

**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, October 11, 2022 at 4:00 p.m.

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/85439322101?pwd=SVRDb1p4NFA1eHN6aHB1ellPN1BpQT09>

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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 October Vouchers in the amount of **\$139,415.60** and Minutes from the Joint Special Meeting of September 12, 2022 with the City of Langley.

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 August 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

Comprehensive Scheme of Harbor Improvements + Strategic Plan

2023 Preliminary Draft Budget

Grant Opportunities

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

October 11, 2022

Held in Freeland, Washington
and online via Zoom Meeting Service

Commissioners Present: Curt Gordon (Clinton) and Jack Ng (Freeland)

Port Staff Present: Stan Reeves (Executive Director), Molly MacLeod-Roberts (Port Clerk/Accountant), Pat Kisch (Maintenance & Operations Supervisor), Kathy Myers (Interim Harbormaster) 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, October 11, 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 Joint Special Meeting with the City of Langley of September 12, 2022.

ACTION: A Motion was made by Commissioner Jack Ng and seconded by Gordon to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated October 2022 as signed today in the amount of \$139,415.60. The Motion passed unanimously.

PUBLIC COMMENT: None.

EXECUTIVE DIRECTOR REPORT

Financial Update and August 2022 Financial Statement: The Commission acknowledged receipt of the August 2022 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received approximately \$53,000 in operating, tax, and capital revenue and incurred approximately \$208,000 in operating and capital expenses during August 2022. Ending cash balance at 8/31/22 was just under \$1.4 million, consisting of \$703,586 in the General Fund and \$670,047 in the Bond Fund.

Clinton Dock/Surface Transportation Block Grant (STBG): At the project meeting on September 14th, KPFF presented their adjusted project timeline moving the procurement of the gangway and the floats to the end of the permitting process rather than concurrently since the Port will not have that money upfront. On October 6th, there was a meeting with the electrical engineer at the ferry terminal. Lane 8 on the ferry loading dock has a series of concrete blocks with pick up rings on them. They brought a lift truck to pull up the blocks to check the conduits and the wiring to get to where the new docks will be. Right now, everything looks good – no problems from the engineer's perspective at this point. Also, if the Port gets an electrified charging station on the new docks, it looks like the conduit will probably be run on the outside of the trestle and they don't expect to have any problems with that.

[Added to Agenda] **Resignation of Commissioner Ed Halloran:** Reeves reported that earlier in the day, Halloran had submitted a letter of resignation from the Port Commission. He is thankful for the time spent

on the Board, but due to personal health issues he feels it is best if he steps aside from his position. Gordon said Halloran has always been a phenomenal, level-headed addition to the Commission. He appreciates him as a friend and a commissioner and he will really miss him. Gordon said he has enjoyed Halloran's time and his history, and his motivation as a public servant. Ng agreed that Halloran will be missed – he's been an amazing commissioner and he's a really good man. They wished him well.

Gordon said the Port will address the process of replacement and call for applicants when Ng returns to the U.S. in the next few weeks. The vacant position is for District 2 (Langley).

STBG (continued): The Island Regional Transportation Planning Organization (IRTPO) has put out a call for projects for 2022. The application deadline was September 30th, and Reeves submitted an application for just under \$4 million for the construction phase of the Clinton Dock in 2024-2025. On Thursday, the IRTPO's Technical Advisory Committee (TAC) will evaluate all the submissions for recommendation to the IRTPO Executive Board who will make a determination at their meeting on October 26th. Reeves noted only 4 applications were submitted this year: 2 from Island County (one for widening State Route 20 along the Naval Outlying Field and one for traffic circle on Camano Island) and 1 from Oak Harbor (to put in sidewalks and lights on 7th Avenue). The Port asked for \$4 million and the County asked for \$3 million for the SR 20 project. IRTPO's annual funding amount is \$2 million, and projects can be spread out over 2-3 funding years depending on the length of the construction project. Typically, once the TAC evaluates, rates and rank orders the projects, the TAC makes recommendations on how the funding could be scheduled. Gordon suggested Reeves could pitch it to the TAC as the Port could use IRTPO funding as a strong match for other grant applications.

