

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

Held via Zoom Meeting Service  
Tuesday, May 11, 2021 at 3:45 p.m.

**AGENDA**

Join Zoom Meeting

<https://us02web.zoom.us/j/88329056377?pwd=ZzZkbGJWSlplMWt0bkhSU0JhdFFidz09>

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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 May Vouchers in the amount of **\$70,879.92** and Minutes from the Regular Meeting of April 13, 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.*

**EXECUTIVE DIRECTOR REPORT**

**Financial Update and March 2021 Financial Statement**

**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

**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

May 11, 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, May 11, 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 April 13, 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 May 2021 as signed today in the amount of \$70,879.92. The Motion passed unanimously.

**PUBLIC COMMENT:** None.

**EXECUTIVE DIRECTOR REPORT**

**Financial Update and March 2021 Financial Statement:** The Commission acknowledged receipt of the March 2021 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received \$108,000 in operating, tax, and capital revenue and incurred \$57,000 in operating and capital expenses during February 2021. Ending cash balance at 3/31/21 was \$1,338,000 consisting of \$693,000 in the Bond Fund and \$695,000 in the General Fund. The preliminary Profit & Loss Statement for April shows that **South Whidbey Harbor** is doing very well; **Whidbey Island Fairgrounds & Events Center** and **Humphrey Road Parking Lot** are still falling a little short but are slowly coming back to life. Property taxes received by April 30 have exceeded budget projections to date. Overall, the Port is not doing bad at all financially. Income level is right about where it is expected, and expenses are a little below than expected.

**Clinton Dock/Surface Transportation Block Grant (STBG) – Washington State Department of Transportation (WSDOT):** The Island Regional Transportation Policy Organization (IRTPO) Executive Board approved changing the funding type for the grant from Transportation Alternative (TA) funds to STBG funds and increased the 2021 allocation to \$319,000. Island County Transportation Planner Susan Driver has updated the information in State Transportation Improvement Plan (STIP), and Reeves rebuilt the entire obligation packet for WSDOT last week. Just before this meeting, he heard from the person acting as the Port's CA (Certification Acceptance) that the packet was received and they will put it on the stack for review. It could take 3 months before the Port hears anything. The goal is to have it approved before September 1<sup>st</sup>.

Once the packet is obligated, the Port will be able to send out Request for Proposals (RFP) to solicit for a contractor to start the preliminary engineering.

**Congressional Earmark Requests (Clinton Dock, Clinton Crosswalk, Coffman Kitchen):** As discussed during the regular April meeting, in response To U.S. Representative Rick Larsen’s request for projects, the Port had submitted funding requests for the Clinton Dock and Clinton Crosswalks, IRTPO had submitted for an electrification study at Clinton Dock, and Goosefoot submitted a request for the Coffman Kitchen. Per Rep. Larsen’s request, the Port subsequently consolidated the Clinton Dock, Clinton Crosswalks and the electrification study all in one submission, under the Surface Transportation Member Designated (STMD) projects. The Coffman Kitchen renovation project was submitted by Goosefoot under the 2021 Community Project Funding requests. Reeves explained they are two separate programs that are both linked to the federal 2022 budget that Congress is currently working on. Rep. Larsen could only submit a certain number of projects for each of the programs. Only six were submitted for the STMD program, and the Clinton Dock/Clinton Crosswalks project was one of them. Rep. Larsen submitted 10 projects for Community Project Funding and the Coffman Kitchen made the list. The projects will now go to the subcommittees in Congress and hopefully on to the appropriations committee. The only project that didn’t make it was IRTPO’s electrification study.

## STATUS REPORTS

### **Fairgrounds**

Fairgrounds Director Report: Bryon Midkiff was on hand to answer any questions regarding his previously submitted monthly report. Gordon asked if the Port is comfortable going forward with the Whidbey Island Fair this year. Reeves talked with Island County’s Director of Public Health, and that department is going to help the Fair Association come up with a plan that meets Covid-19 restrictions and requirements. They will have someone on site a day or two before the Fair to inspect their operation and make sure all procedures are being correctly followed. So, at this point Reeves would say “yes” with the caveat that if the governor rolls back to Phase 1, they would need to be prepared to cancel the Fair. He thinks right now we’re okay with moving forward with the Fair.

