

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

Held via Zoom Meeting Service
Tuesday, April 13, 2021 at 3:45 p.m.

AGENDA

Join Zoom Meeting

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WORKSHOP (3:30 – 3:45 PM): Commission review of vouchers and recent correspondence

REGULAR MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE

COMMISSIONER ACTIONS

Consent Agenda: Approval of April Vouchers in the amount of **\$79,120.88** and Minutes from the Regular Meeting of March 9, 2021.

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.*

Presentation on the proposed South Whidbey Aquatics Wellness Center – Commissioner Matt Simms, South Whidbey Parks & Recreation District

EXECUTIVE DIRECTOR REPORT

Financial Update and February 2021 Financial Statement

Coffman Kitchen/USDA Rural Business Development Grant

Clinton Dock/Surface Transportation Block Grant – WSDOT

Congressional Earmark Requests (Clinton Dock, Clinton Crosswalk, Coffman Kitchen)

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

Personal Services Contract Award – GeoEngineers, for Shoreline Maintenance Permits

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

April 13, 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), Patrick Boin (Harbormaster) and Bryon Midkiff (Fairgrounds Director)

MEETING CALL TO ORDER: Following a Workshop from 3:30 p.m. to 3:45 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, April 13, 2021, via Zoom Meeting Service. Commissioner Curt Gordon (President) called the Regular Meeting to order at 3:45 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 March 9, 2021.

ACTION: A Motion was made by Commissioner Jack Ng and seconded by Commissioner Ed Halloran to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated April 2021 as signed today in the amount of \$79,120.88. The Motion passed unanimously.

PUBLIC COMMENT: None.

PRESENTATION

Proposed South Whidbey Aquatics Wellness Center – South Whidbey Parks & Recreation District (SWPRD) Commissioner Matt Simms was on hand to make the presentation of the joint effort between SWPRD and the South Whidbey Parks and Aquatics Foundation (SWPAF). The Aquatics Wellness Center is included in SWPRD's Six-Year Comprehensive Plan (2018-2023). The served population for the proposed facility is roughly 17,000, and a secondary service area that extends up through Coupeville for a population of 28,000. The SWPRD surveyed the public to prioritize the projects in the Comp Plan. They received 700 responses and the Aquatics Center was clearly the highest priority with trails ranked as second highest. Based on the survey results, a Steering Committee was formed and a Memorandum of Understanding signed between the SWPRD and the SWPAF to launch the project. A Needs Assessment Survey was conducted to determine what community needs an aquatics center would serve. The survey has been very successful with over 1,800 responses and counting. They also conducted interviews with key stakeholder organizations, including Reeves on behalf of the Port, as well as representatives at South Whidbey School District, Island Athletic Club, Island County, local private companies, etc. The primary needs are lifesaving/water safety skills, a safe and fun place for family activities, improving health through regular exercise, enhancing quality of life through water-based therapy and rehabilitation, and training for fitness & health.

The project will deliver economic benefits to South Whidbey including at least 24 new local jobs. Facility revenue will pay employees an estimated \$550,000 in annual salaries, fund \$450,000 to local service providers and suppliers for programs, consumable supplies and maintenance and yield an additional \$1.5 million in secondary economic impact. The objective is to design a sustainable, family-friendly, multi-generational facility that fits the need of the citizens. There will be 3 pools: a large Community Pool, a Wellness & Teaching Pool and a Therapy Pool. The Center will also include staff offices and a physical therapy treatment center. It will be located at the entrance to the South Whidbey Community Park, a location

that is equidistant with the three population centers of South Whidbey (Clinton, Freeland and Langley), close to the highway and public schools, and on an Island Transit route. The Site Feasibility is in process and the pre-design of the Large On-site Sewer System (LOSS) is underway. Water quality testing and the wetland study are nearly complete. A Project Feasibility Study is underway, and they are building a Funding Plan. Simms explained they are currently seeking stakeholder support through letters of support or resolutions which will help them obtain funding. It is roughly a \$13 million project, including Feasibility \$150K, Plans/Engineering \$1.1M, Site (LOSS, water) \$1M, Construction \$10M, and O&M Reserve objective \$1M.

