

THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND

**PUBLIC HEARING FOR 2024 BUDGET
&
REGULAR MEETING**

Held at Freeland Library Meeting Room, 5495 Harbor Avenue, Freeland WA 98249
With virtual access via Zoom Meeting Service
Tuesday, November 14, 2023

Public Budget Hearing at 3:45 p.m.

Regular Meeting (immediately following the Public Hearing at approx. 4:00 p.m.)

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/87329004819>

Meeting ID: 873 2900 4819

One tap mobile

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+12532050468,,87329004819# US

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• +1 253 205 0468 US

Meeting ID: 873 2900 4819

Find your local number: <https://us02web.zoom.us/j/87329004819>

3:30 PM: WORKSHOP - Commission review of vouchers and recent correspondence

3:45 PM: PUBLIC HEARING ON THE 2024 BUDGET

REGULAR MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE (immediately following the Public Hearing)

COMMISSIONER ACTIONS

Approval of 2024 Final Budget

Resolution No. 23-12 to Establish 2024 Levy

Memorandum 2023-02 Bond Invoice

Consent Agenda: Approval of November Vouchers in the amount of **\$92,250.19** and Minutes from the Special Meeting of June 8, and the Regular Meetings of June 13, July 11, August 8 and September 12, 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 September 2023 Financial Statement

State Audit

Clinton Dock – Update

South Whidbey Harbor

South Whidbey Harbor Economic Study update

Fairgrounds

Capital Projects – Update

Comprehensive Scheme of Harbor Improvements – Update

Island County Comprehensive Economic Development Strategy

RCO Local Parks Maintenance Program Application

STATUS REPORTS

Fairgrounds

- Executive Director

Port Operations

- Maintenance & Operations Supervisor Report

South Whidbey Harbor

- Harbormaster Report

ACTIVITIES/INVOLVEMENT REPORTS

Gordon: Island Regional Transportation Planning Organization (IRTPO) and Clinton Community Council (CCC)

Ng: Council of Governments (COG), Economic Development Council (EDC), Washington Public Ports Association (WPPA) and Port-wide Marketing & Promotion Committee (M&P)

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

November 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: Angi Mozer (Executive Director), Molly MacLeod-Roberts (Port Clerk/Accountant), Pat Kisch (Maintenance & Operations Supervisor), and Amanda Ellis (Fairgrounds Director)

Absent: Kathy Myers (Harbormaster)

MEETING CALL TO ORDER: Immediately following a Public Hearing for the 2024 Budget from 3:45 p.m. to 4:00 p.m., the Regular Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, November 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) was attending virtually and asked 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

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

Approval of 2024 Budget

ACTION: Motion made by Commissioner Greg Easton and seconded by Commissioner Jack Ng to approve the 2024 budget as presented. Motion passed unanimously.

Levy Certification and Ordinance/Resolution No. 23-12 to Establish 2024 Levy: The resolution authorizes an increase of 1% from the previous year's actual levy amount. The dollar amount of the increase over the actual levy amount shall be \$8,472.06.

ACTION: Motion made by Easton and seconded by Ng to approve Ordinance/Resolution No. 23-12 as presented, providing authorization for the levy to be collected in the 2024 tax year. Motion passed unanimously.

Executive Director Angi Mozer provided her signature as Auditing Officer on the Levy Certification and will deliver all the final signed documents to Island County prior to November 30th.

Memorandum 2023-02 Bond Invoice: Authorizes the transfer of \$98,510.88 from the General Obligation Bond Account to the General Operating Account to reimburse the general fund for Fairgrounds capital expenditures.

ACTION: Motion made by Easton and seconded by Ng to approve Memorandum 2023-02 to transfer \$98,510.88 from the General Obligation Bond Account to the General Operating Account. 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 June 8, and the Regular Meetings of June 13, July 11, August 8 and September 12, 2023.

ACTION: Motion made by Easton and seconded by Ng to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated November 2023 as signed today in the amount of \$92,250.19. The Motion passed unanimously.

EXECUTIVE DIRECTOR REPORT

Financial Update and September 2023 Financial Statement: The Commission acknowledged receipt of the September 2023 Financial Statement, the Preliminary Profit & Loss for October, and the performance graphs which was distributed to them previously. The cash flow projections through 2024 have not yet been updated with the just approved 2024 budget numbers. Mozer reported the Port received approximately \$80,000 in operating, tax, and capital revenue and incurred approximately \$197,000 in operating and capital expenses during September 2023. Ending cash balance at 9/30/23 was \$1.28 million, consisting of \$364,000 in the General Fund and \$663,000 in the Bond Fund.

PUBLIC COMMENT (accidentally skipped)

Chuck Prochaska, Deer Lagoon Grange Master wanted to know when the Burrier Building would be returned to the Grange & Fair Association for their use.

Mike Gallion expressed his support of the Grange's use of Burrier Building; the Grange's display is a highlight of the Fair.

EXECUTIVE DIRECTOR REPORT (continued):

State Audit: The Port's three-year audit (2020-2022) is finished. The Exit Conference is scheduled for November 16th at 3:00 p.m. The Auditor's Office identified some housekeeping items that will help the Port with its accountability, but there were no findings and the audit process went very well. Gordon will attend the Exit Conference.

STATUS REPORTS (reordered):

Fairgrounds

Fairgrounds Director Amanda Ellis presented her monthly report. Due to electrical safety issues, the campground is closed until further notice. The Fairgrounds is planning a Holiday at Hogwarts community event in Turner Building on December 2nd following Langley's Holly Jolly Holiday Parade. The next Fairgrounds Advisory Committee (FAC) meeting is scheduled for November 15. She will provide recommendations for special guests to speak to the FAC, updates on grant spending, emergency preparedness, etc. They'll also discuss smaller subcommittees of the FAC.

