

THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND

**PUBLIC HEARING FOR 2022 BUDGET
&
REGULAR MEETING**

Held at Freeland Library Meeting Room, 5495 Harbor Avenue, Freeland WA 98249
With virtual access via Zoom Meeting Service
Tuesday, November 8, 2022

Public Budget Hearing at 3:45 p.m.

Regular Meeting (immediately following the Public Hearing at approx. 4:00 p.m.)

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/82006088536?pwd=d003NW5QOGpnM3Y3ZTBIMXRpdGZ6Zz09>

Meeting ID: 820 0608 8536

Passcode: 736840

One tap mobile

+12532158782,,82006088536#,,,,*736840# US (Tacoma)

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 820 0608 8536

Passcode: 736840

Find your local number: <https://us02web.zoom.us/u/kefkFj61KW>

3:30 PM: WORKSHOP - Commission review of vouchers and recent correspondence

3:45 PM: PUBLIC HEARING ON THE 2022 BUDGET

REGULAR MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE (immediately following the Public Hearing)

COMMISSIONER ACTIONS

Approval of 2023 Final Budget

Resolution No. 22-04 to Establish 2023 Levy

Resolution No. 22-05 to Terminate Local Emergency and rescind Resolution No. 20-01

Consent Agenda: Approval of November Vouchers in the amount of \$92,025.11 and Minutes from the Regular Meeting of September 13, 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 September 2022 Financial Statement

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

November 8, 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: Immediately following a Public Hearing for the 2022 Budget from 3:45 p.m. to 4:00 p.m., the Regular Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, November 8, 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 Meeting of September 13, 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 November 2022 as signed today in the amount of \$92,025.11. The Motion passed unanimously.

COMMISSIONER ACTIONS

Approval of 2023 Budget

ACTION: A Motion was made by Ng and seconded by Gordon to approve the 2023 budget as presented. The Motion passed unanimously.

Levy Certification and Ordinance/Resolution No. 22-04 to Establish 2023 Levy: The resolution authorizes an increase of 1% from the previous year's actual levy amount. The dollar amount of the increase over the actual levy amount shall be \$8,310.98.

ACTION: A Motion was made by Ng and seconded by Gordon to approve Ordinance/Resolution No. 22-04 as presented, providing authorization for the levy to be collected in the 2023 tax year. The Motion passed unanimously.

Executive Director Stan Reeves provided his signature as Auditing Officer on the Levy Certification and said he would deliver all the final signed documents to Island County prior to November 30th.

Resolution No. 22-05 to Terminate Local Emergency and Rescind Resolution No. 20-01: Governor Jay Inslee has proclaimed the Covid-19 State of Emergency Proclamation is no longer necessary, so Resolution No. 20-01 providing Delegation of Authority may now be rescinded and terminated.

ACTION: A Motion was made by Ng and seconded by Gordon to approve Resolution No. 22-05 and rescind and terminate Resolution No. 20-01. The Motion passed unanimously.

PUBLIC COMMENT: **Langley City Councilmember Thomas Gill** said there was some bluff damage along Cascade Avenue as a result of the recent windstorm. Randi Perry, Langley's Director of Public Works, asked Gill to address the Port during this public meeting to request a discussion in the near future about going in on a joint bluff stabilization mitigation for the area behind the restrooms at South Whidbey Harbor. Gordon said he wasn't aware of any damage, and Gill clarified that there wasn't any, but it has gotten worse and the City is looking for a long-term plan to stabilize it. Gordon is familiar with bluff stability reports provided by specialized engineers, and it's not a bad idea. He suggested Reeves and Perry could work together to determine the cost of a bluff stability study. Ng agreed.

Gill also shared a request from "several members of the community" that the Port look into updating the wireless facilities at the Fairgrounds Campground because internet is just as important to campers as water, sewer and electricity. Reeves explained that Port Staff met with Whidbey Telecom after the Fair and walked the Fairgrounds. At the end of the meeting, it was agreed that the apparatus and equipment put in place for the Fair would stay, and wi-fi could then be turned on as needed for events. Whidbey Telecom was going to provide a new estimate to run fiber optic up to the Campground. Two hours after the meeting, other Whidbey Telecom employees came and removed the apparatus and equipment. Reeves will reach out to them again. Gordon noted that Reeves and Fairgrounds Director Amanda Ellis have a list of priorities for projects at the Fairgrounds, and asked if they could report at next month's meeting where wireless access is ranked on that list, the estimated cost, etc.

EXECUTIVE DIRECTOR REPORT

Financial Update and September 2022 Financial Statement: The Commission acknowledged receipt of the September 2022 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received approximately \$61,000 in operating, tax, and capital revenue and incurred approximately \$152,000 in operating and capital expenses during September 2022. Ending cash balance at 9/30/22 was \$1.28 million, consisting of \$610,900 in the General Fund and \$670,778 in the Bond Fund.

