

**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, March 12, 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

Consent Agenda: Approval of March Vouchers in the amount of **\$132,828.83** and Minutes from the Regular Meetings of January 9 and February 13, 2024.

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 January 2024 Financial Statement

Fairgrounds

Capital Projects – Update

Clinton Dock

Comprehensive Scheme of Harbor Improvements – Update

South Whidbey Harbor Economic Study – Update

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

March 12, 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) & David Stern (Marketing & Events Coordinator)

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, March 12, 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.

Approval of Minutes: Minutes from the Regular Meetings of January 9 and February 13, 2024

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 March 2024 as signed today in the amount of \$132,828.83. Motion passed unanimously.

PUBLIC COMMENT

Mike Gallion was sad that the Grange display at the Fair had been moved last year, and hopes it will be back in Burrier Building this year.

Elise Gabelein (Board President of Fair Association) The tenant in Burrier offered a corner of the building for use during the Fair. The Association plans to counter-offer with hiring movers to take the equipment out, and they hope to get use of the entire space for the Fair. They hope to do a walkthrough and conversation with members of the Fair Association, the tenant, the Executive Director and the Fairgrounds Director.

[Agenda Reordered]

STATUS REPORTS

Fairgrounds

Fairgrounds Director Amanda Ellis was presented her monthly report. She provided the current event schedule through September, including Whidbey Ren Faire May 25-26, Little BIG Fest Aug 16-18 and Oktoberfest Sep 21st. "Adopt A Bench", the first volunteer event, is scheduled for April 27th. Easton said he would participate. Tom Lindsay was hired as the Fairgrounds Maintenance & Facilities Tech. The Fairgrounds Advisory Committee plans to update their bylaws and they encourage interested parties to attend the next meeting. For the events, Easton suggested gathering information (zip codes, etc.) to help understand the impact on the local economy.

EXECUTIVE DIRECTOR REPORT

Financial Update and January 2024 Financial Statement: The Commission acknowledged receipt of the January 2024 Financial Statement, the Preliminary Profit & Loss for February, 2024 and 2025 projections, and the performance graphs which were distributed to them previously. Mozer reported the Port received approximately \$15,000 in operating, tax, and capital revenue and incurred approximately \$158,000 in operating and capital expenses during January 2024. Ending cash balance at 1/31/24 was \$910,000, consisting of \$340,000 in the General Fund and \$570,000 in the Bond Fund. For the 2025 projections, Gordon would like the ending cash balance in the General Fund to be higher – around \$500,000.

Fairgrounds Capital Projects - Update:

Workforce Housing Concept: The Port hosted the City of Langley's Councilmembers and Planning Advisory Board (PAB) at the Fairgrounds for a walkthrough, to explain the project conceptually and answer questions. Last week, the PAB reviewed the Port's zoning application, and voted against recommending that the Council confirm staff should continue to prepare amendments pursuant to changing the code. Next, the Council will consider allowing the zoning application to proceed at an upcoming meeting.

Easton is the chair of the PAB and recused himself from the meeting while the issue was discussed and action taken. Gordon attended the meeting to present the Port's project and answer questions but was only allowed the same 5 minutes as others who wished to address the PAB during the public comment period. He tried to convince PAB members to focus on the concept and NOT the specific drawing on the table. Ng listened to the meeting online but did not comment. There were people who wrongly claimed that Easton should not be on the PAB and the Port Commission. Ng explained that Easton is allowed to be on both, as long as he recuses himself from the PAB when the Port has a project it is presenting. There was no violation of the RCW by any Port Commissioner.

Pole Building: The electrical breaker replacement project has been awarded and work will be scheduled soon.

Campground: Plans are moving forward for design. Utilities location was done last week; survey work started yesterday.

Midway Food Booths: Options regarding short term repairs are being assessed.

Coffin Alcove: The plan is in place and will be executed soon.

Ng noted that since the Port took over the Fairgrounds, it has invested almost \$1 million in capital improvements.

Fair Association Agreements: Port Staff met with representatives on February 15th; their Board met yesterday regarding the agreements with the Port.

Clinton Dock: The project is still in the permitting phase. Port is seeking funding options for construction.

Comprehensive Scheme of Harbor Improvements - Update: The Port received the results from the survey. Mozer asked the Commissioners if they feel any changes need to be made as a result of the public feedback. All three indicated they were pleased with it and ready to take action. Easton suggested adding language referencing that potential property uses are subject to agreements, etc.

After discussion and amendment, the following Motion was adopted:

ACTION: Motion made by Ng and seconded by Gordon to accept the Comp Scheme with additional clarification added. Motion passed unanimously as amended.

South Whidbey Harbor Economic Study - Update: Paul Sorenson of BST Associates was on hand to answer any questions or changes regarding the draft. Mozer noted that the economic evaluation will be included in Comp Scheme. Gordon thanked Sorenson for the economic report and the harbor study; he did a great job. BST's recommendations included raising rates, implementing an online reservation system and adding mooring buoys.

Island County Comprehensive Economic Development Strategy (CEDS): The Port needs to provide a project list to include in the document; Mozer will use the Comp Scheme to develop it. Gordon noted that all new Rural County Economic Development Funds grants will be tied to the CEDS, so the Port needs to make sure any potential projects seeking RCED funds are included. Mozer said the External Review Committee seemed to push back on the Passenger Only Ferry concept. If it is not included in the document, she will use the public comment period to add it to the CEDS.

Possession Piling Replacement: Waterfront Construction replaced the damaged piling. The new piling is slightly smaller in diameter and is a different color than the existing pilings. Mozer is following up with the Port's engineers, the insurance company and the construction contractor. The payment will be held until it is resolved.

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.

South Whidbey Harbor

Harbormaster Kathy Myers was absent, so Mozer presented the report.

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 tying it to the CEDS.

IRTPO: The County lost transportation funds based on when it was obligated. The Port may be able to apply for more funds for the Clinton Dock when there is a call for projects in April.

CCC: The group will be cleaning up Dan Porter Park again.

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

WPPA: Ng plans to attend the Spring Meeting in Skamania on May 17th. All three hope to attend the Commissioner Seminar July 24-25 in Richland, the Small Ports Seminar in October in Chelan, and the Annual Meeting in Bellevue in December.

P&M: The group will meet next week. They posted information about the Fairgrounds on the Port website.

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

MRC: The MRC is refocusing its efforts on the comp plan update, resource elements and recommended changes to policies. 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: The Council discussed reducing the number of committees – Langley has 15 committees; Coupeville has just 3.

UNFINISHED BUSINESS: None.

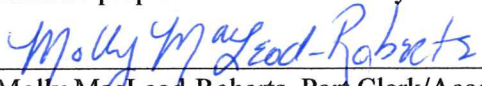
NEW BUSINESS: None

ADJOURNMENT: Without any further action, the Meeting was adjourned at 5:57 p.m.

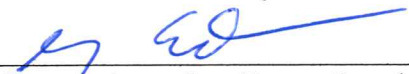
Approved:

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.