

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

Held via Zoom Meeting Service  
Tuesday, October 12, 2021 at 4:00 p.m.

**AGENDA**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/88311207650?pwd=RDBPN0E4TlhvNzNoV3NRRXE2ay9Kdz09>

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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 October Vouchers in the amount of **\$160,799.49** and Minutes from the Regular Meeting of September 14, 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 August 2021 Financial Statement**

**Clinton Dock/Surface Transportation Block Grant – Consultant selection**

**Shoreline Maintenance Permits – Update**

**Fairgrounds Capital Projects**

**Housing Concept on Fairgrounds**

**2022 Draft Preliminary Budget rev 1**

**STATUS REPORTS**

**Fairgrounds**

- Executive Director

**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

October 12, 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) and Pat Kisch (Maintenance and Operations Supervisor) **Absent:** 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, October 12, 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 September 14, 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 October 2021 as signed today in the amount of \$160,799.49. The Motion passed unanimously.

**PUBLIC COMMENT:** Scott Chaplin (Mayor, City of Langley) said the Snohomish Tribe is interested in bringing one of their large canoes to Langley next summer. The Langley Chamber of Commerce hopes to help coordinate that visit including tribe dancers, singers, etc. Langley Creates might join in the effort as well. Chaplin thanked the Port for the Letter of Support for the city's application for the Affordable Housing Grant. Whidbey Island Bank and Whidbey Community Foundation have also expressed interest in supporting affordable housing, so Chaplin and Langley Director of Community Planning Meredith Penny will be speaking with Island County Housing Support as an entity that can accept applications for housing in coordination with the City.

**EXECUTIVE DIRECTOR REPORT:**

**Financial Update and August 2021 Financial Statement:** The Commission acknowledged receipt of the August 2021 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received \$58,000 in operating, tax, and capital revenue and incurred \$173,000 in operating and capital expenses during August 2021. Ending cash balance at 8/31/21 was \$1,433,000 consisting of \$695,000 in the Bond Fund and \$738,000 in the General Fund. South Whidbey Harbor's performance was great in both August and the preliminary for September. It is still on track to have the best year on record since the Port assumed the property. The Fairgrounds' operating revenue is starting to inch up; it's almost back to 2021 projections (which are much lower than the previous year). Regarding the Harbor, Gordon noted that it is not only the best revenue; he would assume the Harbor will also have its best total net profit. The Harbor staff had to deal with higher volume with fewer people; they are to be commended for that. Reeves agreed they've done a great job.

**Clinton Dock/Surface Transportation Block Grant (STBG) – Washington State Department of Transportation (WSDOT):** An issue was raised with the Port's plan to interview the top three firms in an open public meeting – it could give an unfair advantage to the firms being interviewed 2<sup>nd</sup> and 3<sup>rd</sup>. After consulting with the Port's attorney, the Port restructured the process and conducted the interviews separately

on October 7<sup>th</sup>. The Interview Panel consisted of Reeves, Consultant Angi Mozer (who will also be the Project Manager) and Mehrdad Moini, Local Programs Engineer at WSDOT, who is the Port's "Certification Acceptance" (CA) official from the WSDOT Northwest Region Local Programs Office for the project. The three firms were Reid Middleton, PND Engineers and KPFF Consulting Engineers. Based on the scoring, KPFF was the best qualified firm and the Interview Panel recommends entering into negotiations with KPFF Consulting Engineers for the Clinton Dock project. The Commissioners acknowledged that they had received all of the Statements of Qualifications submitted and video recordings of the interviews. Gordon fully agreed with the Panel's recommendation, noting that KPFF was very prepared and provided such specifics of the project that they were the hands-down favorite. Halloran agreed they were well prepared and provided excellent materials. Gordon noted that KPFF has worked with passenger-only ferries, and also worked on the Mukilteo Terminal. KPFF pulls in consultants and he views that as a strength. Ng indicated he doesn't have much knowledge on engineering and trusts the Panel and his fellow Commissioners.

**ACTION:** A Motion was made by Halloran and seconded by Ng to authorize Executive Director Stan Reeves to enter into negotiations with KPFF Consulting Engineers for the Clinton Dock/Surface Transportation Block Grant project. The Motion passed unanimously.

**Shoreline Maintenance Permits – Update:** The Port received a Determination of Non-Significance (DNS) from the City of Langley, so that permit is done. The Port's consultant reached out to Island County last week to check the status and the County said they were still waiting on documents. Those documents were sent on July 29<sup>th</sup>, so the Port sent them again. The Army Corps of Engineers (ACE) had some questions on the JARPA that were focused on the new construction at the Harbor and at Possession since the previous permits were issued. The Port provided responses and ACE is working on the permits. Once Island County provides a DNS, it can be submitted with the City's DNS to the Washington State Department of Fish & Wildlife (WDFW). The WDFW permit doesn't expire until December 31, 2021, so they should have plenty of time to review and approve it and provide the limits for the Port's shoreline maintenance.

