

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

Held via Zoom Meeting Service  
Tuesday, April 12, 2022 at 4:00 p.m.

**AGENDA**

**Join Zoom Meeting**

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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 April Vouchers in the amount of **83,438.34** and Minutes from the Regular Meeting of March 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 February 2022 Financial Statement**

**Clinton Dock/Surface Transportation Block Grant – Update**

**Shoreline Maintenance Permits – Update**

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

**Workforce Housing Project on the Fairgrounds**

**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

April 12, 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, April 12, 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 March 8, 2022.

**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 April 2022 as signed today in the amount of \$83,438.34. The Motion passed unanimously.

**PUBLIC COMMENT:** None.

**EXECUTIVE DIRECTOR REPORT:**

**Financial Update and February 2022 Financial Statement:** The Commission acknowledged receipt of the February 2022 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received approximately \$26,000 in operating, tax, and capital revenue and incurred approximately \$69,000 in operating and capital expenses during February 2022. Ending cash balance at 2/28/22 was \$1,353,913, consisting of and \$686,932 in the General Fund and \$666,981 in the Bond Fund. The finances are close to projections. Things are still slow on some of the capital projects, but Humphrey Road Parking Lot is actually picking up business quicker than anticipated. There's been a slight improvement from the Fairgrounds over last year, and the South Whidbey Harbor is right on track with projections in spite of the bad weather during the first 3 months of this year.

**Clinton Dock/Surface Transportation Block Grant (STBG):** The contract with KPFF was executed on March 7 and a kick-off meeting was held March 15<sup>th</sup>. The Commission approved KPFF's voucher at the Special Meeting on March 28<sup>th</sup> and payment was mailed April 6<sup>th</sup>. Reeves and consultant Angi Mozer (CASE Solutions) prepared and submitted the request for reimbursement to Washington State Department of Transportation (WSDOT) on April 6<sup>th</sup> (the deadline was April 13<sup>th</sup>). The Port is on track to keep the STBG current. Going forward, the Port needs to submit an invoice at least every 90 days, preferably once per month. A monthly progress meeting will be held with KPFF to stay informed and continue billing to keep the project active from WSDOT's perspective.

**Shoreline Maintenance Permits – Update:** Since the last regular meeting, the Port has received permits from the U.S. Army Corps of Engineers (USACE). Per the Port's consultants, Reeves went ahead and submitted an application to the Washington State Department of Fish & Wildlife (WDFW) requesting an extension to the end of this year. WDFW then issued 5-year permits. Now, the only agency that has not

issued a permit is Island County. The Port paid an additional fee, and went through the process of posting Notice of Application signs on the properties today. The signs will be up for 30 days, the County will then generate the SEPA Determinations of Non-Significance (DNS), and hopefully the Port will receive the permits by June or July.

Gordon reiterated that Reeves submitted the permit applications to all the agencies 1.5 years ago so the Port could continue to do maintenance on its boat ramps. USACE is usually the toughest on scrutinizing, etc. and takes the longest...the Port already has that permit. The next "toughest" is WDFW...and the Port has that permit. At the regular March meeting, Island County Commissioner Melanie Bacon was surprised to learn about the permitting issues. Gordon summarized that the biggest problem has been Island County itself. He added that it's important to know that Reeves did a great job or we wouldn't have our permits from those very difficult agencies. Since every other agency has provided permits, the Port should be able to go ahead with maintenance of the boat ramps. Reeves noted that after he received the USACE permit on March 18<sup>th</sup>, he emailed Bacon an update and the details. That was a Friday afternoon, and on Sunday evening the person at Island County working on the Port's permits sent an email indicating "it's at the top of our list; we're going to get a comment period going, etc." Reeves doesn't know if Bacon reached out to someone in the Planning Department and got things going, but action started 2 days after she received the email.

**Hat Island Ferry:** The manager sent a message to various municipalities/port districts/organizations with a proposed budget of \$1.4 million to run a one-year trial of passenger-only service between Langley and Everett. The Port's portion of that cost would be an estimated \$27K and the Port of Everett would charge them \$50K. Gordon suggested the Port should go back to the original idea of a passenger-only ferry service on Fri-Sat-Sun only and seek funding for it as a pilot program. Hat Island has sought money from Snohomish County for their share of the Coronavirus Aid, Relief and Economic Security (CARES) funds or American Rescue Plan Act money. Ng agreed, and added that working in partnership with Hat Island Ferry, Island Transit, Port of Everett, etc. would be beneficial.

**Fairgrounds Capital Projects (Coffman Kitchen and 4-H Restroom Renovations):** Davido Consulting Group (DCG) has been contracted to provide bidding and construction administration for the 4-H Restroom project, including development of the specifications and project manual. Once that manual is done, Reeves will use it as a template for the Coffman Kitchen project manual. Once that's done, both projects will be put out to bid as soon as possible. Goosefoot's \$346,000 package was approved by Congress, but they don't know how they access that money and get it to flow to the Coffman Kitchen project. They are still working with U.S. Representative Rick Larsen's office to figure that out. Gordon asked if Davido's subcontracted architect Stig Carlson Architecture would be the project coordinator for the 4-H Restroom project and Rick Brown of Brown Associates/Architects would be the project coordinator for the Coffman Kitchen project. Reeves confirmed that was correct.

