

**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, February 14, 2023

AGENDA

Join Zoom Meeting

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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

Resolution No. 23-01 Appointing Stan Reeves as Investment Officer

Resolution No. 23-02 Revise the Regular Meeting Time

Resolution No. 23-03 Delegation of Authority to the Executive Director

Revision to Port District of South Whidbey Island By-Laws

Revision to Port Contracting Policies and Procedures

Revision to Port Spending Limits Policy

Memorandum 2023-01 Bond Invoice

On-Call Architectural Services Consulting Agreement

Consent Agenda: Approval of February Vouchers in the amount of \$122,605.85 and Minutes from the Special Meeting of December 6, the Public Hearing for Comp Scheme Amendment of December 13, the Regular Meeting of December 13, and the Special Meeting of December 29, 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 December 2022 Financial Statement

Clinton Dock – 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 – Update

STATUS REPORTS

Fairgrounds

- Executive Director

Port Operations

- Maintenance & Operations Supervisor Report

South Whidbey Harbor

- Harbormaster Report

ACTIVITIES/INVOLVEMENT REPORTS

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

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

Easton: Economic Development Council (EDC) (To Be Determined), Marine Resources Committee (MRC) and City of Langley Council Meetings

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting
February 14, 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, March 14, 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 Jack Ng (President) called the Regular Meeting to order at 4:00 p.m., followed by the Pledge of Allegiance.

EXECUTIVE SESSION: At 4:00 p.m., Ng announced the Commission would meet in executive session until 4:07 p.m. to consider the selection of a site or the acquisition of real estate by lease or purchase pursuant to RCW 42.30.110(1)(b). Ng said the Commission was not expected to take further action following the Executive Session.

CALL TO ORDER: At 4:07 p.m., Ng called the Regular Meeting back to order.

COMMISSIONER ACTIONS

Resolution No. 23-01 Appointing Stan Reeves as Investment Officer: The Resolution is required by the Island County Treasurer.

Resolution No. 23-02 Revise the Regular Meeting Time: The Resolution changes the time from 6:30 p.m. to 4:00 p.m.

Resolution No. 23-03 Delegation of Authority to the Executive Director: Rescinds Resolution No. 14-08 and replaces the powers and duties of the Executive Director as Exhibit A to No. 23-03.

Revision to Port District of South Whidbey Island Bylaws: Per the updated Open Public Meetings Act, the Bylaws are revised to reflect regular meetings will also be held remotely via a virtual meeting platform, and when a quorum will be present at the meeting location, a commissioner may participate remotely.

Revision to Port Contracting Policies and Procedures: Executive Director Stan Reeves explained it cleans up some language in the Port's policies to handle the conflicts between State statutes Section 39 and Section 53 (for Port Districts). It also increases the spending limit of the Executive Director to \$10,000, as the Commission approved at a prior meeting.

Revision to Port Spending Limits Policy: Updates the Executive Director's spending limit, per prior Commission action/approval.

Memorandum 2023-01 Bond Invoice: To reimburse the Port's General Fund \$19,805.17 for Fairgrounds Capital Expenses incurred October 2, 2021 through January 17, 2023.

On-Call Architectural Services Consulting Agreement: The Port had a 3-year contract with The Brown Associates/Architects that expired on December 31, 2022. Reeves would like to continue with a new contract and have Brown work on the Fairgrounds Housing Concept.

ACTION: A Motion was made by Commissioner Curt Gordon and seconded by Commissioner Greg Easton to approve all of the above as presented. 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 Special Meeting of December 6, the Public Hearing for Comp Scheme Amendment of December 13, the Regular Meeting of December 13, and the Special Meeting of December 29, 2022.

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 February 2023 as signed today in the amount of \$122,605.85. The Motion passed unanimously.

PUBLIC COMMENT: None.

EXECUTIVE DIRECTOR REPORT

Financial Update and December 2022 Financial Statement: The Commission acknowledged receipt of the December 2022 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received approximately \$26,000 in operating, tax, and capital revenue and incurred approximately \$218,000 in operating and capital expenses during December 2022. He explained that most of the expenses (over \$100,000) were for principal and interest payments of the 2018A and 2018B Bonds. Ending cash balance at 12/31/22 was just over \$1,357,861, consisting of \$684,286 in the General Fund and \$673,575 in the Bond Fund. Gordon thanked him for providing the requested 2023 projections so quickly.

Clinton Dock/Surface Transportation Block Grant (STBG) - Update: The January 13th meeting was a permitting status review; not a 100% design review. The 100% design will not be completed until after the Port gets feedback from the regulating agencies. There was an issue with Island County Planning Dept that was ironed out. Reeves called the County for an update on January 31 and learned that the County had lost the request the Port submitted on November 23rd. Reeves said he will hand carry the pre-application documents to the County the next day, and the Pre-Application Conference is scheduled for March 16th.

