

**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, June 13, 2023

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/84888944649>

Meeting ID: 848 8894 4649

One tap mobile

+12532158782,,84888944649# US (Tacoma)

+12532050468,,84888944649# US

Dial by your location

• +1 253 215 8782 US (Tacoma)

• +1 253 205 0468 US

Meeting ID: 848 8894 4649

Find your local number: <https://us02web.zoom.us/u/kbYICTDv12>

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. 23-07 Appointing Executive Director Angela Mozer as Investment Officer

Resolution No. 23-08 Appointing Executive Director Angela Mozer as Auditing Officer

Consent Agenda: Approval of June Vouchers in the amount of \$250,887.95

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 April 2023 Financial Statement

Clinton Dock – Update

South Whidbey Harbor – Future Expansion update/approval of easement to Wharfstreet Condos

Fairgrounds Capital Projects – 4-H Restroom update

Housing Concept on Fairgrounds – Update

Comprehensive Scheme of Harbor Improvements – 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: 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

June 13, 2023

Held in Freeland, Washington
and online via Zoom Meeting Service

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

Port Staff Present: Angi Mozer (Interim Executive Director), Molly MacLeod-Roberts (Port Clerk/Accountant), Amanda Ellis (Fairgrounds Director), Pat Kisch, (Maintenance & Operations Supervisor) and Kathy Myers (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, June 13, 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 (Vice President) called the Regular Meeting to order at 4:00 p.m., followed by the Pledge of Allegiance.

COMMISSIONER ACTIONS:

Resolution No. 23-07 Appointing Executive Director Angela Mozer as Investment Officer

ACTION: A Motion was made by Commissioner Greg Easton and seconded by Gordon to approve and adopt Resolution No. 23-07 appointing Angela Mozer as Investment Officer. The Motion passed unanimously.

Resolution No. 23-08 Appointing Executive Director Angela Mozer as Auditing Officer

ACTION: A Motion was made Easton and seconded by Gordon to approve and adopt Resolution No. 23-08 appointing Angela Mozer as Auditing Officer. 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.

ACTION: Motion made by Easton and seconded by Gordon to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated June 2023 as signed today in the amount of \$250,887.95. The Motion passed unanimously.

PUBLIC COMMENT: None.

EXECUTIVE DIRECTOR REPORT

Financial Update and April 2023 Financial Statement: The Commission acknowledged receipt of the April 2023 Financial Statement, the Preliminary Profit & Loss for April, and the performance graphs and the cash flow through April. Mozer reported the Port received \$442,000 in operating, tax, and capital revenue and incurred approximately \$125,000 in operating and capital expenses in April 2023. Ending cash balance at 4/30/23 was just over \$1.5 million, consisting of \$877,000 in the General Fund and \$658,000 in the Bond Fund. The 2022 Annual Report was submitted to the Washington State Auditor on May 26, 2023.

Clinton Dock/Surface Transportation Block Grant (STBG) - Update: Confluence Environmental is wrapping up the Substantial Development Permit Application to Island County, and are in contact with the Federal Highway Administration regarding the Endangered Species Act review process.

Washington State Ferries has provided an Amendment to Clinton Fishing Pier Lease No. GCA 3073. The original lease expires November 30, 2025 and Amendment No. 1 will extend it for 20 years (through November 30, 2045). Gordon noted that the Amendment states that the Port “*may propose a repurpose of the fishing pier into a passenger-only ferry facility.*”

ACTION: Motion made by Easton and seconded by Gordon to approve Amendment 1 to Clinton Fishing Pier Lease No. GCA 3073 as presented. The Motion passed unanimously.

South Whidbey Harbor

- **Future Expansion - Update:** Regarding the U.S. Army Corps of Engineers (USACE): The Tulalip Tribes are reviewing the reduced scope of the SWH expansion and have asked for additional time to do so. Mozer reconfirmed that as long as the Port is engaged in conversation with the Tribes, there is no deadline for the permit renewal.
- **Easement to Wharfstreet Condos:** Following last month’s regular meeting, Commissioner Jack Ng signed the Easement Agreement for the tidelands parcel.

