

**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, January 9, 2024 at 4:00 p.m.

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

Oath of Office for Commissioner-elect Jack Ng

Oath of Office for Commissioner-elect Greg Easton

Election of Board Officers for 2024

Appointment of Alternate Auditing Officer

Review of Commissioner Appointments & Committee Assignments for 2024

Consent Agenda: Approval of January Vouchers in the amount of \$160,812.62 and Minutes from the Regular Meeting of December 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 November 2023 Financial Statement

Clinton Dock – Update

Fairgrounds

Capital Projects – Update

Comprehensive Scheme of Harbor Improvements – Update

South Whidbey Harbor

Clean Vessel Program Grant Application

Island County Comprehensive Economic Development Strategy

Possession Residence

Possession Piling

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

January 9, 2024

Held in Freeland, Washington
and online via Zoom Meeting Service

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

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

Absent: 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, January 9, 2024, 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 at the start of the Meeting, so Commissioner Curt Gordon (Vice President) called the Regular Meeting to order at 4:00 p.m., followed by the Pledge of Allegiance.

COMMISSIONER ACTIONS

Oath of Office for Commissioner-elect Greg Easton (District 2, Langley): Easton was sworn into office by City of Langley Mayor Kennedy Horstman.

Election of Board Officers for 2024:

ACTION: Motion made by Gordon and seconded by Commissioner Greg Easton to nominate Easton for President. The Motion passed unanimously.

ACTION: Motion made by Gordon and seconded by Easton to nominate Ng for Secretary. The Motion passed unanimously.

ACTION: Motion was made by Easton and seconded by Gordon to nominate Gordon for Vice President. The Motion passed unanimously.

The following slate of officers were elected for 2024:

- Commissioner Greg Easton – President
- Commissioner Curt Gordon – Vice President
- Commissioner Jack Ng – Secretary

Gordon turned the meeting over to Easton to preside over the remainder of the meeting.

Appointment of Alternate Auditing Officer:

ACTION: A Motion was made by Gordon and seconded by Easton to appoint Easton as the alternate Auditing Officer and alternate Investment Officer. The Motion passed unanimously.

[At 4:06 p.m., Ng was able to join the meeting remotely]

Oath of Office for Commissioner-elect Jack Ng (District 1, Freeland): Ng was sworn into office by City of Langley Mayor Kennedy Horstman.

Review of Commissioner Appointments & Committee Assignments for 2024: After a brief discussion, the commission agreed on the following Appointments & Assignments for 2024:

1. Island County Council of Governments (COG): *Commissioner Curt Gordon*
2. Island Regional Transportation Planning Organization (IRTPO): *Commissioner Curt Gordon*
3. Island County Marine Resources Committee (MRC): *Commissioner Greg Easton*
4. Langley City Council: *Commissioner Greg Easton*
5. Clinton Community Council (CCC): *Commissioner Curt Gordon*
6. Port Promotion & Marketing Committee: *Commissioner Jack Ng*

ACTION: A Motion was made by Gordon and seconded by Easton to approve the above assignments and reappoint Ng as the Trustee/Representative for the Washington Public Ports Association and appoint Easton as the Alternate. The Motion passed unanimously.

Port Clerk/Accountant Molly MacLeod-Roberts will notify the Clerk of the Board of Island County Commissioners of the appointments.

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 Regular Meetings of December 12, 2023.

ACTION: Motion made by Gordon and seconded by Ng to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated January 2024 as signed today in the amount of 160,812.62. Motion passed unanimously.

PUBLIC COMMENT

Carl Cheney said based on his calculation, the workforce housing income requirement of 80%-120% indicates an individual would have to make \$35-\$40/hour. Easton explained the housing is based on the household (not individual) income and that the area median income for a 4-person household is \$85,000. Cheney agreed to reach out to Easton with additional questions.

Nancy Thelen (Fair Coordinator) asked several questions regarding workforce housing on the Fairgrounds and how it would impact the annual Fair. Gordon hopes to have an Open House in February with preliminary designs, etc. Thelen asked if the project would go out for a vote by the public. Easton explained that the first step is rezoning, which must be approved by the City of Langley after public process including public comment. Then the Port can proceed with planning, design, engineering and additional public comments on the project.

Mike Gallion said the general public doesn't think housing should be on the Fairgrounds.

David Freed noted there is a need for all types of housing and it has to start somewhere. He encouraged everyone to keep an open mind and look at the options, including workforce housing on the Fairgrounds.

Elise Gabelein said the concession stands could be repaired for \$40,000 and the Port could get a variance from the City for the setback. She complained about the rent paid by the Fair Association in comparison to the other tenants. She said the Fairgrounds is not the proper place for housing.

Albert Gabelein expressed displeasure about the Grange's space during the Fair. He asked what does it take to get the Commission to answer questions; does it require a formal letter. Gordon encouraged the public to contact the Executive Director. Gabelein said the housing issue should go back to a vote of the people.

Gwendy Gabelein spoke in support of workforce housing on the Fairgrounds and rebuilding the concession stands. She noted that there is a lot of misinformation going around.

