

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

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

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/82589612320?pwd=Nm44LzkrSHITRHNzL3J2bVBiN2ttQT09>

Meeting ID: 825 8961 2320

Passcode: 681585

One tap mobile

+12532158782,,82589612320#,,,,,0#,,681585# US (Tacoma)

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 825 8961 2320

Passcode: 681585

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 December Vouchers in the amount of **\$65,492.19** and the Minutes from the Special Meetings of October 23 and November 24, the Regular Meeting of November 10, and the Public Hearing on the 2021 Budget of November 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 October 2020 Financial Statement

3-Phase Power Project at Fairgrounds

Clinton Dock

PSRC Passenger-only Ferry Study

STATUS REPORTS

Fairgrounds

- Fairgrounds Director Report

Port Operations

- Maintenance & Operations Supervisor Report

South Whidbey Harbor

- 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 – Review of Emergency Declarations

Resolution No. 20-01 Declaration of Local Emergency and Delegation of Authority – COVID-19

Resolution No. 20-02 Declaration of Local Emergency and Delegation of Authority – Clinton Dock

NEW BUSINESS

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

December 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), Patrick Boin (Harbormaster) and Bryon Midkiff (Fairgrounds Director)

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, December 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 November 10, the Special Meetings of October 23 and November 24, and the Public Hearing for the 2021 Budget of November 24, 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 December 2020 as signed today in the amount of \$65,492.19. The Motion passed unanimously.

PUBLIC COMMENT: **Ethan Pfahl**, Market Representative at Northwest Regional Organizing Coalition (NROC), stated that the Laborers' International Union of North America (LIUNA) would like to work with the Port to help maintain its goals of meeting the highest construction standards on projects, including safety standards, apprenticeship utilization, etc. He stated his ultimate goal is to establish a positive relationship with the Port to secure a future partnership and achieve new standards when it comes to safety and apprenticeship language. He has emailed the Commissioners and Executive Director Stan Reeves and offered to meet and discuss further.

EXECUTIVE DIRECTOR REPORT:

Financial Update and October 2020 Financial Statement: The Commission acknowledged receipt of the October 2020 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received \$263,000 in operating, tax, and capital revenue (plus \$34,631 from Island County for the Small Business Grant Program); and incurred \$82,000 in operating and capital expenses (plus \$73,516 in grant payouts) during October 2020. Ending cash balance at 10/31/20 was \$1,533,000 consisting of \$735,000 in the Bond Fund and \$798,000 in the General Fund. He noted that the Operating Revenue and Expenses on the 2020 Projections chart are artificially higher due to the inclusion of the funding and payout for the County's Small Business Grant Program.

Revenue at **South Whidbey Harbor** dropped off in November, but did very well in October. As expected, revenue at the **Fairgrounds** tanked in November. Due to COVID-19 restrictions, there won't really be anything going on there for the rest of the year and there hasn't been much for the last couple of months. **Humphrey Road Parking Lot** revenue remains way below the original projections for the year.

Island Regional Transportation Policy Organization (IRTPO)/Surface Transportation Block Grant (STBG) Update: On November 23, Reeves followed up on the status of the obligation packet he submitted on November 3. He was informed that it has not yet been reviewed due to restricted working hours and personnel shortages at Washington State Department of Transportation (WSDOT).

Fairgrounds

- **Rural County Economic Development Funds (RCEDF):** Reeves hasn't received the second amendment to the RCEDF agreement (allowing the Port to transfer funds between project budgets as identified in the grant, for a total of not-to-exceed 10% of the total award). He will follow up with Island County Budget Director Elaine Marlow.
- **3-Phase Power:** The project is essentially done, other than putting in the main distribution panel.
- **Coffman Building:** The Port is still waiting on Rick Brown of The Brown Associates/Architects to provide a realistic construction estimate. He is consulting with a local builder and they will go into Coffman on Thursday to do another walk-through. Reeves hopes to get a figure from Brown by the middle of next week. If so, the Commission might need to hold a Special Meeting to discuss next steps. Ng said he might join them on the walk-through.

Clinton Dock – Float Removal: The floats were removed last week and there shouldn't be any issues with WSDOT transferring the STBG funding for the removal phase to the design phase, etc.

COVID-19 Restrictions: Governor Inslee outlined new restrictions on November 15. Reeves said the biggest impact on Port operations is at the Fairgrounds, which is essentially shut down to all activity other than camping and use of the commercial kitchen (as long as there are less than 5 people within the kitchen). Minimal impact on all other facilities, including the Port business office. Additionally, the Port is prohibited from having in-person public meetings and all Public Meetings must be held via Zoom or other virtual service.

