

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

Held via Zoom Meeting Service
Tuesday, January 11, 2022 at 4:00 p.m.

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/86350107618?pwd=dzZUcGUrakNWaXd0ZlJDTytUNW9odz09>

Meeting ID: 863 5010 7618

Passcode: 016662

One tap mobile

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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

Oath of Office for Commissioner-elect Ed Halloran

Election of Board Officers for 2022

Appointment of Alternate Auditing Officer

Review of Commissioner Appointments & Committee Assignments for 2022

Consent Agenda: Approval of January Vouchers in the amount of \$77,577.47.

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 November 2021 Financial Statement

Clinton Dock/Surface Transportation Block Grant – Consultant negotiations

Shoreline Maintenance Permits – Update

Fairgrounds Capital Projects (Coffman Kitchen and 4-H Restroom Projects)

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

January 11, 2022

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)

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, January 11, 2022, 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.

COMMISSIONER ACTIONS

Oath of Office for Commissioner-elect Ed Halloran (District 2, Langley): Halloran was sworn into office by Gordon.

Election of Board Officers for 2022:

ACTION: A Motion was made by Commissioner Jack Ng and seconded by Halloran to nominate Gordon for President. The Motion passed unanimously.

Gordon explained he was willing to serve as President for 2022, but believed Ng should do so next year as he had not chaired the Commission since 2018. Ng agreed.

ACTION: A Motion was made by Gordon and seconded by Halloran to nominate Ng for Vice President. The Motion passed unanimously.

ACTION: A Motion was made by Gordon and seconded by Ng to nominate Halloran for Secretary. The Motion passed unanimously.

The following slate of officers were elected for 2022:

- Commissioner Curt Gordon – President
- Commissioner Jack Ng – Vice President
- Commissioner Ed Halloran – Secretary

Appointment of Alternate Auditing Officer:

ACTION: A Motion was made by Halloran and seconded by Ng to appoint Gordon as the alternate Auditing Officer and alternate Investment Officer. The Motion passed unanimously.

Review of Commissioner Appointments & Committee Assignments for 2022: Halloran said he did not feel fully utilized at City of Langley meetings and someone else could better interface with their current meeting style. Gordon noted that as District 2 Commissioner, Halloran is the best representative. Gordon suggested he could take a break and perhaps Executive Director Stan Reeves could help. After a brief discussion, the Commission agreed on the following Appointments & Assignments for 2022:

1. Island County Economic Development Council (EDC): *Commissioner Ed Halloran*
Alternate: *Commissioner Jack Ng*
2. Island County Council of Governments (COG): *Commissioner Jack Ng*
Alternate: *Commissioner Ed Halloran*

3. Island Regional Transportation Planning Organization (IRTPO): *Commissioner Curt Gordon*
Alternate: *Executive Director Stan Reeves*
4. Island County Marine Resources Committee (MRC): *Commissioner Ed Halloran*
5. Joint Parks Meetings (Port, County, South Whidbey Parks & Rec): *Commissioner Ed Halloran*
6. Clinton Community Council: *Commissioner Curt Gordon*
7. Langley City Council: *To Be Determined*

ACTION: A Motion was made by Ng and seconded by Halloran to approve the above assignments and reappoint Ng as the Trustee/Representative for the Washington Public Ports Association and Gordon as the Alternate. The Motion passed unanimously.

Port Clerk/Accountant Molly MacLeod-Roberts will notify the Clerk of the Board of Island County Commissioners of the appointments.

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.

ACTION: A Motion was made by Ng and seconded by Commissioner Halloran to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated January 2022 as signed today in the amount of \$77,577.47. The Motion passed unanimously.

PUBLIC COMMENT: None.

EXECUTIVE DIRECTOR REPORT:

Financial Update and November 2021 Financial Statement: The Commission acknowledged receipt of the November 2021 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received approximately \$76,000 in operating, tax, and capital revenue and incurred \$82,000 in operating and capital expenses during November 2021. Ending cash balance at 11/30/21 was approximately \$1,557,000 consisting of \$666,000 in the Bond Fund and \$891,000 in the General Fund.

