

**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, February 13, 2024 at 4:00 p.m.

**AGENDA**

Join Zoom Meeting

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Find your local number: <https://us02web.zoom.us/j/kc0VFYZPXa>

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 February Vouchers in the amount of **\$89,630.40**

*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 December 2023 Financial Statement**

**DCG/Watershed, Inc. On Call Engineering Option Year 2**

**Fairgrounds**

Capital Projects – Update

**Comprehensive Scheme of Harbor Improvements – Update**

**South Whidbey Harbor Economic Study – Update**

**South Whidbey Harbor and Clinton Dock Environmental Mitigation**

**Island County Comprehensive Economic Development Strategy**

**Possession Piling Replacement**

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

February 13, 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), Kathy Myers (Harbormaster) & Pat Kisch (Maintenance & Operations Supervisor)

**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, February 13, 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 Greg Eason (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.

**ACTION:** Motion made by Commissioner Jack Ng and seconded by Commissioner Curt Gordon to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated February 2024 as signed today in the amount of \$89,630.40. Motion passed unanimously.

### PUBLIC COMMENT

**Elise Gabelein (Board President of Fair Association)** presented an estimate from Eagle Building of \$50,000 to repair the food booths at the Fairgrounds. She said it was unfortunate the Port didn't apply for the \$200,000 FAIRS grant last year which would have paid for it. Ng noted that the estimate did not include any plumbing or electrical work, such as the required fire sprinkler system which is the most expensive work needed. Gordon explained that in the past, the Fair Administrator always applied for the FAIRS grant, which is FAIR specific, not fairgrounds specific. The Fair Association should have applied for the grant and the Port would have signed it giving permission. The Port did not lose a \$200,000 grant opportunity, the Fair Administrator should have applied.

**Mike Gallion** asked if the Port has to go out to bid for emergency repairs. He did not like the design of the survey for the Port's Comprehensive Scheme.

### EXECUTIVE DIRECTOR REPORT

**Financial Update and December 2023 Financial Statement:** The Commission acknowledged receipt of the December 2023 Financial Statement, the Preliminary Profit & Loss for January, and the performance graphs which was distributed to them previously. Mozer reported the Port received approximately \$27,000 in operating, tax, and capital revenue and incurred approximately \$195,000 in operating and capital expenses during December 2023. Ending cash balance at 12/31/23 was \$1.04 million, consisting of \$481,000 in the General Fund and \$568,000 in the Bond Fund.

The **South Whidbey Harbor** had two months of record revenue in July and October, and beat last year's months in 8 out of 12 months. The revenue at the **Fairgrounds** surpassed the budgeted revenue in spite of the campground being closed for a portion of the year.

**DCG/Watershed, Inc. On Call Engineering Option Year 2:** The primary difference in the 2<sup>nd</sup> year is the 4%-7% higher billing rate.

**ACTION:** Motion made by Gordon and seconded by Ng to execute DCG/Watershed, Inc.'s Consulting Services Agreement for Year 2 as presented. Motion passed unanimously.

#### **Fairgrounds Capital Projects - Update:**

**Workforce Housing:** The Port has scheduled a Joint Meeting on February 23<sup>rd</sup> at 1:00 p.m. between the Port Commissioners, the City of Langley's Councilmembers and Planning Advisory Board on the Fairgrounds to visualize and discuss the project. Mozer has asked The Brown Associates/Architects for a cost estimate on 3-D Modelling of the concept. The City's public comment period on the Ports rezoning application has ended. The public feedback will be presented to the Planning Advisory Board on March 6. From there, they will develop a recommendation for presentation to the City Council on April 1<sup>st</sup>.

**Pole Building:** The Port requested quotes for the electrical breaker replacement from 4 companies on its Small Works Roster. There were 3 site visits and 2 quotes were submitted: Jerry Beck & Company \$17,671.33 and Skagit Electric \$17,998.56. The apparent low bidder is Jerry Beck & Company.

**ACTION:** Motion made by Gordon to award the Pole Building Electric Breaker Replacement Project to Jerry Beck & Company in the amount of \$17,671.33. Motion passed unanimously.

**Comprehensive Scheme of Harbor Improvements - Update:** The Open House on the draft is re-scheduled for February 15<sup>th</sup> at 5 p.m. at Bayview Corner.

**South Whidbey Harbor Economic Study - Update:** BST Associates will be sending the draft soon.

**South Whidbey Harbor and Clinton Dock Environmental Mitigation:** Mozer explained that the original large expansion plan for the Harbor included the removal of all the creosote pilings (the old Hein dock) as mitigation. Last year, the Port developed a significantly reduced Harbor expansion concept due to concerns from the Tulalip Tribes about the size. At the same time, the Port was developing plans to replace the Clinton dock. Because it was a replacement, the Port did not think mitigation would be required. However, the permitting agencies have indicated a relatively large mitigation will be required for that project. The Port pursued mitigation credits from a mitigation banking system, but the agencies indicated the system couldn't be used for that project. With increasing challenges regarding the Harbor expansion, the Port proposed removing a portion of the creosote pilings as mitigation for the Clinton Dock project. The Tribes' feedback was that the Port should offer to remove ALL of the pilings as mitigation for the Clinton Dock. The Port is trying to manage two projects and the associated mitigation for two active permit applications, with all of the pilings committed for both the Harbor and the Clinton Dock. The Army Corps of Engineers wants to know what the Port's plans are for both projects, and the Port is awaiting the economic analysis from BST to help make the decisions economically for the Harbor. Gordon said the more imminent project is the Clinton Dock where the Port is closing in on permitting. The Harbor is not even in design yet.

