

**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, September 13, 2022 at 4:00 p.m.

**AGENDA**

Join Zoom Meeting

<https://us02web.zoom.us/j/83264063209?pwd=L2ZwWmFpWW9VSDFSUzlkNXhvaWtMZz09>

Meeting ID: 832 6406 3209

Passcode: 855128

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Meeting ID: 832 6406 3209

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

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 September Vouchers in the amount of **\$160,612.04** and Minutes from the Regular Meeting of August 9, the Redistricting Public Hearing of August 1, 2022, and the Special Meeting of August 1, 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 July 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**

**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

September 13, 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) and Pat Kisch (Maintenance & Operations Supervisor)

**Absent:** Patrick Boin (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, September 13, 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 August 9, the Redistricting Public Hearing of August 1, and the Special Meeting of August 1, 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 September 2022 as signed today in the amount of \$160,612.04. The Motion passed unanimously.

**PUBLIC COMMENT:** None.

**EXECUTIVE DIRECTOR REPORT**

**Financial Update and July 2022 Financial Statement:** The Commission acknowledged receipt of the July 2022 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received approximately \$48,000 in operating, tax, and capital revenue and incurred approximately \$115,000 in operating and capital expenses during July 2022. Ending cash balance at 7/31/22 was just over \$1.5 million, consisting of \$857,237 in the General Fund and \$669,343 in the Bond Fund.

At last month's regular meeting, Gordon had a question regarding the cash flow and why the projected end of year balance is so high (\$1.4 million). Reeves subsequently realized that he had neglected to take out the capital revenue the Port will receive as he reduced the capital expenditures. He changed the calculation and the correct projected end of year balance is \$740K in the General Fund.

**Clinton Dock/Surface Transportation Block Grant (STBG):** KPFF's subconsultant has estimated the Port's mitigation credits for the project will cost \$1,200 each. The project will likely require 76 "credit points" for a total cost of \$91,200 to purchase the points from a mitigation bank. A little money could be saved if the Port pulled the pilings from the old Hein dock instead; however, National Marine Fisheries Service's preference is to use the calculator and the mitigation credits. It's a cleaner process with the agencies and more expedited. The subconsultant also said that the costs of removing the pilings could be so variable that the Port might not even save money by doing it. Reeves directed KPFF to proceed with the mitigation bank strategy of purchasing the credit points, but it can be changed later. Due to the long lead time for the

gangway/float, KPFF had suggested ordering the \$1 million gangway/float in advance – before the permits have been issued. Unless grant funding lines up, the Port cannot afford to do that and it would be risky without knowing whether the permits would come through. Once the Port has the permits, the gangway and floats will be ordered, not necessarily waiting until the project is bid. KPFF estimates the permitting process complete and construction bid dates will likely coincide around July 2024.

**South Whidbey Harbor Expansion Permit:** The Army Corps of Engineers' public comment period has ended. The only entity that expressed some concerns is the Tulalip Tribes. The Corps will meet them to find out the specific concern; Reeves hopes the Tribes just want to know more about the expansion and the Port's intent.

**Shoreline Maintenance Permits – Update:** Reeves believes the County should issue the permits soon. In his last conversation, the County asked him to provide answers to 3 or 4 questions for clarification and indicated that they could then process the permits within a couple of weeks. He submitted his responses 1.5 weeks ago. If he hasn't heard anything in the next week, he will contact Island County Planning Director Mary Engle.

**Fairgrounds Capital Projects (Coffman Kitchen and 4-H Restroom Renovations):** Davido Consulting Group has everything done and will hopefully advertise for bids next week.

**Workforce Housing Project on the Fairgrounds:** The Port held a joint special meeting with the City of Langley on Monday, September 12<sup>th</sup>. The City agreed to place the zoning change for the Fairgrounds in their work plan. It wasn't clear when that will happen, but Reeves thinks it will be early next year. They still need to work out whether the City will share the cost of the zoning change. Gordon noted that Island County Commissioner Melanie Bacon was at the joint meeting and seemed comfortable that the City's approved motion would satisfy the County Commissioners requirements to award the ARPA funds for the Port's \$150,000 grant request. If the County had used RCED funding, the Port would be required to provide a 10% match so the County would provide only \$135,000. Reeves isn't sure if the County Commissioners will still require the match for ARPA funds; he is waiting to receive the contract from the County.

Once the County has received confirmation from the City of Langley that the zoning is on the work plan, the County Administrator will draft a contract and put it on the County Commission's docket. Reeves will ask to get a copy of the draft contract beforehand. Gordon encouraged Reeves to contact Davido to get going with their architect. He believes it will involve a little architecture with lots of engineering.

