

THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND
REGULAR MEETING
Held via Zoom Meeting Service
Tuesday, February 8, 2022 at 4:00 p.m.

AGENDA

Join Zoom Meeting

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Meeting ID: 835 0197 9110

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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 February Vouchers in the amount of **\$69,135.89** and Minutes from the Regular Meeting of December 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 December 2021 Financial Statement

Clinton Dock/Surface Transportation Block Grant – Consultant negotiations

Shoreline Maintenance Permits – Update

Hat Island Ferry

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

Overtime, Compensation and Leave Policy

Tourism Development Grants/Subsidies

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

February 8, 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, February 8, 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.

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 December 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 February 2022 as signed today in the amount of \$69,135.89. The Motion passed unanimously.

PUBLIC COMMENT: Mel Trenor, Island Beach Access (IBA) said the group was deeply indebted to the Port for all the work done at Clinton Beach Park. IBA is starting work on the Robinson Beach project on the west side of Whidbey Island. The beach at Clinton has been rendered inoperable by the log build up and will likely take 1-2 years to clear up and get the beach reestablished so the ADA mats can be fully deployed. IBA plans to lay down the upper mats again, and they would also like to spruce up the Park a bit with the Port's help, including restriping the ADA parking area. He understands the Port does not have any ownership of Robinson Beach; only a partial ownership of the adjacent Mutiny Bay Boat Ramp. Trenor noted that the Port has worked with IBA very well in the past, especially with the help of Maintenance & Operations Supervisor Pat Kisch. The Robinson Beach project is less complicated than Clinton Beach, and IBA hopes that Kisch will be able to provide guidance and assistance even though it is not Port property. Trenor asked if the Port will consider allowing Kisch to help by managing the project, including his use of the Port's front-end loader to excavate 6-8 ft from a 36' x 20' area. IBA has all the permits in place (expire June 1st) and the money for the project, so if the Port needed to rent a trailer to bring the backhoe to Robinson Beach they would pay for it.

Gordon explained that this type of request should be vetted by Port Staff, and then brought to the Commission as a proposal. There are some issues to be considered, including whether it meets the criteria of economic development. Additionally, Reeves would need to determine Kisch's availability and the budgetary costs. He suggested Trenor and Reeves could then come back next month with a proposal. Ng agreed he'd be happy to support the effort if it meets the Port's criteria and Kisch is available. Halloran said there is a similar situation with the South Whidbey Yacht Club wanting to make repairs to the Freeland Dock with the County's help. Gordon suggested both projects could be reviewed by Reeves as to whether it fits the Port's criteria, if there is money in the budget, if the Port can legally spend money for property it doesn't own, Kisch's availability, etc. Then a proposal could be presented at the regular March meeting. Reeves said he would contact the new Public Works Director at Island County to determine the feasibility of the projects, etc. Trenor thanked the Commission and said he's happy to work with Reeves to come up with a proposal.

EXECUTIVE DIRECTOR REPORT:

Financial Update and December 2021 Financial Statement: The Commission acknowledged receipt of the December 2021 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received approximately \$41,000 in operating, tax, and capital revenue and incurred \$148,000 in operating and capital expenses during December 2021. Ending cash balance at 12/31/21 was approximately \$1,450,000 consisting of \$666,282.93 in the Bond Fund and \$784,099.23 in the General Fund.

Clinton Dock/Surface Transportation Block Grant (STBG) – Consultant negotiations: The revised scope of just over \$415,000 was sent to Washington State Department of Transportation (WSDOT) for review on January 24th. Reeves got an email earlier in the day from WSDOT acknowledging receipt and indicating that they will review it and “get back to you shortly.” Port Consultant Angi Mozer (CASE Solutions) had reminded them that the grant was obligated in July, which means the Port’s first invoice must be submitted by April 21st. Once KPFF’s contract is approved, the Port can hold the kick-off meeting and KPFF can bill the Port for that meeting and it will meet that first deadline.

Shoreline Maintenance Permits – Update: Still going slowly. Island County insisted the Port must obtain a Conditional Use Permit Application AND a Shoreline Exemption Permit Application to clean the ramp at Possession Beach Waterfront Park. The Port revised all the documentation once again and resubmitted them to Island County, and receipt was confirmed yesterday. Hopefully they will process the Shoreline Exemption Permit and the SEPA Determination of Non-Significance (DNS) soon. Once the Port has the SEPA DNS’s from Island County, the Port can submit the application to Washington State Department of Fish & Wildlife for the Hydraulic Project Approvals. The process with U.S. Army Corps of Engineers is going well.

Hat Island Ferry Service: Reeves met with the group of interested parties in late January. The outcome of the meeting is that Island Transit will look at possible routes from Park & Ride locations in Langley in the event the proposed ferry service happens. The biggest obstacle is funding – there doesn’t seem to be any available from any of the local municipalities, so it would likely have to come from the state and Hat Island would be the one submitting the request through their state representatives. If the project gets funding, the Port is ready to go.

Fairgrounds Capital Projects (Coffman Kitchen and 4-H Bathroom Renovations): Reeves intends to complete the specification documents and plans by the end of the week. Once those are done and reviewed, it will be ready to advertise on the Builder’s Exchange.

He received a quote from Davido Consulting Group, Inc. and their architect to do the construction management piece of the bathroom renovations (additional cost of \$17,000). Reeves will look into whether the budget can accommodate that and if so, will seek the Commission’s approval at the next meeting.