South Whidbey Harbor Expansion Permit: Reeves did not have a chance to complete a new sketch for a smaller expansion design for the Tulalip Tribes. The Tribes are fine with waiting a few weeks as they are too busy to meet right now. He does have a preliminary sketch that he'd like to share with the Commission at a special meeting. The sketch is of a much smaller expansion with a much smaller footprint but could double the number of slips in the Harbor. For the special meeting, Gordon suggested they should also discuss creating a Five-Year Capital Improvement Budget, as several ports have done, to include potential maintenance issues that may be substantial. Reeves would need to provide a project inventory of the facilities. Commissioners agreed to tentatively schedule a Special Meeting the morning of February 21st.

Fairgrounds Capital Projects: On January 18, Reeves submitted a \$14,273 reimbursement request to Island County for the Rural County Economic Development grant funds, and received the check last week. The Bond Fund transfers and RCED reimbursement requests will likely be done every other month at least through July. The 4-H Restroom project is just starting. The Port is unlikely to utilize the \$50,000 USDA Rural Business Development Grant for the Coffman kitchen exhaust hood. Reeves asked if the Port could use the grant to buy something other than the hood, such as additional refrigerators. He was told no. The reason the Port's project was so competitive was that the entire Coffman renovation project was \$600,000 and the Port had only asked USDA for \$50,000. That incredibly high match meant the Port scored high in their criteria. Since the Port isn't doing the entire buildout, it would have to reapply.

Housing Concept on Fairgrounds – Interlocal Agreement (ILA) with Island County: The ILA was approved on January 18th. Now that the Commission approved the Consulting Agreement with The Brown Associates/Architects, Reeves will coordinate a meeting with Rick Brown, Davido Consulting Group (engineering consultant), and the City of Langley's Public Works Director to start discussing specifics about what needs to be looked at to support the infrastructure of the housing project.

Comprehensive Scheme of Harbor Improvements - Update: Reeve's reported that over the last few weeks, they held 5-6 focused meeting groups with different types: local developers, business owners, chambers of commerce representatives, other local governments with a connection to the Port, etc. He and Port Consultant Angi Mozer (Case Solutions) will follow up with Makers Architecture & Urban Design and BST Associates regarding their site visit and visioning workshop on February 28th. Gordon asked how far along BST is on the economic study. Based on the billing, Reeves estimated about 50% of their work was done.

Fairgrounds Capital Project continued: Reeves explained that the Port had reached out to several electrical contractors to get quotes on repairing the pedestals, etc. in the Fairgrounds RV Campground. Each of them said they would not give a quote for the work until the Port had an engineering plan. Windsor Engineers (a subconsultant of Davido Consulting Group) has provided a quote and Scope of Services that will help the Port map out what needs to be placed, identify the best location for the various power pedestals for drive-through and pull-in camping spots, etc. to bring the Campground up to a level of service that is both safe and appealing. The quote of \$10,600 is just over Reeves' spending authority, so he asked the Commission for approval.

ACTION: A Motion was made by Gordon and seconded by Easton to approve Windsor Engineers Fee Proposal in the amount of \$10,600 for the Fairgrounds Electrical Assessment. The Motion passed unanimously.

Parking Easement at 203 Wharf St. - Update: Reeves still needs to meet with the business that might be interested in using some of that parking area. Last week, he sat down with the City of Langley's Director of Community Planning and the Director of Public Works. They discussed that issue, as well as the easement request from the owner of 325 Wharf St. so she can get power to her property. He's close to asking for Commission approval of that easement. Puget Sound Energy (PSE) agreed they can change the trench line route so it doesn't cut diagonally through Port property, but goes straight from a pole to Wharf St. PSE also agreed to reduce footprint of the easement from 10 ft. to 5 ft., and their opinion of value for an easement of that size that would be \$4,000. It turns out that pole is about 20 ft. from the north property line, and the zoning requirement for development in that type of P1 Zone is a 20 ft. setback. So, the Port can't build within 20 ft. of that property line (which is right where the pole is), and PSE already has an easement from 1930 for ingress/egress to that pole to support maintenance on it and the overhead lines. Essentially, if the Port grants the new easement, it would be giving up about 2.5 ft. for \$4,000. Once Reeves has worked on the details, he will likely ask for approval. Easton said he'd like to see the map. Gordon pointed out that "zoning changes" and a P1 Zone today might not be one tomorrow; however, the easement that PSE has won't change and that is more important to him. He said the priority is not to do anything that will preclude future use of that property by future commissions. His second priority is that somebody pays to survey it with visible points and identify the corners, current pins, meets & bounds, etc.

STATUS REPORTS:

Fairgrounds

Fairgrounds Director Amanda Ellis was on hand to present her monthly report. January was a good month, with all of the full-time rentable spaces let. The Lekker restaurant group held their large annual staff party in the Pole Building and gave permission for the Port to use photography from the successful event for marketing purposes. February continues to be busy. The Pole Auditorium will be the closing location for the Langley Chamber of Commerce's Mystery Weekend with live music, awards, etc. Bekah Bee Music has added to her rental space and both commissary kitchens are busy. Ellis hopes Whidbey Island Grown will expand their operations at the Fairgrounds soon. They are building software for the campground and her goal is to have it go live in March. She and Fairgrounds Marketing & Events Coordinator David Stern have been working on the Coffman meeting room (painting, working on the lights, etc.). Easton said he is looking forward to touring the Fairgrounds with Ellis next Monday.

