

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

Held at Freeland Library Meeting Room, 5495 Harbor Avenue, Freeland WA 98249
With virtual access via Zoom Meeting Service
Tuesday, May 10, 2022 at 4:00 p.m.

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/82961740255?pwd=c01iNmRqSUZxeDlhV3FUekNzY3pLdz09>

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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 May Vouchers in the amount of \$70,045.39 and Minutes from the Special Meeting of March 28, 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 March 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), Washington Public Ports Association (WPPA) and Port-wide Marketing & Promotion Committee (M&P)

Halloran: Marine Resources Committee (MRC), Economic Development Council (EDC), 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

EXECUTIVE SESSION

To Discuss the Performance of a Public Employee as allowed by RCW 42.30.110(1)(g)

NEW BUSINESS

Setting the Salary of an Individual Employee

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

May 10, 2022

Held in Freeland, Washington
and online 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), Pat Kisch (Maintenance and Operations Supervisor) and Amanda Ellis, Fairgrounds Director

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, May 10, 2022, in person at the meeting room of the Freeland Library at 5495 Harbor Avenue in Freeland, Washington and online 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 Special Meeting of March 28, 2022.

ACTION: A Motion was made by Commissioner Ed Halloran and seconded by Commissioner Jack Ng to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated April 2022 as signed today in the amount of \$70,045.39. The Motion passed unanimously.

PUBLIC COMMENT: None.

EXECUTIVE DIRECTOR REPORT:

Financial Update and March 2022 Financial Statement: The Commission acknowledged receipt of the March 2022 Financial Statement which was distributed to them previously. Executive Director Stan Reeves said the cash balances are just about as projected, with the exception of capital projects that are still running behind. Revenue was a little behind schedule at South Whidbey Harbor and a little ahead at Humphrey Road Parking Lot which evened things out. He reported the Port received approximately \$122,000 in operating, tax, and capital revenue and incurred approximately \$57,000 in operating and capital expenses during March 2022. Ending cash balance at 3/31/22 was just over \$1.4 million, consisting of \$743,408 in the General Fund and \$667,337 in the Bond Fund. Gordon said he appreciates that the year-end projections have stayed really consistent.

Clinton Dock/Surface Transportation Block Grant (STBG): The Port received the first reimbursement check (just over \$1,600) from Washington State Department of Transportation (WSDOT); turnaround time from submittal was just 2 weeks. During the first of the monthly progress meetings with KPFF, the company provided graphics of very preliminary options for the new dock design somewhat based on the existing surface area of the Clinton Dock and some preliminary data on the wave action/tide flow/water depth, etc. Option 1A indicates the best way is to make it a linear dock and uses the existing gangway with an 88'x16' dock, which is essentially the same surface area as the previous dock. The reasoning for using the same surface area is there would be little or no mitigation required. However, Reeves noted that Option 1A is not very functional for the Port's purposes. Even with the 80' gangway, it won't be ADA-compliant at least 50%

of the time and it's narrow so it could be a red flag when it comes to permitting issues. Option 1B shows a new 120' gangway that is at least 4' wide, and the actual dock is 98'x25'. A dock that size has advantages: The smaller dock of Option 1A would require pilings on one side which could make it difficult to get boats in on both sides of the dock, depending on the size of the boats. With Option 1B, the pilings could be down the center of the floats which could conceivably have 2 passenger-only ferries on the dock at the same time. Reeves gave KPFF initial guidance to move forward on Option 1B, but since this is just preliminary investigation, it can always be changed if the Commission does not want to go that route. Gordon would like to pursue Option 1B as it would be so much more usable and offers a substantial long-term solution. The weight and size would also hold up better from the ferry prop wash. The Commission agreed.

An aide from U.S. Representative Rick Larsen's office emailed and telephoned Reeves earlier in the day, inviting him to join a virtual Town Hall meeting on Thursday, May 12th regarding some of the transportation-related infrastructure money that is coming down the pike. The aide called the Port specifically because of the conversations Port representatives have had with Larsen regarding the Clinton Dock project. Reeves will be attending, and Gordon will as well.