**ACTION:** Motion made by Gordon and seconded by Ng to use the creosote pilings (old Hein Dock) as mitigation for the Clinton Dock-Passenger Only Ferry project. Motion passed unanimously.

**Island County Comprehensive Economic Development Strategy (CEDS):** The draft is ready and feedback deadline is February 15. The County Commissioners will take action on March 6<sup>th</sup>. Gordon noted that applications for Rural County Economic Development Funds will have to match with what is in the CEDS.

**Possession Piling Replacement:** Waterfront Construction is planning to start work on February 15 and is hoping to get it done in one day, depending on the weather.

## STATUS REPORTS

### **Fairgrounds**

Fairgrounds Director Amanda Ellis was absent so Mozer presented the monthly report. Tenant lease renewals are in progress. Minor improvement projects include repairs to the Burrier building and broken pipes. Campsite remains closed for repairs. Ellis, Mozer, Ng and Marketing & Events Coordinator David Stern held a productive marketing committee meeting.

Mozer noted there is a new page on the Port's website dedicated to Workforce Housing that provides a lot of information, including background, current status, etc. The January meeting of the Fairgrounds Advisory Committee was cancelled due to inclement weather.

### **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 freezing weather in January damaged the copper plumbing in the Pole Building at the **Fairgrounds**. While he was working on it, the former Fair Manager came out of the office to find out why the water wasn't working and had a bad fall on the ice. She suffered a concussion and is recovering. Kisch decided to replace the damaged copper pipe with PEX. Sand movement and drainage continue to be an issue at **Clinton Beach** and may limit the area available for the ADA mats.

He spent a lot of time trying to find a water heater for the **Fairgrounds'** Pole kitchen that met the County's food health inspector's requirements. He reached out to Sebo's for assistance and after calling more than a dozen suppliers found only ONE that met the requirements. Ng suggested he should wait to order, noting that multiple restaurant and food truck owners had issues with that health inspector. Ng arranged a meeting with nearly 3 dozen of those businesses and the inspector's boss to share their experiences. The inspector told people they had to upgrade their existing kitchen to add sinks, water heater etc. to spaces that were already approved. The individual is currently on suspension.

### **South Whidbey Harbor**

Harbormaster Kathy Myers was on hand to present her report. In January there were 16 day stops, 15 overnight stays, 7 full term winter moorage customers and 2 short-term customers. Harbor Staff strongly encourage that boaters make reservations for the upcoming season; July is already filling up. Sound Water Stewards along with local students have been diving near the Harbor, and in January they brought up 12 derelict crab pots and disposed of them. Gordon asked about moorage rate increases. Mozer is waiting on the Economic Study and will work with Myers on that once it is complete.

## ACTIVITIES/INVOLVEMENT REPORTS

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

**COG:** The meeting was mostly about Rural County Economic Development Funds and trying it to the CEDS.

**IRTPO:** The Port has a \$1.7 million grant for the Clinton Dock that comes through the IRTPO, so it's critical that Gordon and Mozer stay on the schedule of allotments. IRTPO loses the money if it is not used/allocated.

**CCC:** Did not attend.

**Ng:** Washington Public Ports Association (WPPA) and Port Promotion & Marketing Committee (P&M):  
**WPPA:** Ng went to Olympia for Port Legislative Day. He met briefly with State Senator Ron Muzzall and discussed the Fairgrounds Workforce Housing project and the Clinton Dock Passenger Only Ferry; he was supportive of both. He also met with State Representative Dave Paul; he would like to hold a Town Hall meeting with the Port in June. He also supports the projects.

**P&M:** As mentioned earlier, Ng, Mozer, Ellis & Stern discussed potential marketing opportunities and noted there is a lot of misinformation in the community about the workforce housing project. They came up with the additional page on the Port's website to help provide accurate information and details to the community about the project. They also talked about creating a different logo and creating events for the Fairgrounds.

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

**MRC:** Island County Commissioners are considering revisions to the Shoreline Management Program. One of issues is what type of regulation should there be of hard armoring. The MRC sent a comment letter detailing the science of hard armoring and the impacts it has. The MRC will also be very active in the update of County's Comp Plan, and Easton is on the MRC subcommittee looking at the Comp Plan from the terms of natural resources and shoreline.

**Langley:** Lots of public comment on the Fairgrounds workforce housing. The Council is interested in getting a tour of the Fairgrounds. The City Administrator hired 5 months ago has resigned; the position is now open.


UNFINISHED BUSINESS: None.

NEW BUSINESS: None

ADJOURNMENT: Without any further action, the Meeting was adjourned at 5:30 p.m.

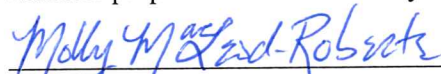
Approved:

  
\_\_\_\_\_  
Commissioner Jack Ng, Freeland

  
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Commissioner Greg Easton, Langley

  
\_\_\_\_\_  
Commissioner Curt Gordon, Clinton

Minutes prepared and submitted by:

  
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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.