

**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, August 9, 2022 at 4:00 p.m.

**AGENDA**

Join Zoom Meeting

<https://us02web.zoom.us/j/89883438933?pwd=OWd0eXEzVERBTGpnS3NiR3lrMzdNdz09>

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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 August Vouchers in the amount of **\$207,909.57** and Minutes from the Regular Meetings of June 14 and July 12, and the Special Meeting of June 27, 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 June 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**

- Fairgrounds Director Report

**Port Operations**

- Maintenance & Operations Supervisor Report

**South Whidbey Harbor**

- Harbormaster Report

**PORT DISTRICT OF SOUTH WHIDBEY ISLAND**

Minutes of the Regular Meeting

August 9, 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, August 9, 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 June 14 and July 12, and the Special Meeting of June 27, 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 August 2022 as signed today in the amount of \$207,909.57. The Motion passed unanimously.

**PUBLIC COMMENT:** None.

**EXECUTIVE DIRECTOR REPORT**

**Financial Update and June 2022 Financial Statement:** The Commission acknowledged receipt of the June 2022 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received approximately \$57,000 in operating, tax, and capital revenue and incurred approximately \$138,000 in operating and capital expenses during June 2022. Ending cash balance at 6/30/22 was just under \$1.6 million, consisting of \$926,224 in the General Fund and \$668,699 in the Bond Fund. Reeves noted that the expenses for South Whidbey Harbor in June were high due to the Department of Natural Resources billing the Port for two years of tidelands leases at one time. The lapse in billing was due to the retirement of Don Olmsted, DNR Ports Program Manager. His replacement also discovered that the Port's aquatic lands lease had not been adjusted after the expansion so the billing includes that recalculation for last year and this year.

Gordon noted that for the last few years the year-end balance in the General Fund was about \$500K. Reeves said the projected balance at the end of 2022 is \$1.1 million based on the Port "draining" all the money from the Bond Fund for reimbursement purposes for Capital Improvements on the Fairgrounds. Gordon said previously the Port didn't have near that high of a projected fund balance, so why is it \$600K higher? Reeves said he would look into it.

**Clinton Dock/Surface Transportation Block Grant (STBG):** The 30% Design Review Meeting was held with KPFF on August 3<sup>rd</sup> and the project is essentially on schedule. The biggest thing that came out of the

review was mitigation strategies. There is a particular type of calculator that is used to determine the over water surface that could be affected and that is entered into a software program. The program then determines that “x” amount of cubic feet of creosote piling must be removed or some other type of mitigation in order to get permit approval. KPFF will look at completing those numbers to figure out how much mitigation will be needed. There are a couple of options for mitigation. One could be using the creosote pilings that are at South Whidbey Harbor now (the old Hein dock). Those pilings are in the mitigation plan for the future Harbor expansion, so regulating agencies might say 50 of those need to be removed. The other option is a “mitigation bank” type of strategy. A bank that multiple agencies use when told how many credits would need to be purchased for x amount of dollars. That money can then be used to clean up any other area in the state. KPFF will provide the Port with the mitigation estimate and the Port will need to determine which option is best. Another issue from the briefing is the timing of procuring the gangway. KPFF had suggested ordering the new gangway right after the 1<sup>st</sup> of the year because it could take a year to get it built. The estimated cost of the gangway is \$1 million. There is a lot of risk with pre-ordering, one being dropping a purchase order a full year to 18 months before the Port even has a permit (which is not guaranteed). Additionally, the Port doesn’t have \$1 million available in 6 months’ time. Also, the money being used right now is just for the preliminary engineering and design – the Port is still seeking funds for the actual construction piece. Hopefully, that funding will include money to purchase the gangway. KPFF will likely have answers regarding the mitigation costs and requirements next month.

