

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

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/85919518112?pwd=MTZrWlZZOW11UE5WS2lqWDBDV3Jpdz09>

Meeting ID: 859 1951 8112

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One tap mobile

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Find your local number: <https://us02web.zoom.us/u/kchLqVPAjm>

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

Resolution 22-01: Appointment of Executive Director Stan Reeves as Investment Officer

Resolution 22-02: Extending Comprehensive Scheme

Consent Agenda: Approval of March Vouchers in the amount of \$65,124.21 and Minutes from the Regular Meeting of January 11 and February 8, 2022.

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 January 2022 Financial Statement

Clinton Dock/Surface Transportation Block Grant

Shoreline Maintenance Permits – Update

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

Workforce Housing Project on the Fairgrounds

Possession Beach Park Piling Damage

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

March 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, March 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.

COMMISSIONER ACTIONS

Resolution No. 22-01: Appointment of Executive Director Stan Reeves as Investment Officer: Gordon explained the Port is required to adopt a resolution each year identifying the individual authorized to order the deposit or withdrawal of monies in the local government investment pool with the Island County Treasurer.

ACTION: A Motion was made by Commissioner Jack Ng and seconded by Commissioner Ed Halloran to approve Resolution 22-01 designating Executive Director Stan Reeves as Investment Officer until January 31, 2023. The Motion passed unanimously.

Resolution No. 22-02: Extending the Comprehensive Scheme: Gordon explained that the Port's 2020 Budget included funds for updating the Comprehensive Scheme, but with the outbreak of Covid-19 it was shelved.

ACTION: A Motion was made by Halloran and seconded by Ng to approve Resolution No. 22-02 to Extend the Comprehensive Scheme of Harbor Improvements, 2013-2019 indefinitely. The Motion passed unanimously.

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 Meetings of January 11 and February 8, 2022.

ACTION: A Motion was made by Ng and seconded by Halloran to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated March 2022 as signed today in the amount of 65,124.21. The Motion passed unanimously.

PUBLIC COMMENT: None.

EXECUTIVE DIRECTOR REPORT:

Financial Update and January 2022 Financial Statement: The Commission acknowledged receipt of the January 2022 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received approximately \$24,000 in operating, tax, and capital revenue and incurred approximately \$77,000 in operating and capital expenses during January 2022. One of the reasons why the revenue is so low is that the Port typically receives a few thousand dollars in property tax in January, but this

year received only \$106. He expects to get much more in February to make up for that delta. Ending cash balance at 1/31/22 was just under \$1.4 million consisting of and \$730,249 in the General Fund and \$666,629 in the Bond Fund. South Whidbey Harbor is off to a slower start than last year, mainly due to the severe weather in January and February. Humphrey Road Parking Lot has pulled in slightly more than forecasted, and the Fairgrounds is doing a little better than projected. Overall, the Port's finances are close to expected. Expenses are still on the low side due to the vacancies for the positions of the Fairgrounds Director and the Fairgrounds Marketing & Events Coordinator. Reeves plans to advertise the Fairgrounds Director position by the end of the week. The Port is still behind on spending for the Capital Improvements at the Fairgrounds. Reeves agreed to send the Commissioners the Job Description. He explained there were some changes from the previous version: a Bachelor's Degree and extensive project management experience are now preferences instead of requirements.

Clinton Dock/Surface Transportation Block Grant (STBG): On March 1st, Washington State Department of Transportation (WSDOT) approved the contract with KPFF with some minor changes to the verbiage. For the last week, Reeves and Port Consultant Angi Mozer (CASE Solutions) have been working with KPFF on finalizing the contract and he signed it yesterday (for \$414K and change - about \$1K less than the Commission authorized during the regular January meeting). They are working on coordination of the kick-off meeting on March 14th or 15th, including the location and the time. The weather forecast isn't ideal to meet at the Clinton Dock, so they are looking for an indoor meeting space. The Port is on a timeline to meet the first WSDOT billing cycle, so the Port will need to have a Special Meeting at the end of March (tentatively March 28th) to approve a voucher to KPFF for the kick off meeting. That will enable the Port to submit for reimbursement from WSDOT and keep the obligation active.

Shoreline Maintenance Permits – Update: Still waiting for an update from Island County. The last communication from the US Army Corps of Engineers was that the Port should expect the permits by now. The most recent communication from Island County indicated it would be another 120 days. Reeves speculated that the cause for the delay could be due to the turnover of staff in the Planning Department, resulting in confusion as to the requirements and the Port subsequently had to resubmit three different times. The initial application for permitting was submitted to Island County at the end of July 2021. **Island County Commissioner Melanie Bacon** said that's insane and asked Reeves to email her about the situation and she will check on it. She said there's a big disconnect – the Planning Dept. told her they “finally have no open positions and they are doing great.” There's a big disconnect and she will look into it for the Port – it should not take this long. Gordon said the Port would greatly appreciate any help she can provide.

