

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

Held via Zoom Meeting Service
Tuesday, February 9, 2021 at 2:15 p.m.

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/86458339453?pwd=TTJUZUILO0NJKUg3Rm9XWFJlV0hldz09>

Meeting ID: 864 5833 9453

Passcode: 420858

One tap mobile

+12532158782,,86458339453#,,,,*420858# US (Tacoma)

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 864 5833 9453

Passcode: 420858

WORKSHOP (2:00 – 2:15 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 **\$60,765.09** and Minutes from the Regular Meeting of January 12, 2021.

Resolution No. 21-02 to Approve Local Agency Agreement with WSDOT

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 December 2020 Financial Statement
Clinton Dock/Surface Transportation Block Grant – WSDOT**

STATUS REPORTS

Fairgrounds

- Fairgrounds Director Report

Port Operations

- Maintenance & Operations Supervisor Report

South Whidbey Harbor

- Harbormaster Report
- Boatyard Inn – Parking easement

ACTIVITIES/INVOLVEMENT REPORTS

Gordon: Island Regional Transportation Planning Organization (IRTPO) and Clinton Community Council (CCC)

Ng: Council of Governments (COG), Economic Development Council (EDC), Washington Public Ports Association (WPPA) and Port-wide Marketing & Promotion Committee (M&P)

Halloran: Marine Resources Committee (MRC), City of Langley Council Meetings and Joint Parks Committee

OLD BUSINESS – Review of Emergency Declarations

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

NEW BUSINESS

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

February 9, 2021

Held via Zoom Meeting Service

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

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 2:00 p.m. to 2:15 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, February 9, 2021, via Zoom Meeting Service. Commissioner Curt Gordon (President) called the Regular Meeting to order at 2:15 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 January 12, 2021.

ACTION: A Motion was made by Commissioner Ed Halloran and seconded by Commissioner Jack Ng to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated February 2021 as signed today in the amount of \$60,765.09. The Motion passed unanimously.

PUBLIC COMMENT: None.

Resolution No. 21-02 to Approve Local Agency Agreement with WSDOT: Per Gordon's request, the Commission agreed to move the item further down the agenda to follow agenda item "Clinton Dock/Surface Transportation Block Grant – WSDOT."

EXECUTIVE DIRECTOR REPORT:

Financial Update and December 2020 Financial Statement: The Commission acknowledged receipt of the December 2020 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received \$35,000 in operating, tax, and capital revenue and incurred \$146,000 in operating and capital expenses during December 2020. Ending cash balance at 12/31/20 was \$1,461,785.20 consisting of approximately \$736,000 in the Bond Fund and \$726,000 in the General Fund. The end of year cash balance was \$50,000 higher than he had projected, primarily due to the expenses for the 3-phase power project hitting in January instead of December, and the much higher revenue generated at South Whidbey Harbor and even at the Fairgrounds in December (from the campground).

Gordon said the Commission needs to give Reeves a lot of credit for doing a phenomenal job of managing the budget and the staff in 2020 during the COVID-19 pandemic. Halloran and Ng strongly agreed.

Fairgrounds Projects Funding Update: Reeves submitted the \$26,526.31 reimbursement request to Island County on January 5th for costs associated with the Coffman Kitchen and the 3-phase power project; hopefully the Port will receive the check by the end of the month. The work on the 3-phase power is done;

all that remains is Release on Retainage from the 3 state agencies so the Port can pay the 10% retainage to Blue Mountain Electric and close out the project. For the Coffman Kitchen project, the January 14th meeting was postponed due to the power outage, etc. but Reeves was finally able to meet with the architect and the representative from Goosefoot on January 21st. The 3 of them were able to come to a conclusion on a “bare bones” design for the remodel. The architect is reaching out to his consultants to get a “no kidding” cost estimate, knowing that the Port’s goal is \$500,000 or less for lock, stock & barrel.

In the next two weeks, Reeves plans to finalize the USDA grant application for the kitchen hoods. The previous grant had expired since the Port wasn’t able to start construction on the Coffman remodel. Goosefoot plans to update their Letter of Support and obtain letters from kitchen users as well.

The Bond Fund transfer of \$43,541.91 to the General Fund was made on January 21st.

Clinton Dock/Surface Transportation Block Grant (STBG) Update: On January 27, the Port received feedback from WSDOT (Washington State Department of Transportation) on the funding obligation packet Reeves submitted on October 30th. WSDOT asked for several minor changes to the documents, and requested that the Port’s cost estimation be reconfigured using a Fixed Cost & Profit-type model. Reeves explained that it’s rather complicated, but the bottom line is that he had to adjust some figures to allow for a percentage of profit and a percentage of Indirect Cost rates for the project. The figures remained the same, just the method of calculation changed. The Port will need to provide a resolution to approve the Local Agency Agreement with WSDOT.

[At this point in the meeting, several public participants logged in and began shouting obscenities and lewd remarks, and one person began displaying a video of a woman stripping and dancing nude. As host of the meeting, the Executive Director attempted to “mute” and turn off the videos of those participants but they were able to turn both back on. After several failed attempts to control the activity, it was evident that the meeting could not proceed with the continuous interruptions.]

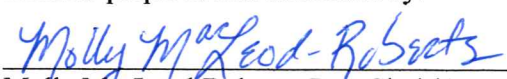
ADJOURNMENT: Without any further action, the Meeting was adjourned at 2:28 p.m.

Approved:

Minutes prepared and submitted by:



Commissioner Curt Gordon, Clinton



Molly MacLeod-Roberts, Port Clerk/Accountant




Commissioner Jack Ng, Freeland



Commissioner Ed Halloran, Langley

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 Curt Gordon, Jack Ng and Ed Halloran approved the foregoing Minutes during the regular meeting of March 9, 2021, which was held online via Zoom Meeting**