

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

Held via Zoom Meeting Service
Tuesday, July 13, 2021 at 4:00 p.m.

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/86328880210?pwd=b1JFWWZTc1lYb2FzTlVjdXN1UXZ5QT09>

Meeting ID: 863 2888 0210

Passcode: 876159

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Find your local number: <https://us02web.zoom.us/u/kcENj1zVCY>

WORKSHOP (3:45 PM – 4:00 PM): Commission review of vouchers and recent correspondence

REGULAR MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE

COMMISSIONER ACTIONS

Consent Agenda: Approval of July Vouchers in the amount of **\$88,183.23** and Minutes from the Regular Meeting of June 8, 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 May 2021 Financial Statement
Clinton Dock/Surface Transportation Block Grant – WSDOT
Shoreline Maintenance Permits – Update
Mutiny Bay Boat Ramp
Mukilteo Parking
Fairgrounds Capital Projects

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

July 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) and Molly MacLeod-Roberts (Port Clerk/Accountant)

Absent: Patrick Boin (Harbormaster), Pat Kisch (Maintenance and Operations Supervisor) and Bryon Midkiff (Fairgrounds Director)

MEETING CALL TO ORDER: Following a Workshop from 3:45 p.m. to 4:00 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, July 13, 2021, via Zoom Meeting Service. Commissioner Curt Gordon (President) called the Regular Meeting to order at 4:00 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 June 8, 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 July 2021 as signed today in the amount of \$88,183.23. The Motion passed unanimously.

[AGENDA REORDERED] Per Gordon's request, the Commission agreed to reorder the agenda to allow Halloran to report on his activities/involvement at this point in the meeting.

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

MRC: Halloran is also a member of the Rotary Club of Whidbey Westside which chartered the Interact Club (formerly Key Club) at South Whidbey High School. The Interact Club is working with the MRC on beach clean ups and student docents volunteering at South Whidbey Harbor and in the City of Langley supplying handouts and information regarding the marine environment.

Langley: No report.

Joint Parks Committee: No meeting held.

PUBLIC COMMENT

Gordon welcomed members of the public in attendance, including **Scott Chaplin** (newly appointed Mayor of Langley) and **Melanie Bacon** (Island County Commissioner, District 1). Chaplin explained he wouldn't be able to stay for the whole meeting and could be reached by phone to discuss capital projects at the Fairgrounds.

EXECUTIVE DIRECTOR REPORT:

The Commission agreed to reorder the agenda to discuss the Fairgrounds Capital Projects and the Mutiny Bay Boat Ramp at this point in the meeting.

Fairgrounds Capital Projects: Gordon explained that the Port has been working with Goosefoot to make the Coffman Kitchen an incubator facility since 2017. Reeves explained that the Port has really scaled back the renovation plans for the facility. The Port sent the nearly finished permit set drawings to the City to “look over” for ADA compliance. Since the Port is putting in ADA accessible parking, and the pathway, entry, and hallways will be ADA compliant, the Port will probably hit the 20% threshold to meet ADA compliance upgrades for the total cost of the renovation and won’t have to upgrade the restroom facilities in the building. Reeves said it appears the Port can finish up the permit set drawings, submit to the City of Langley, have it go through the review process and hopefully come out with a permit on the back end. The Port worked with Goosefoot on the Community Project Funding request for the Coffman Kitchen submitted to U.S. Representative Larsen as one of his Congressional Earmark Requests. The project has passed through the first two hoops: 1) Made it on the list that Rep. Larsen submitted and 2) At the House Appropriations Committee it made it on the list to be considered by the House. The Committee cut about \$100,000 from the ask (down to \$346K), but it’s still a lot. With the Rural County Economic Development Funds (RCEDF) grant and the Port’s matching requirement and additional commitment, the Port has \$500K so adding \$346K would really help. The low bid for the “Cadillac” design was \$850K and the 2nd bid was \$1.1M. Gordon explained that the Port did some “value engineering” and is resubmitting to the City in hopes to get the project completed for the community. Before submitting, Reeves will include the breakdown of the costs for ADA compliance and he is pretty confident it will meet the 20% threshold.

