

**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, July 12, 2022 at 4:00 p.m.

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/81075975142?pwd=VzZLRng4dmtKSzJQSTVrZjM2UkZ2UT09>

Meeting ID: 810 7597 5142

Passcode: 726669

One tap mobile

+12532158782,,81075975142#,,,,*726669# US (Tacoma)

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Find your local number: <https://us02web.zoom.us/u/kbUncUA7cC>

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 July Vouchers in the amount of **\$114,968.69** and Minutes from the Special Meeting of May 24, 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 May 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

Possession Residence – new heat pump

STATUS REPORTS

Fairgrounds

- Fairgrounds Director Report

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

July 12, 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), Pat Kisch (Maintenance & Operations Supervisor) and Amanda Ellis, Fairgrounds Director

Absent: Patrick Boin (Harbormaster)

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, July 12, 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 May 24, 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 July 2022 as signed today in the amount of \$114,968.69. The Motion passed unanimously.

PUBLIC COMMENT: None.

EXECUTIVE DIRECTOR REPORT

Financial Update and May 2022 Financial Statement: The Commission acknowledged receipt of the May 2022 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received approximately \$97,000 in operating, tax, and capital revenue and incurred approximately \$70,000 in operating and capital expenses during May 2022. Ending cash balance at 5/31/22 was over \$1.6 million, consisting of \$1,009,277.60 in the General Fund and \$668,171.61 in the Bond Fund.

Clinton Dock/Surface Transportation Block Grant (STBG): Two meetings were held in the last month. The first was with some of the senior engineers with Washington State Ferries (WSF) to review the preliminary concept of the new float and the design, and how it will connect to the existing fishing pier. They asked a few questions, and their primary concern is how the gangway will connect at the fishing pier. They do not want a physical hard connection because the fishing pier and the whole terminal itself was designed in the late 1990s and built in 2003. Since then, some of the seismic and other requirements have changed, so if it is physically connected, the concern is that the Port would be forced to do a whole study on seismic action on the entire terminal area that would be supporting the additional weight. From their perspective, the best way forward for the Port is to sink a couple of pilings there that support the landing and then a steel plate would be the interface between the fishing pier and the landing so it's not truly attached. Maintenance & Operations Supervisor Pat Kisch had asked if the existing opening where the gangway currently attaches. The answer is no – due to the size of the new gangway, the access point will have to be wider. The second meeting was a project update with KPFF. The next meeting will be August 3rd and KPFF will be ready to

present 30% design. Reeves will provide the meeting details once scheduled. Overall, the project is going well with the only hiccup being getting the billing right per federal and Washington State Department of Transportation (WSDOT) accounting requirements (for a cost plus fixed rate contract). Some of KPFF's subcontractors made mistakes on their billings, and Port consultant Angi Mozer (CASE Solutions) has been catching the errors and scrubbing the invoices to make sure they are properly billed.

Reeves and Gordon had a conference call with Chris Herman, Senior Trade & Transportation Director at Washington Public Ports Association (WPPA) regarding how to get funding for building the dock once the design is complete. In order to get grant funding, the Port will need to obtain more specific knowledge about the types of passenger ferries would be using it and what will need to be provided to accommodate those vessels. Gordon thinks they should also get Letters of Interest from those ferry operators. He believes the Port should task Reeves with figuring out how to do that (either himself or bringing someone in to investigate the potential passenger only ferry market in Puget Sound right away so the Port can develop a strategy for funding. The Commission agreed.

Shoreline Maintenance Permits – Update: The Port submitted permit applications to Island County nearly one year ago (July 27, 2021). In that same time period, the Port has received permits/approvals from the City of Langley, Washington State Dept. of Fish & Wildlife, US Army Corps of Engineers, Dept. of Ecology, and the Department of Natural Resources, but the Port is still waiting for the County to issue the permits. The County had the Port post the 30-day public notice for the permits, but did not acknowledge when the 30-day notice was completed or approve taking the signs down. After 60 days, Reeves contacted the County and asked when the County would respond. About a week later, the County responded with requesting the same changes to the permit applications that they had sent back in January which the Port had already provided. Reeves said what the County provided had nothing to do with public comment – there was no public comment mentioned in the letters whatsoever. The County has 3 different people working on the 3 different permits, and two weeks ago, Reeves emailed the Planning Department requesting a meeting with them, the Port's permitting consultant and himself. He has not received a response. If he hasn't heard anything by early next week, he will contact the Director of the Planning Department and request a meeting.

