

**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, June 14, 2022 at 4:00 p.m.

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/84655680657?pwd=OVArUFpuc2pnczJVSXZIWDZQOXd4UT09>

Meeting ID: 846 5568 0657

Passcode: 002323

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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 June Vouchers in the amount of \$93,629.97 and Minutes from the Regular Meetings of April 12 and May 10, 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 April 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 (RCED Grant Application/ARPA Application)

Comprehensive Scheme of Harbor Improvements + Strategic Plan

Redistricting 2022

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

NEW BUSINESS

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

June 14, 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, June 14, 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 Regular Meetings of April 12 and May 10, 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 June 2022 as signed today in the amount of \$93,629.97. The Motion passed unanimously.

PUBLIC COMMENT: None.

EXECUTIVE DIRECTOR REPORT:

[NOTE: Gordon was attending remotely and had to leave early to attend an event, so the Agenda was re-ordered accordingly to allow him to participate in key discussions.]

Workforce Housing Project on the Fairgrounds (RCED Grant Application/ARPA Application: Earlier in the day, Gordon and Executive Director Stan Reeves joined the Housing Authority of Island County (HAIC) Board's regular meeting and discussed the concept behind the housing project on the Fairgrounds and their potential involvement with that project. Reeves explained that the Port is asking the ICHA to assist with managing the facility once it is built and to help navigate some of the funding streams and scenarios to get to that point. HAIC subsequently provided a Letter of Support that he will present to the Board of Island County Commissioners (BOICC) tomorrow when he provides a presentation on the Port's Rural County Economic Development funds (RCED) \$150,000 grant application for the preliminary design & engineer work. The letter is somewhat vague – ICHA supports the concept and once greater detail & funding is known, they would be interested in exploring the option of managing the facility. The total amount requested for the project is \$500,000 - \$150,000 for engineering/design of the new concession stands and \$350,000 for design/engineering for the housing above the new concession stands. Island County received \$16 million in American Rescue Plan Act (ARPA) funds, \$9 million of which has been set aside for housing. The BOICC may decide to fund the project with ARPA funds, not fund it at all, award \$150,000 from RCED and \$350,000 from ARPA funds, or all \$500,000 from ARPA. Gordon said Island County Commissioner Janet St. Clair had explained that the ARPA funds are to be used for housing – not economic development. And the Port's

project is a mix of both. Commissioner Jill Johnson doesn't think RCED funds can be used for design and engineering, but Gordon believes there have been several projects that have done so. Gordon plans to attend the meeting virtually. HAIC Board Member Ivan Lewis and Executive Director Teri Anania will attend the Port's regular July meeting. Ng asked if Reeves had heard anything back from South Whidbey School District regarding an easement for parking. Reeves said he would follow up on it.

Redistricting 2022: The Port District is required to go through this process every 10 years in conjunction with the U.S. Census. Between the years 2010 and 2020, the population of the district increased from 14,000 to 17,000. The additional 3,000 people moved to each of the Port Districts (Clinton, Freeland, Langley) in a "not perfectly even fashion" so the Port must redraw the district borders within the Port District so the population is as close as possible to being the same in each. Reeves has hired a consultant who is analyzing the census data and trying to reconfigure the districts. There are a lot of constraints that can't really be addressed during a regular meeting, so he would like to schedule a Special Meeting for the Commissioners to discuss, review the analysis and look at 2 or 3 options. Hopefully the Commission will agree on one option as the best and approve it to be presented to the public. The Port must then announce it in the newspaper and hold a Public Hearing on the proposed redistricting. After a set period of days, the Commission will then formally approve and adopt the redistricting map and send it to Island County by November 15, 2022.

Comprehensive Scheme of Harbor Improvements + Strategic Plan: The redistricting project is a precursor to this project. In addition to discussing what the Port wants to do for the next 5, 10, 15 and 20 years, the Comp Scheme also includes the Port District border, the individual districts within it, the composition, etc. Reeves explained that the redistricting process therefore needs to be done prior to starting the Comp Scheme. He has begun looking at a few consultant firms that can help with the Comp Scheme and Strategic Plan. He would like to present 2 or 3 consultants to the Commission at the 2nd part of the Special Meeting and make a recommendation for the Commission to consider. He anticipates discussion of the redistricting and the Comp Scheme could take 1.5 to 2.0 hours, which would be too long for a regular meeting. The Commission agreed, and Reeves said he would send a list of proposed dates, likely scheduled for the last week of June.

