

# 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, March 14, 2023

### AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/86313624674>

Meeting ID: 863 1362 4674

One tap mobile

+12532050468,,86313624674# US

+12532158782,,86313624674# US (Tacoma)

Dial by your location

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

Meeting ID: 863 1362 4674

Find your local number: <https://us02web.zoom.us/u/kytJkIgx7>

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

**Quote Approval:** South Whidbey Harbor Waler Replacements

**Consent Agenda:** Approval of March Vouchers in the amount of **\$129,254.63** and Minutes from the Special Meeting of January 6 and Regular Meeting of January 10, 2023.

**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 January 2023 Financial Statement**

**Clinton Dock – Update**

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

**Housing Concept on Fairgrounds – Update**

**Comprehensive Scheme of Harbor Improvements – Update**

**Parking Easement at 203 Wharf Street – Update**

#### STATUS REPORTS

##### **Fairgrounds**

- Fairgrounds Director Report

##### **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), Marine Resources Committee (MRC) and City of Langley Council Meetings

OLD BUSINESS

NEW BUSINESS

EXECUTIVE SESSION

ADJOURNMENT

## PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

March 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) and Kathy Myers, Interim Harbormaster **Absent:** Pat Kisch, Maintenance & Operations Supervisor

**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.

### COMMISSIONER ACTIONS

**Quote Approval for South Whidbey Harbor Waler Replacements:** Executive Director Stan Reeves explained that the walers on A, B and M docks are rapidly disintegrating which risks additional damage to the finger piers and power pedestals. Tsunami Docks Northwest has provided a quote of \$13,500 plus sales tax to replace those walers. The Port originally looked at replacing the walers with synthetic material (FRP), but both Bellingham Marine and Tsunami Docks Northwest said that material would not work on the floats at the Harbor. Marine-grade lumber will be used instead. If approved, Reeves hopes they will be able to get started right away so the repairs are completed before the start of boating season.

**ACTION:** A Motion was made by Commissioner Curt Gordon and seconded by Commissioner Greg Easton to approve up to \$15,000 to Tsunami Docks Northwest for the South Whidbey Harbor Replacement Project 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 January 6 and the Regular Meeting of January 10, 2023.

**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 March 2023 as signed today in the amount of \$129,524.63. The Motion passed unanimously.

**PUBLIC COMMENT:** None. Gordon noted that the Peter Grimlund, Commodore of the South Whidbey Yacht Club (SWYC) was in attendance. The SWYC would like one of the Commissioners to attend their general meeting on April 19<sup>th</sup> and give an update of the Port's activities. Easton said he'd be willing to go.

Reeves noted that the Port had received one public comment via email prior to the meeting from Laurence A. Bucklin regarding Possession Beach Waterfront Park. The Commission acknowledged receipt, and Gordon suggested Mr. Bucklin's questions could be answered during the Status Reports section of the meeting.

## EXECUTIVE DIRECTOR REPORT

**Financial Update and January 2023 Financial Statement:** The Commission acknowledged receipt of the January 2023 Financial Statement, the Preliminary Profit & Loss for February, the performance graphs and the cash flow through February. Executive Director Stan Reeves reported the Port received approximately \$78,000 in operating, tax, and capital revenue and incurred approximately \$125,000 in operating and capital expenses during January 2023. Ending cash balance at 1/31/23 was just over \$1.3 million, consisting of \$636,514 in the General Fund and \$674,465 in the Bond Fund.

**Clinton Dock/Surface Transportation Block Grant (STBG) - Update:** The pre-application conference with Island County is scheduled for Thursday, March 16<sup>th</sup>. The Port's environmental consultants will attend remotely, and Reeves will be there in person to meet with the Planning Department. The real issue is whether the County will require a substantial development permit or a shoreline exemption permit. The Port believes the work qualifies for a shoreline exemption permit, which is categorically exempt from NEPA (National Environmental Protection Act). A substantial development will cost more money and require additional studies. The Port views the project as a facility that is an appurtenant structure to the ferry terminal and it is replacing a structure that was already there. Compared to the entire ferry terminal, it's a very minor increase in overall footprint. So far, the Federal Highway Administration and WSDOT (Washington State Department of Transportation) are looking at it as a categorically exempt type project. Reeves expects the meeting will go well; Island County has already received the Port's Biological Assessment, Mitigation Plan, JARPA drawings, etc.

**Fairgrounds Capital Projects:** The Port received the \$14,273 reimbursement check from Island County Rural County Economic Development grant funds in February. The 4-H Restroom Renovation project has started. Demolition exposed additional problems such as dry rot. The project is ongoing with completion expected the 2<sup>nd</sup> week of May. It is a \$337,000 project, and the Port has a grant of up to a \$250,000 from Washington State Department of Agriculture that reimburses for 50% of the cost. The balance will be paid with reimbursement from the Port's Rural County Economic Development Funds grant.

