

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

Held via Zoom Meeting Service
Tuesday, September 8, 2020 at 4:15 p.m.

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/88270340322?pwd=ai82bnJHMmxXWi93WFBxUW41WUxoUT09>

Meeting ID: 882 7034 0322

Passcode: 676875

One tap mobile

+12532158782,,88270340322#,,,,,0#,,676875# US (Tacoma)

Dial by your location

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Meeting ID: 882 7034 0322

Passcode: 676875

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 September Vouchers in the amount of **\$134,150.15** and the Minutes from the Regular Meeting of August 11, and the Special Meetings of August 18 and August 24, 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 July 2020 Financial Statement

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

3-Phase Power Project at Fairgrounds

Clinton Dock

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

September 8, 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, September 8, 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 Regular Meeting of August 11, and the Special Meetings of August 18 and August 24, 2020.

ACTION: A Motion was made by Commissioner Jack Ng and seconded by Commissioner Curt Gordon to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated September 2020 as signed today in the amount of \$134,150.15. The Motion passed unanimously.

PUBLIC COMMENT: None.

EXECUTIVE DIRECTOR REPORT:

Financial Update and July 2020 Financial Statement: The Commission acknowledged receipt of the July 2020 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received \$63,000 in operating and bond revenue and incurred \$79,000 in operating and capital expenses during July 2020. Ending cash balance at 7/31/20 was \$1,440,000 consisting of \$733,000 in the Bond Fund and \$707,000 in the General Fund.

Reeves had also provided his updated cash flow projections through the end of 2021 and included graphs of July and (unofficial) August projections based on the August 2020 preliminary Profit & Loss. It appears that the South Whidbey Harbor has turned the corner with revenue exceeding expenses. Fairgrounds is nearly even with its operating revenue and expenses. There has been very little movement on the Fairgrounds Capital projects, so nothing is showing up on the charts. As a whole, the Port's revenue and expenses are fairly even, but both are just below projections for the year. Overall, the Port is not doing as poorly as Reeves initially anticipated due to the Covid-19 pandemic. In September, the Fairgrounds revenue will decrease as the policy will be enforced that limits campground stays to a maximum of two weeks in 30 days. Previously, Fairgrounds staff has been very lenient with the policy, especially during Covid-19.

Clinton Dock/Island Regional Transportation Planning Organization's Transportation Alternatives Call for Projects: Island County notified the Port that it will not serve as the C.A. (Certification Acceptance) for the project, so Reeves will need to ask if Washington State Department of Transportation (WSDOT) will perform that function for the Port. He reported that the Clinton Dock has deteriorated very, very rapidly and believes it is in danger of breaking up and possibly damaging the Clinton Ferry Terminal. He explained the

situation to Dave Kaiser (WSDOT contact for Local Programs), and asked him, "If the Port removes the docks under the RCW emergency authorization procedure to alleviate the immediate hazard, can that cost be used toward the 13.5% match requirement for the \$319,000 grant?" Removing the floats will cost roughly \$150,000, which far exceeds that 13.5% match but at least the Port would get something. No response yet, so Reeves will call first thing tomorrow morning. The Port has to do something fairly quickly; right now there is one corner of the main float that is only held to the piling by a chain around a whaler and as the waves hit that section, you can see the whaler move apart and it will snap off sooner or later. Over the weekend, workers with Washington State Ferries (WSF) ran a rope between the two floats to help hold them together a little bit, but in a serious storm that rope won't last very long. Halloran asked if there was "higher order" that could be contacted, and Reeves said if he doesn't hear back from Kaiser, his next step is to contact WSF Government Relations Director John Vezina, who helped the Port get a letter of support for the grant. Gordon didn't see any reason to wait; Reeves can go ahead and call Vezina right now.

Gordon asked Maintenance & Operations Supervisor Pat Kisch if Greenbank Metalworks could weld a bigger chain to try to hold it. Kisch said getting access is a challenge, but might be possible if it can be reached via the ladder instead of the gangway. Gordon wants 2 things: get a letter saying the Port will be compensated for removing the floats and buy the Port some time by temporarily securing the floats. Halloran said the Port needs to ensure it gets "something in the files to protect us."