Shoreline Maintenance Permits – Update: The County-required Notices of Application have been posted and Reeves will submit the affidavits that it was done tomorrow. Once the public comment period ends, Island County will hopefully issue the permits.

Fairgrounds Capital Projects (Coffman Kitchen and 4-H Restroom Renovations): The Island County Commissioners have extended the 2018 Rural County Economic Development grant so the Port has through 12/31/23 to spend the money. Davido Consulting Group (DCG) has indicated the 4-H Restroom Project should be ready for permitting next week. They are working on the Sections 00 and 01 of the specification documents for that project. Reeves will then use that document for the Coffman Kitchen Project, as most of it will be boilerplate contract language, with some "pen & ink changes" for the specifications for Coffman. Hopefully it will get moving in the next week or so. The last time the Port sought permitting with the City of Langley, it didn't take too long – about two months for the whole process (Design Review Board, Planning Department, etc.) Reeves said it is conceivable that the Port could be ready to go out to bid for both projects right after the Whidbey Island Fair (July 28-31).

Gordon asked about the grant that Goosefoot obtained through Representative Larsen's office – is there a specific use for it? Will it be funneled through just for tenant improvements or can it be used for the remodel? Reeves said it was originally submitted through the Community Development Program, and it was an application for funding of the actual construction of the Coffman Kitchens. Goosefoot has been trying to get information on how and when to get the money and what strings are attached, etc. They haven't heard anything yet. Reeves noted that it's entirely possible that in order to get that federal money, a long-term lease with the Port will need to be in place.

Workforce Housing Project on the Fairgrounds: Gordon made a presentation of the project to the South Whidbey School District Board (SWSD) on April 27th and discussed a possible easement on school property to accommodate resident parking for the project. At the end of the meeting, SWSD Superintendent Dr. Jo Moccia gave a presentation on the demographics of the district, including the declining enrollment over the next several years, the aging population, etc. They also discussed the cost of living on South Whidbey and the need for affordable housing for families with school children and their own teachers. The SWSD appears to be actively considering how it can be involved with workforce/affordable housing on South Whidbey.

STATUS REPORTS:

Fairgrounds

Fairgrounds Advisory Committee (FAC): Only 4 of the 12 FAC members attended the monthly meeting on April 13th. Participation has significantly dwindled from 4 years ago. The only time Reeves used his emergency powers during COVID was to suspend the FAC Bylaws. If he hadn't done so, they would not

have been able hold a meeting because they did not have a quorum. He noted that it might get to the point where he recommends the committee be disbanded. He acknowledged that the FAC was a contractual requirement with Island County, but he noted that the County hasn't participated in a year and a half and opted out of being a voting member on the Committee. If it gets to that point, Gordon recommended consulting with the Port's attorney first.

Gordon noted that that the Fairgrounds Campground was the hardest hit financially during COVID, and asked if any changes are being considered (changing length of stay, etc.) and if there are any grants being considered for improvements. Reeves has talked a little bit with new Fairgrounds Director Amanda Ellis about what can be done initially to improve it: marking the campsites, numbering the spots and eventually getting some sort of reservation system and marketing. Gordon noted that the South Whidbey Parks & Rec District (SWPRD) had hired a consultant to design their campground and suggested Reeves talk to SWPRD Executive Director Doug Coutts about it. Reeves is actually meeting with Coutts next week, and will also discuss the Joint Parks Committee and the Memorandum of Understanding.

Workforce Housing (continued): Gordon wanted to acknowledge that the Port appreciates the letter that the City of Langley forwarded to Island County that promises the planning structure will be there for the Fairgrounds Workforce Housing Project. As he said to the SWSD, "we're all partners in this and this benefits ALL of us."

Executive Director: Reeves introduced Amanda Ellis as the new Fairgrounds Director who officially started on May 1st. She is off to a great start and is already neck deep in half a dozen events. The Commissioners welcomed Ellis to the Port.

