

**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, July 11, 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. 23-09 Approving the Port's Business and Professional Development Travel Policy

Consent Agenda: Approval of June Vouchers in the amount of **\$144,016.51** and Minutes from the Regular Meeting of April 11 and the Special Meeting of April 24, 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 May 2023 Financial Statement

Clinton Dock – Update

South Whidbey Harbor - Permit NWS-2009-617 update

Fairgrounds Capital Projects – Update

Housing Concept on Fairgrounds – Update

Possession Piling - Update

Comprehensive Scheme of Harbor Improvements – Update

Island County Comprehensive Economic Development Strategy

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

July 11, 2023

Held in Freeland, Washington
and online via Zoom Meeting Service

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

Port Staff Present: Angi Mozer (Interim Executive Director), Molly MacLeod-Roberts (Port Clerk/Accountant), Pat Kisch, (Maintenance & Operations Supervisor) **Absent:** Amanda Ellis (Fairgrounds Director) 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, July 11, 2023, in person at the Banquet Room of China City Restaurant at 1804 Scott Road in Freeland, Washington and online via Zoom Meeting Service. Since Commissioner Jack Ng (President) was attending virtually, he asked Commissioner Curt Gordon (Vice President) to chair the meeting. Gordon called the Regular Meeting to order at 4:00 p.m., followed by the Pledge of Allegiance.

COMMISSIONER ACTIONS:

Resolution No. 23-09 Approving the Port's Business and Professional Development Travel Policy

ACTION: Motion made by Commissioner Greg Easton and seconded by Gordon to adopt Resolution No. 23-09 approving the Port's Business and Professional Travel Policy. 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 July 2023 as signed today in the amount of \$144,016.51. Motion passed unanimously.

PUBLIC COMMENT:

Gwendy Hastings recommended moving the Port meetings back to the evening time so more of the public can attend.

EXECUTIVE DIRECTOR REPORT

Financial Update and April 2023 Financial Statement: The Commission acknowledged receipt of the May 2023 Financial Statement, the Preliminary Profit & Loss for June, and the performance graphs and the cash flow through May. Mozer reported the Port received \$272,000 in operating, tax, and capital revenue and incurred approximately \$294,000 in operating and capital expenses in May 2023. Ending cash balance at 5/31/23 was just over \$1.5 million, consisting of \$855,000 in the General Fund and \$657,000 in the Bond Fund.

Clinton Dock - Update: The rebuild of the dock to potentially accommodate a Passenger-Only Ferry is in the permit phase. The Endangered Species Act (ESA) consultation will start soon; the Federal Highway Association (FHWA) has reviewed the permit. Confluence Environmental (CE) is working on the County's environmental and building permits. CE asked Mozer if the Port does its own SEPA (State Environmental Protection Act) review. She learned that ports have the authority to do it, and the Port did so back in the

1980s. She will research the requirements for the process and report back next month. Easton noted that it could potentially save money and time. Mozer and Gordon were able to go to the Mukilteo Ferry Terminal and briefly meet U.S. Secretary of Transportation Pete Buttigieg, along with U.S. Representative Rick Larsen, U.S. Senator Patty Murray, and Washington State Governor Jay Inslee. Gordon was able to discuss the Clinton Dock project with Patty Rubstello, Assistant Secretary, Washington State Ferries (WSF) at Washington State and other influential people in WSF, including Chief of Staff Nicole McIntosh. As a result, the Port now has the contact info of the individual in charge of electrification at WSF.

South Whidbey Harbor

- **Permit NWS-2009-617 Update:** Gordon and Mozer met with the Tulalip Tribes regarding the application to renew the U.S. Army Corps of Engineers permit for the future expansion. The Tribes were pleased with the reduced footprint of the expansion, but expressed concerns regarding the outdated biological opinions and the mitigation plan. They have asked the Port to create new documents and consider other means of mitigation, and Mozer has asked CE to provide an estimate on the time and cost to do that work.
- **Puget Sound Energy Easements:** Mozer met with all of the neighboring homeowners to discuss undergrounding all the power from Sunrise Lane to the end of Wharf St where the new home is being built. All seem to be on board in participating, including financially, so the Port will submit an application to PSE and find out the cost to do so.
- **Replacement of Walers:** The original quote from Bellingham Marine was only for parts – not labor. The revised quote including both is \$85,000. AMO Construction quoted just under \$59,000 without sales tax, and Combined Construction estimated \$80,000-\$100,000. Gordon noted that the walers are a safety issue, so it is an emergency repair. Kisch reported that AMO Construction had a recent cancellation and are available to do the work now.

ACTION: Motion made by Easton and seconded by Gordon to enter into an agreement with AMO Construction for the waler replacement work as presented. Motion passed unanimously.

Fairgrounds Capital Projects

- **Housing Concept on Fairgrounds - Update:** Rick Brown (The Brown Associates/Architects, Inc.) presented the plans he drafted to date after meeting with Easton and Mozer. The drawings showed both 2 and 3 story buildings above the concession stands, consisting of 1 and 2 bedroom units (total of 24) and 12 single car garages. Gordon emphasized the importance of not changing the width of the midway. The original sketch showed the concession stands not encroaching into the midway, with the 2nd level cantilevering out to provide a covered seating area for the concessions. He feels it looks too modern and should blend with the other Fairgrounds buildings. The Port will also ask for a variance on the setback from the City of Langley. Easton's priority is to maximize the number of units within the building envelope. Brown noted Commission comments and will incorporate them into the next set.
- **4-H Restrooms – Update:** Construction is complete on the renovation. One side is two restrooms with toilets and sinks, and the other side has two individual ADA shower rooms with a toilet and sink in each. The grant report and final invoice have been submitted. The total cost was \$380,000.

