

THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND
PUBLIC HEARING FOR COMP SCHEME AMENDMENT
&
REGULAR MEETING

Held at Freeland Library Meeting Room, 5495 Harbor Avenue, Freeland WA 98249
With virtual access via Zoom Meeting Service
Tuesday, December 13, 2022

Comprehensive Scheme 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/87454748590>

Meeting ID: 874 5474 8590

One tap mobile

+12532050468,,87454748590# US

+12532158782,,87454748590# US (Tacoma)

Dial by your location

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

Meeting ID: 874 5474 8590

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

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

3:45 PM: PUBLIC HEARING ON AMENDING THE COMP SCHEME TO INCLUDE 2023 BUDGET

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

COMMISSIONER ACTIONS

Resolution No. 22-06 to Amend the Comprehensive Scheme to include 2023 Budget

Consent Agenda: Approval of December Vouchers in the amount of \$135,007.32 and Minutes from the Regular Meeting of October 11, 2022; the Special Meeting of October 25, 2022; the Public Hearing on the 2023 Budget of November 8, 2022; and, the Regular Meeting of November 8, 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 October 2022 Financial Statement

Clinton Dock/Surface Transportation Block Grant – 90% Design

Fairgrounds Capital Projects

- Authorize ED to enter into contract for 4-H Restroom Improvements
- Authorize ED to proceed with 3-Phase converter purchase/installation in Pole Kitchen

Housing Concept on Fairgrounds

Comprehensive Scheme of Harbor Improvements – Update

Grant Opportunities – Island County ARPA request for \$350k

District 2 Vacancy – Update

STATUS REPORTS

Fairgrounds

- Fairgrounds Director

Port Operations

- Maintenance & Operations Supervisor Report

South Whidbey Harbor

- Interim Harbormaster Report

ACTIVITIES/INVOLVEMENT REPORTS

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

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

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

December 13, 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 Amendment to the Comprehensive Scheme 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, December 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.

COMMISSIONER ACTIONS

Resolution No. 22-06 to Amend the Comprehensive Scheme to include 2023 Budget:

ACTION: A Motion was made by Commissioner Jack Ng and seconded by Gordon to approve Resolution No. 22-06 to Amend the Comprehensive Scheme of Harbor Improvements to incorporate the 2023 Budget. The Motion passed unanimously.

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 Ng and seconded by Gordon to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated December 2022 as signed today in the amount of \$135,007.32 and Minutes from the Regular Meeting of October 11, 2022; the Special Meeting of October 25, 2022; the Public Hearing on the 2023 Budget of November 8, 2022; and the Regular Meeting of November 8, 2022. The Motion passed unanimously.

PUBLIC COMMENT: None.

EXECUTIVE DIRECTOR REPORT

Financial Update and October 2022 Financial Statement: The Commission acknowledged receipt of the October 2022 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received approximately \$326,000 in operating, tax, and capital revenue and incurred approximately \$141,000 in operating and capital expenses during October 2022. Ending cash balance at 10/31/22 was \$1,468,830, consisting of \$797,298 in the General Fund and \$671,632 in the Bond Fund.

Noting that the Executive Director is currently authorized to spend up to \$5,000 without the approval of the Board, Gordon said he would like to increase that amount to \$10,000.

ACTION: A Motion was made by Ng and seconded by Ng to increase the Executive Director's expenditure limit without Board approval to \$10,000. The Motion passed unanimously.

Clinton Dock/Surface Transportation Block Grant (STBG): The 90% Design Review meeting was on December 9th. Everything looked good. The outcome of changing the gangway landing from concrete to steel resulted in a significant reduction of the construction cost estimate. KPFF also looked at cost contingencies for the engineering and construction. Since it is a pretty straightforward design, the new cost estimate is approximately \$800,000 less than the original estimate. During the meeting, Reeves asked KPFF to include a fender on both sides of the float instead of just one. They will look into putting something in that can be easily retrofitted in the future without having to tear it apart to put in appropriate fenders. It might add another \$10,000 to the construction estimate, and a very small amount to the design amount. It will be included in the 100% design.