EXECUTIVE DIRECTOR REPORT (continued):

Fairgrounds – Capital Projects update:

Rural County Economic Development Grant: Mozer and Gordon attended the County Commissioners' meeting on November 1 to support the request for an additional extension of the grant through 2024 and the Board of Island County Commissioners (BOICC) approved it. The BOICC directed the County Administrator to include a term clause in the extension agreement that ensures money from the grant will be used for projects that support the annual fair event, and does not conflict with the Fair. The County will consider a proposal to reallocate the funds between individual projects for ALL of the funds.

Workforce Housing Concept: The Port has fulfilled the requirements to complete Langley's zoning change application.

Pole Building: The cost estimate to replace the electrical breaker is \$17,000. Mozer will consult the MRSC Small Works Roster to seek competitive bids for the work.

Clinton Dock/Surface Transportation Block Grant (STBG): The Endangered Species Act (ESA) consultation hasn't started yet. KPFF has provided an updated schedule for the project. The earliest construction could start is July 2026, pending funding. Mozer did not have enough information on the specifics of the vessel(s) that would use the dock to get a cost estimate on electrification. KPFF indicated they could do a study to help the Port define some of those specifications for \$47,000. The Commission agreed there isn't really enough data available and they should wait.

South Whidbey Harbor

Economic Study – Update: BST Associates is analyzing customer data and have created a survey that will go out to the Harbor's customers. Draft data on transient moorage indicates the largest customer base comes from King County, and Whidbey Island residents are second. Whidbey Island residents make up the majority of the 25'-29' length boats.

Permit for Harbor Expansion: The Army Corps of Engineers notified the Port that the application has been "canceled" in its database while the Port communicates with the Tulalip Tribes. It will not affect the Port's process or timing as the Port can pick up where it left off when the discussion with the Tribes is completed. Gordon reiterated the need to work on a Harbor Master Plan with the City of Langley.

Comprehensive Scheme of Harbor Improvements - Update: Makers Architecture & Urban Design had provided a draft of the Scheme prior to the meeting to get additional feedback from the Commissioners. Easton liked the layout, organization and the additional information on economic context. He wanted to make sure the Commissioners were in agreement on the near term priorities and the long term strategies listed. He'd like to add "prepare a long term capital improvement program for anticipated Port investments." Gordon agreed and noted there is grant funding available to do it. Each Port facility should have a Capital Needs Assessment and prioritize what needs to be done. Gordon would like to add the Port's accomplishments since the previous Comp Scheme, especially the ones at the Fairgrounds and including the Possession ramp rebuild.

Island County Comprehensive Economic Development Strategy (CEDS): Mozer is on the review committee; they are finalizing their action plan to include in the Strategy by the end of December.

Recreation & Conservation Office (RCO) Local Parks Maintenance Program Application: The Port's application for Clinton Beach was not successful. Out of 57 applications, 14 were awarded. Two of the 4 scoring categories social vulnerability and local low income and the Port did not score very high in those areas. She will reapply next year for a different project, but it will likely be subject to the same criteria.

Oath of Office: Per a recent MRSC Newsletter, for ports (special purpose districts) the Oath of Office for the commissioners must be conducted by a Notary, or by any other officer authorized by statute to administer oaths. Authorized roles include county auditor, county commissioner, mayor, or city clerk. The Port will need a notary or other authorized person to swear in Easton and Ng in January.

STATUS REPORTS (continued):

Port Operations

Maintenance & Operations Supervisor Pat Kisch provided 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. The ADA mats were removed from Clinton Beach, and the boarding floats were removed for the season at Bush Point and Possession Beach.

South Whidbey Harbor

Harbormaster Kathy Myers was absent, so Mozer presented her monthly report. In October there were 76 day stops, 101 overnight visitors and 2 clubs. Winter moorage includes 7 full term and 9 month-to-month moorage customers.

ACTIVITIES/INVOLVEMENT REPORTS

Gordon: Island Regional Transportation Planning Organization (IRTPO) and Clinton Community Council (CCC)

CCC & IRTPO: Did not attend the recent meeting. The 2nd half of the walkability project is likely already designed and approved. He would like to meet with the Island County Transportation Planner and then reach out to Washington State Dept of Transportation if it's still a project that can be approved by IRTPO when it does the call for projects next Spring. This would mean the Port would be submitting the project to IRTPO. He doesn't know what the match would be, but the County might help with it.

Passenger Only Ferry Conference: Gordon attended the one day conference in Seattle. There was a lot of great information.

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

MRC: Island County Commissioner Melanie Bacon reported on the possible change in County ordinance regarding hard armoring and soft armoring of shoreline areas. Based on a condition specific to Mutiny Bay, she is proposing changing the ordinance to allow hard armoring in any area with erosion and/or tidal action. It currently only allows hard armoring for areas with erosion. There will be a hearing on December 19th.

Langley: No report.

Ng: Council of Governments (COG), Washington Public Ports Association (WPPA) and Port Promotion & Marketing Committee (P&M)

COG: Did not attend.

P&M: No meeting held.

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

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 5:33 p.m.

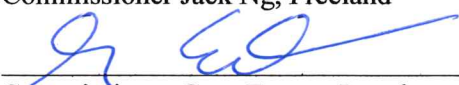
Approved:

Minutes prepared and submitted by:

Commissioner Jack Ng, Freeland



Molly MacLeod-Roberts, Port Clerk/Accountant



Commissioner Greg Easton, Langley



Commissioner Curt Gordon, Clinton

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.