Before leaving the meeting, Gordon added that the financials and the staff reports all look good. He was especially pleased with Fairgrounds Director Amanda Ellis' detailed report.

[At 4:15 p.m. Gordon left after handing the meeting over to Ng (Vice President) who chaired the remainder of the meeting.]

Financial Update and April 2022 Financial Statement: The Commission acknowledged receipt of the April 2022 Financial Statement which was distributed to them previously. Executive Director Stan Reeves said the financials are close to projections at this point, still behind on capital projects but starting to get some movement. It's surprising because the weather has been so poor and that generally impacts the Port's revenue, especially at South Whidbey Harbor. The Harbor's revenue has been impacted slightly, but it is still close to what they planned it would be. Also, the Humphrey Road Parking Lot is making up any shortfalls in revenue from the Fairgrounds and the Harbor. Overall, the Port is doing just fine financially.

Clinton Dock/Surface Transportation Block Grant (STBG): Reeves explained that the Port was not able to include KPFF's \$29,000 invoice in this month's vouchers because one of the subs had not provided the "cost plus fixed fee" applied to percentage of work that has been completed for the entire project as required by Washington State Department of Transportation (WSDOT). The correct version will be included in next month's vouchers, along with their invoice for July for an estimated total of \$60,000. Reeves referred to the schematics of the float design. KPFF is recommending a steel construction float with a grated top to allow sunlight to come through, with 4 pilings (one at each corner). It is essentially supported by 48" steel pipe pontoons and that design was chosen to allow for electrical charging stations for the ferries on that structure. With that design the Port can anticipate an area where a charging station would be located, and then add supplementary buoyance pontoons up underneath it to support the weight of the station (typically 12,000

lbs.). Halloran asked what type of warranty would there be for corrosion of the steel. Reeves said it would include a Maintenance Plan. KPFF indicates that steel structures of this type generally need to be pulled out of the water, cleaned and recoated every 20 years. It can be disconnected from the pilings and just towed out, so it could be taken to dry dock in Everett, worked on and then towed back and bolted back in place.

Shoreline Maintenance Permits – Update: The Public Comment period for the permits has come & gone for the three sites. Reeves emailed the County last week noting that the signs had to be up for 30 days and then the Port has to wait until the County gives approval to take them down. He has not received any response. If he doesn't hear anything by the end of the week, he will go up to the Planning Department and ask what has to be done to get the permits – it's been almost 11 months since the applications were submitted.

Fairgrounds Capital Projects (Coffman Kitchen and 4-H Restroom Renovations): The whole design packet for the 4-H Restroom project went to the City of Langley yesterday afternoon. The City acknowledged receipt of the packet, including the construction estimate of \$500,000 from the contractor and another \$19,000 for the bidding and construction administration piece (to be provided by Davido Consulting Group and Stig Carlson Architecture). Those numbers will be used by the City to calculate the permitting fees. The project should go before the next Design Review Board (mid-July?) and ready to go out to bid shortly after the Fair is concluded – around August 1st.

The project's Specification Manual is in its final stages, and once complete Reeves will use it as a template for the Coffman Kitchen project with minor changes. He believes it will be ready to go out to bid by September. Hopefully, construction on both projects will be completed by May 2023 at the latest.

STATUS REPORTS:

Fairgrounds

Fairgrounds Director Amanda Ellis provided her monthly report. Bekah Bee Music is once again renting the studio in the Burrier Building. Planning is underway for multiple events: Adventure Cycling, Ragnar Relay, Whidbey Island Car Show and Whidbey Island Fair. Ellis has been working on a Marketing Plan as a high priority since there has never been one. She's been painting the inside the Pole Building auditorium and Maintenance/Campground Host Ben Wooldridge has been working on lots of maintenance and repair projects in preparation for the Fair. Some of the seasonal staff from the Harbor as well as Maintenance & Operations Supervisor Pat Kisch will also be on hand to help with needed maintenance and repair work. Ellis, Reeves and Fair Administrator Carol Coble have already had one walkthrough and will have another one shortly to make sure everything is ready. Halloran complimented her on the write up.

