

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

**AGENDA**

Join Zoom Meeting

<https://us02web.zoom.us/j/89469867496>

Meeting ID: 894 6986 7496

One tap mobile

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Dial by your location

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• +1 253 205 0468 US

Meeting ID: 894 6986 7496

Find your local number: <https://us02web.zoom.us/u/kbTqo7WaP2>

WORKSHOP (3:45 PM – 4:00 PM): Commission review of vouchers and recent correspondence

4:00 PM: PUBLIC HEARING ON THE COMPREHENSIVE SCHEME

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

COMMISSIONER ACTIONS

**Consent Agenda:** Approval of April Vouchers in the amount of **\$104,353.20** and Minutes from the Regular Meeting March 12, 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 February 2024 Financial Statement**

**Fairgrounds**

Capital Projects – Update

**Clinton Dock**

**South Whidbey Harbor**

**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

April 9, 2024

Held in Freeland, Washington  
and online via Zoom Meeting Service

**Commissioners Present:** Curt Gordon (Clinton) & 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 and the Public Hearing on the Comprehensive Scheme, the Regular Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, April 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 Greg Easton (President) called the Regular Meeting to order at 4:03 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 Meeting of March 12, 2024

**ACTION:** Motion made by Commissioner Curt Gordon and seconded by Easton to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated April 2024 as signed today in the amount of \$104,353.20. Motion passed unanimously.

PUBLIC COMMENT: None.

**ACTION:** Motion made by Gordon and seconded by Easton to add Adoption of the Comprehensive Scheme to the Agenda. Motion passed unanimously.

**ACTION:** Motion made by Gordon and seconded by Easton to approve the Comprehensive Scheme as presented. Motion passed unanimously.

**EXECUTIVE DIRECTOR REPORT**

**Financial Update and February 2024 Financial Statement:** The Commission acknowledged receipt of the February 2024 Financial Statement, the Preliminary Profit & Loss for March 2024, and the performance graphs which were distributed to them previously. Mozer reported the Port received approximately \$38,000 in operating, tax, and capital revenue and incurred approximately \$89,000 in operating and capital expenses during February 2024. Ending cash balance at 2/29/24 was \$857,000, consisting of \$287,000 in the General Fund and \$570,000 in the Bond Fund.

**Fairgrounds Capital Projects - Update:**

**Workforce Housing Concept:** The City of Langley will consider the Port's rezoning application at an upcoming meeting.

**Pole Building:** No update.

Campground: Survey work completed. Engineer should receive mapping from the survey this week. The Port will then discuss conceptually the next steps and the design.

Midway Food Booths: Mozer is developing a scope for filling the foundation voids with controlled density fill. During the 28-day cure time for that material, the Port will create a scope for the bid to have the walls supported with added framing.

Coffman Alcove: Still coordinating the schedule for Port staff and volunteers to complete the repairs.

Fair Association Agreements: The Fair's legal counsel received them on March 22; the Port is awaiting their response. **Fair Manager Nancy Thelen** reported that she had just received the reviewed agreements from the Fair's legal counsel today and will forward.

**Clinton Dock:** The permits are moving with the exception of the Endangered Species Act consultation. Washington State Department of Transportation is handling the ESA process. The Tulalip Tribes' concerns have been alleviated. The Port received the Substantial Development Permit for Island County, including the SEPA (State Environmental Policy Act), which feeds into some of the other permits. Mozer submitted a package request for \$2.9 million to U.S. Senator Patty Murray for the project.

**South Whidbey Harbor Economic Study - Update:** In their draft, BST Associates had provided recommendations for raising moorage rates that included peak and off-peak rates with no difference in the rate based on the size of the boat. Mozer subsequently performed a thorough analysis of the 2022 revenues. That rate structure would only increase revenue by 6.6% because 80% of the Harbor's customers have boats over 24 feet. Since the rates haven't increased since 2019, she hopes to achieve a 10% increase. The current transient moorage rates are \$1.25 per linear foot per night for vessels 24 feet and under and \$1.35 per linear foot per night for vessels over 24 feet. Mozer recommends increasing the rate to \$1.35 for vessels 24 feet and under, and increasing the rate to \$1.50 for vessels over 24 feet and keeping the rates the same throughout the year, resulting in an expected 10.6% revenue increase.

**ACTION: Motion made by Gordon and seconded by Easton to increase transient moorage rates to \$1.35 per night for vessels 24' and under and \$1.50 per night for vessels over 24 feet, and to review the rates annually. Motion passed unanimously.**

The new rate will take effect as of May 1<sup>st</sup>. In the coming months, Port Staff will reassess the long term moorage rates (annual and monthly), review the Harbor regulations and develop a plan for yearly rate reviews.

**Possession Piling Replacement:** The engineer is reviewing what was installed. Once that is complete and the insurance approves, the Port will be reimbursed.

## STATUS REPORTS

### **Fairgrounds**

Fairgrounds Director Amanda Ellis was absent; no report.

### **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 floats at Bush Point and Possession Beach Waterfront Park have not been fully installed yet – only the first two are in at each location. There was a failure with the boom truck rented for Bush Pt and a failure with Port equipment for Possession. The tides during daylight hours have not lined up to install the remaining floats.

**South Whidbey Harbor**

Harbormaster Kathy Myers was on hand to present her report. In March, the Harbor had a small uptick in day and overnight guests, including at capacity for vessels over 40 ft. on March 16<sup>th</sup>. Sound Water Stewards guided Western Washington University instructors and students on a survey of sea stars. Orca Network had a whale watching event on March 24<sup>th</sup> and will hold another on April 14<sup>th</sup>. Whidbey Island Kayaking Company is back at the Harbor for the season. A significant water usage spike was noted; the City of Langley investigated and replaced the faulty meter. Harbor staff repaired boat slip signage and continued with landscaping, pressure washing, etc.

**ACTIVITIES/INVOLVEMENT REPORTS**

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

**COG:** Discussed Rural County Economic Development Funds, the County’s Comp Scheme process and getting input on housing. The mayors of Coupeville and Langley both noticed there is a lot of support for housing, but there also seems to be a “not in my backyard” sentiment. Multi-family housing is needed, and Coupeville and Langley are the only places with sewers south of Oak Harbor.

**IRTPO:** Held a public meeting to discuss including airstrips/airports as part of the longer-term Transportation Improvement Plan. Island Transit is seeking a letter of support from the IRTPO to a federal transit agency to get 80% funding for hydrogen buses. They already have preliminary funding for a transit hub at Ken’s Korner.

**CCC:** No report.

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

**WPPA:** Absent; no report.

**P&M:** Absent; no report.

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

**MRC:** The Island County Commissioners have been considering changes to the Shoreline Management Program (SMP), with one of the issues being whether hard armoring would be allowed. Commissioner Melanie Bacon reported the County will not allow hard armoring anywhere that forage fish are evident or have been documented.

**Langley:** The City’s Bluff Management Study includes the bluff above South Whidbey Harbor. They are proposing a combination of measures to stabilize that bluff and recognizes the City is financially responsible for that work.

UNFINISHED BUSINESS: None.

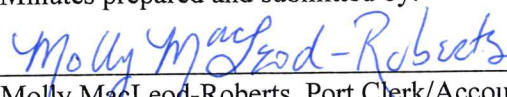
NEW BUSINESS: None


ADJOURNMENT: Without any further action, the Meeting was adjourned at 4:57 p.m.

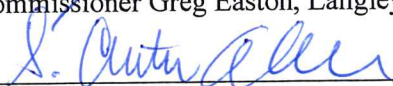
Approved:

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.