Clinton Dock/Surface Transportation Block Grant (STBG): At the site visit with Washington State Ferries and KPFF on October 6, it was determined that the existing electrical infrastructure and capacity will support the project. The last project meeting with KPFF was on November 3rd. The Port asked KPFF for a small increase in the Scope of Work to include replace all the light fixtures in the wall of the fishing pier. KPFF reported that the gateway landing at the fishing pier will need to be steel rather than concrete; the weight of the concrete would be too much for seismic conditions. That change pushes out 90% design a few weeks. The next project meeting with KPFF will be in early December when 90% design should be complete. All the permitting applications are ready for submittal with the exception of the Biological Assessment, which should be done before Thanksgiving. The Local Programs office has not figured out the environmental mitigation yet; they will have to do whatever the Federal Highway Administration requires and the FHA uses their own system different than the Army Corps of Engineers.

The Port submitted a grant application of \$3.9 million to the Island Regional Transportation Planning Organization (IRTPO) for construction funds for the Clinton Dock, using STBG funds – the same source used for the preliminary engineering. On October 26th, the IRTPO Executive Board awarded the Port nearly \$1.8 million for fiscal years 2025, 2026 & 2027 which lines up with the timelines for permits and going out to bid. Reeves said the Port just needs another \$3 million and will be ready to build.

Gordon noted that the Commission had recently charged Reeves with going out and finding grant funding. This was a big deal and Reeves did very well. It's a great head start to funding the whole passenger-only buildout.

Shoreline Maintenance Permits – Update: The Port is still waiting for the Tulalip Tribes to schedule a meeting to discuss their concerns regarding the permit renewal for the expansion of South Whidbey Harbor. Reeves reported that as of October 14th, the Port has all the shoreline maintenance permits from Island County

so the Port can now legally clean and maintain the ramps at Bush Point and Possession Beach Waterfront Park, and trim the vegetation at both those facilities as well as Clinton Beach Park.

Fairgrounds Capital Projects (Coffman Kitchen and 4-H Restroom Renovations): Reeves and Ellis still need to figure out what should be done with the Coffman Kitchen. More than likely, they will recommend just making the necessary repairs/upgrades to make it more useful rather than any type of real major renovations. The 4-H Restroom project is going as scheduled. The onsite pre-bid conference took place yesterday. Six contractors attended, so hopefully the Port will receive some good competitive bids this time around. At least two of the contractors were from Island County, one from Skagit County and others were from Chehalis and Silverdale. Bids are due December 2nd at 3:00 p.m., with bid opening at 3:15 p.m. at the Port's office in Freeland. Reeves said it's entirely possible there will be a bid to award at the regular December meeting.

Workforce Housing Project on the Fairgrounds: The City of Langley has not yet determined if they will share the \$9,000 cost for the zoning change request. Gordon asked about the status of the Island County funds for the project. Reeves will contact County Administrator Michael Smith and ask if an agreement has been drafted for the \$150,000 that was awarded. In the meantime, he will submit a \$350,000 application to the County through its American Rescue Plan Act (ARPA) housing portal.

Reeves explained that at the October 12th work session of the Board of Island County Commissioners, they decided to increase the award from \$135,000 to \$150,000 and change the funding source from ARPA to the County's General Fund. In reviewing the draft agreement, it turned out the project did not meet the ARPA requirements as those funds are for HUD-type housing projects, with much lower Area Median Income (AMI) than what the Port is looking to build.

Comprehensive Scheme of Harbor Improvements - Update: A kick-off meeting with representatives from Makers Architecture & Urban Design and BST Associates, Consultant Angi Mozer (CASE Solutions) and Port Staff is scheduled for November 18th at 9:00 a.m. Makers & BST will attend via Zoom Meeting Service, Mozer and Port Staff will attend in person at the Freeland Library meeting room. Gordon will likely join the meeting.

Grant Opportunities: Previously reported the \$1.8 million grant from IRTPO.

STATUS REPORTS:

Fairgrounds

Fairgrounds Director Amanda Ellis was on hand to present her monthly report. The event season is wrapping up with an end of the year party for the 4-H Happy Hounds and the final gaming show of the year for the 4-H Knight Riders. In November, OutCast Productions has a show running from November 18-December 3, and the Fair Association will hold its Country Christmas market Thanksgiving weekend and the 1st weekend in December. Whidbey Grown's Food Hub customers are picking up every Friday afternoon in the Coffman Building. Maintenance & Operations Supervisor Pat Kisch repaired the "mast" structure on top of the Pole Building that held the electrical lines. Ellis is working on establishing a Port-wide inventory system for tools and supplies. Marketing & Events Coordinator David Stern is chipping away at the large pile of work she assigned him. They are researching where to invest in marketing.