Fairgrounds Capital Projects: Mozer submitted an invoice for reimbursements from the Rural County Economic Development grant. The Department of Agriculture grant for the restroom project has been extended to the end of month.

Housing Concept on Fairgrounds - Update: Rick Brown (The Brown Associates/Architects, Inc.) has most of the design for the 2-story buildings completed (concessions on bottom, units on top) and needs to wrap up the design for the 3-story buildings (for units with 2 bedrooms) so he can submit them to the City of Langley. Easton would like to maximize the number of units and see a concept with all 3-story buildings; Gordon agreed. Mozer will ask Brown to provide a concept drawing of 3-story buildings.

Comprehensive Scheme of Harbor Improvements - Update: Mozer is assembling feedback for Makers Architecture & Urban Design and BST Associates. Gordon reviewed the highlights from the Special Meeting on May 22nd. Short term goals include finding grants for the Clinton Passenger-Only Ferry project and the Fairgrounds Workforce Housing Project. He’d like to include getting a maintenance permit for Bush Pt. boat ramp, and look into boat storage at Port facilities. Easton suggested that the Port should also push the County to put up money for the 3 boat ramps that are co-owned with the Port. Gordon said the dramatic difference in the aging population of the district and reduction in service workers demonstrates the major focus is the need for workforce housing and transportation in/out of the Port district. The data from the Census needs to be published in the Comp Scheme. He would like Paul Sorenson of BST Associates to do a little more economic research on the SWH Expansion now, even if it’s not included in the Comp Scheme. Data would include economic impact of transient moorage vs. annual moorage, and if there are designs that benefit one over the other, etc. Easton agreed. Mozer will ask for a Change Order.

For long range projects, Easton sees a potential role for the Port being involved with projects that could attract higher wage jobs with incubator facility for manufacturing/assembly or a business park, etc., and look at partnerships with property owners to get land and share the cost of investment for the infrastructure. Gordon agreed and noted there are innovative ways to get sewer to Freeland or near the airstrip on Crawford Rd.

STATUS REPORTS:

Fairgrounds

Fairgrounds Director Amanda Ellis presented her monthly report.

Port Operations

Maintenance & Operations Supervisor Pat Kisch presented his report on maintenance & repairs completed/ongoing/planned at Clinton Beach, Humphrey Road Parking Lot, Bush Point, Possession Beach Waterfront Park and the Fairgrounds.

South Whidbey Harbor

Harbormaster Kathy Myers presented her monthly report.

ACTIVITIES/INVOLVEMENT REPORTS

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

COG: Discussed Washington State Ferries; attendees included executive directors from Ports of Anacortes and Port Townsend. This month's meeting will include WSF Director of Planning, Customer and Government Relations John Vezina and Washington State Representative Dave Paul.

CCC: Had a public meeting and invited the public at large. Island County Commissioner Melanie Bacon attended.

IRTPO: The group has been working on its 6-year and 20-year Transportation Improvement Plans.

Port-wide Marketing & Promotion Committee (M&P): Gordon wants the Port to get going on marketing. If the Port needs to seek a levy lift, reset or a bond for a special project, the Port will need to start promoting itself and accomplishments.

Easton: Marine Resources Committee (MRC), and City of Langley Council Meetings

MRC: The meeting included a presentation on safe shorelines, the impacts of sea level rise and sloughing of bluffs. There is a program working with private property owners to help them respond to upcoming threats.

Langley: The City has signed a contract with Brigid Reynolds (former Director of Community Planning) to handle the Port's rezoning application for the Fairgrounds. Every councilmember has expressed enthusiasm in support for workforce housing at the Fairgrounds.

Fairgrounds Advisory Committee (FAC): Mozer noted that the Port has continued to consistently hold FAC meetings nearly every single month, and there are minutes on the Port website. The meetings are open to the public.

Ng: Washington Public Ports Association (WPPA) and Port-wide Marketing & Promotion Committee (M&P): Absent; no report.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 5:19 p.m.

Approved:

Minutes prepared and submitted by:

Commissioner Jack Ng, Freeland

Molly MacLeod-Roberts

Molly MacLeod-Roberts, Port Clerk/Accountant

J. Gordon

Commissioner Curt Gordon, Clinton

Greg Easton

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.