**Clinton Dock (continued):** Gordon asked about the lease with Washington State Ferries; Reeves said "they've gone dark again" but he noted the lights will turn on again soon because WSF wants to be involved in the kick-off meeting with the engineering firm the Port contracts with for the project. Reeves will make that contingent upon discussing the lease.

**Potential for tourist trips via Hat Island Ferry:** The individual Reeves had been in contact with is no longer on the Hat Island Board, but he provided Reeves with contact information for a board member and gave Reeves' information to the Board. If Reeves hasn't heard anything in a few days, he will reach out again and restart the discussion. They still appear to be interested.

**Fairgrounds Capital Projects:** Reeves was finally able to get in touch with Doug Martin, Island County Budget Manager. Martin sees no reason why an extension of the Rural County Economic Development Funds (RCEDF) grant would not be approved by the Island County Commissioners and has already drafted the amendment document which Reeves subsequently signed and submitted. It will likely be presented for approval during the County's next regular Board meeting on October 19<sup>th</sup>. Additionally, the RCEDF reimbursement request of approximately \$26,000 submitted on October 1<sup>st</sup> has been processed and Martin confirmed the check will be sent to the Port this month.

**Coffman Kitchen:** The plans have been submitted to the City of Langley and will go before the Design Review Board on October 19<sup>th</sup>. The City has already sent the bill for the permit, including \$2,600 for the initial part of the fee which was included in the vouchers signed today.

**Bathroom Renovations:** Approximately \$63,000 of this month's vouchers were for this project. The plans and specifications for all 3 of the facilities need a little bit of tweaking before they can go to permitting and out to bid, but they are 99% complete. Using the plans for one of the bathrooms, Reeves submitted a grant application to the Washington State Department of Agriculture Fairs Program. The limit of the grant program is \$250,000, and Davido Consulting Group gave an estimate of \$500,000 to build just one of the restrooms. The application was for maximum of \$250,000 with a 50% match by the Port (using RCEDF grant, the Bond Fund, and/or the Capital Improvements (General Fund)).

**Bond Fund Transfer:** There will be one more transfer before year-end; likely around \$32,000 to cover the Port's match requirements for the Bathroom Renovations and the Coffman Kitchen.

**Fairgrounds Advisory Committee:** The August meeting did not have a quorum of voting members present, so no minutes were prepared. The September 29<sup>th</sup> meeting also lacked a quorum. Those in attendance discussed suspending the bylaws until post-Covid because members aren't participating because of health concerns, terms have expired and cannot be renewed or replaced, etc. without a quorum. Reeves proposed the action falls within the powers granted by the Board of Commissioners to the Executive Director under Resolution 20-01. He explained that the FAC bylaws identified specific voting members: Island County, City of Langley, 4-H, Langley Chamber of Commerce, South Whidbey Historical Society, etc. and the City and County would rotate as vice-chair each year. But just before the pandemic hit, both the City of Langley and Island County said they do not want to be voting members any longer because they don't want to impact the quorum. Reeves explained that by suspending the quorum requirements, the FAC will be able to have a meeting and vote. Gordon said that does not require board approval and Reeves can go ahead and do it.

**L & I No-Notice Inspection:** The Port received the Report of Findings and about half of them have already been remedied, so the Port is well on the way to getting the program back in line. Reeves still needs to review the Accident Prevention Program and other requirements, but within the next month or two the Port should have all of its programs fleshed out, implemented, online and ready for inspection. The Port hasn't received notification of the fine(s) yet.

**Housing Concept on the Fairgrounds:** The FAC discussed the topic at length; they are eager to learn more about the concept. Gordon, Reeves, Mayor Scott Chaplin & Director of Community Planning Meredith Penny met and discussed what would be needed, i.e. zone or code changes, etc. Gordon said the City seemed genuinely committed to working with the Port. Gordon emphasized the Port needs to apply for planning grants and design funding soon. Ng was at the last Council of Governments (COG) meeting, and it sounds like Island County is committing \$10 million of the \$16 million federal relief funds for workforce housing, but they need to figure out how to go about distributing the funds. Gordon said the Port needs to get started on design, etc. and it will need to be included in next year's budget.

**2022 Draft Preliminary Budget:** Changes from the previous version included increased Property Tax Income to \$845,000 after the County verified the Tax Levy Calculation Sheet that Reeves had completed. The total amount the Port can expect to receive is \$832,000 so that gives a cushion of \$13,000 for additional money for construction or other tax revenue sources during the fiscal year. He will still do some tweaking on the revenue numbers, but the single biggest item he needs to work on is the amount available for capital projects on the Fairgrounds next year. His plan is to take the Bond Fund and the grant money and try to spend it all in 2022. A possible grant for housing isn't in there yet, so the budget is about 95% complete at this point. Gordon asked if he had included subsidizing passenger ferry trips. Reeves said he rolled it up with "Tourism Development Sponsorships" and called it "Tourism Development Grants/Subsidies." Right now, the \$30,000 budget is the same as prior years, but if he is able to discuss the Hat Island Ferry trips and get some numbers, he might increase the amount. Gordon noted the importance of updating the Port's Comprehensive Scheme and the Strategic Plan. If the Port is going to apply for grants for workforce housing, passenger ferry, etc., the projects must be included in the Comprehensive Scheme.