STATUS REPORTS:

Fairgrounds

Fairgrounds Director Report: Fairgrounds Director Bryon Midkiff provided his monthly report. He said Blue Mountain Electric has been great to work with – very clean and safe. All the trenching is done, the vaults have been placed, Puget Sound Energy has signed off on that location, and all the conduit has been laid. They are just waiting for delivery of the equipment that goes in the vaults that should arrive in the next couple of weeks. Only one small issue arose on the 1st day when a water line was hit but they were able to quickly shut off the water and fix it. Blue Mountain Electric installed the bollards today and started backfilling the trenches this afternoon. He and Fairgrounds Maintenance Ben Wooldridge were able to install a new heater in Burrier Building after the old one failed. They are working on an estimate and list of materials to insulate the portion of Burrier used by Vibrant Fitness with the goal of completing the project by the end of the month. Vibrant Fitness and Bekah Bee Music are still conducting virtual and outdoor classes but fewer than before, and commercial kitchen use has dropped significantly. Campground activity increased slightly during the 1st week of December.

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. As noted earlier, the docks at **Clinton Beach** were removed and towed to Nichols Brothers in Everett. It was more difficult than expected to separate them due to the 4X12 wood sandwiched in the steel whaler on each side. The wood prevented a torch from being able to cut through the steel, and the steel prevented a wood saw from being able to cut through the 4X12. What was expected to take 2 hours turned into 8 hours over two days, but Dunlap Towing took them away and he was happy to see them go. Reeves interjected that Kisch was being modest. With all the poor weather conditions over the last month, Kisch was continually juggling and coordinating to hit an appropriate weather window during which

the other 3 entities (Sound Slope & Shoreline, Dunlap Towing & Nichols Brothers) would be available and make it happen. Reeves commended Kisch on a great effort and he and the Commissioners thanked him. Kisch said he is now working on implementing the idea that Reeves came up with for the gangway that will keep it in place by supporting it with a separate arm. That additional arm would provide three points of contact instead of just the two currently in place. After the last regular meeting when Greg Richardson from Island Beach Access asked about the drainage and erosion issue at Clinton Beach, Kisch emailed some of his contacts at Washington State Ferries for an update but has not received a response.

Kisch visited the Island County Health Department and the Planning Department to get information regarding the house the Port owns at **Bush Point**. He learned the following: "As-Built" drawings are not available prior to the 1960s, and the house was built in the 1920s. The County has no record of either of the two wells on the property, the septic, drain field or a reserve drain field. The property is in an identified peatmoss bog and would require additional reviews for any changes. Shoreline setbacks are less than 200' from the ordinary high tideline and would require additional review for any changes. The drain field for the restrooms crosses the road and leaches onto the parcel east of the house and shop. He asked if the Port could combine the drain field for the house in order to be a further setback, but the restroom system is designed for only 45-50 gallons per day and a single residential user is expected to use 80+ gallons per day. Reeves noted that Kisch's research indicated a wood frame house Coupeville house built in 1895 sold for \$225,000 last summer. The buyer had to jack it up, replace the entire foundation, etc. – it was in slightly worse condition than the Bush Point house. The owner is doing all the work himself and it will cost him \$150,000. The Port couldn't do the work ourselves and the cost would be much greater (\$250K?) due to requirements to pay prevailing wage, etc. Gordon said in the long term it would be good to get an appraisal of what the house would be worth if the Port did restore it. For now, he explained that although Island County might not have it, Kisch can get information on the well(s) from the State of Washington's Department of Health. Kisch said the best bet for the Port might be to take up Dennis Keefe's offer to tie into his system on the west side of the property since the Port has an unused water share. Gordon noted that if there is a registered well that will be closed, it has to be shut down properly and there is also a well radius that must be maintained.

South Whidbey Harbor

Harbormaster Report: Harbormaster Patrick Boin was on hand to present his monthly report. Vessel traffic slowed down in November, in part due to the wind events and the additional Covid-19 restrictions. However, there is currently a 120-ft barge on E Dock that will provide additional moorage revenue in December. He is in the process of filling one of the vacated annual moorage slips. Over the last year, some security issues have arisen. He has asked Whidbey Telecom for a quote on expanding video surveillance at the Harbor with cameras directed to the outer docks, the inner harbor and into the parking lot. Boin noted that the outer docks have a security gate at the entrance. He believes that every moorage guest should have that same level of security. After discussing it with Reeves and Kisch, he would like to move that gate to just after the first bend of the wharf entrance. This would provide security at night for the inner harbor, the harbormaster office and the outer docks. He encouraged the Commissioners to come see the proposed area, etc. He believes the change will garner some blowback from the community, but it is necessary. Reeves added that there have been a few incidents when moorage customers have found trespassers on their boats, had their crab pots stolen, people squid fishing in the middle of the night in the inner harbor, etc. Gordon said he looks forward to viewing the proposal and recommendations and suggested a Special Meeting could be held when they are ready to present it. He added that as far as the Harbor's numbers, Boin has done really well and has almost matched the numbers for the last 3 years in spite of the impact of COVID-19 restrictions from March through June. The Commissioners agreed Boin is doing a great job.