KPFF believes all the permits will be ready and submitted before Christmas. The main thing they are waiting on is the Biological Assessment. Once that document is done, they can finish up with Washington State Department of Transportation (WSDOT) for the Federal Highway Administration review since that is where the funding is coming from. The Port also needs that document for the NEPA category exemption for the Army Corps of Engineers. KPFF is still working on a mitigation report now that the Port knows it can't use a mitigating banking strategy and must remove creosote piling instead. They will finish up the JARPA and the County permitting. The pre-application permit process has been submitted and the next step is meeting with the County. All should be done by the end of year.

The new estimate in today's dollars \$3,639,000 and \$4,013,00 is the estimate for when it is built. The Port has almost \$1.8 million in funding and needs an additional \$2.3 million.

Shoreline Maintenance Permits – Update: For the South Whidbey Harbor Expansion Permit, the Port is scheduled to meet with the Tulalip Tribes on December 19th.

Fairgrounds Capital Projects: The bid opening for the **4-H Restroom Project** on December 2nd resulted in four bids. The low bid was from Valdez Construction at \$337,250, and they have been confirmed as a responsive bidder. Reeves requested authorization to enter into a contract with Valdez for that amount.

ACTION: A Motion was made by Ng and seconded by Gordon to authorize Executive Director Stan Reeves to enter into a contract with Valdez Construction in the amount of \$337,250 for the Fairgrounds 4-H Restroom Project. The Motion passed unanimously.

Gordon said Reeves did a great job with the project, including securing a \$250,000 from the Washington State Department of Agriculture's Fairs Program with a 50% match requirement. The Port will use the County's Rural County Economic Development grant for the match. The only cost to the Port from its general fund will be about \$17,000 for the Contract Management piece.

Reeves originally intended to request authorization to purchase a 3-phase converter for the Pole Kitchen for a total of approximately \$9,700 including tax. Authorization is no longer needed as it is below the newly increased expenditure limit. He explained that it will provide 3-phase capability for at least 1 outlet in that kitchen that can be used for various pieces of equipment such as a commercial dishwasher, etc.

Workforce Housing Project on the Fairgrounds: Earlier in the day, Reeves received the contract from Island County for the \$150,000 grant for the infrastructure investigation. He has some questions for the County about the source of the funding, etc. He hopes to get his concerns and questions answered so he can add the contract to the Port's Special Meeting agenda next week before interviewing candidates for the District 2 position.

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), Commissioners and Port Staff was held on December 6th.

Grant Opportunities: Reeves submitted the \$350,000 application for ARPA funds. The County responded that the Port's request did not meet their cut line. The County plans to interview the short-listed candidates for the grants this week with plans to award at the end of December or early January.

District 2 Vacancy – Update: One of the 4 applicants has withdrawn. He will publish notice of a Special Meeting on December 20th at 4:00 p.m. to interview the 3 remaining applicants. It will take place in person in the China City Banquet Room and online via Zoom Meeting Service.

STATUS REPORTS:

Fairgrounds

Fairgrounds Director Amanda Ellis was on hand to present her monthly report. November was fairly quiet. OutCast Productions had a good run with their show. The Fair Association's Country Christmas and the end of year 4-H event went really well. She receives multiple inquiries regarding use of the commercial kitchens.

The 3-phase power converter discussed earlier will be very helpful to the users of the Pole Kitchen. In the future, she hopes to add a couple of crucial pieces of commercial grade equipment. The Port will also need to add more refrigeration or cooler space for the renters to be able to store food per County requirements. She needs specifics from the County as to what is required, i.e. how much cubic feet is necessary per renter, etc. Reeves said Staff could probably use assistance from the Commissioners with the Island County Public Health Department. He's been trying to get a meeting with them for more than 4 weeks to discuss the issues, and all that's happened is that the County returned the Port's 2023 application for certifications along with the payment saying the kitchens didn't meet the requirements but they haven't stated what specific requirements have not been met. Multiple kitchen users are looking at ceasing operations on January 1st because the County has not clarified what is required for them to operate. Reeves is concerned it's going to put those people out of business. Gordon offered to try to get a meeting with the director on site, and Reeves said that would be great.