Mutiny Bay Boat Ramp: Reeves explained that the Port is under contract with GeoEngineers to prepare Shoreline Maintenance Permit applications, and that is the same firm that Island County is using to do all the paperwork for renewing their permits. The Port has worked with GeoEngineers several times over the last 15 years and they are very familiar with all of our facilities. In 2019, the County was updating their shoreline maintenance permits for their facilities, including the Mutiny Bay Boat Ramp, and hired Blue Coast Engineering, which GeoEngineers subcontracted with. The County wanted to clean the ramp and dump all the sediment to the north and GeoEngineers prepared the report in 2019. Later, the County hired a firm called Coastal that did another analysis at Mutiny Bay. Coastal indicated the best solution was for the County to place rubber mats (14’ x 7’ x 4.5” thick) that could be laid and staked down on top of the sand and issued that report in September 2020. In April 2021, the County’s conclusion was that there wasn’t a solution that was cost-effective or viable for permitting. Subsequent to the Port’s July meeting, Reeves discussed the boat ramp with Blue Coast Engineering who are now representing a group of homeowners at Mutiny Bay and doing a study on their behalf on all of the tidal processes through that area. Blue Coast indicated there are several reasons why they don’t believe the rubber mat solution is viable. One of the biggest issues is that the rubber is made from recycled tires, and as far as they know it has not been tested or approved for marine use. In December, studies concluded that tire dust from roads is killing salmon. Blue Coast also explained to Reeves that part of the issue at Mutiny Bay is the stormwater outfall on the north side of the boat ramp. In 2019, the Dept. of Fish & Wildlife said it has the potential for fish passage. So that outfall will essentially need to be rebuilt in order to accommodate fish passage (estimated cost \$800K). Then the County would have to figure out how to put in the boat ramp. Blue Coast still believes the best solution is rebuild the outfall and then build an elevated ramp. A similar elevated ramp was recently built for \$1.2M, and Mutiny Bay is a little longer so it would likely be \$1.5M-\$2M.

Gordon noted that the Port has 25% ownership of the Mutiny Bay Boat Ramp with an Interlocal Agreement that says the County is responsible for the maintenance. He wonders if it should all be one project (outfall and ramp) that the Port and County could seek funding for and get it all at once. Island County Commissioner **Melanie Bacon** said that sounds really smart. Currently, the County is losing a lot of leadership in Public Works, so it will be a struggle in the short term to get someone to lead the project. She thinks the boat launch is important and suggested the County and Port could have a work session along with a consultant to plan out the next steps and potential funding sources. She asked Reeves to contact the Public Works Administrative Assistant to coordinate.

Ng and Halloran agreed with Gordon that the Mutiny Bay Boat Ramp is important and indicated they also support the effort to work with the County.

Financial Update and May 2021 Financial Statement: The Commission acknowledged receipt of the May 2021 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received \$89,000 in operating, tax, and capital revenue and incurred \$70,000 in operating and capital expenses during May 2021. Ending cash balance at 5/31/21 was \$1,647,338.64 consisting of \$694,000 in the Bond Fund and \$953,000 in the General Fund. Overall, operating revenue is just a little above projected, and operating expenses are just slightly below. Regarding the revenue stream, the **Humphrey Road Parking Lot** is just now starting to recover slowly, but the **South Whidbey Harbor** is going gangbusters. The last two months have been the best on record since the Port took it on. It is on track right now to have the best year ever. **Whidbey Island Fairgrounds** started to recover in June, but will dip again in July due to the **Whidbey Island Fair**. The Port is still lagging behind in capital projects which is why the cash balance is so high. There will be capital expenditures between now and the end of the year for plans/specifications to upgrade all the Fairgrounds restrooms to ADA compliance. That project should be completed in October, and hopefully the Port can get the Coffman Kitchen project going and spend some of that money before yearend. Reeves will be asking Island County for an extension of the RCEDF grant which expires December 31.

