

**THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND
REGULAR MEETING**

Held at Bayview South Whidbey Fire/EMS Station 36 Meeting Room, 5579 Bayview Road,
Langley, WA 98260
With virtual access via Zoom Meeting Service
Tuesday, October 10, 2023 at 4:00 p.m.

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/89531840398>

Meeting ID: 895 3184 0398

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• +1 253 215 8782 US (Tacoma)

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

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

Consent Agenda: Approval of October Vouchers in the amount of **\$116,093.74**

*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 August 2023 Financial Statement

State Audit

2024 Budget

Clinton Dock – Update

South Whidbey Harbor

South Whidbey Harbor Economic Study update

Fairgrounds

Capital Projects – Update

Resolution No. 23-11 Authorizing the Application for Rezoning for the Whidbey Island

Fairgrounds and Events Center

Comprehensive Scheme of Harbor Improvements – Update

Island County Comprehensive Economic Development Strategy

RCO Local Parks Maintenance Program Application

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

October 10, 2023

Held in Langley, Washington
and online via Zoom Meeting Service

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

Port Staff Present: Angi Mozer (Executive Director), Molly MacLeod-Roberts (Port Clerk/Accountant), Amanda Ellis (Fairgrounds Director), Pat Kisch, (Maintenance & Operations Supervisor), Kathy Myers (Harbormaster) and David Stern (Fairgrounds Marketing & Events Coordinator)

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, October 10, 2023, in person at the meeting room of Bayview South Whidbey/EMS Station 36 located at 5579 Bayview Road, Langley, Washington and online via Zoom Meeting Service. Commissioner Jack Ng (President) was attending remotely, so 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.

CONSENT AGENDA

ACTION: Motion made by Gordon and seconded by Commissioner Greg Easton to reorder the Agenda, moving the Fairgrounds Director Report to immediately follow the Executive Director Report. The Motion passed unanimously.

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 Commissioner Jack Ng to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated October 2023 as signed today in the amount of \$116,093.74. Motion passed unanimously.

PUBLIC COMMENT:

Carl Cheney asked if the Port plans to explain how the housing plans won't affect the Fair and 4-H. Gordon said the Port hopes to hold a Joint Meeting with the Fair Association and the Fairgrounds Advisory Committee in the near future to look at the draft plans. The Port believes there won't be any detrimental effect to the Fair.

STATUS REPORT:

Fairgrounds

Fairgrounds Director Amanda Ellis presented her monthly report.

EXECUTIVE DIRECTOR REPORT

Fairgrounds: Executive Director Angi Mozer submitted a revised request for the Rural County Economic Development (RCED) grant and the Island County Commissioners have invited the Port to present it at their November 1st meeting.

Workforce Housing: She is coordinating the Fairgrounds walkthrough and Joint Meeting with the Fair Association, Fairgrounds Advisory Committee and the Port Commissioners. One of the requirements to complete Langley's zoning change application is a resolution showing Commission support.

ACTION: Motion made by Easton and seconded by Ng to adopt Resolution No. 23-11 authorizing the application for rezoning of the Whidbey Island Fairgrounds & Events Center as presented. Motion passed unanimously.

Financial Update and August 2023 Financial Statement: The Commission acknowledged receipt of the August 2023 Financial Statement, the Preliminary Profit & Loss for September, and the performance graphs and the cash flow through August. Mozer reported the Port received \$68,000 in operating, tax, and capital revenue and incurred approximately \$223,000 in operating and capital expenses in August 2023. Ending cash balance at 8/31/23 was just under \$1.14 million, consisting of \$482,000 in the General Fund and \$662,000 in the Bond Fund.

State Audit: The Port's three-year audit (2020-2022) will start October 23rd. The State Auditor's Office would like to conduct Risk Assessment meetings with key members of the Port to include Mozer, Port Clerk/Accountant Molly MacLeod-Roberts (as Audit Liaison) and at least one commissioner. The Entrance Conference is tentatively scheduled for October 23rd and Mozer will work with commissioners to coordinate that.

2024 Budget: Easton provided a worksheet that broke out and compared the Operating and Capital Budget for 2023 and draft version for 2024 with the totals of operating revenues and expenses for each "line of business" (General, Fairgrounds, Humphrey Road, South Whidbey Harbor, etc.).

Clinton Dock - Update: The project is still in permitting; the federal Endangered Species Act (ESA) consultation is being managed by the Washington State Dept. of Transportation and it has not been assigned yet at the National Marine Fisheries. WSDOT has employed a liaison who will begin reviewing for local programs. Mozer has asked the Port's engineer and environmental consultant to provide an updated schedule. The permitting application for Island County is finalized but has not been submitted; the environmental consultant will be obtaining signatures for submission. The US Army Corps of Engineers permit application has been submitted and has been assigned. The State's Hydraulic Permit Application is usually a very quick process so the engineer and consultants are focusing on the others and will submit that one last.

STATUS REPORTS (continued):

South Whidbey Harbor

Harbormaster Kathy Myers summarized her monthly report. She has hired a permanent, part-time employee.

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.

EXECUTIVE DIRECTOR REPORT (continued)

South Whidbey Harbor Economic Study – update: Myers provided city/state info from last year's Harbor reservations for use in BST Associates' study.

ACTIVITIES/INVOLVEMENT REPORTS

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

WPPA: All three commissioners plan to attend the Small Ports Seminar in Chelan October 26-27.

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

MRC: The MRC talked about recently removed derelict vessels, including a "houseboat" in Clinton that could potentially have interfered with the ferry.

Langley: The City is still working on the Utility Improvement Plan.

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

CCC: Recent meeting included updates on the Clinton Progressive Hall and the Clinton Chamber of Commerce, and Gordon provided the CCC with updates on the Port's Passenger Only Ferry Dock project.

COG: Paul Sorenson from BST Associates shared the information from the Port's economic study.

IRTPO: Discussed planning issues and a report on Capron Funds (from gas taxes) and the impact of electric vehicles on rural counties that are allowed to keep more of the gas taxes than cities.

Passenger Only Ferries Conference: There was a lot of information on potential funding for the Clinton Dock, as well as great ideas about electrification and how they are charging boats now. Gordon plans to meet with representatives from Langley, the Port of Everett, Hat Island and Nichols Brothers Boat Builders on October 30th to discuss a pilot program trip from Langley to Everett.

UNFINISHED BUSINESS: None.

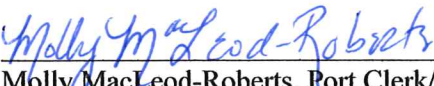
NEW BUSINESS: None.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 5:09 p.m.

Approved:

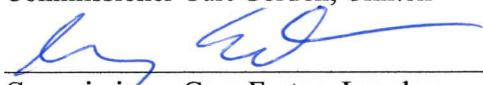
Minutes prepared and submitted by:

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.