Hat Island Ferry Service: Nothing has happened with regard to regular service 4 times per day/7 days per week as there aren't any funding sources for the operational costs. The Port will move forward on having the ferry bring Hat Island residents over for day stop tourist visits to South Whidbey Harbor. Gordon wondered if the Port can still work on subsidizing the Hat Island Ferry bringing people to/from the Port of Everett on Friday, Saturday and Sunday during the summer.

Fairgrounds Capital Projects (Coffman Kitchen and 4-H Restroom Renovations): Reeves explained that after nearly completing the review and editing of the project manual, he discovered that the base documents (architectural standard AIA contracts and documents) are superseded and obsolete. In the updated version, the terms and conditions have all changed slightly and since large portions of the project manual reference those documents, it will need to be re-evaluated.

While discussing the plans for the 4-H Restroom Renovations, Reeves had previously asked Davido Consultant Group (DCG) what additional services they could provide, and DCG indicated they could prepare those sections of the document. Reeves thinks that is the best route so the project can go out to bid. DCG has provided a quote, in conjunction with Stig Carlson Architecture (their subcontracted architect) in the amount of \$17,420 for bidding and construction administration of the 4-H Restroom Renovations. Once that project manual is done, Reeves can take that same manual and apply it to the Coffman Kitchen project.

ACTION: A Motion was made by Halloran and seconded by Ng to approve Stig Carlson Architecture's Additional Services Proposal for Bidding and Construction Administration of the 4-H Restroom Renovations in the amount of \$17,420. The Motion passed unanimously.

Workforce Housing Project on the Fairgrounds: The Port will submit a Rural County Economic Development (RCED) grant application to Island County at the end of the month to request funding for initial engineering and design for the concessions area with housing above it, to determine if the infrastructure in place is sufficient, etc. and what else would be needed if it isn't. The grant application will be on the agenda for the Special Meeting on March 28th prior to submittal to Island County by March 31st. The Port is requesting a total of \$150K from RCED funding (\$75K for engineering/\$75K for design). Gordon noted that the project is very specific to economic development.

Possession Beach Waterfront Park Piling Damage: After speaking with Nickel Bros House Movers regarding the damage to the piling, Reeves recommends filing a claim with Enduris (the Port's insurer) who will then notify Nickel Bros of the claim. There will likely be an issue as to who is responsible because the barge company is a subcontractor to Nickel Bros and has its own insurance. Enduris will figure it out once Nickel Bros has provided the contact information. Reeves plans to use DCG to manage the project to reset the pile or to replace the pile if necessary. The cost to just reset the piling is \$29K and does not include the costs for any environmental studies or permits that will be needed. That process could take 1½ - 2 years, so it might be a while before the issue can be resolved.

Workforce Housing Project on the Fairgrounds (continued): Gordon recently talked with the Chair of the Housing Authority Board. Workforce housing will require people to fit in a salary range, etc. and he's been keeping an eye out for a group to potentially manage that for the Port. Goosefoot had indicated they might have a separate non-profit management group, but he doesn't know if they are doing that now. However, the Housing Authority Board is interested in meeting with the Port and discussing this project to see if they could manage it once it's built. A dual board meeting should be held in the next month or two.

STATUS REPORTS:

Fairgrounds: Events are starting to fill in at the Fairgrounds; it's much better than last year as far as interest goes. The Fairgrounds Director position will be advertised at the end of the week; Reeves said he will send out the job description to the Commissioners beforehand.

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. **Possession** Caretakers Jim & Jeannette Conover have been busy with trimming trees and other landscaping projects around the property. A new stove has been installed in the residence. Kisch cleaned up a large maple tree that was blocking the Dorothy Cleveland Trail, and an arborist took care of two trees near the property line. A new bucket has been ordered for the backhoe but will take a couple of months to arrive. Repairs on the floats at **Bush Point** have been held up at the galvanizing shop. Once the hinges have been galvanized, the contractor will bolt them on and the floats will be scheduled for launch. Kisch is working on oil changes for the vehicles and prepping tools for spring maintenance.

South Whidbey Harbor

Harbormaster Report: Patrick Boin was on hand to present his monthly report. February was a little slow, with lots of wind and water. Murder Mystery Weekend was the last weekend in February; the Harbor had Clue #34 with lots of foot traffic on both days with some people making moorage reservations for the spring and summer. Port staff finally found a solution for the restroom trespassers at the Harbor – a metal door latch guard will prevent individuals from accessing the locking mechanism. A boater that had recently arrived at the Harbor had a medical incident at the top of Wharf St requiring the use of an AED followed by

an airlift to Providence Hospital. The incident reiterated to him the importance of up-to-date CPR and First Aid training for all Harbor staff. The first yacht club visit for the season will be in March with 3 more clubs in April. The 112-ft Lady Washington will be at South Whidbey Harbor from May 16-24.

