

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

Held via Zoom Meeting Service  
Tuesday, August 10, 2021 at 4:00 p.m.

**AGENDA**

Join Zoom Meeting

<https://us02web.zoom.us/j/83479881754?pwd=UXcvYkh5UDFNQ2VTFwUTN1ZWVsdz09>

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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 August Vouchers in the amount of **\$172,065.94** and Minutes from the Regular Meeting of July 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 June 2021 Financial Statement**

**Clinton Dock/Surface Transportation Block Grant – Update**

**Shoreline Maintenance Permits – Update**

**Mutiny Bay Boat Ramp – Work Session with Island County on August 18**

**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

August 10, 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), 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, August 10, 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 July 13, 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 August 2021 as signed today in the amount of \$172,065.94. The Motion passed unanimously.

**PUBLIC COMMENT:** None.

**EXECUTIVE DIRECTOR REPORT:**

**Financial Update and June 2021 Financial Statement:** The Commission acknowledged receipt of the June 2021 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received \$53,000 in operating, tax, and capital revenue and incurred \$123,000 in operating and capital expenses during June 2021. Ending cash balance at 6/30/21 was \$1,579,000 consisting of \$694,000 in the Bond Fund and \$885,000 in the General Fund. Financially, the Port is doing fairly well and close to projections. That is largely due to revenues from South Whidbey Harbor being a little higher than anticipated and revenue from the Fairgrounds being slightly lower than expected; sort of cancelling each other out. Cash on hand remains high due to being unable to spend much on capital projects yet. Gordon noted that in addition to higher revenue at the Harbor, they are also keeping their expenditures down and that is to be commended as well. Reeves added that another cost-savings is that the budget had included filling the Fairgrounds Marketing & Events Coordinator in the summer, but subsequently decided it wasn't needed. Gordon said Port staff is doing a great job of keeping costs down.

**Clinton Dock/Surface Transportation Block Grant (STBG) – Washington State Department of Transportation (WSDOT):** WSDOT approved the obligation packet on July 21<sup>st</sup>, so the Port can now move forward on the preliminary engineering phase of the Clinton Dock project. The Request for Qualifications was published starting August 7<sup>th</sup> in the South Whidbey Record and will be in the Daily Journal of Commerce this week.

**Shoreline Maintenance Permits – Update:** All documentation is completed with permit applications submitted to the City of Langley, Island County, US Army Corps of Engineers, Washington State’s Department of Fish & Wildlife, Department of Natural Resources and Department of Ecology. Langley was the first to respond; they have everything they need and the permit fee is included in the vouchers approved today.

**Mutiny Bay Boat Ramp – Work Session with Island County on August 18th:** Subsequent to the discussion during the regular July meeting, Reeves contacted Island County Commissioner Melanie Bacon’s office and the Port should be on the Agenda for the County’s August 18<sup>th</sup> Work Session (to be held online and in person). He will notify the Port Commission once the agenda is published with the time and details. Halloran and Gordon are interested in participating.

**Mukilteo Parking:** On July 27<sup>th</sup>, Reeves and Gordon met with Lisa Lefebber (Executive Director, Port of Everett) to discuss the Clinton Dock Project/Passenger-Only Ferry Service, Mukilteo parking issue, etc. Lefebber understands the need and requirement for parking in Mukilteo, but there aren’t any viable solutions right now. She might reach out to the Tulalip Tribes to see if they might be interested in some parking on the same lot that the Port previously discussed with them. The Port of Everett has a brand-new fishing pier adjacent to the new ferry terminal and there is no place for people to park and use that pier, unless they use the parking area for the Sounder train or the lot near the lighthouse (1/2 mile away). The Port also talked with the LandPro Group (owners of the lot used for ferry holding lanes at the old terminal) about potentially leasing spaces. They are still trying to get permission from the City of Mukilteo to make the property a parking lot. Ng believes the Tribes may also be interested in a parking area as tribe members use the fishing pier as well.

Gordon and Reeves also discussed the Clinton Dock passenger-only ferry and where that vessel might be able to moor with parking available over in Everett. Since the project will likely take 5 years or longer, Lefebber suggested that in the interim the Port could talk to Hat Island Ferry for tourist trips between Langley-Hat Island-Everett for the next boating season. By then, the new restaurants will be open on Fisherman’s Wharf in Everett and the Hat Island Ferry could moor right in front of them for a few hours while passengers had dinner, walked around, etc. Gordon noted that the Port would have to offset some of the costs to get the pilot program going. Although it might be a loss leader for the budget next year, he thinks it will be worth it. Reeves subsequently spoke with a Hat Island Ferry representative who thinks it’s a great idea and is supportive, but needs to discuss it with the Hat Island council to see if they would support it. Gordon believes this is something that needs to happen next May, even if the Port has to subsidize it so passengers pay \$15 for fare instead of \$50. It’s important for South Whidbey residents to experience passenger-only ferry service. Ng said he supports it 100%.

