

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

Held at Port Office Conference Room, 1804 Scott Rd, Freeland, WA  
With virtual access via Zoom meeting service  
Monday, June 27, 2022 at 3:30 p.m.

**AGENDA**

Join Zoom Meeting

<https://us02web.zoom.us/j/81289931984?pwd=QXJ0RXFrY0FNcGM2NURFOGxVL29RQT09>

Meeting ID: 812 8993 1984

Passcode: 230700

One tap mobile

+12532158782,,81289931984#,,,,\*230700# US (Tacoma)

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 812 8993 1984

Passcode: 230700

Find your local number: <https://us02web.zoom.us/u/kdq4bSvtSX>

**SPECIAL MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE (3:30 p.m.)**

**Fairgrounds Workforce Housing – RCED Grant Application update**

**Shoreline Maintenance Permits - update**

**2022 Redistricting**

**Comprehensive Scheme of Harbor Improvements + Strategic Plan**

**ADJOURNMENT (Approximately 4:30 p.m.)**

## PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Special Meeting

June 27, 2022

Held in Freeland, Washington  
and online via Zoom Meeting Service

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

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

**MEETING CALL TO ORDER:** The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Monday, June 27, 2022, in the Port office conference room at 1804 Scott Rd. in Freeland, WA and online via Zoom Meeting Service. As announced, the primary purpose of the Special Meeting was for the Commission to address the items on the Agenda. Although the Meeting was of course open to the public, it was scheduled primarily for Commission consideration, discussion and action on those specific issues and public participation was not on the Agenda.

Commissioner Curt Gordon (President) called the Special Meeting to order at 3:30 p.m., followed by the Pledge of Allegiance.

### COMMISSION DISCUSSION/ACTION

#### **Fairgrounds Workforce Housing – Rural County Economic Development (RCED) Grant Application**

**Update:** Executive Director Stan Reeves said he was originally scheduled to provide the presentation to the Island County Board of Commissioners on June 15<sup>th</sup>, but it was cancelled that morning. His presentation has been rescheduled for Wednesday, July 6<sup>th</sup> at 1:00 p.m. He did learn that the only other municipality that applied for the 2022 RCED grant cycle was Oak Harbor and the County decided not to grant them any money.

**Shoreline Maintenance Permits Update:** The Port has received permits from every agency (City of Langley, Army Corps of Engineers, Washington Dept. of Fish & Wildlife, etc.) **except** Island County. The 30-day public notice period with signs posted at each facility ended. The County's Planning Department then sent their recommendations based on "public input," but what they actually sent was the same review of the Port's applications that was already done 7 months ago with the same comments and data that the County wanted to see change. Reeves and the Port's consultants are trying to set up a meeting with Island County to figure out what is going on, because they have essentially "set us back another 6 months."

Reeves explained that the permit applications were first submitted through the County's system on July 27, 2021. They were sent to one man who had them until January 2022, when he sent them to three other planners. Those 3 individuals are the ones that sent the applications out for public comment, but have now just regurgitated the same review as the one submitted by the first guy back in November 2021, without any public comments. Gordon doesn't know what's going on with the Planning Department; he understands that every department at the County has had a lot of turnover and there is always a learning curve, but this is ridiculous.

Reeves plans to schedule a meeting with the Planning Department and the Port's consultants. Depending on how that goes, he might ask for Commission involvement. Gordon reiterated that every other agency has approved what the Port is doing, except Island County. For lack of a better term, the Port is essentially non-compliant when staff maintain and clean the boat ramps because the County has not approved the permits submitted 11 months ago. Ng asked what is involved when cleaning the boat ramps, and Reeves explained that it's very simple: sand is moved off the ramp and put on the beach so the tide pushes it up the beach as approved by every other agency. Island County said they want the Port to pick up the sand off the ramp at

Possession, and store it in an upland area. That is contrary to what the Army Corps of Engineers, Washington State Department of Natural Resources and Washington State Department of Fish & Wildlife have said.

**2022 Redistricting:** Reeves provided information regarding Redistricting Requirements. District boundaries are required to be reviewed when decennial US Census Data is released per RCW 29a.76.010. It consists of a three- stage process:

- Stage 1 – Analyze most recent population data
- Stage 2 – Realignment of districts
- Stage 3 – Complete the process (Meets and Bounds description)

The process must be complete by November 15, 2022

**Stage 1:** Involves comparing the latest census data and with the population of the district in 2010, and then comparatively to the 3 districts (Freeland, Langley, Clinton) within the overarching Port District.

**Stage 2:** If the numbers have shifted significantly, the Port must go through a realignment process of the 3 districts, but the overall border of the Port District does not change. The Port shares the same border as South Whidbey School District and South Whidbey Parks and Recreation District. During this meeting, Reeves will present proposals as to how the lines of the 3 districts can be redrawn.

**Stage 3:** Hopefully, the Commissioners will select one of those options today to proceed with for public comment. The Port will then obtain a Legal Description of that option and put it out to the public for comment, hold a Public Hearing and approve before November 15<sup>th</sup> when it must be submitted to Island County.