**Shoreline Maintenance Permits – Update:** Reeves hasn’t heard back from Island County yet. The last response he received said the County has deferred to the Department of Ecology for assistance. The issue continues to be the County insisting sand removed from Possession Beach Boat Ramp be stored in an upland area, contradictory to the permits issued by the U.S. Army Corps of Engineers, Washington State Department of Fish & Wildlife, the Port’s Best Management Practices document and the Biological Assessment document. It’s been just over 12 months since the Port submitted the permit applications to the County

**Fairgrounds Capital Projects (Coffman Kitchen and 4-H Restroom Renovations):** Just before this meeting, Davido Consulting Group and its subcontractor Stig Carlson Architecture sent Reeves an updated specification manual and asked Reeves to review specific sections. He confirmed they are using the current AIA and it is finally on the right track. Today’s approved vouchers include \$4,009 to the City of Langley for a building permit for the 4-H Restroom Renovation, bringing the total to \$6,000 for the restroom permits.

**Workforce Housing Project on the Fairgrounds (RCED Grant Application/ARPA Application):** Gordon noted that when the Port presented the \$150,000 application for Rural County Economic Development funds (RCED) to the Board of Island County Commissioners (BOICC) for design/engineering for the concession stands, they agreed to approve 90% (with 10% Port match) when the zoning change to allow housing on the Fairgrounds is on the Langley City Council’s docket. Reeves submitted the Master Planning Application and the SEPA Checklist to the City of Langley last week. Meredith Penny (Director of Community Planning) called this morning and asked him to also provide a narrative that describes how housing in the Fairgrounds Overlay is consistent with the Comprehensive Plan and compatible with other uses in the Overlay. As he started reviewing the City’s Comp Plan, Mayor Scott Chaplin called and followed up with an email indicating the City Council might declare a Workforce Housing Emergency at next week’s meeting. Chaplin will try to send a “Doodle” type poll to coordinate a meeting with the City Council, the Port, South Whidbey School Board, Island Transit, etc. on how to work together on housing.

Gordon emphasized that the Port needs to know when the City will have the hearing on the Port’s proposed zoning change on its docket. Reeves impression is that they want it to move very, very quickly. Once Penny has everything needed to make it official, it will be streamlined through their system.

Gordon noted that the first application was for RCED funds, the second application of \$350,000 for design/engineering for the workforce housing above the concession stands will be for the County’s ARPA funds, \$9 million of which are dedicated to housing.

**Comprehensive Scheme of Harbor Improvements + Strategic Plan:** Makers Architecture & Urban Design, LLP wasn't able to submit a proposal before today's meeting. Reeves plans to ask them to also provide a standalone proposal for a Harbor Master Plan. When reviewing the City of Langley's Comprehensive Plan, he noted there were several references to waterfront development and working with the Port for economic development purposes. Therefore, working with the Port on a Harbor Master Plan would be consistent with the City's Comprehensive Plan. The permit extension for the South Whidbey Harbor Expansion is in process. The Army Corps of Engineers' public comment period ended on Friday, August 5<sup>th</sup>, and to Reeves' knowledge the only comment was from DNR's Ports Program Manager who originally couldn't find any data from the earlier permit application. She subsequently found it, and just wanted to make sure that the Port is fully aware that if the Corps approves the permit and the Port decides to build it, the Port will need to go back to DNR and expand the tidelands lease agreement and Port Management Agreement.

**Redistricting 2022:** A Public Hearing was held on August 1<sup>st</sup> and there was no public comment during the Hearing and no phone calls, emails or letters were received prior to the Hearing.

**ACTION:** A Motion was made by Halloran and seconded by Ng to approve Resolution No. 22-03 to Redistrict Commissioner Districts to adjust to 2020 Census Data. The Motion passed unanimously.

#### STATUS REPORTS:

##### **Fairgrounds**

Fairgrounds Director Amanda Ellis provided her monthly report. July was very busy with back-to-back events including the NW Ragnar Relay, Blue Heron Canoe Family, etc. followed by the Whidbey Island Fair. There are some new kitchen tenants going through the process of getting permitted, etc. The Whidbey Island Car Show will be on August 13<sup>th</sup>. Regarding marketing, she has spent most of the last few weeks writing and planning rather than doing. Ellis is ready to hire a part-time marketing/events coordinator so she can focus on the operations side of things. Port staff held a post-Fair meeting to go over how things went and what can be done better and differently next year.

