

**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, January 10, 2023

**AGENDA**

Join Zoom Meeting

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Find your local number: <https://us02web.zoom.us/u/kd0oih6oVI>

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

**Election of Board Officers for 2023**

**Appointment of Alternate Auditing Officer**

**Review of Commissioner Appointments & Committee Assignments for 2023**

**Consent Agenda: Approval of January Vouchers in the amount of \$124,842.26**

*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 November 2022 Financial Statement**

**Clinton Dock/Surface Transportation Block Grant – Update**

**Fairgrounds Capital Projects – 4-H Restroom Improvements**

**Housing Concept on Fairgrounds – Interlocal Agreement with Island County**

**Comprehensive Scheme of Harbor Improvements – Update**

**Parking Easement at 203 Wharf Street**

STATUS REPORTS

**Fairgrounds**

- Executive Director

**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), Economic Development Council (EDC), Washington Public Ports Association (WPPA) and Port-wide Marketing & Promotion Committee (M&P)

**Easton:** (To Be Determined)

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

**PORT DISTRICT OF SOUTH WHIDBEY ISLAND**

Minutes of the Regular Meeting

January 10, 2023

Held in Freeland, Washington  
and online via Zoom Meeting Service

**Commissioners Present:** Jack Ng (Freeland), Curt Gordon (Clinton) and Greg Easton (Langley)

**Port Staff Present:** Stan Reeves (Executive Director), Molly MacLeod-Roberts (Port Clerk/Accountant), Amanda Ellis (Fairgrounds Director), Pat Kisch (Maintenance & Operations Supervisor) and Kathy Myers, Interim 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, January 10, 2023, 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**

**Election of Board Officers for 2023:**

**ACTION:** A Motion was made by Gordon and seconded Commissioner Greg Easton to nominate Commissioner Jack Ng for President. The Motion passed unanimously.

**ACTION:** A Motion was made by Ng and seconded by Easton to nominate Gordon for Vice President. The Motion passed unanimously.

**ACTION:** A Motion was made by Ng and seconded by Gordon to nominate Easton for Secretary. The Motion passed unanimously.

The following slate of officers were elected for 2023:

- Commissioner Jack Ng – President
- Commissioner Curt Gordon – Vice President
- Commissioner Greg Easton – Secretary

**Appointment of Alternate Auditing Officer:**

**ACTION:** A Motion was made by Easton and seconded by Ng to appoint Gordon as the alternate Auditing Officer and alternate Investment Officer. The Motion passed unanimously.

**Review of Commissioner Appointments & Committee Assignments for 2023:** After a brief discussion, the commission agreed on the following Appointments & Assignments for 2023:

1. Island County Council of Governments (COG): *Commissioner Curt Gordon*
2. Island Regional Transportation Planning Organization (IRTPO): *Commissioner Curt Gordon*
3. Island County Marine Resources Committee (MRC): *Commissioner Greg Easton*
4. Langley City Council: *Commissioner Greg Easton*
5. Clinton Community Council (CCC): *Commissioner Curt Gordon*

Since the Port doesn't have a standing seat as a voting board member on the Economic Development Council (EDC), Gordon doesn't think a committee assignment is needed. EDC Executive Director Sharon Sappington explained that the EDC serves as Island County's ADO (Associate Development Organization). There is one in every county, and Gordon noted that some of the ADOs are port districts. Sappington said the EDC would like to have a Port representative on its board in a voting position. The only standing seats

on the EDC Board are for Island County and the US Navy. If the EDC creates an opening on its Board for an elected Port representative, Gordon asked Sappington to notify the Port and the Commission will make it a committee assignment.

**ACTION: A Motion was made by Easton and seconded by Gordon to approve the appointments as discussed and reappoint Ng as the Trustee/Representative for the Washington Public Ports Association and Easton as the Alternate. The Motion passed unanimously.**

Port Clerk/Accountant Molly MacLeod-Roberts will notify the Clerk of the Board of Island County Commissioners of the appointments.

#### 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.

**ACTION: A Motion was made by Gordon and seconded by Easton to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated January 2023 as signed today in the amount of \$124,842.26. The Motion passed unanimously.**

PUBLIC COMMENT: None.

#### EXECUTIVE DIRECTOR REPORT

**Financial Update and November 2022 Financial Statement:** The Commission acknowledged receipt of the November 2022 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received approximately \$174,000 in operating, tax, and capital revenue and incurred approximately \$94,000 in operating and capital expenses during November 2022. Ending cash balance at 11/30/22 was just over \$1.5 million, consisting of \$877,611 in the General Fund and \$672,674 in the Bond Fund.

Gordon noted that their packets did not include 2023 projections and he would like to see those. Reeves explained it was not completed yet because the County hasn't provided the Treasurer's Report for December yet so the December Financial Statement hasn't been completed. He will estimate the amounts and email the 2023 projections tomorrow.