Shoreline Maintenance Permits – Update: The renewal of the South Whidbey Harbor Expansion Permit has gone through entire whole process. The only group that has expressed concerns is the Tulalip Tribes regarding impact on their fishing rights, access to shellfish, etc. The studies for the original permit were done in 2009-2010 and conditions may have changed, so the Tribes would like to meet with the Port to discuss the project and their concerns. Reeves called last week but hasn't heard back yet – he will try again tomorrow to set up a meeting. Gordon said he'd be happy to attend as well.

On September 29th, the Port received both the Shoreline Conditional Use Permit (S-CUP) and the Shoreline Exemption Permit from Island County so the Port can both clean the ramp and perform maintenance at Possession Beach Waterfront Park. Reeves called and asked about the other permits (for Bush Pt. and Clinton Beach). Island County Planning Dept. said the Port still needed to pay their invoice. The invoice they referenced was for the Possession permit which Reeves explained the Port has that permit in hand and already paid that invoice. Additionally, the Port had paid for all three permits back in November 2021. In June 2022, Island County acknowledged they had received that check but they had not cashed it. At that time, they sent another invoice for the Possession maintenance permit after deciding it would require two permits. Reeves hand delivered that check to Island County, got a receipt and obtained a copy of the cancelled check. Since then, the County has twice sent the same bill for the same service for the same permit saying the Port must pay it before they can issue the permit that the Port has in hand. They won't issue the Bush Pt and Clinton Beach permits because they claim the Possession invoice is outstanding. Reeves will contact the Treasurer and Auditor to see if the check for all three permits has been redeemed, and then schedule a visit with the Planning Director to resolve the issue.

Fairgrounds Capital Projects (Coffman Kitchen and 4-H Restroom Renovations): Goosefoot is backing out of the Coffman Kitchen project. They have an existing commercial kitchen in the former restaurant space next to the Goose grocery store, and they decided they really only need one commercial kitchen, not two. Reeves and Fairgrounds Director Amanda Ellis will need to re-evaluate what the Coffman Kitchen project will be, noting that it will likely be scaled way back to just replacing the heating system and water heater, upgrade the electrical system and do some structural work. Ng suggested Pole Kitchen could also be upgraded. Reeves noted that Island County Public Health has issued Institutional Commissary permits to

both kitchens. Due to additional County requirements, several small businesses such as food trucks are now required to use such a kitchen to prep their food so there has been a lot of interest in using the Fairgrounds' kitchens.

The 4-H Restroom Project went out for advertisement yesterday. The Pre-Bid Conference will be held November 7th at the Fairgrounds, and sealed bids must be received by 3:00 p.m. on December 2nd. Reeves hopes the project can get started right after Christmas.

[Added to Agenda] **Bond Fund Transfers:** Although \$12K-\$15k could be transferred to reimburse the General Fund, Reeves explained he has no plan to do so as the higher interest rates are making the Port more money by leaving it for now.

Workforce Housing Project on the Fairgrounds (RCED Grant Application/ARPA Application): Gordon and Reeves will attend the Board of Island County Commissioners (BOICC) work session tomorrow to hopefully finalize the agreement for the American Rescue Plan Act (ARPA) funds. When the Port presented the \$150,000 application for Rural County Economic Development funds (RCED) with required 10% Port match, the BOICC had originally awarded \$135,000. The County Administrator and ARPA Coordinator have written the agreement for the full amount, but the Commissioners want to hear the reasoning from the Port. Gordon explained that the total of the original "ask" was \$500,000, with \$150,000 for engineering/pre-design for feasibility and \$350K for architectural.

The Port met with the City of Langley on September 12th to discuss the project. Right now, the City is not looking to change the P1 (Public Use) zoning to allow housing in all P1 zoned parcels – only the Fairgrounds at this point. The City Council has agreed to put it on their work plan/docket for FY 2023, and agreed to award a contract for a consultant to do the zoning change, but they haven't decided if the \$9,000 cost will be shared. Island County's is satisfied that the zoning change is on the City's docket.

Comprehensive Scheme of Harbor Improvements + Strategic Plan: Reeves explained that he had neglected to include the contract for Makers Architecture & Urban Design, LLP at the last regular meeting. He asked the Board to authorize him to enter into a contract not to exceed \$50,000 with Makers to do the Port's Comprehensive Scheme.

