

# THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND

## REGULAR MEETING

Held via Zoom Meeting Service  
Tuesday, August 11, 2020 at 4:15 p.m.

### AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/81564447584?pwd=TGdyMk8wY2J6dnpJaGE0RjZ6TytiUT09>

Meeting ID: 815 6444 7584

Passcode: 378804

One tap mobile

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Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 815 6444 7584

Passcode: 378804

WORKSHOP (4:00 – 4:15 PM): Commission review of vouchers and recent correspondence

REGULAR MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE

### COMMISSIONER ACTIONS

**Consent Agenda:** Approval of August Vouchers in the amount of **\$240,764.46** and the Minutes from the Special Meeting of June 25 and the Regular Meetings of June 9 and July 14, 2020

**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.*

### EXECUTIVE DIRECTOR REPORT

**Financial Update and June 2020 Financial Statement**

**Unincorporated Island County (District 1) Small Business Reimbursement Grant Program**

**3-Phase Power Project at Fairgrounds**

**Clinton Dock/removed floats at Possession**

**COVID-19 Restrictions**

**Bush Point Residence**

### STATUS REPORTS

#### **Fairgrounds**

- Fairgrounds Director Report

#### **Port Operations**

- Maintenance & Operations Supervisor Report

#### **South Whidbey Harbor**

- Harbor Operations & Harbormaster Report

### ACTIVITIES/INVOLVEMENT REPORTS

**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)

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

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

## PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

August 11, 2020

Held via Zoom Meeting Service

**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 Bryon Midkiff (Fairgrounds Director) **Absent:** Patrick Boin (Harbormaster)

MEETING CALL TO ORDER: Following a Workshop from 4:00 p.m. to 4:15 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, August 11, 2020, via Zoom Meeting Service. Commissioner Ed Halloran (President) called the Regular Meeting to order at 4:15 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 Special Meeting of June 25 and the Regular Meetings of June 9 and July 14, 2020.

**ACTION:** A Motion was made by Commissioner Curt Gordon and seconded by Commissioner Jack Ng to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated August 2020 as signed today in the amount of \$240,764.46. The Motion passed unanimously.

PUBLIC COMMENT: None.

### EXECUTIVE DIRECTOR REPORT:

**Financial Update and June 2020 Financial Statement:** The Commission acknowledged receipt of the June 2020 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received \$51,000 in operating and bond revenue and incurred \$112,000 in operating and capital expenses during June 2020. Ending cash balance at 6/30/20 was \$1,458,000 consisting of \$733,000 in the Bond Fund and \$725,000 in the General Fund.

Reeves had also provided his updated cash flow projections through the end of 2021 and included graphs of June and (unofficial) July projections based on the July 2020 preliminary Profit & Loss. As Gordon requested at the last regular meeting, Reeves had revised the Cash Flow Projections to provide additional detail. Previously, only the grand total of Operating Revenue and Expenditures were provided. The current Projections now include revenue and expenditures subtotaled for each of the Port's facilities and Administration. He also added a section for the Island County Small Business Grant to track the amounts paid out by the Port and the amounts reimbursed by Island County. The August projection shows the \$104,000 for grant expenditures approved in this month's vouchers. The Cash Flow Projections at the next regular meeting will show the County reimbursing the Port that amount in this month, so it shouldn't impact the Port's cash flow if everything goes as planned.

As shown on the graphs provided, Humphrey Road Parking Lot revenue is really flat, with permit customers still requesting refunds because they are not able to use them. South Whidbey Harbor has really rebounded,

with a really good June and a really good July. June revenue was just \$1,400 lower than budgeted, and the preliminary July revenue is \$1,400 higher than budgeted. Although the Fairgrounds revenue is still much lower than last year, the Port actually exceeded projections for the month of July, mainly because there wasn't a Fair this year. The campground is providing much more income than anticipated.

**Unincorporated Island County (District 1) Small Business Reimbursement Grant Program:** The Port received 29 applications before the deadline with an initial total of \$210,000 in requests. After the Committee reviewed the applications, they realized some of the applicants had eligible expenses that they hadn't included. The Committee contacted those individuals and allowed them to modify their application and add those expenses. As a result, the total award amount went up to nearly \$218,000. However, the number of valid receipts submitted is only \$210,000. After paying out \$104,000 this month, the Port anticipates paying out \$108,000 next month. Overall, Reeves believe the program will be very successful.

