

**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, December 12, 2023 at 4:00 p.m.

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/89187252837>

Meeting ID: 891 8725 2837

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Find your local number: <https://us02web.zoom.us/u/kXvGpr3DF>

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 December Vouchers in the amount of **\$112,449.05** and Minutes from the Special Meetings of September 29, October 18, and October 23, the Regular Meetings of October 10 and November 14, and the Budget Hearing from November 14, 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 October 2023 Financial Statement

State Audit

Port Credit Card

Clinton Dock – Update

Fairgrounds

Capital Projects – Update

Comprehensive Scheme of Harbor Improvements – Update

South Whidbey Harbor Economic Study Update

Island County Comprehensive Economic Development Strategy

Possession Residence

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

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

December 12, 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 (Executive Director), Molly MacLeod-Roberts (Port Clerk/Accountant), Pat Kisch (Maintenance & Operations Supervisor), and Kathy Myers (Harbormaster) **Absent:** Amanda Ellis (Fairgrounds Director)

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, December 12, 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 absent, so Commissioner Curt Gordon (Vice President) called the Regular Meeting to order at 4:00 p.m., followed by the Pledge of Allegiance.

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 Meetings of September 29, October 18, and October 23, the Regular Meetings of October 10 and November 14, and the Budget Hearing from November 14, 2023.

ACTION: Motion made by Easton and seconded by Gordon to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated December 2023 as signed today in the amount of \$112,449.05. Motion passed unanimously.

PUBLIC COMMENT

Albert Gabelein presented an old photo of the midway and spoke in opposition to workforce housing on the Fairgrounds.

Mike Gallion said 96% of the 161 people who voted on his Facebook poll were against housing on the Fairgrounds.

Elise Gabelein asked why the Port didn't apply for the \$250K capital improvement grant from the Washington State Agricultural Fairs Program that the Fair Association forwarded to the Port in July. She is strongly opposed to housing on the Fairgrounds.

Steve Myers referenced his Letter to the Editor. He is against housing on the Fairgrounds and said the people need to vote on it. He doesn't believe the interlocal agreement allows the Port to encumber the property with housing.

Thomas Gill (Langley Councilmember) noted that although all of the Fairgrounds may be rezoned for housing, every single project has to go through the entire application process including public comment, design, etc. If the City does approve the Port's rezoning application, it does not give the Port the ability to build whatever it wants. Housing cannot be the primary use, only the secondary/tertiary use.

EXECUTIVE DIRECTOR REPORT

Financial Update and October 2023 Financial Statement: The Commission acknowledged receipt of the October 2023 Financial Statement, the Preliminary Profit & Loss for November, and the performance graphs

which was distributed to them previously. The cash flow projections through 2024 have not yet been updated. Mozer reported the Port received approximately \$326,000 in operating, tax, and capital revenue and incurred approximately \$117,000 in operating and capital expenses during October 2023. Ending cash balance at 10/31/23 was \$1.23 million, consisting of \$569,000 in the General Fund and \$664,000 in the Bond Fund.

State Audit: The report on the Port's three-year audit (2020-2022) has been published. In the selected areas examined, Port operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources. Gordon congratulated Port staff on the result.

Port Credit Card: Mozer explained that traditionally the executive director has had to open the Port's account based on their own personal credit rating. Heritage Bank has offered to open a credit card account based on the Port's finances rather than the executive director's. She recommended switching the credit card to Heritage Bank.

ACTION: Motion made by Easton and seconded by Gordon to authorize the establishment of a credit card program with Heritage Bank for Port purchases, to be administered by the Executive Director and Auditing Officer Angi Mozer, and managed according to the Port of South Whidbey's Credit Card Policy adopted April 11, 2023. Motion passed unanimously.

Clinton Dock – Update: Island County permitting documents will be submitted this week. The U.S. Army Corps of Engineers issued the Public Notice on November 20th. KPFF is fielding questions on alternatives considered prior to the final design. Washington State Dept. of Ecology has acknowledged that coordination with the Corps is underway and have requested the Shoreline Substantial Development Permit from the County when issued. The Endangered Species Act (ESA) consultation is being managed through the Washington State Department of Transportation; their liaison should start in early 2024.

At the recent Washington Public Ports Association meeting, Gordon spoke with Port of Port Townsend Commissioner Pete Hanke who runs a whale tour boat. He asked Mozer to contact him regarding the cost of a pilot program running a passenger only ferry route between Langley and Everett. He noted that the Port of Bremerton provides the dock for Kitsap Transit's passenger ferry.

Fairgrounds Capital Projects - Update:

Pole Building: The Port wants to switch to LED lights and install some type of heating in the building. The Port will need to replace two panels in order to install heat. The cost estimate exceeds the threshold, so two more bids are needed.