**Comprehensive Scheme of Harbor Improvements + Strategic Plan:** BST Associates has provided a scope of work and budget of \$20,000 for an Economic Analysis of the Port district, similar to the study BST conducted in 2012 for the Port. The data will be included in the Comp Scheme, and Makers Architecture & Urban Design, LLP describes the economic study as the first piece of the puzzle that sets the baseline for what they will do. Gordon said BST's 2012 study was phenomenal and he strongly recommends the Port approve it. He believes Makers will be able to produce a better Comp Scheme if they have it.

**ACTION:** A Motion was made by Ng and seconded by Halloran to authorize Executive Director Stan Reeves to enter into a personal services contract with BST Associates for Economic Analysis in the amount of \$20,000. The Motion passed unanimously.

#### STATUS REPORTS:

##### Fairgrounds

Fairgrounds Director Amanda Ellis was on vacation so Reeves presented her monthly report. The Whidbey Island Car Show on August 13<sup>th</sup> went very well with over 100 cars. Halloran was very involved in the fundraising event and reported it was very successful and Ellis was extremely helpful throughout the process. WWGA held an event September 10-11 and it went well. The Langley Chamber of Commerce has cancelled

this year's Harvest Festival – they were unable to find enough vendors to participate due to lack of staff to work two venues at once. The Port's long-term tenants are back in their spaces. A long-discussed project was finally completed with the installation of windows on the south face of Burrier Building. That space finally has airflow and the tenant is very happy. With labor and materials, the total cost was about \$600.

Jerry Beck & Company, Inc. started work on some electrical repairs in the campground. At least four of the pedestals were about ready to fall over, and there were some shorts in the underground wiring leading to those pedestals. In the course of doing that work, they find a lot more problems so they will provide and estimate of what it will cost to fix everything. Reeves noted that it is going to be "substantial." Even the repairs they are doing right now will cost \$7,000.

Ng said it sounds like the Port needs to work on the campground. Gordon noted that the Port had talked about completely redoing the RV Park, and the design alone was \$150K. In 2018, former Executive Director Angi Mozer had submitted an application to the Washington State Recreation & Conservation Office (RCO), which Reeves presented right after he came on board. Almost all of the competing agencies had a very detailed engineering and design plan, and the Port didn't have that. The Port's grant application did not score well – the district was too wealthy, too well educated and had a small minority population. It ranked 88 out of 92 projects. Gordon said the Port needs to find a way to get funding for design in order to get funding for a project. Reeves noted the 4-H Restroom project is a good example of that. The Port got a \$21K grant from the Washington State Department of Agriculture's Fair Program for the engineering and architecture work, and the following year got a \$250,000 grant for the construction because the Port had the plans. The construction estimate is \$500,000.

Ellis has hired David Stern for the half-time Fairgrounds Marketing & Events Coordinator position. She is waiting to hear if the Fairgrounds will be visited by the TV program "American Pickers."

Gordon asked when the Coffman Kitchen will be ready to go out to bid. Reeves said once he has the specification document Davido used for the 4-H Restroom project, he should be able to modify it within 2 weeks and go out to bid by mid-October. He is meeting with Goosefoot later this week to discuss it. The plan is to have both projects completed by May 2023.

### **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. Right after the Fair Association's operation wrapped up, the pump located between the cab and the water tank on the water tender broke. When the busy summer season ends, he will look further into determining the extent of the damage and possible solutions. Gordon said he'd like to take a look at it as well. At the Humphrey Road Parking Lot, he trimmed some limbs. Kisch returned two sets of bleachers that South Whidbey Parks & Rec had loaned to the Fair Association.

### **South Whidbey Harbor**

Harbormaster Patrick Boin was absent, so Reeves recapped his report. Typical August – the revenues weren't quite as high as projected, but they were not significantly off from prior years. One of the permanent moorage vessels has vacated. The Port will need to determine if permanent moorage should continue, but Reeves thinks the best answer right now is to just use it for transient moorage. He and Myers will brief the Commissioners on the economics either way. Although the vessel has left, the owners technically have paid for and have the right to moor at the Harbor until October 31st. Assistant Harbormaster Kathy Myers will be attending the Washington State Dept of Ecology Forage Fish Survey class next week in Lacey. The Port has tried to get into the class for nearly 3 years. Harbormaster Patrick Boin has resigned and his last day will be September 30<sup>th</sup>. Myers will be assuming the role of Interim Harbormaster effective October 1<sup>st</sup>.