According to the 2020 Census, the population of the Port District has increased by nearly 3,000 (from 14,024 to 16,905). Based on the 2020 data, the ideal population for each district within the Port is 5,635. Current deviation range across districts is 9.5%. Sammamish Data Systems (consultant) said that range ideally should not exceed 2% and it shouldn't exceed more than 1% in any one district.

District 1, Freeland deviation is -4.26%

District 2, Langley deviation is -0.98%

District 3, Clinton deviation is +5.24%

Redistricting is therefore required and realignment requires that each district shall:

- Be as nearly equal in population as possible
- Be as compact as possible
- Geographically contiguous
- Shall not favor (or disfavor) any racial group or political party
- To the extent feasible, shall coincide with existing recognized natural boundaries
- To the extent possible, preserve communities of related and mutual interest

Reeves presented the four realignment proposals Sammamish Data Systems had provided with maps for Commission consideration, providing the deviation range on each proposal as well as the Pros & Cons of each as related to the bulleted requirements above. He concluded that Proposal 1 is the best option purely from a numbers perspective, but lacks in preserving communities of related and mutual interest. (Deviation

range is 1.38%, with District 1 at +0.85%, District 2 at -0.53% and District 3 at -0.32%.) Proposal 4 is the second-best option purely from a numbers perspective, and is the best in preserving communities of related and mutual interest. (Deviation range is 1.77%, with District 1 at +0.35%, District 2 at +0.71% and District 3 at -1.06%.) It also most closely aligns with the zip codes of Freeland, Langley and Clinton. Reeves recommended the Commission selects Proposal 4 to move forward with Stage 3.

**ACTION: A Motion was made by Commissioner Jack Ng and seconded by Commissioner Ed Halloran to select Redistricting Proposal 4 for publication and a public hearing. The Motion passed unanimously.**

Reeves will authorize Sammamish Data Systems to prepare the Draft Plan (the legal description of the 3 districts) for publishing. Similar to the process for adoption of the budget, the Port will then publish, schedule, announce and hold a Public Hearing on the Draft Redistricting Plan (within 10 days of publication and at least one week before adopting the Plan).

**Comprehensive Scheme of Harbor Improvements + Strategic Plan:** Reeves had previously provided the Commission with qualifications submittals from the two best firms to consider for preparation of the Comp Scheme and Strategic Plan. He reviewed the Port's Procurement Policy and provided the criteria for consultants, which includes maximum opportunity for those that are minority owned, women owned, veteran owned or small business firms. There were not any such firms within the Port district, so he expanded the search to a "commutable" distance (Skagit, King, & Snohomish counties) and came up with a list of 20-30 firms and pulled 10 firms that met the priorities for awarding this type of contract. Then he began looking at their actual qualifications. In his opinion, several of those firms weren't really qualified for this type of work – they were just listed on the MRSC Roster under the category. Reeves ended up finding two qualified consultants: BST Associates and Makers Architecture & Urban Design, LLP. The Port has worked with both firms previously – Makers prepared the current Comp Scheme & Strategic Plan and BST provided an economic trends study of the Port district in conjunction with that process.

He previously provided the Statement of Qualifications from each of the firms for them to look over, and proposed that maybe at the next meeting the Commission would authorize him to enter into negotiations with whichever firm they would like to use. With the amount of information and experience provided in those Statements, Halloran asked why the Commission has to wait to take action. Reeves said they do not have to wait; if they want to make a choice right now they can do so.

**ACTION: A Motion was made by Halloran and seconded by Ng to authorize Executive Director Stan Reeves to enter into negotiations with Makers Architecture & Urban Design, L.L.P. to prepare the Port's Comprehensive Scheme of Harbor Improvements + Strategic Plan.**

Gordon thinks that BST Associates is probably capable of doing a Comp Scheme and they have prepared Harbor Improvements Scheme as well, and they are very focused on economic development. He respects the motion and the second, but BST is worth considering, too. He also added that the Commission could decide to interview both firms before taking action.

**Without further discussion, Gordon called for a vote. The Motion passed with a vote of 2-0, with Gordon abstaining.**

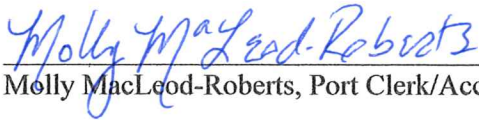
Reeves will contact Makers and begin negotiations.

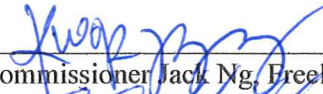
ADJOURNMENT: The Special Meeting was adjourned at 4:08 p.m.

Approved:

Minutes prepared and submitted by:

  
\_\_\_\_\_  
Commissioner Curt Gordon, Clinton

  
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Molly MacLeod-Roberts, Port Clerk/Accountant

  
\_\_\_\_\_  
Commissioner Jack Ng, Freeland

  
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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.