ACTIVITIES/INVOLVEMENT REPORTS

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

P&M: No meeting held.

EDC: Ng asked EDC Executive Director Sharon Sappington to report in his stead. The EDC sent out the

last of Working Washington 2.0 grants last Thursday. All tallied the EDC has sent out almost half a million dollars in grants so far this year. She reported that the Department of Commerce will be handling the applications for the Working Washington 3.0 grant program. It is currently funded at \$50 million with up to \$20,000 per small business. The deadline to apply is December 11th. As of Saturday, 12,000 businesses had completed the application and another 26,000 were in process. Every eligible business is encouraged to apply by the deadline in case additional funding for the program comes in. Reeves reported that during the Governor's conference earlier in the day it was reported that 16,000 have completed the application and several thousand more still in process. The State has added another \$50 million to the program (for a total of \$100 million) but there is no provision to allocate the funding across counties, etc. Sappington added that on Monday the Department of Commerce said they are going to try to make some kind of "acquisition fairness" across the State.

The EDC held its Legislative Membership Event on November 19th. Sappington has volunteered to be on the Steering Committee for the newly formed Whidbey Island Food Resiliency Consortium, driven by Goosefoot. They are looking for additional volunteers. Island County Tourism Committee's "Shop Local" program is going very well.

Gordon asked if the EDC had sent membership renewal invoices to businesses who were members in 2019. Sappington said they had not; in March they decided it didn't feel right to try to collect dues during the pandemic. Several members paid voluntarily. The Membership Committee is discussing how to address dues in 2021. The EDC goal is focused more on bringing new members vs. the dollars. Gordon said he was a member before but he's not now and he wants to know how he can become a member. He tried to log into the EDC's Legislative Meeting and he couldn't because he wasn't a member. He said they have made it very difficult for businesses to become members. Sappington thanked him for informing her of the issue and explained that applications can be found on the EDC website under the Members tab. She acknowledged that the EDC did not actively recruit new members this year, focusing instead on helping suffering businesses whether they were members or not. Gordon suggested the EDC could set up a Zoom meeting with the Chambers of Commerce and the Port to get information out about all the grants opportunities, etc. She noted that the Island County Economic Recovery Task Force meets every Monday at 1:00 p.m. with the Chambers, the ports, the mayors, the tourism committee, some staff from Island County, and newly elected Commissioner Melanie Bacon will take Helen Price Johnson's place on the team. Gordon asked if Reeves was participating. Reeves said he is and explained that the weekly meetings during the summer and through October were mostly focused on the Island County grant program. Now the group is focused on the latest grants through the Department of Commerce. Reeves added that the Port pushed out information to all the businesses that submitted applications to the Port's Small Business Grant Program and the Unincorporated Island County District 1 Grant Program and to all of the Fairgrounds tenants. He doesn't recall if the Clinton Chamber was participating in those weekly meetings or not, but Coupeville, Oak Harbor and Langley Chambers have been there. Sappington said Clinton Chamber President Janae Cameron and former President Stephanie Cook have participated. She is very pleased with the Task Force because it allows all the Chambers to talk to each other and there's a lot of synergy now, sharing ideas and working together. The Chambers are also reaching out to all the businesses in their communities whether they are members or not.

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

CCC: Clinton will be a designated gateway and that will allow some changes in zoning, etc., but it will take years. Businesses in Clinton are really frustrated

COG: The November and December meetings were canceled.

IRTPO: The November and December meetings was canceled.

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

Langley: Not able to attend.

MRC: The Needs Assessment process is well underway with the team of MRC members conducting interviews.

WPPA: Halloran attended all 3 days of the Annual Meeting which was held online, including the Trustee's Meeting. The virtual presentation was challenging as the usual dialogue that takes place in person was missing. Some of the sessions were informative, some were frustrating. WPPA will provide links to all the information presented.

Joint Parks Committee: No meeting held.

OLD BUSINESS – Review of Emergency Declarations

Resolution No. 20-01 Declaration of Local Emergency and Delegation of Authority – COVID-19: The Commission agreed no action needed at this time.

Resolution No. 20-02 Declaration of Local Emergency and Delegation of Authority – Clinton Dock: The Commission agreed no action needed at this time.

NEW BUSINESS: None.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 5:35 p.m.

Approved:



Commissioner Ed Halloran, Langley



Commissioner Curt Gordon, Clinton



Commissioner Jack Ng, Freeland

Minutes prepared and submitted by:



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 December 8, 2020, which was held online via Zoom Meeting