**Housing Concept on Fairgrounds:** A coordination meeting was held on March 3<sup>rd</sup> with Davido Consulting Group (DCG), Rick Brown Architects, City of Langley Public Works and the Port. First step is to have the survey redone. Harmsen, LLC will provide the CAD files from the survey they did in 2017 to Rick Brown so he has something to start working with. DCG is also working with Harmsen on doing some additional work concentrating on the concession areas. Some of the lines on that 2017 survey are strange. Gordon thinks they might have been resolved with the City of Langley after that without the survey being updated; Reeves will check with the City. He is still waiting for a bill from the Langley for the zoning change, but they haven't figured out if they are going to have the previous planning director do the work as a consultant or have the current planning director do it. The Port has submitted all the application documents.

**South Whidbey Harbor Expansion Permit:** After the Tulalip Tribes expressed concerns over the size of the expansion, Reeves sketched out a scaled back expansion and sent it to Shannon Kinsella at Reid Middleton. She said the revised layout seemed fine, but the existing anchored breakwater floats are not designed to accommodate piles, and finger piers over 40' would need piles and a gangway. Some of the finger piers off the main breakwater float might have to be adjusted or reduced for proper clearance. She will provide a revised drawing with the changes and Reeves expects it will cost about \$2,000. The Commission agreed Reid Middleton should proceed. The Commission will then review the drawing, and restart the discussion with the Tulalip Tribes to see if it is acceptable.

**Comprehensive Scheme of Harbor Improvements - Update:** The site visit and visioning workshop with representatives from Makers Architecture & Urban Design and BST Associates took place on February 28<sup>th</sup>. Makers is putting together the plan to go forward from that point. There will be another briefing next meeting to discuss the results from the interviews they've had so far, and BST study should be wrapping up. The consultants will lay out the framework for the Comp Scheme and begin taking public comment and engagement once the Port has a better idea of where it's going to go.

**Parking Easement at 203 Wharf St.:** The Boatyard Inn has started marking out their spaces for the condominiums that will be going up for sale. The location of that parking easement makes it very problematic for the Port to use the property as a place for additional Harbor parking. After discussion with the adjacent homeowner, Harbor staff and Whidbey Island Kayaking, Reeves and Interim Harbormaster Kathy Myers believe the best option is to use the space left on 203 Wharf St for Port use: employee parking, the Harbor work boat trailer and the golf cart. That will free up some space on the south side of the main parking area, allowing a business such as Whidbey Island Kayaking to use it. The City has a small triangle space at 203 Wharf St. Reeves has spoken with Langley's planning and public works departments, and explained that the Port would like the City to either give, sell or transfer that parcel to the Port. Gordon noted that the roadway around that corner was never repaved after the construction there, and the City wants the Port to participate in a bank stabilization study on the slope. That can be used to the Port's advantage. The Port needs to use the property to the best advantage. Gordon suggested the Port should at least get a row of ecology blocks at the back of the property to keep it from sloughing (hopefully getting the study first) and reclaiming the property. He'd also like find out why the City never paved and striped that road. Gordon said they need to meet with the City and discuss that triangle parcel, road improvements, the stability study, etc. Reeves asked the City's Planning Director and Public Works Director how much participation they were looking for from the Port on that bank stabilization study – split half the cost, a portion of the cost? If there is a geotechnical report piece, the Port would be interested in that. He also floated the idea that the Port's price of participating in the study is that the Port gets the geotechnical report and that little triangle parcel to clean up the issues on that lot.

[Ng had to leave the meeting at 4:35 p.m. to address an emergency situation. Gordon assumed the role of chair until Ng returned at 4:50 p.m.]

#### STATUS REPORTS:

##### **Fairgrounds**

Fairgrounds Director Amanda Ellis was on hand to present her monthly report. She is in the planning phase for summer with several large events, some of which are new to the Fairgrounds. Windsor Engineers will be out March 27 or 29 to perform an electrical assessment of the campground. WWGA, 4-H and HOPE have all returned for the season. Ellis is in the final stages of editing a lease for Whidbey Island Grown in the Malone building. The ads for a full time Maintenance Tech were posted on March 2<sup>nd</sup>; she has received some responses and interviewed a couple of individuals. She plans to let the ads run a while longer.

##### **Port Operations**

Maintenance & Operations Supervisor Pat Kisch was absent due to illness, so Reeves 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. In addition to the waler replacement at the Harbor, Kisch asked Tsunami Docks to quote on the repair the hinges on the 6<sup>th</sup> float at Possession. The quote is \$4,500 plus tax. It's within Reeves' spending limit so he will approve it. Easton asked if it would be covered under the insurance claim from when the barge hit the pile. Reeves explained that the barge incident didn't affect the float itself, but the actual pile replacement is an active insurance claim. The Port is just waiting for final permits before going out to bid to reset or replace that pile. If the permits come through within the next month or so, the Port might be able to get the work done during the next in-water work window (July 15- February 15). Gordon asked if the Port is paying for the work and will then get reimbursed. Reeves said yes, but the Port hasn't incurred much cost yet (about \$5,000) for the consulting piece. Once the permitting piece is complete, he will go back to the insurance company before going out to bid for a contractor. When the incident occurred, the Port got an estimate of \$30,000 to reset the pile. Most of that cost was for mobilization of the equipment. Actual replacement of the pile was estimated at \$10,000 or less. For now, the Port is keeping track of the money spent under the Consulting line of accounting. When the permits are ready, Reeves will ask Enduris how they want to handle the reimbursement on the claim – piecemeal, all of it at the end, etc. He has been updating Enduris about once per month.