The preliminary information for December indicates the Port will close out 2021 with operating revenues just about the same as projected and the operating expenses will be just below what was anticipated for the year. The capital projects are just getting started with capital expenses just beginning to creep up, so there is still a large cash balance starting off 2022. Gordon said Reeves has done a great job with the budget. Gordon congratulated Harbormaster Patrick Boin noting that the projected Harbor revenue was \$210,000 and the actual was \$230,000, and the actual expenses came in lower than budgeted.

Clinton Dock/Surface Transportation Block Grant (STBG) – Consultant negotiations: Reeves said they are in the final stages of negotiations with KPFF. They revised their scope and eliminated the 60% project design task they originally proposed, which reduced the total cost estimate all the way down to \$414,000. The Port's grant is for \$319,000 and the match requirement is \$50,000, so the cost is still \$45,000 more than anticipated. He and Consultant Angi Mozer (Case Solutions) reviewed the scope of work and proposal and the bottom line is that the Port's estimate was based on the amount of money available at the time, and KPFF's proposed hours, types, and scope of work are reasonable. Reeves and Mozer agree that \$415,000, is a reasonable amount for the work the Port wants KPFF to do. He recommends the Commission allow them to move forward with the scope of work.

ACTION: A Motion was made by Ng and seconded by Halloran to approve and accept the KPFF Scope and Fee Proposal for the not-to-exceed maximum fee of \$415,072 as submitted. The Motion passed unanimously

Shoreline Maintenance Permits – Update: Island County required some additions to the Port’s permit applications. Reeves received the final changes coordinated between GeoEngineers and Island County and they were submitted to the County the day before. There was a little bit of back & forth as to whether the Port needed a Conditional Use Permit vs. a Shoreline Exemption for cleaning the ramp at Possession Beach Waterfront Park. The Department of Ecology agreed with the Port that it was not necessarily considered dredging; however, it is up to Island County to make the determination. Now the Port has to wait 120 days for the County to process the changes to the permit applications. Reeves believes the Port will get permits from the US Army Corp of Engineers before it gets permits from Island County.

Hat Island Ferry Service: Things stalled over the holidays with the Ferry Manager on vacation, the snow, etc. Reeves hopes the conversation will restart with a conference call on Friday with the players to discuss potential funding, etc.

Fairgrounds Capital Projects:

- **Coffman Kitchen and 4-H Bathroom Renovations:** The Brown Associates/Architects and Davido Consulting Group, Inc. are waiting on Reeves to complete the template standard public works project contract, taking the language from the Driftmier Architects contract initially used for the Coffman Kitchen and revising some of the language, pull out some of the specification data, etc. to have the specification documents and plans ready to go out to bid. He hopes to get that information to both firms by the end of the week.
- **Potential for Workforce Housing on the Fairgrounds:** Gordon explained to Langley Mayor Scott Chaplin that the Port of South Whidbey is getting a legal opinion as to whether it can build workforce housing on port property and manage it. The Port might have to do some survey work and might need data from the City to show the economic benefits. The Port is trying to get individuals from the Washington Public Ports Association and Representative Dave Paul for a tour of the Fairgrounds and South Whidbey Harbor, and Chaplin is welcome to join.

STATUS REPORTS:

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 December, Kisch rented a manlift to change out lights with LED fixtures and place solar lights on the poles near the ramp at Possession and top off alder trees hanging over the campground at the Fairgrounds (to be cleaned up soon). He contacted Island County Parks regarding the closure of the boarding floats at Freeland Park/Holmes Harbor, and was told there are too many potential liability issues with the condition of the floats. The County is also having difficulty obtaining permits for work as well as erosion issues from the November storm and high tides. Kisch and Reeves met with representatives from the Washington State Ferries regarding Clinton Beach. During the meeting, Kisch also asked for any information WSF has on the stairway at the Humphrey Road Parking Lot and was subsequently provided with the as-built drawings. He has asked Davido Consulting to look at the drawings and evaluate if the mid-flight landing is adequately supported. At South Whidbey Harbor, Assistant Harbormaster Kathy Myers was able to catch a 50’ section of floating dock that drifted near the outer mooring docks. She was able to tie it off on D Dock and keep it from damaging nearby vessels. Kisch contacted the Department of Natural Resources to recover the debris, but during the freezing temps the mooring lines froze and broke and most of the debris is now on the beach awaiting DNR’s crew.