The Hat Island Ferry would like to have a couple of runs per week. Boin will ask that any Sunday visits occur after 11:00 a.m. (the check out time).

ACTIVITIES/INVOLVEMENT REPORTS

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

IRTPO: Gordon explained that the Technical Advisory Committee (TAC) vets all projects that come through the IRTPO. Since elected officials are sometimes appointed to the TAC without really understanding what it does, Island County Commissioner Melanie Bacon proposed a joint meeting of the IRTPO Policy Board and the TAC. Todd Morrow (Executive Director, Island Transit) discussed restarting Sunday bus service. The group was also updated regarding the appropriation funds for a trail from the “downtown Clinton” area to Ken’s Korner. Previously, the project had \$800K-900K from legislative funds to get it started and research acquisition for the trail. Gordon believes State Representative Dave Paul was the one that got that funding approved, and at the recent IRTPO meeting, they learned that another \$3.5 million has been appropriated through the State Legislature and they feel the project is fully funded. It will take almost 4 years, but it’s really good news for Clinton. Island County will manage the funds and the project.

CCC: The group had a lot of discussion about the situation with the ferries, but there is nothing that they can really do about it. They are cleaning up Dan Porter Park in preparation of the Annual Easter Egg Hunt. A transportation grant was previously awarded to improve the walkway from the Clinton Park & Ride behind the post office down to the ferry dock. WSDOT engineered it and put it out to bid, but unfortunately, the bids for the project were much higher than they had money for so it’s back to the drawing board.

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

COG: Ng was unable to attend so Reeves attended in his place. Most of the meeting was a briefing on Island County’s 2021 Climate Action Plan, which was essentially a study on greenhouse gas emissions: what could be done to reduce gas emissions, etc. It indicated one way to reduce vehicle traffic on the Island would be to have parking in Mukilteo so people can walk on the ferry instead of driving their vehicles. Reeves agreed, noting that the Port has been working on that for at least 12 years. Island County Commissioner Janet St. Clair planned to propose hiring a Planned Sustainability Manager during County Board of Commissioners. The manager would look at the recommendations and determine what is/isn’t feasible, and figure out that study on greenhouse gas emissions can be translated into an actual plan.

WPPA: No report.

P&M: No meeting held.

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

Langley: He attended the 2-hour meeting the night before; it was focused on the City’s policies and procedures.

MRC: The group is settling in with the management changes.

EDC: Halloran looks forward to attending his first EDC meeting on March 17th. EDC Executive Director Sharon Sappington reported that the Washington State Department of Commerce (DOC) is putting together the Working Washington 5.0 grant program which \$70 million and could be higher. Two-thirds of the funding is expected to go to the Arts & Heritage Sector, which could really benefit South Whidbey with its various arts sector businesses. The DOC is requesting input not from businesses or artists, but from from Arts & Culture or Heritage organizations, or other organizations that understand grant processes. She will forward the online form to the Port. Gordon noted that the DOC also has a housing trust fund that the Port might be able to tap into and perhaps the EDC could help with that. Sappington agreed, noting that the EDC

is the County's partner with the DOC. He asked her to look into the housing trust fund and let the Port know how to go about applying for housing funding for the project in Langley.

Commissioner Melanie Bacon said the Board of Island County Commissioners met to discuss the American Rescue Plan Act (ARPA) funds. They have a list of projects, and the Port's Workforce Housing at the Fairgrounds is the #1 project on that list. The Port is the farthest along in knowing what it wants to do and visualization. Gordon explained that the County has designated \$9 million of ARPA funds for housing and the Port intends to apply for a grant of \$350K for design and permitting of the Fairgrounds housing project. He thanked Bacon for the update.

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: Regarding Mukilteo Parking, Gordon has been invited to attend a Port of Everett planning meeting tomorrow with stakeholders who will be reviewing available properties on the Mukilteo waterfront. The new mayor of Mukilteo will also attend. Gordon will provide a report of the meeting next month.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 5:04 p.m.

Approved:



Commissioner Curt Gordon, Clinton

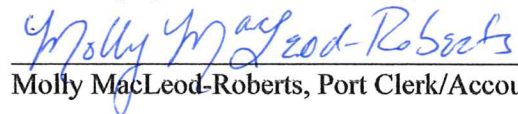


Commissioner Jack Ng, Freeland



Commissioner Ed Halloran, Langley

Minutes prepared and submitted by:



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 April 12, 2022, which was held online via Zoom Meeting.**