ACTION: A Motion was made by Ng and seconded by Gordon to authorize Executive Director Stan Reeves to enter into a contract not to exceed \$50,000 with Makers Architecture & Urban Design, LLP for the Comprehensive Scheme of Harbor Improvements Update as presented. The Motion passed unanimously.

2023 Draft Preliminary Budget: Reeves apologized that Port Staff had not seen the draft budget yet; it's been hectic recently and he emphasized that it is a *preliminary draft* and changes can be made (provided the Commission agrees to those changes). He highlighted items that significantly changed from last year, including the contracted costs for the Comp Scheme (\$50K) and the Economic Analysis Study (\$20K). The Harbor Master Plan has \$0 in the 2023 draft budget as he anticipates the Port and City working together and on cost sharing, etc. with the Plan being awarded and completed in 2024. The Port's insurance rate has also significantly increased every year by at least 10% - last year it increased by 18%. He is budgeting \$105,000 for 2023. He also has \$0 for Tourism Development Grants/Subsidies in the 2023 budget. With the number of projects going on right now, Reeves doesn't think the Port can spare it. Gordon added that there are a lot more grant opportunities for those groups available now that didn't exist before the Covid-19 pandemic. He budgeted more for Fairgrounds Vehicle Maintenance because of the water tender issues. The Possession Dock & Ramp line item has \$25,000 mainly to replace the hinges on the floats, which are in dire need of repair or replacement. With the Recreation & Conservation Office (RCO) grant program cycle, the Port wouldn't see any money until 2024 or 2025 so it's likely the Port will need to do some serious maintenance on the floats in the meantime.

Reeves and Ellis need to sit down and go over the Fairgrounds Capital Improvements expense budget. He removed the \$108,000 from the General Fund to help pay for the Coffman Kitchen since the project will be scaled back. He also included \$50,000 to pay for the partial demolition of grandstand at the Fairgrounds – especially the seating area/bleachers. The engineering assessment indicated that the rest of the grandstand appears to be sound. The seating area is completely dry rotted. The animal pens also need to come out and be rebuilt. Most of those posts are not connected. The frame and roof are fine and rebuilding the animal pens will not be very expensive. Gordon asked if the Port could use that \$50,000 expense as a match to get an RCO grant to install steel bleachers in the grandstand. Reeves said he would look into it, as well as Washington Department of Agriculture’s grant program.

After all that, at the end of the year the draft preliminary budget has an ending balance of \$511,000 consisting of \$451,000 in the General Fund and \$60,000 in the Bond Fund. The remaining Bond Fund money can then be used for whatever capital expenses in 2024.

Gordon said he would like to see \$500,000 in the General Fund, and it’s getting close. He said Reeves has done a great job, especially getting the Port through Covid-19 with revenues down.

Grant Opportunities: Reeves said Consultant Angi Mozer (CASE Solutions) had looked into the Department of Commerce’s Community Economic Revitalization Board grant program. It doesn’t appear the Fairgrounds Workforce Housing project will fit.

STATUS REPORTS:

Fairgrounds

Fairgrounds Director Amanda Ellis presented her monthly report. Several new renters will be using the Pole Kitchen, and Whidbey Island Grown will be using Coffman Kitchen on Fridays as their pick up location for its Food Hub program. Minor improvement projects include attempts to repair broken or faulty wiring in the campground; some were completed but other issues were discovered in the process. Additionally, there is a potential water leak on the Fairgrounds property. Ellis hired David Stern for the part-time Fairgrounds Marketing & Events Coordinator position. In his first few weeks he has contributed a lot, including updates on the website events calendar and current marketing posts and community information on Facebook. In September, there was a theft incident or possibly two over 48 hours. A number of items were stolen from the primary tool shed and from the Pole Auditorium – total of \$1,200 worth of equipment. It’s been reported to police, and the items have been replaced. A new inventory system and lock system are in place. Fairgrounds Staff will install safety cameras at multiple locations throughout the Fairgrounds, as well as motion sensor lights, new deadbolt locks, and closing the vehicle entry gates during non-business hours. The gates on Camano Ave. and the one that separates the campground from the rest of the property will be closed, but the Fairgrounds Road gate to the campground will remain open. Community members will still be able to walk through and enjoy the Fairgrounds as usual.