South Whidbey Harbor

Harbormaster Report: Patrick Boin was on hand to present his monthly report. Boin reiterated that Myers had done a great job of securing the 50' long by 4' wide floating dock and preventing any damage. December had large volumes of rain, way below normal temperatures and near constant winds, which negatively impacted transient moorage. The water was shut off during the cold snap to prevent the pipes from freezing and breaking. They are pressure washing all of the wharf and docks, and all of the slip numbers have been painted and color-coded to match the Harbor signage at the entrance (A Dock is blue, B Dock is green, C Dock is yellow, etc.). This will make navigating the Inner Harbor much easier for boaters. Boin said Myers spearheaded the project and did a really great job – it looks amazing. He said 2021 was a good year and he looks forward to 2022. He said, “I like to share my successes with everybody, and I’ll shoulder the failures.” Ng said the 2021 numbers are amazing – the highest of any year. Boin noted that the volume of traffic at the Harbor increased greatly, with so many new boaters and a big increase in day stops.

ACTIVITIES/INVOLVEMENT REPORTS

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

IRTPO: The IRTPO is still working out some consulting for the future Transportation Improvement Plans; still struggling with a new transportation planner and a new public works director.

CCC: Did not attend.

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. Reeves tried to attend but due to conflicting information regarding the start time, he logged in during the very end of the meeting.

WPPA: No report.

P&M: No report.

EDC: No meeting held. Next meeting is January 20th. EDC Executive Director Sharon Sappington reported they are in the second cohort of Leadership Whidbey, and she is the chair of the committee for Economic Vitality which will conduct the learning day for Leadership Whidbey at the end of February. The current cohort started in November, and the program has been extended from 5 months to 7 months so they will graduate at the end of May. The EDC is working on a new initiative: Entrepreneurial Ecosystem. Because of COVID-19, entrepreneurship is more important than ever to support existing entrepreneurs and all the new entrepreneurs who will be starting.

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

MRC: Halloran reported low attendance at the January 5th meeting due to Covid-19 and the weather. MRC Coordinator Anna Toledo was promoted and Jenn Johnson is temporarily serving until her replacement can be hired. The group is preparing for Sound Waters University. The MRC is also working on increasing activities with high school students.

Langley: Halloran attended the 2.5-hour meeting. He misses the “open forum” type meetings the City had a few years ago that allowed for dialogue and finds the technical issues of online meetings challenging.

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: Reeves noted that the South Whidbey Record had reported that Island County Commissioners set a new minimum of \$20.00 per hour for some of its employees. The Port currently has two full-time employees making less than \$20/hour and both are relied on to help accomplish the missions of the Port. He believes it is appropriate to set the same dollar amount for the Port’s permanent full-time and part-time employees. The Port

does not necessarily need to meet that same standard for temporary or seasonal employees. Unless the Commission objects, he plans to implement the increase as described. Gordon said it is completely up to Reeves to control/set wages and he set up the budget to allocate for compensation increases, so he can just do it. If Reeves wants to adopt a policy, then he should draft and present a policy to the Commission for approval. Gordon added that he thinks it's a great idea, Reeves has the authority and he should go ahead and do it. Ng agreed.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 5:07 p.m.

Approved:

Minutes prepared and submitted by:

Commissioner Curt Gordon, Clinton

Molly MacLeod-Roberts

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 March 8, 2022, which was held online via Zoom Meeting.