At the Joint Special Meeting with the City of Langley, Ng thought someone mentioned that the blue house (in between the two Port properties at the Harbor) was for sale. Reeves' understanding is that the current owner is selling it to the current tenant who has been living in the house. It will cause problems for Whidbey Island Kayaking Company and they will be looking for a new place to conduct their operations. As far as he knows it was not an advertised sale and owners can do what they want with their property. He said it would have been nice if the Port was aware the property would be put up for sale as it would have been a good place to expand the operation there. Gordon asked Reeves to call the owner and find out if it has sold.

#### **ACTIVITIES/INVOLVEMENT REPORTS**

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

**IRTPO:** Reeves attended in Gordon's stead. The bulk of the meeting was on the Safe Streets & Roads for All grant program. It's a program for various road and safety improvements, and the IRTPO is looking to create an Action Plan, and seeking partners from the municipalities to participate in the Action Plan. The County would go through the IRTPO to get a grant of \$500K. There is a match requirement, and each of the municipalities would a proportionate amount of the match based on their population, etc. Their projects would be included in the Action Plan so if grant money is available in the future, they would already have the Plan ready to apply for that grant.

**CCC:** Gordon said a representative from U.S. Representative Rick Larsen's office had discussed the Infrastructure Investment and Jobs Act (IIJA) funding with the Clinton Community Council. Because Clinton is a RAID (Rural Area of Intense Development) and not a city, they don't qualify for many of the transportation grants. Reeves said that Island County will be looking to compile projects for unincorporated areas like Clinton and Freeland in the Action Plan.

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

**COG:** Reeves attended in Ng's stead. The group discussed the IIJA in great depth, mainly about money through the Dept of Commerce. It was really focused on ARPA-funded grants for broadband. It could be a total of \$800-\$900M for the State of Washington. There might be additional grant dollars coming from the Washington Public Works Board that can be used for planning to get projects shovel-ready for future IIJA grants.

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

**WPPA:** Gordon and Reeves plan to attend the Small Ports Seminar in Leavenworth October 20-21.

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

**MRC:** The MRC has worked with some South Whidbey High School students previously. Halloran has also worked with students through his membership in Rotary Club of Whidbey Westside, and he briefed the commission on those activities.

**Langley:** No report.

**EDC:** No meeting held.

**Joint Parks Committee:** No meeting held.

**PUBLIC COMMENT:** **Krista Loercher, Whidbey Island Kayaking Company** offered to answer questions regarding the sale of the house near the Harbor. She believes the house and the space beside it where her business is located were sold at the end of June. The tenant, who is also an employee of the owner, purchased it. The new owner plans to live there, expand the living quarters and also have an Air B&B. Loercher said it is essentially turning that commercial space into private residential. The Boatyard Inn is also going to be private residential as of the end of the month. She said the whole waterfront with the exception of the South Whidbey Harbor and the Nichols property is now all private residential, which limits economic development and public access. Gordon thanked her, and noted the importance of developing a Harbor Master Plan.

**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:** Gordon attended an Open House on the waterfront in Everett, and he spoke with Lisa Lefeber, Executive Director of the Port of Everett. She is looking into the newest round of grant opportunities from the Inflation Reduction Act (IRA) and is headed to Washington, DC this month. Many of the programs will be environmentally focused, and if the Port of South Whidbey combined building a dock for a Passenger Only Ferry with chargers for future electric Washington State Ferries, it could be eligible for a grant from IRA funds. As far as electrification goes, Reeves said the Port is setting conditions with the design that it can be electrified and KPFF is looking into the WSF electrification program.

The two biggest needs to Gordon are finding \$7M-\$10M (his rough guess) for workforce housing at the Fairgrounds and \$4M-\$5M for the Clinton Dock for a passenger only ferry. Plus renovating the RV Park at the Fairgrounds, floats for ramps, etc.

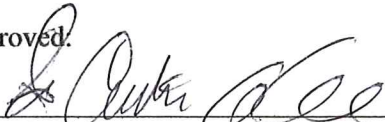
The Port needs to look at all the current grant opportunities before the money is gone. Ng agreed, noting that bigger ports have grant writers. Gordon said he’d like to have Grant Opportunities as an agenda item going forward.

Gordon asked Reeves to call Lefeber when she returns to find out what she learned. Ng suggested at the WPPA seminar, Gordon and Reeves could also ask other ports what grant opportunities they have found.

Ng recently spoke with Ken Philp who is a landscape architect. Philp thinks the Fairgrounds workforce housing is a great project, and if it gets going, he would like to help with the landscape architecture at no cost to the Port.


**ADJOURNMENT:** Without any further action, the Meeting was adjourned at 5:24 p.m.

Approved.

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

Minutes prepared and submitted by:

  
\_\_\_\_\_  
Molly MacLeod-Roberts, Port Clerk/Accountant

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

**VACANT**  
\_\_\_\_\_  
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.