Reeves explained that there are apparently new requirements that will be in effect on January 1st, but the food truck operators as well as some of the local restaurants are having issues on understanding what those requirements are specifically and they're not getting answers from Public Health – just that they will be shut down if they don't do it. Ellis explained that the food trucks have all the equipment (cold storage, prep space, generator, sinks, etc.) inside their trucks that they now must pay rent to prep food in the Port's commissary kitchen. Some of them are told they have to go to the kitchen every day, some are told they have to go back to the kitchen every time they need to cut additional tomatoes during the day from where their truck is and others can just use the kitchen once a week. In the midst of all that, the Port is also at risk to lose its commissary kitchen certification so no one would be able to use it. Reeves will email the details to Gordon so he can talk with the County.

Ellis said they will be working on marketing the campsite over the next few months.

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. There have been no issues with sand on the **Bush Point** boat ramp this year. At **Clinton Beach**, he hasn't noticed any changes as a result of the Washington State Ferries work on the outfall under the dock. A large tree was downed in the windstorm on the Dorothy Cleveland Trail at **Possession**, creating multiple road blocks until they were able to clear it. There is a leak in the roof of the Possession house that Kisch is investigating.

South Whidbey Harbor

Interim Harbormaster Kathy Parks presented her monthly report. There were many transient moorage cancellations due to significant wind/weather events in November, but winter monthly moorage is doing very well. They are doing their best to keep the ramp clean, but there are a lot of logs. The tides haven't been low enough to get a good scraping so they have been manually pushing the logs away. Work continues on the restroom beautification process, as well as routine maintenance and organization as time and weather allows.

ACTIVITIES/INVOLVEMENT REPORTS

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

IRTPO: The group approved the Island County Human Services Transportation Plan.

CCC: The CCC is working with the Planning Department to get local input on a sort of gateway overlay type of zoning like the one on Camano Island.

Ng asked about the position on the Economic Development Council which former Commissioner Ed Halloran held. After a brief discussion, the Commission agreed it was important that the Port has a seat on the EDC Board. Gordon directed Reeves to contact the EDC and ask if they would like to invite the Port to have a seat on their Board.

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: Ng and Reeves attended the WPPA Annual Meeting in Tacoma, where WPPA President Ryan Calkins and Executive Director Erik Ffitch were introduced to the group. Ffitch was the Senior Government Relations Manager for the Port of Seattle so he has a large network of individuals. After talking with several commissioners and executives from other ports, he learned they go to Washington, D.C. every year to lobby for funding and have been very successful in obtaining grant funds for their projects. Ng believes the Port of South Whidbey should also travel to Washington, D.C. next year to meet with our U.S. senators and representatives.

February 2nd is designated as Port Day at the Washington State Legislature in Olympia, and Ng said they should try to attend. Also, on January 6th the Port of Anacortes is hosting a lunch for ports in the area to introduce the new Executive Director (Erik Ffitch). Ng reported that Ffitch will come visit the Port of South Whidbey in March.

OLD BUSINESS: None.

NEW BUSINESS: Ng asked about "wharfage" - a use fee charged by marinas for buyers to purchase crab as it is offloaded at the marinas. Port of Edmonds used to do it, but stopped because it drove people away. Port of Everett has not done it yet, and Port of Anacortes was talking about it but not sure it was worthwhile as it brings in very little revenue. Reeves said the Port would have to do some analysis as they wouldn't want to drive away the commercial crabbers who currently offload their catch for free. The crabbers pay monthly moorage and the purchaser comes with a refrigerated truck comes and meets them at the ramp.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 5:20 p.m.

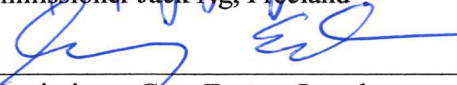
Approved:



Commissioner Curt Gordon, Clinton

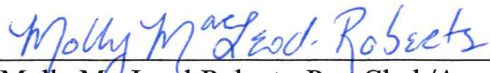


Commissioner Jack Ng, Freeland



Commissioner Greg Easton, 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.