EXECUTIVE DIRECTOR REPORT

Financial Update and November 2023 Financial Statement: The Commission acknowledged receipt of the November 2023 Financial Statement, the Preliminary Profit & Loss for December, and the performance graphs which was distributed to them previously. Mozer reported the Port received approximately \$77,000 in operating, tax, and capital revenue and incurred approximately \$93,000 in operating and capital expenses during November 2023. Ending cash balance at 11/30/23 was \$1.22 million, consisting of \$653,000 in the General Fund and \$568,000 in the Bond Fund.

Clinton Dock – Update: Permitting is ongoing with Island County permitting documents submitted last month. The U.S. Fish & Wildlife Service is really backed up, so the Endangered Species Act (ESA) consultation them will be delayed. Mozer will work with Washington State Department of Transportation for to make sure the project end date can accommodate the grant’s timeline.

Fairgrounds Capital Projects - Update:

Workforce Housing: The zoning application is out for public comment.

Pole Building: Mozer is still soliciting bids for the electrical breaker replacement.

Burrier Building: The northeast space has been repaired and is safe for occupancy; the final cost was \$9,576. The Port will proceed with the other identified structural items (replacement of crawl space posts, repair of the lean-to roof, etc.

Campground: Davido Consulting Group (DCG) provided a cost estimate for developing formal plans for replacing the electrical system and the water system. The total estimate to develop designs & specifications, including construction management for the project is \$60,886.

ACTION: Motion made by Gordon and seconded by Ng to authorize DCG to provide engineering services for the Fairgrounds Campground Improvements in the amount of \$60,886. Motion passed unanimously.

Midway Food Booths & Coffman Alcove: Awaiting specifications from the on-call engineer for repairing the buildings. The engineer verbally indicated there are relatively easy repairs that can make them safe.

Workforce Housing (continued): Gordon would like to see some modeling and designs on the concept, and have an Open House at the Fairgrounds.

Comprehensive Scheme of Harbor Improvements - Update: The Open House on the draft is scheduled for January 18th at 5 p.m. at Bayview Corner. There is a QR card 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:

Clean Vessel Program Grant Application: The Port will apply for a grant to get 75% reimbursement for maintaining & operating the pump-out barge.

Island County Comprehensive Economic Development Strategy (CEDS): Port’s input is due in 7 days. Easton has agreed to add more comprehensive feedback to Mozer for submittal.

Possession Residence: Roof has been replaced; insulation needs to be installed. The bathroom floor needs to be replaced.

Possession Piling: DCG helped with the bidding process for replacement of the piling when it was hit by a large vessel. They solicited 9 contractors and received two bids for the project:

- Pacific Pile & Marine \$77,000 (pre-tax)
- Waterfront Construction \$44,774 (pre-tax)

ACTION: Motion made by Gordon and seconded by Ng to approve Waterfront Construction's bid of \$44,774 plus tax for the replacement of the piling at Possession Beach Waterfront Park as presented. Motion passed unanimously.

STATUS REPORTS

Fairgrounds

Fairgrounds Director Amanda Ellis was on hand to present her monthly report. Staff held two successful community events in December: Holiday at Hogwarts and Winter Solstice. She's been working on lease renewals, planning, etc. A local 4-H group (Island County Shooting Sports & Tech) plans to build a replica of the Fairgrounds in a Minecraft server. She encouraged anyone interested in the Fairgrounds to come to the monthly Fairgrounds Advisory Committee meetings.

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. Work on the roof at **Possession** was completed very quickly, including the addition of a vented ridge and metal caps for the chimneys. Kisch completed repairs to toilets at the **Fairgrounds** and lights in the inner harbor at **South Whidbey Harbor**.

South Whidbey Harbor

Harbormaster Kathy Myers absent, so Mozer presented the monthly report. The outer docks were full for New Year's. Reservations are open for 2024. In December there were 14 day stops, 1 club, 24 overnight stays, 7 full term winter moorage customers and 9 short term.

ACTIVITIES/INVOLVEMENT REPORTS

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

COG: No meeting.

IRTPO: There were significant changes in the Planning Dept that the group discussed.

CCC: The County's new comp plan has a lot of emphasis on housing. There's a real awareness that especially in Clinton, one of the biggest obstacles for housing is the way RAID (Rural Area of Intense Development) is zoned. Still working on extending the walkway project up to Deer Lake Rd with a possible crosswalk and better lighting.

Ng: Washington Public Ports Association (WPPA) and Port Promotion & Marketing Committee (P&M): Ng was out of the country and unable to attend the December WPPA meeting.

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

MRC: The MRC is interested in the County's updated Comp Plan and he has volunteered to be on the County's subcommittee. One of the MRC members is interested in measuring water temperatures and other variables in several places around Whidbey, including South Whidbey Harbor, to be combined with other areas around Puget Sound.

Langley: Discussed the process of rezoning for the Fairgrounds. Councilmember Rhonda Salerno has been tasked as the City's representative to the Port.

UNFINISHED BUSINESS: None.


NEW BUSINESS: Port Legislative Day in Olympia is scheduled for February 2nd, with a reception the night before. Gordon will be out of town; Ng and Easton will try to attend.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 5:47 p.m.

Approved:



Commissioner Jack Ng, Freeland

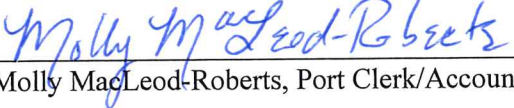


Commissioner Greg Easton, Langley



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.