Fairgrounds Capital Projects (Coffman Kitchen and 4-H Restroom Renovations): The specification document for the 4-H Restroom is almost ready, and the building permits are under review at the City of Langley. Once the review is finished, it might take another 30 days and then the Port will need to pay the actual building permit fee. By late August/first of September, the Port should be ready to go out to bid.

Once the specification document for the 4-H Restroom is complete, Reeves will go through it carefully with Rick Brown of Brown Associates/Architects and make necessary changes to use it for the Coffman Kitchen project. Gordon emphasized the Coffman Kitchen needs to go out to bid soon and Reeves agreed.

Workforce Housing Project on the Fairgrounds: The presentation to the Board of Island County Commissioners (BOICC) on the Port's Rural County Economic Development funds (RCED) \$150,000 grant application for the preliminary design & engineer work has been rescheduled three times. It is now scheduled for the following day (July 13th) at 9:50 a.m. during the BOICC Work Session.

On July 7th, Gordon and Reeves met with the Executive Director of the Whidbey Community Foundation (WCF), a non-profit organization that supports other non-profits by finding funding through various programs or other through philanthropic organizations or donors. Once a year, WCF sets priorities for available funding and they are very much aware of the shortage of affordable and/or workforce housing on the south end of Whidbey Island, and how that impacts available childcare, teachers, service industries, etc. WCF is interested in the Workforce Housing Project, and they will let other organizations and their support base know about the concept and that WCF supports the idea. The Port will keep WCF informed, and WCF might be able to put together a program of support (monetarily or other) to help support it.

Housing Authority of Island County (HAIC) Commissioner Ivan Lewis asked if there has been any movement from the City of Langley on the overlay and zoning changes. Reeves said not yet – the City has started a Housing Action Plan process, and part of that will include review of all the zoning, including the Fairgrounds overlay. Planning Director Meredith Penny divided up different groups/organizations into subsets, including one for municipal-type organizations like the Port. He participated in that focus group and shared the Port’s wants, needs and desires and what the Port would like to see in terms of housing development in the City of Langley. The group talked a lot about the zoning issues around the Fairgrounds, on the Fairgrounds and within the city itself. Langley received a \$65,000 grant from the Department of Commerce for that Plan Development, and will have a Community Meeting on July 21st from 6-8 p.m. over Zoom Meeting Service when they will discuss these issues. They have created an online survey that anyone can participate in to weigh in on what they would like to see in terms of housing development within the City of Langley. Reeves said the municipal-type focus group will not meet again until October.

Gordon asked Langley Councilmember Thomas Gill to respond to Lewis’ question regarding zoning changes. Gill said at this point, the conversation has all been positive but zoning-wise – the project and plan must be clearly defined in order for official action to occur. Lewis said HAIC hopes their vague but supportive letter will be of some use to the Port and they stand by their commitment to expand affordable housing in Island County. HAIC will do anything they can to assist – their goal is to develop and build relationships and provide resources and partner where they can. Gordon said it’s helpful to know HAIC is available during the process, hopefully will be able to help manage when it’s built.

Comprehensive Scheme of Harbor Improvements + Strategic Plan: At the Special Meeting on June 27th, the Commissioners authorized Reeves to enter into negotiations with Makers Architecture & Urban Design, LLP Makers to prepare the Comp Scheme + Strategic Plan. He contacted them 10 days ago and briefed them on what the Port is looking for. Makers is expected to provide a draft proposal for the work by the end of this week. Some of the discussion was related to what Makers did the last time, including bringing BST Associates in to perform an economic study, and adding that as an option this time.

Makers plans to present their proposal by providing the cost for the base requirements for the Comp Scheme, followed by additional options (Strategic Plan, economic study, etc.) and associated costs for each additional option. Once he receives and reviews the proposal, Reeves will present it to the Commissioners at the August meeting with his recommendation. Gordon asked him to request Makers also provide the cost for a Harbor & Environs Master Plan. Several years ago, the Port and the City of Langley planned to split the cost for that Plan. The Port’s permit for the large Harbor expansion expired in 2020, and the Port has requested that it be extended. Reeves said it took a few months to get to the right person at the Army Corps of Engineers, but when he did, they reviewed it and asked the Port to update the drawings and return them. That took about 2.5 weeks. He sent back the drawings on a Friday and on the next Tuesday he received notice that it was already out for the 30-day public comment period. At the end of that 30 days, if there are no issues/complaints, the Corps will reissue the permit.