Overtime, Compensation and Leave Policy: Last month, the Port increased the minimum hourly wage to \$20 for two permanent full-time employees. After looking at the budget, Reeves extended the increase to the two part-time employees at Possession Beach Waterfront Park who have been with the Port for 5 years. He then made some changes to the Port’s Overtime, Compensation and Leave Policy to elaborate on the change and make it a Port policy. Reeves also changed some of the language on the holidays, as the holidays were somewhat out-of-sync with Washington State’s holidays. He eliminated the “floating holiday” and added two of the state holidays that the Port had not been recognizing, making a net gain of one additional holiday for eligible employees.

ACTION: A Motion was made by Ng and seconded by Halloran to approve the amendments to the Overtime, Compensation and Leave Policy as discussed. The Motion passed unanimously.

Tourism Development Grants/Subsidies: Reeves reported that several past recipients have been asking if the Port would resume the tourism grants in 2022 (after suspending in 2020 and 2021 due to Covid-19). He doesn't know how many events will be held this summer; it's still hard to tell. With the amount of funding available through Covid-19 emergency programs in various areas, Gordon would prefer the Port holds onto that money to use if there's an area of local businesses suffering economically. Halloran and Ng agreed.

STATUS REPORTS:

Fairgrounds: No additional report.

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. Tsunami Docks Northwest is under contract to replace some hinges on the floats at **Bush Pt.** They noticed other areas of deterioration, but Kisch determined they should stick with the original planned scope of work and leave the rest to a later date. At **South Whidbey Harbor**, he replaced the axle on the boat trailer and he's been searching for a replacement bucket loader for the backhoe at **Possession** and shopping for a tractor for cleaning the ramp at the Harbor. Kisch has reached out to AmeriCorps for potential assistance with cleaning and maintenance of the Dorothy Cleveland Trail (DCT) at Possession. Halloran noted that the Rotary Club worked with high school students and Navy Reserve members with South Whidbey Elementary School's courtyard, as well as maintenance work and putting up signs on the trails behind the school. He suggested those groups might be able to perform similar work on the DCT, and agreed to forward the contact info to Kisch.

South Whidbey Harbor

Harbormaster Report: Patrick Boin was on hand to present his monthly report. He and Assistant Harbormaster Kathy Meyers are rolling through their repair and maintenance regime, including a lot of pressure washing. In the parking lot, Harbor staff identified an issue with the vault for the water meter and Kisch replaced the vault with a heavy traffic lid on top. There was a drop in the amount of winter moorage customers this year, especially boats below 30' LOA. He's not sure but it might be due to the commercial fishing/crab vessels that went across to Port Townsend due to quotas. Boin said he will be aggressive in attracting under 30' vessels next winter. Langley Murder Mystery is the last weekend in February, and the Harbor will have one of the clues. Yacht clubs have booked several weekends in March and April.

ACTIVITIES/INVOLVEMENT REPORTS

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

IRTPO: Representatives from Washington State University provided a presentation and a Q&A on the Green Transportation Program and how funding will come down through the state. Gordon noted that was of particular interest to the Port seeking help with a charging station at the Park & Ride in Clinton. It looks like the state funding will start on the I-5 corridor. If the Port can't find the funding to pay 100%, it will need to wait a while for the State to get to it. The IRTPO discussed the 6-year Transportation Improvement Plan and Gordon brought up the passenger-only ferry and transportation in Langley.

CCC: Did not attend but updated the group via email on the status of the Port's Clinton Dock/STBG project and the contract with KPFF. WSDOT received a rural county economic development grant for the Clinton walkway project (from the Park & Ride by the post office, past the stairs from Humphrey Parking Lot to the new "kiss & ride"). The only bids were way too high so they are going back to the drawing board for redesign.

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

MRC: Sound Waters University just finished and the MRC is preparing for a retreat in March.

Langley: The meeting held the night before was not well attended and lasted for 2.5 hours. There was a lengthy discussion regarding the request from the owners of the Dog House to add a 2-car parking garage underneath the building with access via the existing road.

Joint Parks Committee: No meeting held.

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

COG: Ng was travelling at the time of the meeting and unable to get a signal.

WPPA: No report.

P&M: Ng went to the Seattle Boat Show and suggested the Port should do it again and promote all of South Whidbey. Boin explained it's doable, it is very labor intensive as the booth must be staffed at all times throughout the Show (9-10 hours per day for 9 consecutive days). Ng suggested representatives from the Chambers and wineries could also staff the booth. Gordon said Commissioners could also help with the booth.

EDC: Executive Director Sharon Sappington explained that there was a mix up with Halloran taking Ng's place on the EDC Board. Only board members are allowed to attend the board meetings, and Ng was a member of the board as a business owner – not as a Port of South Whidbey Commissioner. For Halloran to attend the EDC board meetings, he will need to become a board member by signing confidentiality agreements, etc. Once those are completed, he will be approved and appointed by the executive committee to serve on the board. The Board meets every two months on the 3rd Thursday of the month with the next meeting on March 17th.

[4:50 p.m.: Commissioner Jack Ng had a doctor's appointment and had to leave the meeting]

Sappington has arranged to have the Leadership Whidbey cohort tour Nichols Brothers Boat Builders on Friday. EDC Member Sherrye Wyatt went through a program called "Regenerative Tourism" and the Tourism Committee has decided to embrace it. They've put together a leadership team and one of the things they will really be looking at is the economic development piece holistically – how does it impact the environment? How does it affect the people that live here? She will provide updates on the process.

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.

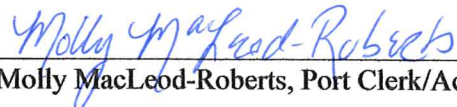
NEW BUSINESS: None.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 4:58 p.m.

Approved:

Minutes prepared and submitted by:

Commissioner Curt Gordon, Clinton



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.