Port Operations

Maintenance & Operations Supervisor 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 had the tires rotated on the F-250, which has 35,000 miles on it. A recall notice was issued for a hanger under the bed coming off, so he brought it to Ford but the Port's truck was fine. It was reinforced (with a rivet instead of just glue). The ADA mats are installed at **Clinton Beach**. The hard plastic ends where the mats join together and the sand spikes pass through are cracking and deteriorating. Mel Trenor from Island Beach Access will contact the supplier to find out if there are replacement ends available (rather than replacing the whole mat). At **Possession**, a limb fell from a large maple and just brushed the corner of the well house and knocked off some of the trim. Kisch took the opportunity to ask the WSDOT crew that was clearing brush along the sidewalk to the ferry if they would also go up and clear the brush in front of the Welcome to Whidbey and Scenic Isleway signs, and they did!

South Whidbey Harbor

Harbormaster Patrick Boin was on hand to present his monthly report. May was a productive month and the Harbor is now fully staffed. Memorial Day weekend was slower than usual due to the poor weather and the

high fuel prices. Changes in some of the long-term moorage slips have opened up the inner harbor. A 40' vessel finally left the M-1 slip after being moored for 2.5 years because the owner remained in Canada due to Covid restrictions. The 49' vessel in B-1 was moved to C-3; this puts all the annual moorage vessels on C dock with additional 30' to use as needed. It has greatly improved vessel traffic flow in the Harbor. The visit from the Lady Washington tall ship was very successful; Boin hopes they will return in the Fall.

ACTIVITIES/INVOLVEMENT REPORTS

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

IRTPO: Reeves attended in Gordon's stead. The County gets about \$2 million per year in federal money that has to be obligated for transportation projects, and they were falling well short of that mark. After shuffling projects, the County moved up two of their projects and Oak Harbor moved up one project to fill that delta. So, they at least have a \$1.9 million plan for 2022, but now they have to get all three projects obligated. They will have to jump through all the hoops and get the paperwork to WSDOT for approval so it can be obligated by September 30th. Reeves noted that the federal fiscal year ends September 30th, and if the money isn't spent or a plan that obligates the spending isn't in by September 1st, it's taken away and given to another project. Ideally, IRTPO should submit the project to WSDOT by August 1st at the latest.

CCC: No report.

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

COG: Did not attend; no report.

P&M: Ng, Reeves and Ellis met a few weeks ago. Ng said the Port is lucky to have Ellis; she has great ideas for marketing and hosting weddings next year. They discussed having multiple groups from Whidbey go to a Wedding Show to promote all the wedding venues on the Island, lodging, etc. They will continue to meet on a regular basis.

WPPA: The Commissioners' Seminar will be in Walla Walla July 25-27. Halloran noted that it is 258 miles away, and the agenda had some things that might be interesting, but not much. Port Clerk/Accountant Molly MacLeod-Roberts had noted that flying might be less expensive than mileage reimbursement. He would be willing to carpool but does not want to drive. Reeves said he would provide a cost analysis for the seminar to help the Commission determine if it would be worthwhile to attend.

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

MRC: The June 7th meeting included a presentation of the Port Susan Marine Stewardship Area-Scientific Literature Report Overview by Evans School Students.

Langley: He attended the recent workshop on affordable housing.

EDC: Ng invited EDC Executive Director Sharon Sappington to provide an update. The Annual Meeting on June 21st will include Yoram Bauram, The Stand Up Economist as guest speaker. Both Halloran and Reeves plan to attend. Sappington said the EDC has been working on Entrepreneurial Ecosystem Initiative and approaching the County Commissioners and the Mayors for funding of the project.

Joint Parks Committee: No meeting held.

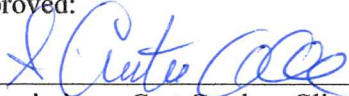
OLD BUSINESS – Review of Emergency Declaration

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

NEW BUSINESS: None.

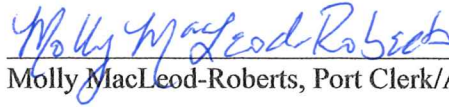
ADJOURNMENT: Without any further action, the Meeting was adjourned at 4:49 p.m.

Approved:

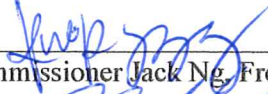


Commissioner Curt Gordon, Clinton


Minutes prepared and submitted by:



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.