Port Operations

Maintenance & Operations Supervisor Pat Kisch provided 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. The boarding floats and beach mats have been removed for the season. Space heaters and freeze protection measures have begun. Kisch attempted to find the water leak at the Fairgrounds but wasn't successful. He called American Leak Detection, but was told they had little confidence that they would be able to locate in anything other than ductile iron pipe. A leak would be hard

to detect anywhere there is poly line. Kisch said their \$3,000 rate to come out was also a deterrent, so Port staff will continue to investigate and see what the next bill (during the non-Fair time) shows. Gordon said it seems like much of the Fairgrounds would have old galvanized or even black pipes. The working plan for the water tender is to remove the auxiliary engine and pump and build a small platform that a small engine driven pump can sit on.

South Whidbey Harbor

Interim Harbormaster Kathy Parks presented her monthly report. Winter crabbing opened to the public on October 1st and commercial crabbing started October 15th. Winter moorage season began with 13 boats within the first 2 weeks, including 4 crabbing boats – a big increase from prior years. With the good weather during the first half of October, the Harbor was fairly busy. During the second half of the month, the weather resulted in several cancellations, including a yacht club visit. The lock on the gate to D and E Docks was replaced, and the restroom key pad locks were reset. The men’s shower coin box was broken into and damaged, and Harbor staff has repeatedly found the restrooms in unsanitary conditions. Due to those incidents, the restrooms are closed to the general public until further notice. A portable toilet is still available. While the restrooms are closed, Myers and Assistant Harbormaster Bryan Smith are doing major cleaning and maintenance both inside and outside of the restroom building and storage area.

ACTIVITIES/INVOLVEMENT REPORTS

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

IRTPO: Gordon noted it was the first in person meeting since February 2020. Gordon recognized **Tim Callison** for public comment, and Callison noted that the IRTPO usually funds “shovel ready” projects like the Clinton Dock Passenger Only Ferry. Gordon agreed and explained that is why the Port first sought funding for the design, so the project was at 90% design when they asked IRTPO for construction funds. While at the IRTPO meeting, Gordon broached the subject of the need for a feasibility study on the A. J. Eisenberg Airport in Oak Harbor, noting that it is an island wide (if not a county wide) issue. Island County Commissioners Melanie Bacon and Janet St. Clair were in attendance and were both in favor. Gordon asked Reeves to contact County Administrator Michael Smith to find out when the Board of Island County Commissioners will discuss it. Gordon is NOT suggesting that the Port of South Whidbey would operate it, but he knows there has been interest from the Port of Coupeville and the City of Oak Harbor. Nothing gets funding unless some preliminary work has been done, and no one can get a grant unless there has been a feasibility study. The Port can’t get a CERB (Community Economic Revitalization Board) grant for it, because the airport is not in the Port District, but Island County can get one or use RCED (Rural County Economic Development) funds for the study.

CCC: Things are going well at CCC with the Island County Planning Department’s help in looking into the potential for a gateway overlay project like the one on Camano Island.

WPPA: Gordon and Reeves attended the Small Ports Seminar in Leavenworth in October. The second day made it really worthwhile. The location will change next year to Chelan.

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

COG: Gordon attended the COG meeting in Ng’s stead, and the focus was legislative priorities. He wanted the group of agencies to pare the list down to 4 or 5 that they all commonly agreed, but instead every agency had their own private list to pitch to the legislators.

P&M: No meeting held.

WPPA: Previously reported.

OLD BUSINESS: The Port has advertised the opening for the District 2 (Langley) Commissioner position on the Port website, the agenda distribution list and the South Whidbey Record Nov. 5, 12 & 19th. Letters of Interest and Statement of Qualifications are due Wednesday, November 23rd at 4:00 p.m. None have been received to date.

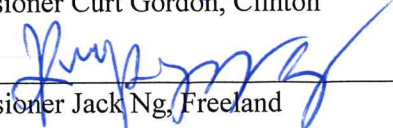
NEW BUSINESS: Gordon asked Ng if he would like to have a very informal afternoon gathering in mid-December with all the Port Staff so the Commission could meet everyone, have lunch, etc. Ng said yes, and Reeves agreed to look into it.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 4:53 p.m.

Approved:



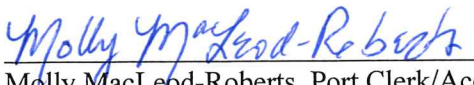
Commissioner Curt Gordon, Clinton



Commissioner Jack Ng, Freeland

Commissioner 2 VACANT, Langley

Minutes prepared and submitted by:



Molly MacLeod-Roberts, Port Clerk/Accountant

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.