**Fairgrounds Capital Projects:** Reeves contacted Island County Budget Manager Doug Martin regarding extending the deadline for the Rural County Economic Development Funds (RCEDF) grant (beyond December 31, 2021). It’s on Martin’s list and Reeves will contact him again soon to make sure it’s in front of the Island County Commissioners before they finalize their 2022 budget. **Coffman Kitchen:** The City of Langley looked at the preliminary plans for the project and sent them on to their consultants. It looks like the ADA accessible parking, pathway into the building, hallways and entryway will easily add up to 20% of the total costs so the bathrooms will not need to be ADA upgraded as long as they are not touched.

- **Bathroom Remodel:** The as-builts and the proposed renovations to the facilities are done. Davido Consulting Group is creating the plan sets so when the Port has the money for the renovations, it will be ready to go (one bathroom at a time). The Port has \$21,000 from the Washington Department of Agriculture to help pay for this planning effort, and the other money to help pay for it is from the RCEDF grant. The planning project should be closed out by the end of October, so there shouldn’t be any problem getting reimbursement from those grant programs. Earlier in the day, Reeves learned that the Washington

Department of Agriculture Fair Program is now taking applications for additional grant opportunities for the next biennium, so he plans to submit an application to actually build one of the restrooms.

- **Cooking Ventilation/Exhaust Hoods:** The Port's application to the USDA Rural Business Development Grant Program in the amount of \$50,000 to offset the cost of the hoods was approved on July 20<sup>th</sup>. It is a reimbursement-type grant, and funding will be available through July 2022 for the project. If the Coffman Kitchen project is awarded by January 1<sup>st</sup>, there shouldn't be an issue with meeting that timeline.

#### STATUS REPORTS:

##### **Fairgrounds**

Fairgrounds Director Report: Bryon Midkiff provided his monthly report. July was the busiest month since he started working with the Port. The Ragnar Northwest Passage Relay was held early in the month, with 50% of their normal turnout. The group was great to work with and were mostly out by Sunday afternoon. Fairgrounds staff worked hard on getting ahead of repairs and maintenance prior to the Whidbey Island Fair July 15-18. The attendance was excellent, and he was told Saturday's gate was a record. Some electrical issues came up Wednesday and Thursday but were quickly rectified. Upcoming events include a 2-day WWGA event, Rotary Club of Whidbey Westside's Derby, Harvest Festival and DjangoFest (still in planning phase).

Campground: He submitted a plan to Reeves for the campgrounds that includes short-term and long-term ideas on increasing revenues, and they reviewed and prioritized the items. Midkiff said they would eventually need to better mark the camp sites, but the first thing he wants to work on is providing signage about the campground for visitors coming from the south. There is nothing currently that references the campground, so he plans to work with WSDOT to get a sign on the highway. He also spoke with the Langley Chamber of Commerce about putting a sign up on the kiosk near Ken's Korner.

Ng noted that if you Google "Whidbey Island camping" the Fairgrounds campground pops up. And WSDOT can definitely put-up signage; he pays for his business to have signs. Midkiff said some of the camping apps mention the Fairgrounds Campground, but most campgrounds feature online reservations and point of sale. Gordon agreed lots of campers use those apps, so it's important to get on those lists of campgrounds. People aren't going to bring their 40' motorhomes on the ferry without knowing if there is a campground here. Ng thinks the campground needs to be upgraded before spending too much money on marketing. As an RV owner, Gordon noted that just having power and hook ups is enough to attract campers who are attending an event (wedding, show, etc.) or just want to visit South Whidbey. And many of the apps allow photos of the campground so people will know what to expect. He added that there are couples that want barn weddings and the Fairgrounds is the perfect setting for it. When lodging is booked up in the summer, people can bring their RVs and stay for \$25/night. He's curious to see the plan for weekend weddings and things like that.