Clinton Dock/Surface Transportation Block Grant (STBG) – Washington State Department of Transportation (WSDOT): The obligation packet was submitted to the WSDOT Local Programs Office in mid-June; the Port has not heard anything since. The only risk is if WSDOT doesn't obligate the money by September 30th. Gordon asked about renewing the lease with Washington State Ferries; Reeves plans to email the individual tomorrow and set up a time to meet in the next 2 weeks.

Mukilteo Parking: Reeves will be going to the Port of Everett to talk about the Port's plans for Clinton Dock and another opportunity for potential parking in Mukilteo. The Port had been in contact with the representative of the developer that owns the lot formerly used as the ferry holding lanes. They previously had plans to develop that lot into restaurant, offices, retail space and 3 levels of parking, and had asked if the Port was interested in leasing/purchasing a section of the parking for overnight ferry riders. The developer has decided to shelve those plans and just have a surface parking lot of 92 stalls and wants to know if the Port is still interested in some overnight parking stalls. He needs to ask the Port of Everett if it's okay for the Port of South Whidbey to enter into an agreement with a developer in their port district. The Port previously received approval when engaging with the Tulalip Tribes regarding their nearby property which was also in the Port of Everett's district.

Gordon and Reeves participated in a webinar with the North Sound Transportation Alliance regarding the outcome of the Puget Sound Regional Council's study on passenger-only ferries. The two routes that came out on top in the study are the Clinton/Everett and the Bellingham/Friday Harbor route. Reeves said the Clinton/Everett route is well supported by the whole community here, by the business communities on both sides, by the Port of Everett, Island Transit, etc. Gordon noted that there might be a need to have electrification of the facility for the passenger-only ferry which will work out well since WSF is talking about electric charging stations for their Clinton terminal. The Clinton/Everett run is short so it would be perfect for recharging. Although the Port is focused on a Clinton/Everett run, the Port wants to accommodate other boats/routes as well. The facilities and boats should be standardized so excursions could be made to/from other locations as well.

Shoreline Maintenance Permits – Update: The paperwork is done and GeoEngineers is sending Reeves the final packet for final review and finishing up the biological evaluation. It will then be ready for submission well ahead of the September 1st deadline.

STATUS REPORTS:

Fairgrounds

Fairgrounds Director Report: The Whidbey Island Fair runs July 15-18. Staff has been working on getting the property ready. The Ragnar NW Relay went well last weekend. The Fairgrounds will be turned back over to the Port between July 25-28th.

Port Operations

Maintenance & Operations Supervisor Report: June was spent mostly keeping up with vegetation and noxious weeds. The water heater at the Harbor was replaced. Kisch re-used the composite panels from under the D Dock gangway at the Harbor as sideboards for the Port's utility trailer. The windows for the Possession house are scheduled for delivery on July 22nd; the Port will likely hire seasonal help for construction projects like installing the windows. The hourly wage will likely be higher than usual but it's necessary to get the work done. Kisch cleared the vegetation again from the Scenic Isleway and Welcome to Whidbey signs near the Clinton ferry dock. Neither of those signs are the property or responsibility of the Port, but the community is appreciative of his efforts.

South Whidbey Harbor

- Harbormaster Report: Previously submitted.

ACTIVITIES/INVOLVEMENT REPORTS

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

IRTPO: No report.

CCC: No report.

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

COG: No report.

WPPA: No report.

P&M: No report.

EDC: No report.

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.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 4:56 p.m.

Approved:



Commissioner Curt Gordon, Clinton

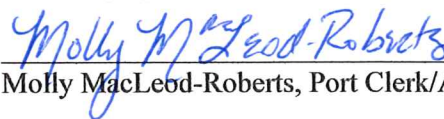


Commissioner Jack Ng, Freeland



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 August 10, 2021, which was held online via Zoom Meeting.