### **Port Operations**

Maintenance & Operations Supervisor Report: Pat Kisch asked if the Commission had any questions regarding his previously submitted report for April. Gordon asked if the Port was waiting to hear back from the Washington State Department of Emergency Management regarding the tsunami warning siren they wanted to install at Bush Pt. He’s concerned that the Department is moving along without public comment, and wondered how the locals would feel about the siren being tested once a month. Reeves said he would reach out to the Department and find out what it would entail if the pole is on the Port’s property and if we might be able to move our cameras onto that pole.

### **South Whidbey Harbor**

- Harbormaster Report: Patrick Boin was on hand to answer any questions regarding his previously submitted April report. Ng asked about charging overnight moorage fees for boats coming to Langley for dinner. Boin explained that per regulations, any boat in the Harbor after 4 pm is charged overnight moorage. Gordon said Boin is doing a good job, and he is very excited about the Hat Island Ferry coming to the Harbor. He’d like to hear more from the owner about how the Port could promote or possibly even subsidize an Everett-Langley route next year. It would help people get an idea of the advantages of a passenger-only ferry and help with PR for the Clinton Dock project.

## ACTIVITIES/INVOLVEMENT REPORTS

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

**MRC:** The Needs Assessment was completed with 22 interviews consisting of 21 questions. The list has had two reviews and will be presented next month. The outreach has been a successful recruiting method, with two individuals with extraordinary marine backgrounds recently joining the MRC.

**Langley:** Did not attend.

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

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

**COG:** Did not attend.

**WPPA:** No meeting held.

**P&M:** No meeting held.

**EDC:** No meeting last month. EDC Executive Director Sharon Sappington noted that the group still has activities and Ng invited her to share them. She reported that Working Washington 4.0 has closed and notices to all applicants were sent yesterday. Twelve thousand businesses were awarded statewide; some were denied because they were able to get more funding through a different program. Applicants who were not successful may appeal the decision May 10-24. The money in the Payroll Protection Program has not run out; it just can't be applied for through a regular bank. Instead, applicants must go through CDFIs (Community Development Finance Institutions), CDCs (Certified Development Companies), or the Small Business Administration's Microlenders and Minority Depository Institutions. The Restaurant Revitalization Fund is ongoing; it's somewhat complicated and the EDC is able to provide resources that can help businesses apply. The Washington Department of Agriculture grant is closed now with payments going out at the end of the month.

Gordon asked about how the most recent federal stimulus money would be coming through. Sappington said Island County is getting \$16 million, and they are going through the regulations that were just released from the U.S. Department of Treasury. He asked if the money would be going directly to the County or to the State first and then the County. She will check with the State Department of Commerce. The Port would like to help with the process and would appreciate having a presentation or receiving additional information in order to promote it.

The EDC will hold its Annual Meeting on June 24<sup>th</sup> at 11:00 a.m. The guest speaker will be Washington State Department of Commerce Director Lisa Brown.

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

**IRTPO:** Discussed earlier. Reeves attended as proxy for Gordon.

**CCC:** The CCC held an in-person/online hybrid meeting. Individuals were seated six feet apart with a big screen TV. The only drawback was the microphone wasn't on the table (it was on the TV), so the Zoom attendees couldn't hear the meeting well enough.

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: None.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 4:21 p.m.

Approved:



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Commissioner Curt Gordon, Clinton



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Commissioner Jack Ng, Freeland



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Commissioner Ed Halloran, Langley

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 Curt Gordon, Jack Ng and Ed Halloran approved the foregoing Minutes during the regular meeting of June 8, 2021, which was held online via Zoom Meeting***