**3-Phase Power Project at the Fairgrounds:** Based on the Port's procurement policy, the project was sent out to bid to five contractors. There was no participation at the pre-bid conference, and only one bid was received. The bidder was responsive and qualified. The bid came in at \$105,000, which was higher than anticipated. Reeves and Gordon met with the bidder at the Fairgrounds earlier in the day for a walkthrough. The scope of work was legitimate (based on plans and documents provided by Driftmier Architects and Rensch Engineering and submitted to Puget Sound Energy), but it wasn't really the vision the Port had to place 3-phase power on the Fairgrounds. Driftmier/Rensch had prepared plans to rip out the entire single-phase power apparatus by Fiddle Faddle and put in a new 3-phase primary service line from the street, with new transformers, a new power fence and support structures and eliminate the existing power system that provided power for the central part of the Fairgrounds. Gordon had explained that the Port's original vision was just to bring 3-phase power **IN** and leave the single phase in place. Then 3-phase power would be on the property and would be ready to utilize on projects (such as the Coffman Building renovation) as they moved forward. Reeves subsequently contacted Puget Sound Energy (PSE) and they confirmed that it is not a problem for the Port to leave the single-phase power in place. Therefore, he would like to revise the scope of work to still trench from the street, bring in 3-phase power (and put in a new fence for the junction boxes, meters, etc.), but the 3-phase power will just be there ready to energized when a project is completed that requires 3-phase power. PSE said the revised scope would give the Port a \$4,000 credit, which will basically cover the increase in cost incurred when the Port didn't complete the original job within 3 months of the application. The responsive bidder modified their bid from \$105,000 down to \$92,000, which was still a higher number than expected.

Reeves and the Commission discussed several options, including: award the bid to the responsive qualified bidder based on the modified bid of \$92,000, break out the trench/backfill work and have Port staff or other contractor do it, hire a consultant to review it, go back out to bid with a revised scope of work, etc. The Commission agreed to hold a Special Meeting the following week to discuss the issue further.

**Clinton Dock/Removed Floats at Possession:** Clinton Dock - Reeves still hasn't received firm communication from Island County regarding the Transportation Alternatives Grant and the Interlocal Agreement, other than brief emails that they are "working on it." There's been no movement and he wants the gangway and the floats that are still in the water at Clinton to be removed before the storm season begins. Gordon agreed and asked him to set up a meeting with himself, Reeves, Island County Transportation Planner Susan Driver and Assistant County Engineer Kelly Ojala. Floats stored at Possession - Reeves wants to rent equipment to bust up the floats that were previously removed from Clinton Dock and remove them from Possession. They are not in a condition to be used anywhere, they are impeding traffic at the boat ramp and it would be cost-prohibitive to have them hauled away by barge. Estimated expense for the work is \$5,000.

**ACTION:** A Motion was made by Gordon and seconded by Halloran to authorize spending up to \$5,000 to demolish and remove the Clinton Dock floats that are stored at Possession Beach Waterfront Park. The Motion passed unanimously.

**COVID-19 Restrictions:** Since the Port's last meeting, Island County has had to step back from the full Phase 3. Gatherings were reduced from 50 back down to 10 or fewer people, so the Port has reduced gatherings at the Fairgrounds to 10 or fewer. The Harbor remains available up to full occupancy as boaters are able to easily maintain social distancing, with sanitizers and masks available.

**Bush Point Residence:** The long-term tenants moved out the first week of August. Reeves will do a walk-through of the house with Maintenance & Operations Supervisor Pat Kisch and figure out what to do next.

**Fairgrounds:** Halloran noted that Rick Brown was to provide a construction estimate for the Coffman Building Renovation project by August 8<sup>th</sup>. Reeves will contact Brown again; he has promised that estimate for at least 4 weeks but hasn't provided it yet.

#### STATUS REPORTS:

##### **Fairgrounds**

- Fairgrounds Advisory Committee (FAC) Report: No activity.
- Fairgrounds Director Report: Fairgrounds Director Bryon Midkiff provided his monthly report. Without the Fair, July was a strong month for revenue. He had to evict two campers for misconduct. Midkiff is working on a plan to eliminate extended, long-term camping and return to enforcing the 2-week limited stay policy. The process will be fair and consistent and campers will be given reasonable time to find other accommodations. Two or three of the long-term campers plan to leave and rent camping space from a private property owner on the south end. Midkiff and Fairgrounds Maintenance Ben Wooldridge have started trenching out the area south of the campground and using soil to level areas and provide drainage. Additional maintenance performed includes planting grass, repairing pot holes, prepping restroom floors for epoxy covering, and fixing the flashing on the roof of the Swine Barn. A weekend dog event, an art workshop and a wedding had to be cancelled due to the revised Covid-19 guidelines.
- Langley Creates: Volunteers have cleared vegetation near the bus barn and pressure washed the side of the building. The group is working on a list of supplies to repair the rotten wood, and they have secured primer paint from mix-match paint, some of which was donated. A paint scheme has been chosen that matches the WICA buildings. A local Boy Scout Troop will join the Langley Creates volunteers to help with the prep work. WICA will fund the paint and the supplies. Midkiff is working with MaryAnn Mansfield to keep the project moving and it should be complete by the end of August.

##### **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. A 12-year old boy's leg was injured at **Clinton Beach Park** by one of the concrete benches. Kisch has added longer bolts on that bench and another one that felt loose. He also repaired the drinking fountain on the Dorothy Cleveland Trail at **Possession**; it had been on his to-do list since he started working for the Port. Due to crabbing season, trash collection has increased significantly at Clinton Pier with 5-8 large bags per week.