**Scott Chaplin (Mayor, City of Langley)** noted that affordable housing is a major issue. He was recently contacted by a turnkey company that puts in attractive small cabins on a revenue-sharing basis at state parks, etc. They own the cabins and give the entity a cut, so it's low risk to start it up. The City is anxious to get units available for workforce housing for the employees in the restaurants, etc. He wondered if the Fairgrounds would be available as a temporary thing until the City can get permanent places built, and then the Port could rent them out on a weekly basis. Ng agrees workforce housing is important, and the Port and City could work together on the issue. He noted a Joint Meeting is long overdue. Gordon noted that the Port has an economic development mandate, and there is a difference between housing service workers and having available overnight camping for visitors to come spend a weekend. Having workforce housing on the Fairgrounds would mean sacrificing the overnights coming to spend their money in favor of some of the service workers. Reeves was tasked with setting up a joint meeting with the City to discuss various issues.

Gordon is expecting something back by next month from Midkiff and Reeves on how other revenue sources will be promoted for the beautiful facilities on the Fairgrounds in Langley.

### **South Whidbey Harbor**

**Harbormaster Report:** Patrick Boin was on hand to present his monthly report. July was another solid month for moorage. Several whalers in the inner harbor will need replacement in the off-season. He noted that although they have adapted to less staff this year, he plans to hire additional staff next year and bring them on board earlier in the season to provide better customer service. Boin promoted Kathy Myers to Assistant Harbormaster effective July 1st based on her excellent performance as lead dockhand over the last months. There are events booked every weekend in September and the rest of August looks very busy as well.

### **Port Operations**

**Maintenance & Operations Supervisor Report:** Pat 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. In July, Kisch replaced the water heater at the **Harbor**. He also noted the axle on the tender trailer needs to be replaced. At **Humphrey Road Parking Lot**, Kisch has temporarily installed solar lights on the stairwell for Puget Sound Energy's planned power outage tomorrow night until 6 a.m. on Thursday. Prior to the Fair, there was an attempt to remove rocks from the **Fairgrounds Arena** with an implement that collects rocks as it passes over the surface by knocking them into a windrow. The operator tried several passes but was unable to create a windrow due to the small size of the rocks. He did not bill the Port for his efforts. The **Bush Point** boat ramp is usually self-cleaning, but for some reason the middle section of the ramp is not clearing this season and several people have complained. Kisch hopes it is simply an anomaly that doesn't repeat in future years. At **Possession**, there have been several incidents of smaller boats getting swamped by waves coming over the stern, from the wind coming from the northeast or perhaps the wake from a freighter. The caretakers (Jim & Jeannette Conover) can see the waves coming and try to alert the boaters; they have helped with pulling boats off the ramp and collecting the gear. Gordon suggested placing a caution sign for boaters on the dock.

### **ACTIVITIES/INVOLVEMENT REPORTS**

**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. There are currently 12-15 students participating. The MRC has published the Operations and Projects Needs Assessment Study; it is a very valuable document.

**Langley:** Halloran attended the August 2<sup>nd</sup> meeting.

**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:** Ng was unable to make it so Reeves attended the July 28<sup>th</sup> meeting as the Port representative. A good portion of the meeting was devoted to Covid-19 statistics in Island County, but Reeves noted that since then the statistics have changed so dramatically that there is no point in reviewing those. Island County will follow the CDC recommendations for masking, etc. The COG had a general discussion about legislative priorities, so at the next meeting they will ask the Port to talk about its legislative priorities for the State Legislature's next session. The COG is trying to set up a "meet and greet-type" meeting online with our state legislative representatives on either September 22<sup>nd</sup> or October 27<sup>th</sup>. Gordon said it's important that the Port provides that input. He asked if anyone at COG is talking about the stimulus funding coming to Island County: how much and what are the plans for the money? Reeves said they didn't discuss it at the meeting, but he

knows Island County will get a little over \$16 million. They originally wanted to give county employees bonuses with some of that money, but it did not appear to be legal under state law. He hasn't heard anything further about plans to spend the money. Gordon noted that the Port played a critical role in the first roll out of stimulus funds. The County doesn't seem to have the same sense of urgency now, but there are still a lot of businesses suffering. If there is a role for the Port to play, Gordon believes the Port needs to be pro-active whether it's through the COG or the EDC. Reeves said Island County Budget Manager Doug Martin has said allocation of that funding is his number one priority.

**WPPA:** No report.

**P&M:** No report.

**EDC:** No report.

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

**IRTPO:** Gordon was unable to attend, so Reeves took his place. Similar to the COG, each entity in the IRTPO needs to come up with a list of projects and priorities for their next meeting on August 25<sup>th</sup>. Those projects and priorities need to be "regional transportation value-added projects" and the Clinton Dock project meets that definition.

**CCC:** Did not attend.

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 5:16 p.m.

Approved:



\_\_\_\_\_  
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:



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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, Ed Halloran and Jack Ng approved the foregoing Minutes during the regular meeting of September 14, 2021, which was held online via Zoom Meeting.**