Kisch has spent a lot of time at **Possession Beach** cleaning up the trail, etc. after the storms. One tree was at risk of falling on a neighbor's home so the Port had it removed. He is still looking at the water issues on the **Fairgrounds**. At this point, it could be that the Port is just using a lot more water than before, but the usage still seems really excessive to Reeves. They've been checking meters on a regular basis, and American Leak Detection said there isn't significant loss. Gordon noted that the additional kitchen users and other renters could be the reason for the increased usage.

### **South Whidbey Harbor**

Interim Harbormaster Kathy Myers presented her report. There were 29 overnight guests and 23 day stops in February. The Harbor provided Clue #43 in this year's Mystery Weekend. Since it was nice weather, Harbor staff deployed the golf cart around town offering rides to various clue locations. Kate Poss from the blog "This is Whidbey" interviewed Myers and Assistant Harbormaster Bryan Smith and posted an article as a way of introducing them to the community. General maintenance is ongoing; they added gravel at the foot of the wharf and filled a large pothole near the restrooms. The windstorm on March 13<sup>th</sup> caused significant damage to M Dock and a connecting bolt fell out of one of the ramp floats. Pressure washing continues.

Reeves said the Port recently learned that Island County Public Health has been referring people to come down to the Harbor to use the Port's shower facilities. The restrooms are closed right now while Harbor staff cleans, paints, etc. A portable toilet is available for the public. He noted that the restrooms were built to support the boaters. When the restroom work is complete, the restrooms will be open during the day (with public hours posted, but locked overnight and early morning with access for boaters only).

Myers has been Interim Harbormaster since October 1<sup>st</sup>. Reeves announced that as of April 1<sup>st</sup> she will be the Harbormaster, and Bryan Smith will be the Assistant Harbormaster.

### **ACTIVITIES/INVOLVEMENT REPORTS**

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

**COG:** There was a presentation from the Economic Development Representative for Washington State at U.S. Economic Development Administration regarding the potential benefits of having a Comprehensive Economic Development Strategy (CEDS) in place. Gordon said it wasn't very helpful, but a CEDS would be justified for Island County as it would help them apply for grants, especially in emergencies. In March, Sherrye Wyatt from Whidbey & Camano Islands Tourism will provide a 45-minute presentation.

**IRTPO:** Island County Traffic Engineer Nikki Davis announced that she got a \$500,000 grant for Safe Streets For All. Gordon subsequently spoke to Island County Public Works Director/Engineer Connie Bower and asked how that money might play out for the Clinton Community Council. There might be some great safety-related projects that the CCC will be able to apply for locally and get some funding for the crosswalks, etc.

**CCC:** Gordon said it's a very active group. The project they pushed turned into a Regional Mobility Grant, which has now turned into a smaller project that will clean up the walkway from the "kiss & ride" and up the hill to Simmons Garage. It will also bring some lighting and other improvements to the Park & Ride behind the post office.

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

**WPPA:** No report.

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

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

**MRC:** The group discussed derelict vessels, noting that authorized local entities (including port districts) can take action to remove derelict vessels and be reimbursed by the state. There are 3 vessels on the approved list for Island County and they are near the South Whidbey Harbor.

**Langley:** Easton reported Mayor Scott Chapin is organizing a trip over to the Tulalip Tribes Cultural Center at the end of the month; Ng is interested in attending.

**EDC:** He is not yet a member so he hasn't attended a meeting. He is willing and looks forward to participating. EDC Executive Director Sharon Sappington said the EDC committee is looking at the board makeup to try and finalize all the positions that the board needs. It is still pending. Ng asked her to email if/when the board decides to have a seat on the board for the Port. He invited Sappington to provide a report. The County Commissioners voted this morning to go forward with the CEDS project. Langley & Coupeville have voted in favor and Oak Harbor will vote at their next meeting. It's a funding sharing model based on population of each municipality. The EDC is the lead organization as the ADO (Associate Development Organization) for the County. The County is amending the EDC's contract to add the CEDS project and the EDC will hire a consultant starting April 1<sup>st</sup>. The EDC will enter into an agreement with each of the municipalities. The municipalities will provide the funding to EDC and the EDC will then pay the consultant.

OLD BUSINESS: None.

NEW BUSINESS: None.

**EXECUTIVE SESSION:** At 5:10 p.m., Ng announced the Commission would meet in executive session until 5:30 p.m. to review the performance of a public employee pursuant to RCW 42.30.110(1)(g). Ng said the Commission was not expected to take further action following the Executive Session.


At 5:30 p.m. Ng called the meeting back to order.

**ADJOURNMENT:** Without any further action, the Meeting was adjourned at 5:30 p.m.

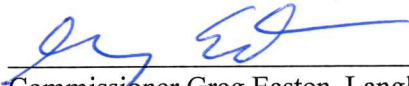
Approved:

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.