

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

Held via Zoom Meeting Service
Monday, March 28, 2022 at 4:00 p.m.

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/85261758657?pwd=VTRERGU4YmxIa29GWnJITUJRczhLUT09>

Meeting ID: 852 6175 8657

Passcode: 244079

One tap mobile

+12532158782,,85261758657#,,,,*244079# US (Tacoma)

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 852 6175 8657

Passcode: 244079

Find your local number: <https://us02web.zoom.us/j/85261758657?pwd=VTRERGU4YmxIa29GWnJITUJRczhLUT09>

SPECIAL MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE (4:00 p.m.)

Clinton Dock/Surface Transportation Block Grant – Update

Shoreline Maintenance Permits – Update

Approval of Vouchers dated March 28, 2022 in the amount of \$2,994.60

Workforce Housing Project on the Fairgrounds – Update/grant requests to Island County for Rural County Economic Development (RCED) and American Rescue Plan Act (ARPA) funding

Washington Public Ports Association – Potential visit April 14 and Spring Meeting attendance

ADJOURNMENT (Approximately 5:00 p.m.)

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Special Meeting

March 28, 2022

Held via Zoom Meeting Service

Commissioners Present: Curt Gordon (Clinton) and Ed Halloran (Langley) **Absent:** Jack Ng

Port Staff Present: Stan Reeves (Executive Director) and Molly MacLeod-Roberts (Port Clerk/Accountant)

Others: Angi Mozer, CASE Solutions (Port Consultant)

MEETING CALL TO ORDER: The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Monday, March 28, 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 DISCUSSION/ACTION:

Clinton Dock/Surface Transportation Block Grant (STBG) – Update: Executive Director Stan Reeves said the kick-off meeting with KPFF for the project took place on March 15th, as required to meet the Washington State Department of Transportation (WSDOT) timeline to submit the first invoice to WSDOT. He explained the Port has 9 months from the date the funding was obligated to submit its first invoice to Washington State Department of Transportation. Today's Special Meeting includes approval of the voucher for that meeting so the Port will make that deadline by about a week.

Shoreline Maintenance Permits – Update: At the last regular meeting on March 8th, Island County Commissioner Melanie Bacon had asked Reeves to email her about what's going on with the permit process. On March 11th, the Army Corps of Engineers (ACE) said the permits would be ready on the 18th, so Reeves held off on the email. On March 18th, the Port received the permits from ACE and he emailed Bacon that afternoon explaining that the Port now has permits from the City of Langley and ACE, but can't get permits from the Washington State Department of Fish & Wildlife (WDFW) until Island County issues the State Environmental Protection Act (SEPA) and Determination of Non-Significance (DNS). That Sunday evening, he received an email from Island County's permit person saying he'd been out of the office for a month, but they would review them and get them going. He also provided another bill to the Port for the additional application for a Conditional Use Permit that the County is requiring for Possession Beach Waterfront Park. That voucher is included for approval at this meeting. Once the County has received payment, they will go through the formal review process and hopefully kick out a permit as soon as possible.

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 Commissioner Ed Halloran and seconded by Gordon to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated March 28, 2022 as signed today in the amount of \$2,994.60. The Motion passed unanimously.

Workforce Housing Project on the Fairgrounds – Update/Grant Requests to Island County for Rural County Economic Development Funds (RCED) and American Rescue Plan Act (ARPA) funding: Reeves explained that he and Port Consultant Angi Mozer (CASE Solutions) are working on two grant applications – RCED and ARPA. After Gordon's conversations with some of the Island County Commissioners and Reeves' conversation with the County's Budget Manager Doug Martin, Martin had suggested the Port submit a grant request for both programs - \$150K under the RCED and a request for the entire \$500K that the Port is seeking under the ARPA program. That way, the County Commissioners can decide if they want to award it all from one fund or split it, but the bases would be covered.

Reeves had prepared a draft ARPA request in the form of a memo outlining the project with some concept drawings, while Mozer drafted the RCED Funding Application and those were provided to the Commission on Friday, March 25th. Since then, Mozer made a few changes and added information to the RCED Application, and verified that there is a 10% match requirement. The deadline to submit the RCED request is March 31st and the ARPA request is the same. The Budget Manager thinks the County will simply award \$500K from ARPA funds and that will be his recommendation to the Commissioners. Gordon asked for more information regarding the matching contribution if the County Commissioners approve the RCED request. Reeves explained that the request for \$150K means the Port has to match with \$15K for a total of \$165K, and that would be the piece that is more focused on the infrastructure investigation for rebuilding the concession stands with the ancillary housing project above. The grant request is not for the whole project – it's more toward the economic development piece of renovating the concession stands. The ARPA request is more focused on the whole project. Gordon asked if the match could be in-kind with project enhancements or other things unspecified. Mozer said in-kind was listed as an option in the instructions. Gordon wondered if the Port could use the money it has spent for legal opinion, work on easements, etc. could be used for that match rather than cash. In that case, the project doesn't need to be \$165K, it could still be \$150K and the County would just fund less and the difference would be in-kind. Reeves cautioned that the current RCED grant didn't include any expenditures prior to the grant agreement being signed. Anything the Port did prior to November 2017 did not count as the match requirement. Gordon said he doesn't want the Port to have to come up with \$15K cash. Reeves and Mozer will look at the document and see if it can be "word-smithed" a little or bring the total ask down to \$150K instead. Gordon it's okay to leave it at \$165K, but he'd really rather spend only \$150K on that phase of the project, because that could have a secondary effect on how much ARPA funding will be provided for the rest of the project (\$335K instead of full \$350K).

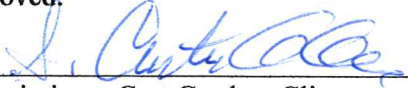
Gordon asked if the County had a process for an ARPA application. Reeves said that Budget Manager Doug Martin had reviewed the Port's request and said it meets all the information requirements he needs to put it before the Island County Board of Commissioners. It appears the Port has created the ARPA application for Island County since they didn't have one.

Washington Public Ports Association (WPPA) – Potential visit April 14th and Spring Meeting attendance: Gordon has talked with WPPA Deputy Director Victoria Lincoln regarding housing funding through the legislature and WPPA Senior Director, Trade & Transportation regarding passenger ferry funding. Both are interested on doing a road trip and coming to South Whidbey. They will come on Thursday, April 14th and hopefully all 3 Port Commissioners, Reeves and Mozer will be able to join on a tour of the Port's facilities. Halloran said he would plan to attend.

WPPA's Spring Meeting is May 3-5 in Stevenson. Reeves will travel there on Tuesday, attend the Wednesday session, and return on Thursday. Gordon plans to do the same as he needs to be back for a meeting Thursday evening with the Port of Everett and the group of impacted parties on the waterfront in Mukilteo for the culmination with the Port of Everett's consultant. Hopefully Commissioner Jack Ng will be able to attend as well, especially on Thursday.

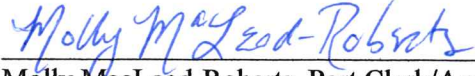
ADJOURNMENT: Without any further action, the Meeting was adjourned at 4:31 p.m.

Approved:



Commissioner Curt Gordon, Clinton

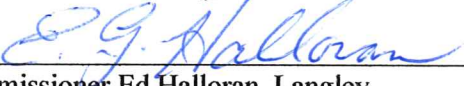
Minutes prepared and submitted by:



Molly MacLeod-Roberts, Port Clerk/Accountant

ABSENT

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.