**ACTION:** A Motion was made by Halloran and seconded by Ng to approve the Preliminary 2022 Budget as presented for publication. The Motion passed unanimously.

The Public Hearing on the 2022 Budget was scheduled for Tuesday, November 9, 2021 at 4:00 p.m. via Zoom Meeting Service, immediately followed by the Regular Meeting during which the Commission shall approve the final budget for 2022 and approve the required resolution.

#### STATUS REPORTS:

##### **Fairgrounds**

Fairgrounds Director Report: Reeves provided the monthly report as Interim Fairgrounds Director. He has been working on cleaning up the calendars there after a few events were double booked and tighten up the kitchen users' schedules. There were two events held in the Pole Building in September – a high school dance last Saturday that went very well, and a fundraiser for the Island County Republican Party two weeks before that also went very well. The facilities are being used and Reeves just booked a wedding for May 2022. The Fairgrounds is starting to “come back to life” and the campground is looking good. He’ll continue to work on getting the Fairgrounds back on its feet and start revising the job description of the Fairgrounds Director and get it on the street. Gordon asked about the camping rates and maximum stay – it is \$20 per night without hookups and \$25 per night with water and electricity. The maximum stay is 10 days and then the camper must leave for 14 days. The stay can be extended upon approval from the Fairgrounds Director.

##### **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. At **Bush Pt**, the sand deposit on the ramp is no longer an issue; the ramp is once again self-cleaning. Kisch worked with **Possession** Caretakers Jim & Jeannette Conover on replacing the windows on the east and south sides of the house. Still working on the exterior siding and trim and interior insulation and trim, but work is progressing. The ADA beach mats at **Clinton Beach** are scheduled for removal on October 14<sup>th</sup>. Seasonal float removal is tentatively scheduled for October 25<sup>th</sup> at **Bush Pt** and October 27<sup>th</sup> at **Possession Beach** (weather permitting). Gordon noted that the southeast corner of the **Humphrey Road Parking Lot** has a lot of roots and asphalt upheaval that could be unsafe – he suggested blocking it off with cones so no one parks there. Kisch agreed.

##### **South Whidbey Harbor**

Harbormaster Report: Patrick Boin was on hand to present his monthly report. Moorage was fairly strong in September, although a couple of weather events impacted vessel traffic. The new PFDs are in use at the Harbor by all staff while working on the docks. Tsunami Docks provided a quote of \$11,000 for the whalers that need replacement in the inner harbor (M2-M4, A6-A7 and B12). Boin said they are looking for a new single-axle, light-duty trailer for the Harbor’s 14’ tender; estimated cost is \$800-\$1,000). Seasonal moorage has begun with a couple of long terms in and more on the way. Commercial crabbers are in the Harbor and winter recreational crabbing just opened for Area 8-2 for seven days a week. A few people have reserved crabbing spots on D and E docks. Gordon noted again that Boin has done great job, and not only had more revenue than ever but managed to do it with less staff. Ng added, “Good job, Patrick.”

#### ACTIVITIES/INVOLVEMENT REPORTS

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

**IRTPO:** Gordon reported that the group is still in flux with the transportation planning; they have someone appointed but they are still learning. The County is trying to get a consultant to help with their 5-year and 20-year planning.

**CCC:** He was able to bring a copy of the County’s Six-Year Transportation Improvement Plan (TIP) to the CCC. There is a Regional Mobility Grant for a walking trail, sidewalk clean up, improvements at the Park & Ride and on October 14<sup>th</sup>, the WSDOT engineer, Gordon and other members of the CCC will do a walkthrough of the scope of that project.

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



**COG:** The meeting included a presentation by Sherrye Wyatt of Whidbey\*Camano Islands Tourism, with a lot of promotion of trails, places to eat, lodging, local wineries & distilleries, events, etc., in travel magazines and on TV, including Good Morning America. Ng said Wyatt is doing a good job. Gordon noted that she has her own consulting firm, and the Port could actually hire her if we needed someone to provide marketing/promotion.

**WPPA:** No meeting.

**P&M:** No meeting.

**EDC:** No meeting.

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

**MRC:** Unable to attend the October 5<sup>th</sup> meeting due to a scheduling conflict. The coordination with the high school's Interact Club, Rotary Club and MRC is continuing with some of the 14 students volunteering up at Cornet Bay with the MRC this weekend. The MRC is discussing and prioritizing current and emerging issues that came out of the Needs Assessment Study.

**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.

**Welcome Signs at Clinton Ferry Dock:** Ng spoke with his Rotary Club of South Whidbey and they are interested in helping with the clean-up of the signs twice a year. He suggested Kisch could be the lead and 3-4 members could come help out. Kisch thanked him.

NEW BUSINESS: None.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 5:03 p.m.

Approved:



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Commissioner Curt Gordon, Clinton

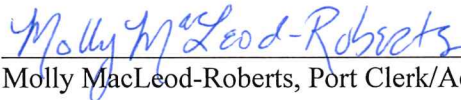


\_\_\_\_\_  
Commissioner Jack Ng, Freeland



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