Funding Plan: SWPRD submitted a Federal \$4.6M CPF project fund request for fiscal year 2022 to U.S. Representative Rick Larsen last week, and they've reached out to Washington State Representatives Dave Paul and Greg Gilday and State Senator Ron Muzzall regarding the state's capital budget for calendar year 2022. The Washington State Recreation & Conservation Office (RCO) grant cycle starts in March 2022 and they are looking for \$500K between a couple of different programs. Plans also include applying for grants from some large private foundations that are oriented toward recreation and wellness facilities, and launching a capital campaign for individual private donors later this year. SWPRD is also looking at a Community Development Block Grant from the State Department of Commerce for next year. And finally, SWPRD is considering a publicly voted bond measure in 2022 (likely on the August ballot).

Simms formally requested a letter of support or ideally a resolution that can be included with a grant or budget request packet when speaking to the representatives to help build a foundation for the project.

Gordon thanked Simms for the presentation, and Halloran said he supports the project. Ng asked what it would cost the taxpayer (how many cents per \$1,000 of assessed property value). Simms said they want to go to the voters with no more than a \$5M bond request. That capital cost translates to less than \$2/month for a home currently assessed at \$450K. SWPRD also wants to be totally up front about the costs to operate and maintain the facility. The user fees, rental rates, etc. will cover about 60% of the costs, but SWPRD will have to pay the remaining 40% to run and maintain the facility. They will need to increase the Maintenance & Operations Levy for that and the total of both the bond and the increase in levy is about \$50 per year for that \$450K home. Gordon asked about the millage rate. Simms said the construction cost is 4.4 cents per thousand and the M&O cost is 6.5 cents per thousand for a total of 11 cents per thousand. Gordon asked if they would be going to the voters for a bond and a maintenance levy. Simms said they have talked about possibly doing a supplemental levy. The regular 4-year maintenance levy comes up for renewal in February 2022 and the bond would be in August 2022. If the construction begins a year later (in 2023), they would need a supplemental levy of 6.5 or 7 cents per thousand at that time just to operate the facility supplemental to the normal parks levy because it is out of cycle by a year. The current total for the M&O levy and bond repayment is \$0.24 per thousand, so adding the \$0.11 cents per thousand (for the new bond and supplemental levy) would bring the total to \$0.35 per thousand. Taxpayers with a \$450K home currently pay \$108/year, with the bond and supplemental levy it would increase to \$158/year. Ng thinks the aquatic facility is needed and the community deserves it; he supports it.

Gordon noted that presentation indicated that \$1.5 million per year would be coming into the community from the facility. He asked how much money would be paid by taxpayers in the South Whidbey district in that same year and Simms said \$650,000. Since the Port's mission is economic development, Gordon asked Simms to provide the Port with a statement that lays out the projected economic benefit of the project. He will support a resolution if it is clear that the Port is supporting economic development. Simms said he'd be happy to provide that information. The Commission thanked Simms for the presentation.

EXECUTIVE DIRECTOR REPORT

Financial Update and February 2021 Financial Statement: The Commission acknowledged receipt of the February 2021 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received \$75,000 in operating, tax, and capital revenue and incurred \$61,000 in operating and capital expenses during February 2021. Ending cash balance at 2/28/21 was \$1,337,000 consisting of \$693,000 in the Bond Fund and \$644,000 in the General Fund. The preliminary Profit & Loss Statement for March shows that **South Whidbey Harbor** did really well, partly because the February

moorage for the commercial barge and the annual moorage for the South Whidbey Fire/EMS fireboat were both paid last month. Reeves said the Harbor is well positioned to have a fantastic year as it heads into boating season. **Whidbey Island Fairgrounds** is a little behind projections, but some events are scheduled to resume starting in May.