Possession Beach Waterfront Park

- **Piling – Update:** Mozer is working with the Port's insurance claim provider and has submitted some of the invoices for the design of the replacement for reimbursement. Former Executive Director Stan Reeves' request for the Construction Project Management to be covered under the claim has been approved. Davido Consulting Group (DCG) provided an estimate of \$8,854 for providing that service. If the claim provider approves, then the Port can proceed getting a contract for the replacement of the piling with DCG as construction manager.
- **Residence:** New caretakers are preparing the house to move in. The vermiculite insulation in the attic tested positive for asbestos. Received two quotes for removal: DK Environmental \$12,518.59 and Affordable Environmental \$21,275. Once the vermiculite has been removed, the leaking roof will be replaced before putting in new insulation in the attic space.

ACTION: Motion made by Easton and seconded by Gordon to authorize Mozer to contract with DK Environmental for asbestos abatement in the amount of \$21,518.59 subject to DK Environmental providing references. Motion passed unanimously.

Comprehensive Scheme of Harbor Improvements - Update: Mozer provided the Commission's comprehensive feedback to Makers Architecture & Urban Design. Makers will provide a draft in the next week or two, and will provide options for the graphic design, themes and layout. The Port will then host an open house to gather public feedback, hopefully next month. Makers has asked the Port to provide the top 8 things the Port has accomplished that they are most proud of in the last 5 years. Since COVID-19 had such a significant impact on the past 5 years, the Commission agreed to extend it to the last 10 years.

Paul Sorenson, BST Associates submitted a Scope of Work for economic analysis and feasibility of expanding the South Whidbey Harbor and a pro forma for the marina options. The budget for the project is \$18,000 and can be completed within two months. The Commission discussed asking the City of Langley to help pay the cost as part of the Harbor Master Plan, but agreed to do this first step alone. Based on the outcome of BST's study, the Port can then approach the City of Langley regarding the Harbor Master Plan.

ACTION: Motion made by Easton and seconded by Gordon to authorize Mozer to enter into an agreement with BST Associates for the Port of South Whidbey Marina Study in the amount of \$18,000. Motion passed unanimously.

Island County Comprehensive Economic Development Strategy (CEDS): The County has contracted to have a CEDS developed. Mozer is on the review committee for that effort, and they are asking each of the participating organization to fill out a SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis regarding the business and economic development environment within its jurisdiction as part of that process. Mozer would like to get Commission input during the next special meeting. The Commission agreed.

STATUS REPORTS:

Fairgrounds

Fairgrounds Director Amanda Ellis was absent; the Commission acknowledged receipt of her monthly report. Mozer reported the Fair Association Board had approved the lease the previous night and Ellis will sign to execute it. Mozer had provided the minutes from the Fairgrounds Advisory Committee's May meeting. The FAC meetings will likely continue as an unofficial gathering of interested parties since there are not enough members participating to make an official quorum. When Rick Brown has updated the Workforce Housing design, the Commission agreed it would be good for the FAC to review and discuss at their meeting.

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 was absent; the Commission acknowledged receipt of her report. Mozer noted that Myers put together a report of the origin of the moorage customers in June based on zip codes. It will be forwarded to BST Associates.

ACTIVITIES/INVOLVEMENT REPORTS

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

WPPA: After last month's COG meeting, WPPA Executive Director Eric ffitch spent the day visiting the Port and toured the facilities with Mozer. Prior to the COG meeting, Gordon said ffitch helped facilitate a meeting with WSF Director of Planning, Customer and Government Relations John Vezina and Gordon was able to discuss the Clinton Dock project with him. Mozer said the main highlights of the tour were Clinton Dock, the Harbor and the Fairgrounds to learn what the Port was doing and what its visions are. He has a lot of experience working with the Tribes. Mozer will be attending the WPPA Directors Seminar in Everett July 12-14.

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

COG: The June meeting was all about ferries, with Vezina attending as well as State Representative Dave Paul who is fighting for ferry funding. The executive directors from the Port of Anacortes and Port of Port Townsend also addressed the group.

IRTPO: Still working on updating its 6-year and 20-year Transportation Improvement Plans and discussing consultants.

CCC: Didn't attend.

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

MRC: No regular meeting held in July. Easton had his New Member orientation on July 10th. The MRC has a lot of energy, scientific knowledge and a lot of interest in public education.

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.

WPPA (continued): Easton will attend the Commissioners Seminar July 24-26. One of the topics on the agenda is "Ports and Housing."

UNFINISHED BUSINESS: None.

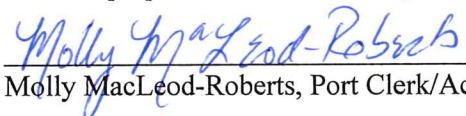
NEW BUSINESS: None.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 6:15 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.