**Clinton Dock/Surface Transportation Block Grant (STBG):** The 90% design review was on December 9<sup>th</sup>. At that time the electrical plan for the lighting on the gangway and float was not 100% complete, but all the basic wiring and lighting concepts were done. The concepts should be done for the 100% design review this Friday, January 13<sup>th</sup>. Reeves asked KPFF to look into adding a 2<sup>nd</sup> horizontal fender to the other side of the float so vertical fenders could be added later without too much cost. Gordon asked if there was anything new from Washington State Ferries (WSF) regarding potential electrification. Reeves said there is really nothing new. The initial conversation indicated WSF will probably run power from the building at the end of the trestle via conduit on the outside of the trestle. Neither WSF's electricians nor the Port's engineers seemed to think there would be any issue. The only issue would be at some point in the future determining how much the equipment will weigh and ensuring plans are made for buoyancy on the floats that can be easily added in certain parts. They think it is set up well for electrification.

**South Whidbey Harbor Expansion Permit:** Reeves and Gordon met virtually with representatives from the Tulalip Tribes on December 19<sup>th</sup> regarding their public comments on the permit renewal. The Tribes' main issues are protecting their fishing rights and shellfish/geoduck harvesting, the mitigation plan and how conditions have changed since the original permit application, as well as the size of the expansion. The

Tribes may be amenable to the project if it is scaled back. Reeves will provide the Commission (at a Special Meeting) with a sketch of a revised layout of the expansion and an estimate of the increased vessel traffic, and then send it to the Tribes. The Army Corps of Engineers indicated that the Port would not have to start the whole permit process over again, but the scaled down version would probably have to go back out for public comment. The Tribes will more than likely want the Port to redo the biological assessment and the mitigation strategy.

**Fairgrounds Capital Projects - 4-H Restroom Improvements:** Reeves talked with Stig Carlson (architect) today, and the Port finally has concurrence on the contract terms from Valdez Construction. The contract should be signed by the end of this week with construction starting on February 1<sup>st</sup>.

**Housing Concept on Fairgrounds – Interlocal Agreement (ILA) with Island County:** Reeves delivered the ILA for the \$150,000 grant to the County on December 29<sup>th</sup> and set up a meeting on January 12<sup>th</sup> with Budget Manager Susan Geiger to go over the 2018 RCED (Rural County Economic Development) grant, including the process for reimbursement. If the restroom construction starts in February, he will resume transfers from the Bond Fund to the General Fund in March and make additional requests to Island County for reimbursements from the RCED grant. He will notify the Port Commissioners when the ILA is scheduled to be on the docket for the Board of Island County Commissioners (BOICC) meeting. Once the County has approved the ILA, Reeves will get Davido Consulting and The Brown Associates/Architect going on the design and engineering of the workforce housing project.

Reeves reported that he had also applied for a \$350,000 grant for the housing project from ARPA funds, but was notified that the Port was not one of the 16 applicants approved to go before the BOICC for approval. The County received \$21.8 million in requests for \$9 million of actual funds.

**Comprehensive Scheme of Harbor Improvements - Update:** The Port's consultants plan to take a tour of Port facilities and hold a Visioning Workshop with Commissioners and Staff the week of February 27<sup>th</sup>. Noting that scheduling has been an issue, Gordon asked if an online calendar could be created so Commissioner vacations, etc. would be known in advance. Reeves said he'd look into it.

Consultant Angi Mozer (CASE Solutions) has coordinated a meeting with local government stakeholders to interview representatives from Clinton Community Council, Island County, South Whidbey Parks & Rec, Island Transit, City of Langley, Freeland Water District, etc. on January 23<sup>rd</sup>.

**Parking Easement at 203 Wharf St:** The Boatyard Inn has a perpetual parking easement on the Wharf Street property for two spaces in a specific designated area on the south side of the parcel that must have access to Wharf St. A year ago, the Port talked with the City of Langley about purchasing the odd triangle-shaped portion of the lot adjacent to the easement area to help the Boatyard Inn get the additional parking spaces required by the City to convert to condos by moving the easement area closer to the street and away from more developable space. Now, the Boatyard Inn is going to exercise their easement as designated. This makes parking on the remainder of the parcel problematic. Reeves will reach out to the City's Planning Director to ask what can be done.

#### STATUS REPORTS:

##### **Fairgrounds**

Fairgrounds Director Amanda Ellis was on hand to present her monthly report. She is in the process of renewing her ServSafe certification while also getting proctorship so she can train and certify locally. She explained that the state requires all food businesses must have at least one owner/manager with ServSafe certification in addition to having someone on staff at all times who is certified. It is more extensive training and unlike the food handler's permit, the education is run by a 3<sup>rd</sup> party – not by the county or state. The 3-phase power converter is working great and the commercial kitchen users are pleased with the ability to use commercial grade equipment and get larger quantities made faster. Ellis will start building with the software

for an online reservation system for the campground this week. Gordon asked about the need for electrical engineering for the campground. She explained that none of the electrical contractors were willing to work on the campground without an engineer-approved, detailed scope of work. Reeves explained the priority is the front row closest to the arena. He contacted Davido Consulting Group and their electrical subcontractor will look at the campground in March.