Coffman Kitchen/United States Department of Agriculture (USDA) Rural Business Development Grant (RBDG): Reeves submitted the \$50,000 grant application for the range hoods to USDA on March 16th (deadline was March 31st). He made a few minor changes per the USDA request and resubmitted; we should know in a couple of months if the application was successful. For the Coffman Kitchen renovation, the Port had discussions with the architect, the City of Langley and Island County specifically about the ADA upgrades, but didn't really get a definitive answer about what is or isn't required. It appears that if the Port does not touch the restrooms at all, they will not have to be brought up to ADA standards. Reeves has directed the architect to move forward with the specifications and submit the permit application to the City of Langley. The Coffman Kitchen renovation is also one of the projects that was submitted to U.S. Representative Rick Larsen by Goosefoot as one of the Community Funding Projects. That application seeks funding for the Driftmier Architects' version for that building (the "Cadillac" version). Washington Public Ports Association (WPPA) Executive Director James Thompson called looking for any shovel-ready projects that ports might have, and seemed very excited to hear about the Coffman Kitchen project. Reeves thinks it will be included on whatever list WPPA submits to the Washington State Legislature for funding.

Clinton Dock/Surface Transportation Block Grant (STBG) – Washington State Department of Transportation (WSDOT): Last month, WSDOT indicated that they didn't like the Port's funding package because it didn't identify funds for the construction phase. The Island Regional Transportation Policy Organization (IRTPO) was surprised because most of the projects submitted for funding the 1st or 2nd phase of a project don't include the construction funds. After the IRTPO did some juggling, WSDOT has indicated that if the IRTPO will fully fund the Port's original request of \$650K with STBG funds (from other projects in the IRTPO that can't get started or completed on time), then the Port can resubmit the funding package and will be "off to the races." The Technical Advisory Committee to the IRTPO discussed it last week and will be making a recommendation to the IRTPO Executive Board next week to reallocate some of the funds within Island County and award the Port \$650K to be obligated immediately to get the project started. If the IRTPO approves, Reeves will need to rework the obligation packet and resubmit to WSDOT. He cautioned that WSDOT is currently three months behind in reviewing so it will likely take a while to get a decision.

Congressional Earmark Requests (Clinton Dock, Clinton Crosswalk, Coffman Kitchen): For funding from the most recent federal stimulus bill, Representative Larsen has put out a kind of "call for shovel-ready projects" with funding allocated and spent in 2022, and Reeves immediately thought of Coffman Kitchen. About a week after that notification, they came out with another program that was transportation-specific. Reeves 'divvied up the pie' into three pieces with Marian Myszkowski (Director of Fund Development at Goosefoot) taking the lead on submission for the Community Earmark Fund Request for the shovel-ready Coffman Kitchen renovation, and Reeves taking the lead on the Clinton Dock Passenger-only Ferry project for the Transportation-specific Earmark Request. He laid it out as a total project costing \$1.2 million, but it will probably be more than that. Requirements included identifying other funding, and that worked out very well for the Port because the program is set up very similar to the STBG program. The Port already has the award letter from IRTPO with STBG funds, has enough funds in the General Fund right now to cover the match of \$180,000, and would have enough time to cover that if needed. He requested \$700,000 from the program for a total of \$1.2 million for the project. The third piece was submitted by Port consultant Angi Mozer of CASE Solutions through the Community Earmark Fund Request for the Clinton Crosswalks project. Reeves said she did a great job in a very short period of time, including getting approval to submit additional letters of support after the deadline.

STATUS REPORTS:

Fairgrounds

Fairgrounds Director Report: Bryon Midkiff provided his monthly report. Events are finally resuming at the Fairgrounds with HOPE holding a Tack Sale in Pole Building on April 17th [*subsequently rescheduled for April 24th*]. WWGA will have its first of 4 horse events starting in May. The events will be scaled down quite a bit due to funding issues, etc. The 4-H Spring Show is scheduled for May 22-23 and they are working on the guidelines for the event. The Scallywagon food truck will be on site for WWGA and 4-H events. Midkiff and Fair Administrator Carol Coble are working on preliminary planning for the Whidbey Island Fair scheduled for July 15-18. He's also connecting with organizers from Ragnar Relay, DjangoFest, Harvest Festival and others. The barns and grandstands are being cleaned and prepped for upcoming events along with minor maintenance repairs. The dog arena has been reseeded with grass (after the 3-phase power project was completed). The new exterior door to the Port's Fairground office was installed last month. He has received lots of interest from potential kitchen tenants, with several starting use in late April/May. Davido Consulting will assess the structural condition of the grandstand building later in the month.