Burrier Building: The Great Meeting Room and the lean-to section have structural issues. Valdez Construction has recommended accomplishing the repairs in stages. The first stage is an urgent/immediate repair to get the Great Meeting Room safe again. Valdez will do that work which is within Mozer's authorization immediately, and will provide a cost estimate for additional structural repairs for that room and one for the lean-to section. Those projects may require 3 bids depending on the cost.

Campground: Mozer created some projections based on the electrical assessment. Whatever scale of upgrade is done (12, 14 or 20 hookups), she believes the Port will see a return on the investment in 2 years. If the Port is able to use Rural County Economic Development funds for the project with a 50% match, the return would be just 1 year. Davido Consulting Group (DCG) and Windsor Engineering are working on a design and cost estimate for the project. The Commission agreed Option A with 20 hookups is the best option.

Mozer also asked DCG to provide specifications and cost estimates to get the most structurally compromised food booths safe as well as the alcove in the Coffman Building. The Port should be able to move relatively quickly on those.

Comprehensive Scheme of Harbor Improvements - Update: Makers Architecture & Urban Design provided a final draft, but Mozer asked for one additional update she had forgotten. Makers has committed to expanding the “Recent Progress” section for the Fairgrounds.

South Whidbey Harbor Economic Study – Update: Paul Sorenson of BST Associates conducted a Transient Boater Survey of customers and the comments and answers to “would you recommend SWH” and “will you return again” were “off the charts positive.” The ratings were 0-5, and up to a 4 average is doing pretty well. The South Whidbey Harbor is over 4 on ALL of those questions, demonstrating overwhelming support. People really like the Harbor and the Harbor Staff. BST will provide suggested rate moorage increases.

Island County Comprehensive Economic Development Strategy (CEDS): Mozer will circle back to the Commissioners within the next month to provide input

Possession Residence: Work on the new roof started, but the contractor discovered the roof structure is made of shiplap boards so they will need to create a layer of plywood before starting. They also discovered there are two layers of composite shingles. They have provided a Change Order for the cost of removal of the additional layer of shingles, the plywood and the installation. The contractor did multiple site visits while developing the original cost estimate, and one of the other bidding contractors also had a site visit but neither caught those issues.

ACTION: Motion made by Easton and seconded by Gordon to approve All Weather Rooftop Solutions, Inc.’s Change Order #2 in the amount of \$19,794 as presented. Motion passed unanimously.

STATUS REPORTS

Fairgrounds

Fairgrounds Director Amanda Ellis was absent, so Mozer presented the monthly report on her behalf. The Fairgrounds’ Holiday at Hogwarts Family Event on December 2nd following Langley’s Holly Jolly Holiday Parade was a great success. Fairgrounds Staff plan to hold a Solstice Event on December 21st. Both kitchens are very busy.

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.

South Whidbey Harbor

Harbormaster Kathy Myers was on hand and presented her monthly report. In November, there were 24 day stops, 2 clubs and 51 overnight guests. There are currently 7 full term winter moorage guests and 9 month-to-month guests, with slips still available.

ACTIVITIES/INVOLVEMENT REPORTS

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

COG: An official with Puget Sound Energy provided reports on potential wind damage, etc. and the group discussed charging stations.

IRTPO: Continuing work on the Six Year Transportation Improvement Plan. There have been major staff changes in Public Works and Transportation Planning.

CCC: Working on extending the walkway project up to Deer Lake Rd with a possible crosswalk.

WPPA: Gordon attended the General Meeting the previous week. DCG provided a presentation on 3-D Modelling and it was very impressive.

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

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

MRC: The Island County Commissioners' hearing on the proposal to change the ordinance regarding hard armoring and soft armoring of shoreline areas has been postponed until February.


Langley: At the last two meetings, several members of the public representing the Fair Association came before the City Council to express their concerns regarding Workforce Housing at the Fairgrounds.

UNFINISHED BUSINESS: None.

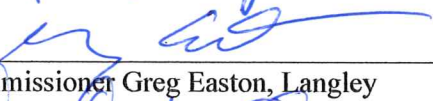
NEW BUSINESS: None.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 5:32 p.m.

Approved:



Commissioner Jack Ng, Freeland

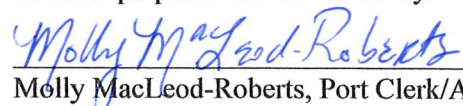


Commissioner Greg Easton, Langley



Commissioner Curt Gordon, Clinton

Minutes prepared and submitted by:



Molly MacLeod-Roberts, Port Clerk/Accountant

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.