### **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 reported that the king tides impacted Clinton Beach, Possession and the Harbor. The water at **Clinton Beach** nearly reached the slab for the restrooms and drift logs are scattered all the way up to the upper footprint of the ADA beach mats. He was able to relocate many of the logs over the course of a week. At **Possession**, the water reached the wash station/donation area and wood debris was on the benches of the picnic tables. The foot bridge floated and will need to be reset. Interim Harbormaster Kathy Myers and Assistant Harbormaster Bryan Smith removed an amazing number of logs off the ramp at **South Whidbey Harbor**; Kisch brought the tractor down from the Fairgrounds to assist but only needed to move the logs that were “high & dry.” A contractor for a local septic company had a mini excavator near Clinton Beach Park and fluffed up the sand pile at no charge. Gordon asked if the roof was fixed at **Possession**. Kisch said no, he will need to get a professional assessment – it does not look good.

### **South Whidbey Harbor**

Interim Harbormaster Kathy Myers presented her report. The king tides breached the bulkhead with water in the parking lot and Phil Simon Park. Working with the tide, she and Smith were able to push a lot of the logs away from the ramp. Whidbey Telecom restored the guest wi-fi that had been out since the summer. Along with Ellis and Fairgrounds Marketing & Events Coordinator David Stern, Myers & Smith participated in the Holly Jolly Holiday Parade in Langley on December 3<sup>rd</sup>. There was a partial freeze of the restroom pipes but they were able to defrost them with heaters. Beautification of the restroom building continues. Winter moorage is up nearly 60% from last year.

### **ACTIVITIES/INVOLVEMENT REPORTS**

**Gordon:** Island County Council of Governments (COG), Island Regional Transportation Planning Organization (IRTPO) and Clinton Community Council (CCC)

**COG:** Reeves attended in Gordon’s stead; they just barely had a quorum. A lot of the discussion centered around federal communications broadband mapping. There is a large discrepancy between what is being reported to the federal government vs. what is actually happening. Island County Commissioner Janet St. Clair explained that it’s almost up to the individual user to go into the system and dispute their wireless coverage. Internet providers can report that their capability for the area is what is actually being provided, when in reality they don’t provide that because there aren’t enough people that want it and it costs too much to provide it. Then the federal government looks at that report for grant purposes, they say “your area is green across the board so you don’t need any money” while people in that area don’t have internet access in their home. The other discussion concerned a Comprehensive Economic Development Strategy (CEDS). Leads from Island County, Oak Harbor and the EDC are working on hiring a consultant and putting together the document that is required at the federal level for their grant programs. It’s a two-year process. The cost of the study is \$80,000 and Blaine Oborn (Oak Harbor City Administrator) suggested a prorated cost to the EDC members with the City paying 28%. Reeves asked if they expected the Port to pay, and if so, how much since the Port has it’s own Comprehensive Scheme and economic analysis going on. EDC Executive Director Sharon Sappington coordinated a meeting with her, Reeves and the potential consultant to discuss the process and how the Port might participate in the study. It could benefit the Port, but the real questions are: What is the financial commitment toward the project? And, if the Port doesn’t commit financially, does the Port still reap some sort of benefit from the process? The potential consultant worked at the Port of Bellingham and her job there was economic development, and the Port of Bellingham is the ADO for Whatcom County. As part of that job, she did a CEDS that was paid for by Whatcom County. If Reeves could make a

recommendation, he'd suggest that Island County should pay for the CEDS for all the municipalities. Sappington provided an update: She had spoken with Osborn and they agreed that since the Port is already investing in its own program, the Port should not have to pay in for the CEDS but should still have input. The issue will be discussed at the BOICC Work Session tomorrow morning.

**IRTPO:** The December meeting was cancelled.

**CCC:** Did not attend.

**Ng:** Washington Public Ports Association (WPPA) and Port Promotion & Marketing Committee (P&M)

**WPPA:** All three Port Commissioners and Reeves attended a luncheon on January 6<sup>th</sup> at the Port of Anacortes to meet new WPPA Executive Director Eric ffitich.

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

**OLD BUSINESS:** None.

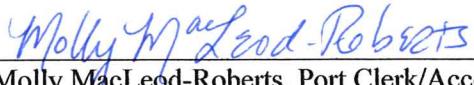
**NEW BUSINESS:** None.

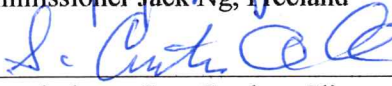
**ADJOURNMENT:** Without any further action, the Meeting was adjourned at 5:48 p.m.


Approved:

Minutes prepared and submitted by:

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

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

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

  
\_\_\_\_\_  
Commissioner Greg Easton, 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.