Fairgrounds Capital Projects: Reeves submitted a request to extend the Port's Rural County Economic Development Fund Grant through December 31, 2021. Island County Budget Director Elaine Marlow will draft the amendment to the agreement and doesn't anticipate any problem with the extension. For the 3-Phase Power Project, Reeves contacted three additional Whidbey Island contractors that were either not enrolled with the MRSC Small Works Roster or were enrolled but had not selected the Port's roster. Whidbey Island Electric in Langley, CK Electric Services in Coupeville and Blue Mountain Electric in Oak Harbor have since registered with MRSC and selected the Port of South Whidbey. There are now a total of 5 electrical contractors on the Port's roster. He hopes to receive the revised plans from Puget Sound Energy next week and get out to bid ASAP using the MRSC roster process. For the Coffman Kitchen project, he has not received any additional details on the \$490,000 construction estimate obtained by The Brown Associates/Architects. Reeves suggested the Port should accept the estimate and direct Rick Brown to start working the plans in earnest to get to permit submittal.

ACTION: A Motion was made by Gordon and seconded by Halloran to authorize The Brown Associates/Architects to create plan drawings for submittal to the City of Langley for a building permit. The Motion passed unanimously.

Unincorporated Island County (District 1) Small Business Reimbursement Grant Program: The Port is paying out another \$63,000 this month, with approximately \$45,000 remaining. That \$45,000 consists of 9 businesses, half of which have not submitted any receipts or other required documents. All the money must be spent by October 31st. Gordon asked if Island County had reimbursed the Port as expected last month. Reeves said it had, but it was delayed by ten days which required the Port to withdraw more money from its investment fund in order to cover the payments to the grant recipients. Reeves confirmed that the County is reimbursing the Port for its administrative costs related to the grant program.

Bush Point Residence: The tenants have moved out and the house is vacant. After walking through the residence with Kisch, Reeves concluded that it has significant problems (dry rot, etc.) and he doesn't believe it can be rented out again unless major repairs are done. Gordon noted that Reeves has a lot on his plate right now and suggested that Fairgrounds Director Bryon Midkiff could take on the Bush Pt residence instead. Reeves said he would discuss the possibility with Port staff.

STATUS REPORTS:

Fairgrounds

- Fairgrounds Advisory Committee (FAC) Report: No activity.

- **Fairgrounds Director Report:** Fairgrounds Director Bryon Midkiff provided his monthly report. After giving 30 days' notice, long-term campers will be leaving by September 10 and will be limited in the future to 14 days in and 14 days out. Maintenance performed in August includes repair of the sliding doors on the Gabelein Building, and leveling/grading the area south of the campground to allow drainage. Upcoming maintenance plans include repair of the double doors and the ramp on the Burrier building. Three potential kitchen users are working on getting through state and county requirements.

Langley Creates' bus barn project continues. It has now been painted with primer and repairs to the building and paint scheme are ongoing. The online magazine "This is Whidbey" had a nice article highlighting the efforts of Boy Scout Troop 57 on the project. With last minute efforts, HOPE was able to organize and hold their annual garage sale originally scheduled for May, with Scallywagon Eatery selling food. The garage sale was a great success, and although Scallywagon didn't make money, they look forward to getting back on the Fairgrounds selling food at events. All of the unsold items are being donated to Good Cheer.

Gordon said the campground looks better and suggested that Midkiff might eventually consider having a 3-week in/1-week out as some Arizona RV parks do.

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. Since **Clinton Beach** and **Bush Pt** were previously discussed, he had nothing further to add for those facilities. Work on the gangway landing on D Dock at **South Whidbey Harbor** will be scheduled soon; the plates are stored at the Fairgrounds.