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. The repair work on the Bush Point floats was completed and the floats have been launched for the season. The new hinges are definitely higher grade and are performing well. The Washington State Department of Natural Resources collected the float that washed up on the ramp at Possession Beach last month. They filled the trailer with additional creosote material from the beach as well as the pile of debris that Possession Caretaker Jim Conover had captured and set aside. He posted the Notice of Application signs at Possession and Clinton Beach. Sometime before the next budget session, Gordon said he would like to sit down with Reeves and Kisch to talk about the condition of the Humphrey Road Parking Lot and share his ideas about the capital budget for the facility.

South Whidbey Harbor

Harbormaster Report: Patrick Boin was on hand to present his monthly report. He explained he was a little late to the meeting. A seal pup was prematurely delivered on the dock four hours earlier and he had to close A and B Docks to keep people away. Two yacht clubs visited the Harbor in April, and the 69' sailing vessel "Suva" visited in conjunction with South Whidbey Elementary School. Seasonal moorage has ended; there has been an uptick in requests from the 30' and under crowd for the 2022/2023 season – those are the hardest spots to fill. The Harbor has advertised seasonal job openings and Boin has already started interviewing. The Harbor will be fully staffed by Memorial Day weekend. Spot Prawn season will be open is 8:00 a.m.– Noon on May 25th and on June 9th. The Milltown Sailing Association will be coming for Memorial Day weekend, and the 112' Lady Washington will be on the dock for tours & sailings from May 19-24. Boin reported that the Evergreen State Ferry is still at Nichols' dock; the owner is talking to Port of Everett about moving there.

ACTIVITIES/INVOLVEMENT REPORTS

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

COG: Gordon attended the meeting in Ng's stead. Sharon Sappington (Executive Director, Economic Development Council) brought in the CEO from RAIN (Regional Accelerator & Innovation Network) who provided an overview on building an environment that supports entrepreneurship. Gordon thought that sounded like something the EDC would be doing, so he asked if it would be paid out of the EDC fund. Sappington said no, it would be a whole new fund paid for with other funding (CARES Act or ARPA, etc.). On the low end it would cost \$90K; on the high end it would be \$200K to pay RAIN for the marketing, etc. to promote entrepreneurs and start-ups.

WPPA: Ng and Gordon both attended portions of the WPPA Spring Meeting. Ng said it's always good to connect with other port commissioners and he learns something new at every meeting. WPPA's new website will be coming out soon and will include a Chat Room for members (port commissioners & staff) to log in and ask questions and share helpful information from other ports. Port commissioners are cautioned that a quorum of commissioners from the same port cannot participate in the same Chat Room discussion (violation of the Open Public Meetings Act). During the Economic Development Roundtable discussion, Ng learned that several port commissions hold retreats/workshops every few months and they also visit other ports. He suggested the Port of South Whidbey would benefit from doing both those activities. Ng encouraged the other ports to come visit South Whidbey and 3-4 were very interested.

Gordon said there were lots of changes at WPPA in the last few years and many members were not pleased with what WPPA was doing regarding the legislative agenda. Executive Director James Thompson resigned just before the Spring Meeting. The executive director from the Port of Skagit will step in as the Interim Executive Director for WPPA and the WPPA Executive Board will look for the new director. At the WPPA Board meeting, the Chair of the Board made an appealing speech, but the Vice Chair resigned from the Board. Gordon believes they will straighten things out because there are so many top-notch individuals there. Ng met a former Port of Seattle commissioner who now works with Governor Jay Inslee in the maritime sector, and she plans to come visit the Port of South Whidbey.

P&M: Now that the Port has filled the Fairgrounds Director position, Ng said this is the perfect time to restart the Committee. He spoke with the executive directors from the Langley Chamber of Commerce and Langley Creates and hopes to get it going again.