Halloran said Ellis has been extraordinary working with Rotary members on the Whidbey Island Car Show and they asked him to let her know how much they appreciate her. Gordon thinks her idea to do a mock wedding for promotional photos, etc. is an excellent idea.

Gordon would like to have a special meeting to discuss the Fairgrounds as a facility that the Port manages and operates for economic development and whether it is a park. He doesn't feel like it's a park, and he would at least like to discuss some standards as to how open it needs to be at certain times. He'd like the Commission to decide if it's a "wide open park" that kids can go play on like a playground or is it a facility that is used only if you have a reservation, etc. It could get blurred and people could be driving through the property as well as liability issues. Reeves said he would sit down with staff and brainstorm options to bring to the Commissioners.

Reeves added that Port staff had started lining the campground today.

##### **South Whidbey Harbor**

Harbormaster Patrick Boin was unable to get away from work, so Reeves recapped his report. There was a minor accident involving two vessels at the Harbor early in July. It was a slightly slower month historically (about \$2,000 less than the highest). This summer has been odd – last year it was overflowing with business and this year with the poor Spring weather and the high gas prices it has been quieter than usual. Harbor staff continues with maintenance and training as time allows.

## **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. At the **Fairgrounds** two loads of old furniture and appliances were hauled to the dump, and new planter boxes were built around two trees. He prepared the water tender and tractor for use during the Whidbey Island Fair, moved the vintage telephone booth from the Antique Barn to the Pole Building, and assisted Ellis with painting and moving scaffolding in the Pole Auditorium. Jerry Beck & Company resolved some electrical issues in the Coffman Building but discovered another problem that will need to be addressed: there is evidence of water intrusion into the electrical panel from the roof protrusion or weather head. Anania Trucking made another attempt to remove rocks from the horse arena using a different implement this year. Kisch said material was removed but there are still many rocks. Gordon said the only way to remove the rocks would be to take 6-8" inches of sand off, run it through a screen and put it back and that's not feasible. At **Possession Beach Waterfront Park**, a non-adjointing property owner of the Dorothy Cleveland Trail decided to add non-native plants and wood chips to the trail head off Lupine Lane. Kisch left a note and his business card on the stack of supplies left behind, asking them to cease and desist and remove all added material. The person(s) subsequently removed items that hadn't been planted yet along with supplies, but Kisch had to go in and pull up all the plants in the ground.

## **ACTIVITIES/INVOLVEMENT REPORTS**

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

**IRTPO:** Gordon said the group is trying to hire a staff person to help with their grants.

**CCC:** The July meeting was cancelled.

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

**COG:** No meeting held.

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

**WPPA:** No one attended the Commissioner Seminar in Walla Walla last month.

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

**MRC:** The August meeting was cancelled so members and volunteers could spread manure at Cornet Bay. In 2023, the Northwest Marine Straits Commission is considering awarding \$200,000 to the group.

**WPPA continued:** Halloran asked if anyone was planning to attend the Environmental Seminar in Leavenworth next month. Gordon said they should look into it. Reeves attended the Director Seminar in Bellingham in July. He and the Commissioners will try to attend the Small Ports Seminar in Leavenworth in October.

**Langley:** No report.

**EDC:** Halloran attended the July 21<sup>st</sup> meeting and also viewed the tech-based training webinar for new businesses. EDC Executive Director Sharon Sappington explained that "SizeUp-Island County" is a research tool on the EDC website that helps businesses succeed by providing market research insights for free. Businesses can look at competitors for comparisons, etc. It's easy to use, very powerful and has received lots of good reviews. Sappington reported the EDC has entered into a one-year contract with the Department of Labor & Industries to provide outreach and education to businesses in Island County. The application window for the next cohort of Leadership Whidbey is open through September 7th. The community leadership program runs for 7 months.

**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 5:02 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.