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 spent a lot of time at Clinton Beach utilizing the King tides to float off a lot of the logs and hand digging paths for the sand to fill in. It is now possible to walk on the beach without climbing over logs. He will bring in an excavator to clear the path for the ADA mats.

[At 4:45 p.m. Ng had to leave, so Gordon (Vice President) presided over the remainder of the meeting]

South Whidbey Harbor

Interim Harbormaster Kathy Myers presented her report. They have received a slew of reservation requests that continue to come in pretty steadily. July is filling up and she had to send some “cannot accommodate” messages to some of the requests. In January the Harbor had 35 overnight guests and 19 day stops. After noticing that the float lines on the outer docks seem to keep debris out, Myers placed a float line in front of the boat ramp to try to keep the logs out and it’s working! Someone vandalized the men’s restroom door, dumpster and portable toilet with spray paint; Myers filed a police report of the incident. A log with a large root ball was lodged under the wharf, hitting the main water line. Kisch managed to cut off the root ball and they re-braced the water line. She reported the voids on D Dock were pumped out, and they have started pressure washing the wharf.

ACTIVITIES/INVOLVEMENT REPORTS

Easton: Economic Development Council (EDC) (To Be Determined), Marine Resources Committee (MRC), and City of Langley Council Meetings

MRC: Easton attended the meeting, but learned that that he has to apply for a position, be interviewed and then it has to go before the County Commissioners for approval. He applied and was interviewed and it should be on the agenda next month. At the meeting, Island County Commissioner Melanie Bacon noted that many constituents were talking about the impact of the King tides and sea level rise. She asked what the MRC could do to help the County respond to their questions/concerns. The MRC said there is certainly an educational role they can play. Easton also learned Coupeville has a water temperature monitoring station on the wharf and they are interested in having one in Langley at South Whidbey Harbor.

Easton also attended the **Langley Chamber of Commerce** meeting; there is very strong interest in the Fairgrounds Housing Project from the Langley businesses, as well as the Port’s Comp Scheme.

EDC: EDC Executive Director Sharon Sappington plans to talk to the Executive Committee about a position on the board for a port commissioner. Gordon asked her to provide the monthly report on the group’s activities. She said the EDC was awarded a \$1.16 million grant from the Department of Commerce in mid-December. The program includes an educational component and grant money for businesses. The EDC kicked off the first education piece last week; it’s called RAINcap Bootcamp (RAIN = Regional Accelerator & Innovation Network). It will also run one in Spanish. There are 150 people signed up for the Bootcamp designed to help businesses understand finances, types of funding needed, where to get it and how to use it. Upon completion, graduates are eligible to apply for BOOST grants (in Island & Skagit County) to help businesses do something that will “propel them forward” in some way, such as developing a website. Part of the scoring for a BOOST grant includes how much does the business impact other businesses in the community – are they some kind of “community multiplier. The BOOST grants are between \$5,000 and \$25,000.

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

COG: Gordon is now Chair of the group. For February’s meeting, he has asked Laura Ives, Economic Development Representative for Washington State at U.S. Economic Development Administration to

provide a presentation regarding the potential benefits of having a Comprehensive Economic Development Strategy (CEDS) in place. Sappington suggested having the EDC consultant hired to do the CEDS attend as well. Gordon agreed. Easton noted the consultant made a presentation to the Langley City Council and it was well received.

IRTPO: More in-house discussion regarding local support for transit funding, including the shuttle from North Whidbey to Camano.

CCC: The CCC voted in a new board and new members. Gordon said the group is really impressive, and includes a specific member for housing and a sitting member for the Ferry Advisory Committee.

Gordon also attended **Port Day** in Olympia and sat through the **Washington Public Ports Association's** presentation. The heads of the Senate and House Transportation Committees were speakers at the event, and several other legislative members. He was able to meet with all three of the Port's state legislators (Senator Ron Muzzall and Representatives Clyde Shavers and Dave Paul) at WPPA's after hours event. His mission was to promote the Port's passenger only facility at Clinton Dock for funding (another \$3.3 million needed). As a result of the conversations and suggestions, Gordon and Reeves are working on a legislative ask for that amount, plus potential funding for electrification from a different source, as well as a separate ask for more design and permitting funding for the Fairgrounds Workforce Housing project. The forms for the legislative asks are due Friday.

When speaking to the three representatives, Gordon expressed his belief that the statewide brackets of Area Median Income (AMI) are just wrong. He feels they should be based on the community – not the state. When Reeves was looking for ARPA funding, it was limited to 60% of AMI, and workforce housing is defined as 80%-100% of AMI.

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

WPPA: Absent, no report.

P&M: No meeting held.

OLD BUSINESS: None.

NEW BUSINESS: None.

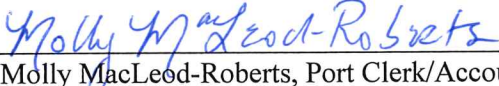
ADJOURNMENT: Without any further action, the Meeting was adjourned at 5:20 p.m.

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.