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

MRC: Last week, MRC members and volunteers held a Mulching Event and worked on 10,000 feet of regrowth of seashore flora and fauna with three dump trucks full of mulch to take care of the plantings done in 2021 and 2020. The MRC has developed a Project Prioritization list for the two pots of money it will receive this year (from Northwest Straits Commission and Congressional Funding). Projects include education equipment, water quality monitoring, restoration site monitoring, workshops, derelict vessel removal, etc.

Langley: Since Councilmember Thomas Gill was present, Gordon invited him to provide the report. Gill said the City has hired a new police chief. The Langley Affordable Housing Committee provided its report/recommendations on the Cole Valley Planned Unit Development (PUD) code. The proposed project is for 130+ homes with roughly 30%-70% in the "affordable range." Gill said the issue is determining what affordable means – is it 60% of the Area Median Income (AMI) or is it what is actually affordable, which is 120% of AMI. The Coles Valley project is still coming forward, and the developers have not submitted an actual application to date so it's all speculation. He added that the developer has actually paid the City to then hire the consultants to do all the work so the City's budget is not impacted by having to write all these codes. As an aside to that, the transportation impact is also being considered. Island Transit is willing to modify a route that would serve the CV community and Langley is working with the County to extend the Golf Cart Zone to include CV or add a cart path. Gill said the City Council is very interested in the Workforce Housing at the Fairgrounds and there has been a lot of positive feedback.

EDC: Halloran will attend the next scheduled meeting on May 19th.

Joint Parks Committee: No meeting held.

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

IRTPO: Chris Dingle, Island County & Military Affairs Liaison and Sean Garcia, U.S. Representative Rick Larsen's Senior Legislative Assistant provided a presentation on the Infrastructure Investment and Job Act (IIJA). They said ferries are in the transit category which has \$1.79 billion, and passenger-only ferries will be plugged into transit. There will be separate funds for "green" ferries which would include the charging stations the Port would do in conjunction with the Washington State Ferries (WSF). Others include a carbon reduction fund and a net electrical fund. At the end of the meeting, Port of Coupeville Commissioner David Day asked if IIJA funds could be used to buy an airport. The Port of Coupeville is working with the County to purchase the A.J. Eisenberg Airport which includes 50+ acres of airport zoned property.

CCC: The group held a 4-hour retreat at Useless Bay Golf & Country Club to ensure the CCC reflects the best interests of the people in Clinton.

OLD BUSINESS – Review of Emergency Declaration

Resolution No. 20-01 Declaration of Local Emergency and Delegation of Authority – COVID-19: The Commission agreed to leave the Resolution in place until the Governor's Proclamation of Emergency Powers has been lifted.

EXECUTIVE SESSION: At 5:15 p.m., Gordon announced the Commission would meet in executive session to discuss the performance of a public employee as allowed by RCW 42.30.110(1)(g) until 5:45 p.m. He said the Commission may take further action following the executive session.

At 5:45 p.m., Gordon announced the Commission would extend the executive session for a period of 10 minutes, until 5:55 p.m.

CALL TO ORDER: At 5:55 p.m., Gordon called the regular meeting back to order.

NEW BUSINESS

Setting the Salary of an Individual Employee: Based on a positive evaluation of Executive Director Stan Reeves' job performance, Gordon suggested the Commission should consider at least a 5% increase to his salary.

ACTION: A Motion was made by Halloran and seconded by Ng to approve a 5% increase in pay for Executive Director Stan Reeves effective as of May 1, 2022. The Motion passed unanimously.

During the evaluation, Gordon summarized that it became evident that to be fair in terms of a proper annual evaluation, the Commission needs to provide a list of specific goals and objectives for the Executive Director. The Commission agreed to schedule a public workshop for that purpose, and tentatively scheduled it for Tuesday, May 24th, at 3:00 p.m. in the Port Conference Room at China City and online via Zoom Meeting Service.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 6:04 p.m.

Approved:

via Zoom meeting

Commissioner Curt Gordon, Clinton

[Signature]

Commissioner Jack Ng, Freeland

[Signature]

Commissioner Ed Halloran, Langley

Minutes prepared and submitted by:

Molly MacLeod-Roberts

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.