce it. During Washington's recent legislative session, there was an initiative to provide creative districts (including those on the cusp of being approved) additional start-up money for capital improvements. The group quickly put together a \$30,000 request for signage, wayfinding, etc.

#### STATUS REPORTS:

##### **Fairgrounds**

- Fairgrounds Advisory Committee (FAC) Report: At the January meeting, the discussion about renaming buildings continued.

##### **Port Operations**

Maintenance & Operations Supervisor Report: Kisch presented his monthly report on maintenance & repairs completed/ongoing/planned at Clinton Beach, Humphrey Road Parking Lot, Bush Point, Possession Beach Waterfront Park and the Fairgrounds. At **Clinton Dock**, Kisch was very concerned that if the last bolt on the piling hoop failed and the float rotated on the other piling, the ferry dock could be damaged. Sound Slope & Shoreline (SS&S) installed more bolts and wrapped the piling hoop with a chain to try to keep it in place. While on the float, Todd Graves (owner of SS&S) and his lead fabricator assessed the condition of the dock. Along with Rex from Greenbank Metalworks, they agreed that the steel is too far gone for permanent repair and would need a complete rebuild or replacement. Kisch and Reeves are working on a scope of work to remove and dispose of the floats and take the gangway out to be safely stored. Reeves hopes to have a rough order of magnitude estimate on what it would take to cut the floats apart and tow them away. By the end of the week, he hopes to have a ball park figure of how much it will cost.

McBride Fence completed the installation of the black chain link fence at **Bush Pt**. Kisch contacted the Island County Sheriff's Office and had two individuals trespassed from **Clinton Beach Park** after they had likely spent the night in the restrooms and trashed all 3 bays, including use of a blowtorch that scorched a toilet seat and blackened a wall. DCG conducted an initial assessment of the staircase landing at **Humphrey Road Parking Lot**. Their recommendation is to add additional steel girders under the landing for additional support, and will provide a proposal/plan soon.

##### **South Whidbey Harbor**

Harbormaster Operations & Harbormaster Report: Harbormaster Patrick Boin was on hand to present his monthly report. The murder scene for Langley's Mystery Weekend (February 21-22) will be at Phil Simon Memorial Park, with 3 clues in the general area: at the Harbor, The Boatyard Inn, and Whidbey Island Kayaking Company. The Harbor will be nearly full that weekend – both D and E Docks are full and there is only room for vessels 30' in the inner harbor. The January weather events did not cause any damage in the Harbor. There is interest in DockStock; he and Assistant Harbormaster Nick Halstead have been talking about it and want to do it but need to work on the details and logistics. Potential dates are August 7-8 or August 20-21. They hope to make a decision by the end of March. Harbor staff has spent a lot of time sand/debris removal on the ramp; each year the high tides, etc. have resulted in the sand creeping up higher and higher. They are working on cost effective ways to maintain the ramp (continue to use a contractor or use our own equipment). Gordon suggested hiring a contractor to move the backhoe from Possession for a

few weeks and then return it. Kisch wondered if the Port could ask the City of Langley to use their backhoe. Gordon's preference is to use the Port's own equipment and not borrow the City's.

#### ACTIVITIES/INVOLVEMENT REPORTS

**Halloran:** Marine Resources Committee (MRC), City of Langley Council Meetings, Washington Public Ports Association (WPPA), and Joint Parks Committee

**MRC:** The February 4<sup>th</sup> meeting was held on Camano Island. There was a specific presentation that covered a number of projects related to the U.S. Navy areas. The Navy is using MRCs as a "bookkeeper" for all their work. MRC will hold its annual retreat on February 18<sup>th</sup>. The MRC with the Northwest Straits Foundation will hold a Glass Quest on Camano Island February 14-23.

**Langley:** Halloran reported on activities of the A.L.E.R.T. Program (Advanced Langley Emergency Response Team) Committee. The program has a map of 12 individual zones with captains for each area. The Fairgrounds is one of the zones and the Harbor is also part of a zone. Langley Police Chief Donald Lauer is the chair of the committee and will be responsible for response and planning. Each of the zones has a kit with two handheld radios that are good for at least 3 miles. The Port has two radios and Reeves will determine where they should go. At the recent City Council meeting, there was a lengthy discussion regarding the king tides and resulting damage. They also discussed pay structure for councilmembers and City staff.

**WPPA:** No report.

**Joint Parks Committee:** No report.

**Ng:** Island County Economic Development Council (EDC) and Port Promotion & Marketing Committee (P&M)

**EDC:** Ng wasn't able to attend the recent meeting, so he asked **EDC Executive Director Sharon Sappington** to provide the update. Sappington said the EDC is putting together a 5-Year Strategic Plan that will align with the economic development element of Island County's Comprehensive Plan. One of the top tier priorities for the EDC is workforce housing and the group would like to work with the Port on that. The EDC is also implementing a CRM (Customer Relations Management) system that will enable them to more efficiently and accurately track all their contacts. EDC's new website will be launched in March.

**P&M:** No meeting held.

**Gordon:** Council of Governments (COG), Island Regional Transportation Planning Organization (IRTPO), and Clinton Community Council (CCC)

**COG:** A Climate Conservation Report was presented and a Greenhouse Gas Inventory is being conducted. CEO Ron Telles provided an update on the new changes at Whidbey Health.

**IRTPO:** The group discussed the \$1 million worth of projects that will be funded in 2020. There is a separate division called "Transportation Alternatives" that typically goes for a cycling path or walking/hiking trail. Gordon asked if passenger ferry docks would fit into that program, and no one could see why it wouldn't fit. He explained that if the Port can show that the Port's dock at Clinton could be used as a passenger-only ferry dock, the Port could get funding to at least maintain that as a possibility. Sound-wide there is a lot of promotion of passenger-only ferries. The Commission agreed that once estimated costs for the Clinton Dock are available, Reeves should prepare an application for the Transportation Alternatives grant, and seek letters of support from legislators and Washington State Ferries.

**CCC:** Island County Planner Meredith Penny provided updates on the Gateway Project. Representative Dave Paul previously secured a \$1 million grant for a trail from the Clinton ferry to Ken's Corner. That is currently on hold (not dead) due to the recent vote on car tabs. Island County continues to work with Washington State Department of Transportation on the Rural Mobility Grant to improve the walkway between the ferry drop off/pick up and up the hill past the stairs that lead to the Port's parking lot on Humphrey Rd.

**WPPA:** Gordon attended Legislative Port Day in Olympia on January 28<sup>th</sup> and talked with State Representatives Dave Paul and Norma Smith and State Senator Ron Muzzall.

OLD BUSINESS: None.

NEW BUSINESS: None.

EXECUTIVE SESSION: The Commission recessed into Executive Session at 7:55 p.m. to review the performance of a public employee for an expected duration of 15 minutes. The Commission came out of Executive Session and returned to the Regular Meeting at 8:10 p.m.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 8:10 p.m.

Approved:

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Commissioner Ed Halloran, Langley


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Commissioner Curt Gordon, Clinton

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Commissioner Jack Ng, Freeland

Minutes prepared and submitted by:

  
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Molly MacLeod-Roberts, Port Clerk/Accountant

**Public Disclosure Statement:** The foregoing Meeting Minutes, audio recording and all supporting documents presented are available at the Port of South Whidbey, 1804 Scott Rd., Suite 101, Freeland WA 98249.

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*Commissioners Ed Halloran, Curt Gordon and Jack Ng approved the foregoing Minutes during the regular meeting of March 11, 2020, which was held online via Zoom Meeting.*