Redistricting 2022: At the Special Meeting on June 27th, the Commissioners selected Proposal #4 to proceed with the next phase of redistricting. The Port’s consultant was subsequently directed to prepare the legal documents including the resolution, the Meets and Bounds descriptions, and the data files to send to Island County. The next step is the public participation process. Reeves would like to hold a Public Hearing on Redistricting and a Special Meeting on Monday, August 1st at 4 p.m. at the Freeland Library (and via Zoom Meeting Service). The Commission agreed. Reeves explained that August 1st allows for the Public Hearing to be advertised for at least 7 days in advance and for the Redistricting Resolution to be approved within 10 days of the Hearing during the regular meeting on August 9th.

Possession Residence – New Heat Pump: Island Ductless provided a Quote in the amount of \$7,108.98 for the purchase and installation of a new heat pump for the Caretaker residence at Possession Beach Waterfront Park. The amount exceeds Reeves' spending limit and he asked for authorization to approve.

ACTION: A Motion was made by Halloran and seconded by Ng to approve payment of \$7,108.98 to Island Ductless for the purchase and installation of a new heat pump as presented. The Motion passed unanimously.

STATUS REPORTS:

Fairgrounds

Fairgrounds Director Amanda Ellis provided her monthly report. June events included Whidbey Fine Arts Studio classes, 4-H Horse Show, and Adventure Cycling. The Blue Heron Canoe Family event was last weekend, and the NW Ragnar Relay will take place this weekend. The Whidbey Island Fair is the big focus; the last of the tenants will be vacating this weekend. Preparation is going well.

Ellis has continued to work on minor esthetic improvements to the Pole Building Auditorium (painting, lights, etc.). Still working on a plan to get the campground striped and looking to modernize payment with software for online reservations. The software could be expanded to include event rentals, etc. Both Pole & Coffman kitchens have been permitted by Island County Health.

She plans to utilize the Auditorium to display Industrial Art which can be easily moved as needed for events. So far, there are few signs as well as the phone booth that was in the Antique Barn. Once the space has been rented for events, she plans to collect photographs of those events with people to use as marketing for weddings, etc. Ellis is also engaged with the Creative District and other members of the arts community. Reeves noted that the Fair Association people like everything that she is doing in the Pole Building. He expected hesitancy or pushback, but the sentiment has been "thank goodness someone is finally doing something to clean this place 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 repaired the pump-out barge at the Harbor, including fixing some links, adding a battery and replacing the push button with an on/off switch so the pump can be operated single-handedly. At Clinton Beach he changed out half the straps that are holding up the gangway. With the wet spring, it has been hard to keep up with the mowing and weed growth.

South Whidbey Harbor

Harbormaster Patrick Boin was unable to get away from work, so Reeves recapped his report. With the poor weather and the high cost of fuel, the Harbor is not seeing nearly as much traffic as anticipated. As a whole, they are seeing very little boat traffic through the Saratoga Passage compared to prior years. Crab season opened July 1st and Boin said in the 7 years he's been with the Port, he has never seen it this slow.

ACTIVITIES/INVOLVEMENT REPORTS

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

MRC: The July meeting was cancelled; he will attend the regular August meeting.

Langley: No report.

EDC: Halloran was publicly welcomed to the group during the EDC's Annual Meeting.

Joint Parks Committee: No meeting held.

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

COG: The June 22nd meeting was cancelled.

P&M: No report.

WPPA: No report.

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

IRTPO: Reeves attended in Gordon's stead. Island County is undertaking a Speed Limit Evaluation Project using some form of software and algorithms to determine what the appropriate speed limit should be for segments of different roads in the County. They used West Beach Rd. as an example (currently 50 mph). Based on the algorithms, between A & B it could be 50 mph, between B & C it could drop to 40 mph, the next section 50 mph, then 45 mph, etc. From a driver's perspective, Reeves thought it might be irritating to have the speed limit change frequently on the same road. The IRTPO also discussed the Human Services Transportation Plan they are working on. To meet the State's timeline, the IRTPO Executive Board must give final approval the day before Thanksgiving. The IRTPO is looking to hire an Infrastructure Investment and Jobs Act (IIJA) Coordinator to help municipalities research grant programs.

CCC: The CCC has been frustrated by all the staff changes in the County's Planning Department; Gordon said they feel like they are back to "square one." They were led to believe Clinton was on the docket to have some kind of zoning overlay concept to address some of the areas that are part of the Rural Area of Intense Development that don't function well.

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.

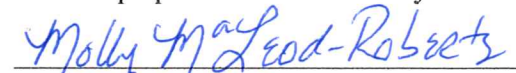
ADJOURNMENT: Without any further action, the Meeting was adjourned at 5:03 p.m.

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.