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 Whidbey Island Fairgrounds & Events Center. The boarding floats have been launched for the season at both **Possession** and **Bush Point**. The steel parts on the floats are in bad shape; he recommends seeking funding and design options for replacement. Gordon suggested the Port should look into the same grant program that funded the boarding floats at South Whidbey Harbor (the State's Boating Facilities Grant Program) for potential funding. Port Staff installed the new aluminum plate under the gangway to D Dock at the **Harbor**. At **Bush Pt**, Celtic Risers inspected the septic system to determine why the alarm kept going off. The groundwater intrusion into the septic vault appears to be due to a crack in the side of the vault. The crack should be repaired; if water can come in, then effluent could seep out. Gordon suggested that if the lid is accessible, it might be as simple as pumping it down and mortaring the crack. He agreed it needs to be fixed. Kisch will contact local businesses for bids. He has been trying to find a replacement for a valve on the back of the tank on the water tender at the **Fairgrounds**. Smiley's Fabrication Shop in Mount Vernon built the tender and it turns out it might be a proprietary part. He took the part to Smiley's earlier in the day when he brought the Ford Ranger to Anacortes for an airbag inspection; they will try to rebuild the parts. **Clinton Beach** was inundated with driftwood over the winter leaving little to no access to the beach. Reeves said Island Beach Access had asked if it was okay for them to reach out to some of the agencies to get permission to clear the driftwood so they could place the universally accessibility beach mats down this year. They weren't able to get any clear guidance other than "you're not supposed to touch that driftwood because it would disturb fish, etc. if you move it." Later in the meeting, Reeves will be discussing the Port's 5-year blanket maintenance permit, and he will try to integrate the ADA beach mats and removing driftwood to accommodate their placement into that permit.

South Whidbey Harbor

- Harbormaster Report: Harbormaster Patrick Boin was on hand to present his monthly report. The Harbor had personnel changes during March; the Assistant Harbormaster is no longer an employee and Kathy Myers has been hired as Lead Seasonal Dockhand. Installation of the base plate on the gangway to D Dock went smoothly and the gangway is secure and operational; the feet will likely need to be changed at some point. Following the discussion with the Boatyard Inn regarding parking, Port Staff has prepared the Harbor's waterside parking area for the addition of an ADA parking spot. That section of the lot will have five regular parking spots and one ADA parking spot directly in front of the pay phone at the head of the wharf. The new security cameras are up and running. Seasonal winter moorage ends this month, and yacht clubs are booked for this weekend and the next. The new Hat Island ferry "*Another Journey*" came to the Harbor earlier in the day for a site survey. It's a 46' catamaran and it weighs out nicely on the inside of the dock. Everything worked out well and they will be making reservations for future day stop visits; usually once per month during the summer. Gordon asked if that was for bringing people from Everett to Langley and Boin explained it was bringing Hat Island residents to Langley. He offered to contact the captain about potentially making an Everett-Langley run. Gordon noted that the Port of Everett has a vested interest in the success of that

ferry as well since Hat Island is in their district. Ng agreed it would be great to have a ferry that allowed people to come over to Whidbey Island for half a day, etc. from Everett.

- **Boatyard Inn – Parking Easement:** The City of Langley has told the Boatyard Inn to do a parking study of almost the entire area at the bottom of the hill. The City was going to look at doing an appraisal of that small triangular parcel and take the steps to sell it to the Boatyard Inn. The Inn would then transfer it to the Port so we could adjust their easement to move it closer to the water so we have more usable space on our parcel for future development. No updates since then, but the Port has measured out and marked all of our parking spaces, including two ADA spaces, to make it clear for that parking assessment. Unless the Inn proposes something that is more beneficial to the Port than the current situation, the Port is not interested in changing any of the parking arrangements.

ACTIVITIES/INVOLVEMENT REPORTS

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

IRTPO: There was a lot of discussion about electrification of the passenger-only ferry.