**Fairgrounds (continued):** Gordon and Reeves received an email from Rick Brown during the meeting. The estimated cost is \$490,000, but there were no details regarding the breakdown of the costs yet. Another piece of bad news on the Coffman project is that the Port is going to lose the \$30,000 grant from the USDA for the range hoods. The grant was awarded two years ago to be spent within 12 months, and the Port was given a 12-month extension. That extension expired August 1, 2020, and could not be extended any further. The Port can reapply early next year under the same grant program, but the money must be de-obligated now.

**South Whidbey Harbor:** Harbormaster Patrick Boin was working at the Harbor and unable to attend the meeting. He previously submitted his monthly report. As noted earlier, moorage revenue in June and July is back up to non-Covid levels. It's been extremely busy and Harbor staff are doing a good job leading by example by wearing PPE, physical distancing and answering questions. Due to the closure of the Canadian border, there are many first-time visitors who are exploring places closer to home. Still waiting to replace the ramp pad at the bottom of the gangway on D Dock; the contractor was injured and hasn't recovered yet.

#### ACTIVITIES/INVOLVEMENT REPORTS

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

**P&M:** No meeting held. Ng asked about the new Port brochure. Reeves reported 3,000 of the 5,000 brochures were sent for circulation on the Clinton-Mukilteo and Coupeville-Port Townsend ferries and terminals.

**EDC:** Ng said the group is working on a new logo. EDC Executive Director Sharon Sappington reported they are still administering the WWSBEG (Working Washington Small Business Emergency Grant) program, with about half of the money sent out now. The EDC is also working exclusively with Camano Island on the Unincorporated Island County (District 3) Small Business Grant since Camano doesn't have a chamber, city or port district. The EDC is also working with the Dept of Commerce on another grant program with \$157,000 available. Businesses with up to 20 employees can apply for up to \$10,000 each. The Dept of Commerce is allowing a lot of flexibility, giving the EDC 90% of the money upfront with just a few base requirements to follow, including marketing the program to businesses owned by veterans, minorities and women. Companies that received at least \$5,000 from WWSBEG are not eligible, but if a business received \$2,000 from the Unincorporated Island County grant, the EDC could grant them an additional \$8,000 to bring it to the \$10,000 limit.

The EDC will be getting a Small Business Development Center (SBDC) advisor. There are 30 of these certified business advisors throughout the state, usually living in the areas where they work. The EDC has an agreement with SBDC for a ½ time advisor. When the job is posted, the EDC will look closely at who is already living here on Whidbey with experience that can get the certification. The cost for a full-time advisor is \$120,000/year, and the cost for a half-time advisor is \$60,000/year. However, the Small Business Administration pays half of the cost. The cost to the EDC will be \$32,000 per year. Sappington worked as an SBDC advisor for 5 ½ years. The SBDC will not charge the EDC for the remainder of this year. She explained that the individual is would be an employee of Washington State University; not the EDC.

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

**COG:** Island County Human Services Director Jackie Henderson presented her report at the last meeting. Some of the metrics were surprising; client use of Good Cheer Food Bank is actually down during COVID-19. Speculation is that individuals are getting help from other resources such as unemployment benefits. Superintendents from Oak Harbor and Stanwood-Camano school districts discussed their plans for starting the school year. They were considering providing Chromebooks to all teachers and students and looking at a hybrid-type of teaching between remote and in-classroom learning. They plan to announce a decision on August 18<sup>th</sup>. South Whidbey and Coupeville school districts will start the year with 100% remote learning and will transition to a hybrid-type.

**ILIO (Island Local Integrating Organization):** Gordon also participated in the ILIO Executive Committee meeting on July 22<sup>nd</sup>. The group is reviewing shoreline standards and putting together a survey. Gordon noted that the survey didn't include ask respondents how they felt about recreational use and industrial use on the waterfront, such as Nichols Brothers Boat Builders.

**IRTPO:** No meeting held.

**CCC:** No report.

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

**Langley:** No report.

**MRC:** Halloran and Barbara Bennett will sit on the ILIO Technical Advisory Committee. The August 4<sup>th</sup> MRC meeting included reports on Kelp Monitoring. Kelp is an indicator of the health of the habitat and the damages that have occurred.

**WPPA:** No meeting held.

**Joint Parks Committee:** No meeting held.

OLD BUSINESS: None.

NEW BUSINESS: None.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 5:40 p.m.

Approved:



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Commissioner Ed Halloran, Langley

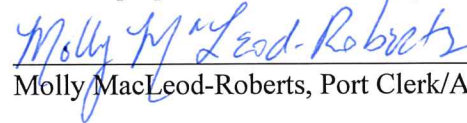


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Commissioner Curt Gordon, Clinton



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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 303, Freeland WA 98249.



*Commissioners Ed Halloran, Curt Gordon and Jack Ng approved the foregoing Minutes during the regular meeting of September 8, 2020, which was held online via Zoom Meeting*