South Whidbey Harbor: Harbormaster Patrick Boin was working at the Harbor and unable to attend the meeting. He previously submitted his monthly report, which Reeves summarized on his behalf. The very, very busy July was followed by the very, very busy August, with both months exceeding budget projections by about \$3,000 each month. Boin reported that by adjusting check out time to 11:00 a.m. (instead of 2:00 p.m. for both check in and check out), they are able to accommodate more day stop visitors, the traffic flow has improved, and revenue has increased. The Harbor was filled Labor Day weekend, and included the Gig Harbor Yacht Club. Winter moorage will start on October 1st; Reeves will sent the required request for permission to the State's Recreation and Conservation Office this week.

ACTIVITIES/INVOLVEMENT REPORTS

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

Langley: Halloran was unable to join the recent meeting, so City Councilmember Thomas Gill provided a report. The City has seen an uptick in tourism; thankfully there have been very few incidents related to the mask mandate. The businesses are enjoying the use of the public right of ways for their service area so they are able to get back up and running faster. The Council continues to work on police policies and the people's advisement, and planned unit development. There is good news on the City's infrastructure project; the bond rating came in much higher so instead of \$0.46/\$1,000, it will be \$0.36/\$1,000 for property taxes. The project should break ground in the Spring.

MRC: Earth Economics provided a presentation. The group evaluates the Salish Sea in total, piece by piece for the conditions and growth/reductions. Halloran said it was a very interesting presentation. The MRC established the ground rules for the its upcoming Outreach Needs Assessment.

WPPA: No meeting held.

Joint Parks Committee: No meeting held.

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

COG: The August 26th meeting focused on the topic of affordable housing but nothing really new. Blaine Oborn (City Administrator, Oak Harbor) discussed the difficulties caused by the new drainage laws, making it harder for development within the city. The City of Langley is trying to figure out how to tweak its code

so the city can have more affordable and smaller places. Gordon doesn't see anyone from the County taking on the housing problem. COG also laid out legislative priorities, and specifically discussed studying passenger-only ferries. Puget Sound Regional Council has included South Whidbey for a stop if there are future routes added, likely either Clinton-Everett or Langley-Everett.

IRTPO: The group reviewed its budget, etc.

CCC: No report.

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

P&M: No meeting held.

EDC: Ng invited EDC Executive Director Sharon Sappington to provide this month's report in his stead. Sappington said the first grant program of \$190,000 is going well; so far the EDC has cut checks for over \$130,000 and submitted another \$12,000 to the Department of Commerce, which brings them to 75% and the EDC has until next June to complete the spending of grant funds. The next grant program of \$157,000 will probably be launched tomorrow, pending receipt of the contract from the Department of Commerce. She explained that \$10,000 of that will be kept for Chambers of Commerce, Main Street Associations and tourism. All of that money must be spent by November 15, 2020.

Once Washington State University has given permission, the EDC will start interviewing for the Small Business Development (SBDC) advisor position next week. There were 9 applicants and 3 of them look promising. The interviewing committee will consist of Sappington and two individuals from SBDC leadership. Through the SBDC's scale up program and help from the Department of Commerce, the EDC is able to offer a 10-week online course at no cost to companies in business for at least one year and at least \$10,000 gross annual revenue. Normally the fee for the course is \$4,000-\$5,000. It runs September 30-December 9 and more information will be posted on the EDC website later in the week.

The EDC has a 3-part "Working Remote" webinar series available: Part 1 is Working From Home, Part 2 is Working in a Virtual Team, and Part 3 is Building & Leading a Virtual Team. Sappington and EDC President George Henny will be presenting at COG's September meeting.


OLD BUSINESS: None.

NEW BUSINESS: None.


ADJOURNMENT: Without any further action, the Meeting was adjourned at 5:19 p.m.

Approved:

Minutes prepared and submitted by:



Commissioner Ed Halloran, Langley



Molly MacLeod-Roberts, Port Clerk/Accountant



Commissioner Curt Gordon, Clinton



Commissioner Jack Ng, Freeland

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 October 13, 2020, which was held online via Zoom Meeting