**Workforce Housing Project on the Fairgrounds:** The Port submitted the Rural County Economic Development (RCED) grant application to Island County at the end of March in the amount of \$150K to request funding for initial engineering and design for the concessions area with housing above it. The Port also submitted a request to Island County in the amount of \$500K from the County's ARPA funds to cover both that initial \$150K and another \$350K to get through complete project package for engineering, design, permitting and other costs associated with creating a complete project package for bid purposes. Reeves explained that Island County has the two pots of money (RCED & ARPA), and by applying for both, Commissioners have the opportunity to award some from each fund. The County's Budget Manager thinks they will probably simply award the Port \$500K from ARPA funds, which is easier and cleaner from an accounting perspective. Reeves doesn't know when the decision will be made; the County is evaluating all the requests received for the RCED funds over the next 30 days. The Port might know in a month if the \$150K proposal has merit and if so, would likely be asked to provide a presentation to the Board of Island County Commissioners the following a month. If awarded, the funds would probably be available the

following month. The ARPA funds could be discussed at their Commission meeting and the funds could be awarded immediately following that discussion.

Reeves recently met with South Whidbey School District (SWSD) Superintendent Jo Moccia to discuss the possibility of using the SWSD property on the north side of Dalton Rd to support the Workforce Housing Project. Moccia added the topic to the April 27<sup>th</sup> School Board meeting. Gordon will provide a brief presentation and a concept sketch to seek an easement for the parking spaces.

Gordon reported that the Chair of the Island County Housing Authority Board said the group is excited to meet with the Port and discuss potential long-term management of the project once it is built. He doesn't want future Port Commissioners to have to manage a housing project that has to fit within certain incomes, etc. They may even have funding available to assist and monitor tenants. Gordon would like to meet with the group in May. Once funding has been established for permitting & design, he would like the Port to meet with the City of Langley right away to discuss overlay zoning, etc.

**In-Person Meetings:** Halloran would like for the Commissioners to be able to sit down together and work out a plan on who to talk to, etc. Gordon explained that he is working with Port Staff on returning to in-person meetings. The Commissioners need to evaluate the Executive Director in an Executive Session and also conduct a public work session.

Reeves explained that although the Governor has lifted some of the restrictions, others are still in place. Currently, the Port can hold in-person meetings but must also provide online access to the public. The issue has been finding a location that would accommodate both. Sno-Isle Libraries have reopened their conference room in the Freeland Library and the Port can resume holding its meetings in that space which has wi-fi capability and a projection screen available. He has purchased a Meeting Owl Video Conferencing device equipped with multiple cameras and microphone that focuses in on the current speaker. The Commission agreed the next regular meeting should be held in person if possible.

#### STATUS REPORTS:

##### **Fairgrounds**

**Executive Director:** There is a lot more interest in events as things are opening again. Adventure Cycling will be booking an event in June. If the Blue Heron Canoe Family can find a place to land their canoe in the Langley area, the Port will accommodate the group camping at the Fairgrounds July 7-9. It is not feasible to land the canoe at the South Whidbey Harbor during that busiest week of the year (holiday week, crabbing season opens, etc.). Ragnar Relay is scheduled for July 15-16 and the Car Show will also return in August.

Reeves reviewed all the applicants for the Fairgrounds Director and chose a finalist. He will meet with her for the 2<sup>nd</sup> time on Friday for a walkthrough with the Fair Association (to identify a "punch list" of items to get done prior to Fair) and the Campground Host/Maintenance Tech.

Gordon noted that Reeves had done a great job at the Fairgrounds, but it takes up a lot of his time so he's pleased the position will be filled soon. He also said that Reeves had done a great job financially getting the Fairgrounds through Covid.

##### **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. He picked up the new loader bucket for the backhoe at Possession Beach in Mt Vernon. Due to the special attachments on the old bucket, he had to wait until after the boarding floats were launched for the season to move the attachments to the new one. Five of the six floats have been installed; it won't be possible to launch the sixth one this year as it has too much damage. He worked with Island County to reinstall a "BOAT RAMP" sign at the intersection of Cultus Bay and

Possession Road. Kisch spent the last week of March breaking up and loading the remaining float from Clinton Dock into dumpsters at Possession. On April 1<sup>st</sup>, another float just like it washed up onto the middle of the ramp! Washington State Department of Natural Resources will come and remove it later in the month. A chipper was rented to clean up limbs up at the Fairgrounds, Bush Point and Possession. The backflow prevention valves at both the Harbor and the Fairgrounds passed inspection. Campground Host/Maintenance Ben Wooldridge's efforts with frost prevention interventions were successful. Repairs to the Bush Point boarding floats on the new hinges are completed; launch is scheduled for the evening of March 18<sup>th</sup>.