Workforce Housing Project (continued): The Port will be discussing the ARPA agreement with the BOICC tomorrow. If the terms and conditions are acceptable and the County agrees to pay the Port \$150,000, Reeves asked if the Port Commission would like to authorize him to sign the agreement or wait until the November meeting. Gordon noted that Ng had not yet read the draft agreement.

ACTION: A Motion was made by Gordon and seconded by Ng to authorize Reeves to sign the contract to receive \$150,000 from ARPA for Workforce Housing on the Fairgrounds funds conditional upon Ng’s review and email approval. The Motion passed unanimously.

[NOTE: At the Island County Board of Commissioners Work Session on October 12, the BOICC decided to award funds from their General Fund, not ARPA funds, and will rewrite/restructure the contract accordingly. When the new contract is ready for review, Reeves will send it to the Port Commission.]

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 no significant news to report; just continuing efforts on multiple projects and checking in with vendors regarding budgeting items for 2023.

South Whidbey Harbor

Interim Harbormaster Kathy Parks provided her monthly report. Things slowed down a bit after Labor Day, but the nice weather continues to bring boaters to the Harbor. They have received a lot of inquiries for winter moorage, and the Harbor is fairly full as a result. She attended the Forage Fish Survey class and will now be able to perform the testing on the boat ramp. Patrick Boin's last day was September 30th, and Parks' first action as Interim Harbormaster was to promote Seasonal Dock Attendant Bryan Smith to Assistant Harbormaster. She believes they will make a great team.

ACTIVITIES/INVOLVEMENT REPORTS

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

IRTPO: Reeves attended in Gordon's stead on September 28th. Most of the time was spent discussing letters of support for projects the City of Stanwood is doing and grant opportunities for Island Transit. The IRTPO also discussed the required Human Services Transportation Plan Update to go before the Executive Board on November 3rd. Island County advertised a Grant Specialist position but no one applied for it. The job wasn't full time, was only for 6 months and paid just \$25/hour. Gordon will recommend they put it out as consultant work with a certain amount "not to exceed."

CCC: Gordon reported that the CCC has been working really hard with the Island County Planning Dept. on making Clinton a potential gateway-type of zoning structure and make some changes to the Rural Area of Intense Development (RAID).

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

COG: Ng attended in Ng's stead. A full hour of the meeting was devoted to a presentation from the Washington Dept. of Health on PFAS (per- and polyfluoroalkyl substances) in drinking water. The Environmental Protection Agency (EPA) is setting new limits for contamination levels. Most believe the standards for contamination levels will be set extremely low, well below the current standards. The last part of the meeting was about the legislative priorities of the COG, which have been submitted. All the local legislators will hopefully participate in the October 26th meeting to go through the priorities of the various organizations within the COG.

P&M: No meeting held. Ng said he looks forward to meeting with Ellis and Stern when he returns.

WPPA: Gordon and Reeves will attend the Small Ports Seminar October 20-21.

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

MRC: N/A

Langley: N/A

EDC: N/A

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: Ng received some emails from residents frustrated about the County's Mutiny Bay Boat Ramp being closed and asking if the Port could help. For the benefit of the public, Gordon explained that by taking 25% ownership, the Port was eligible for the grant to build that ramp and the ramps at Maxwelton and Holmes Harbor), but the County is 100% responsible for the maintenance of those ramps. Gordon asked if the County paid someone to study those boat launches. Reeves recalled that a couple of years ago, the County had worked with Blue Coast Engineering and GeoEngineers to come up moving the sediment off the ramp at Mutiny Bay, but the homeowners didn't want it pushed to the north in front of their properties. He doesn't think anything has happened since then. However, at the Clinton Dock project meeting, the WSDOT Engineer said the citizens of Mutiny Bay were working together to try to put in a seawall there. Gordon believed there was a suggested design a few years ago for a bridge-type ramp that allows the sediment to go under and through. Perhaps FEMA funding could be available in addition to other funding. Reeves agreed to contact Island County Planning Dept. for an update on those ramps, and possibly find funding sources for design money.


ADJOURNMENT: Without any further action, the Meeting was adjourned at 5:22 p.m.

Approved:



Commissioner Curt Gordon, Clinton

Minutes prepared and submitted by:



Molly MacLeod-Roberts, Port Clerk/Accountant



Commissioner Jack Ng, Freeland

Commissioner District 2 (VACANT), 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.