CCC: Three new members were introduced. The CCC has succeeded in getting state legislators and some representatives from Washington State Dept of Transportation to sit in on their ZOOM meetings. Dave Hoogerwerf is the new president of the CCC; he is also a member of the Washington Ferry Advisory Committee.

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

COG: A representative from Congressman Rick Larsen's office provided a brief presentation on the new grants coming out from the \$1.9 trillion stimulus funding.

WPPA: Ng plans to attend WPPA's Roundtable on April 20th with State Auditor Pat McCarthy. He will also attend the Spring Meeting May 19-21. Both will be held online.

P&M: No meeting held.

EDC: Ng invited EDC Executive Director Sharon Sappington to provide the report. She said the EDC is just trying to keep up with all the various relief packages. The Shuttered Venue Grant through the Federal Small Business Administration tried to open last week but major technical difficulties caused them to shut it down. Working Washington 4.0 Grant closed on Friday; there were 121 applications from Island County. The Payroll Protection Program is still open through the end of May, and the Economic Injury Disaster Loan program is also still available. The EDC is still promoting the Employee Retention Credit. The WA State Department of Agriculture has 4 new grant programs for Small-scale Shellfish Growers, Farmers Market Organizations, Agri-Tourism Farms and Craft Beverage Producers with tasting rooms (breweries, cideries and wineries) and those eligible can get up to \$15,000. Economic Vitality Day in the Leadership Whidbey program was wonderful; the program is helping build new community leaders.

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

MRC: The report from the Needs Assessment Survey is nearly complete, and the MRC welcomed three new members. The eelgrass studies the MRC has completed are being used by the Washington State Department of Fish & Wildlife and will now be used internationally by British Columbia.

Langley: Did not attend.

Joint Parks Committee: No meeting held.

OLD BUSINESS – Review of Emergency Declaration

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

NEW BUSINESS:

Personal Services Contract Award – GeoEngineers (for Shoreline Maintenance Permits): Gordon said the proposal was very detailed and impressive. Reeves explained that the contract is for GeoEngineers to conduct the studies, and provide the drawings and required paperwork to renew the Port’s 5-year maintenance permits for Bush Pt, Clinton Beach, Possession and South Whidbey Harbor. GeoEngineers will prepare the JARPA (Joint Application Resources Permit Application) that will go to the City of Langley, Island County, Washington State Department of Fish & Wildlife (WDFW) and the U.S. Army Corps of Engineers. Each of those agencies in turn will evaluate the submission and grant the Port a permit for the various properties. He explained the long pole in the tent for permitting this time around is WDFW, where the staff person covering Island County is essentially requiring all municipalities applying to renew their maintenance permits to redo the biological evaluation assessments, sediment studies, water flow, etc. Additionally, the drawings of Port facilities have not been updated since 2010. Since then, the boat ramp was renovated at Possession and the floats were moved from the north side to the south side, the Harbor was expanded when D and E Docks were installed, and the ADA mats were installed at Clinton Beach under a separate permit. At a minimum, the Port must redo the drawings for Possession and South Whidbey Harbor. Also, the Clinton Dock was included in the drawings in 2010 and technically it is not there right now so that will need to be updated as well.

Reeves looked at three different firms for the work. GeoEngineers is a highly qualified firm that is very familiar with South Whidbey and Whidbey Island, and did the previous studies for the Port in 2010. A personal services contract does not need to go out to bid, and any personal service contract that is under \$50,000 doesn’t have to be a competitive bid. It is just recommended that the agency evaluate some firms and then enter into negotiations with one for the project you are going to do and enter into the contract. Reeves asked for approval to enter into a contract with GeoEngineers for the estimated cost of \$37,572. He noted that the 2021 budget included a budget of \$50,000 for the project, and he is fairly certain that even with cost overruns it will not exceed that budget for the year.

ACTION: A Motion was made by Gordon and seconded by Ng to award the Personal Services Contract for Environmental Permitting Services for Shoreline Maintenance Projects to GeoEngineers as presented. The Motion passed unanimously.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 5:45 p.m.

Approved:

Commissioner Curt Gordon, Clinton

Minutes prepared and submitted by:

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 May 11, 2021, which was held online via Zoom Meeting