Gordon asked about the 6<sup>th</sup> float at Possession. Kisch said they are working on getting an assessment of all the floats there as several parts were broken last year with the large wakes and the storms, and will need to look at new hinges or possibly new floats. Gordon asked if Davido Consulting Group had looked at the floats since they are already looking at the piling that was damaged. Reeves said the hinges are definitely deformed, but even if that 6<sup>th</sup> float was operational, it probably couldn't be installed because that last piling is so far offset that the piling hoop can't go around it. Gordon summarized that there is definitely a secondary effect of that bent piling because the Port can't offer the service it usually provides to its constituents. He believes the Port needs to get back to 6 floats. Reeves explained the initial plan was to see if the new hinges work at Bush Point, the Port would have that company do the same work at Possession but due to the delays in galvanizing the Bush Pt. project took 2 months longer than expected. Gordon noted that there are available from Recreation & Conservation Office and Boating Infrastructure Grants available for boarding floats and the Port might need Davido to figure out a project for Possession.

### **South Whidbey Harbor**

Harbormaster Report: Patrick Boin was on hand to present his monthly report. March was a very rainy month but there was an uptick in transient moorage. Yacht club visits have started and he is preparing to advertise for seasonal help at the Harbor. The golf cart and a 2<sup>nd</sup> dumpster will be on the property the 3<sup>rd</sup> weekend of May for the duration of the season. Regarding the potential weekend visits from the Hat Island Ferry, he has three concerns: increased use of restrooms, parking issues and adequate staff. The Ferry will need to work closely with the Harbor in advance in order to plan and accommodate the 46' vessel, but he is absolutely willing and excited to support the effort. The biggest issue will be parking and "no ferry parking" might be the way to deal with it. Gordon agreed and noted the director of Island Transit said they would help manage shuttles up and down the hill. Ng noted that the Port still needs to conduct a joint meeting with the City of Langley.

### **ACTIVITIES/INVOLVEMENT REPORTS**

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

**Langley:** Halloran attended but asked Langley Councilmember Thomas Gill to provide a report. Gill said the meeting largely centered on process. In the last couple of months, a lot of the discussion has revolved around the possibilities and issues of the Cole Valley project.

**MRC:** The group held a successful Strategic Planning Retreat on March 19<sup>th</sup>.

**EDC:** Halloran attended his first meeting on March 17<sup>th</sup>; the next meeting takes place May 19<sup>th</sup>.

**Joint Parks Committee:** No meeting held.

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

**COG:** Gordon was only able to attend the first part of the meeting for Ng, so he asked Reeves to provide the report of the March 23<sup>rd</sup> meeting. The preponderance of the meeting was a lengthy cybersecurity/phishing presentation and how to protect organizations from such attacks. He downloaded the presentation and sent it out to all Port employees. COG also approved sending the letter drafted by the mayor of Coupeville expressing displeasure with Washington State Ferries and the lack of service (issues with commutes, missed doctor appointments, a 4-hour trip has become a 12-hour trip, etc.). Island County Commissioner Janet St. Clair gave an update on Whidbey Health's problems. Reeves said it sounds like a lot of changes will need

to be made due to all the financial problems that are happening there. Langley Mayor Scott Chaplin volunteered to be the COG representative on the Salmon Recovery Technical and Citizen Committee. Gordon said it was very interesting learning about a product that comes from tires as they wear, and if it gets into Puget Sound has a dramatic effect on young fish that is irreversible. It was discussed in IRTPO because as part of permitting/build out, the chemical can be contained if it goes through 6-8 inches of sand filtration. It will really change how a lot of projects are permitted with WDFW very much involved.

**WPPA:** As discussed during the Special Meeting on March 28<sup>th</sup>, WPPA Deputy Director Victoria Lincoln and WPPA Senior Director, Trade & Transportation will visit South Whidbey on April 16<sup>th</sup> to have lunch, give guidance on funding sources and tour the Port's facilities. They will be here on Thursday, April 14<sup>th</sup> and hopefully all 3 Port Commissioners will be able to spend at least part of the time with them.

**P&M:** No meeting held.

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

**IRTPO:** Island County Commissioner Melanie Bacon arranged the joint meeting with the IRTPO Policy Board (elected officials) and the IRTPO Technical Advisory Committee (paid city/county employees and 3 citizens-at-large who are appointed by the Island County Commissioners).

**CCC:** No report.

**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 5:33 p.m.

Approved:

Minutes prepared and submitted by:

via Zoom meeting  
Commissioner Curt Gordon, Clinton

Molly MacLeod-Roberts  
Molly MacLeod-Roberts, Port Clerk/Accountant

Jack Ng  
Commissioner Jack Ng, Freeland

Ed Halloran  
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.