

**THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND
SPECIAL MEETING**

Held at Freeland Library Meeting Room, 5495 Harbor Avenue, Freeland WA 98249
With virtual access via Zoom Meeting Service
Monday, May 13, 2024 at 3:00 p.m.

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/87959432186>

Meeting ID: 879 5943 2186

One tap mobile

+12532050468,,87959432186# US

+12532158782,,87959432186# US (Tacoma)

Dial by your location

• +1 253 215 8782 US (Tacoma)

• +1 253 205 0468 US

Meeting ID: 879 5943 2186

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

WORKSHOP (2:45 PM – 3:00 PM): Commission review of vouchers and recent correspondence

SPECIAL MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE

COMMISSIONER ACTIONS

Consent Agenda: Approval of May Vouchers in the amount of **\$82,322.06**

May 14, 2024 Regular Meeting Adjournment to the next regular meeting on June 11, 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 March 2024 Financial Statement

Comprehensive Scheme of Harbor Improvements

**Resolution No. 24-01 Adopting the Six Year Comprehensive Scheme of Harbor Improvements
2024-2030**

Fairgrounds

Capital Projects – Update

Clinton Dock

Port Contracting Procedures

Possession Piling Replacement

STATUS REPORTS

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 Special Meeting

May 13, 2024

Held in Freeland, Washington
and online via Zoom Meeting Service

Commissioners Present: Jack Ng (Freeland) & Greg Easton (Langley) **Absent:** Curt Gordon (Clinton)

Port Staff Present: Angi Mozer (Executive Director), Molly MacLeod-Roberts (Port Clerk/Accountant), Pat Kisch (Maintenance & Operations Supervisor), and David Stern (Fairgrounds Marketing & Events Coordinator) **Absent:** Amanda Ellis (Fairgrounds Director) and Kathy Myers (Harbormaster)

MEETING CALL TO ORDER: Following a Workshop from 2:45 p.m. to 3:00 p.m. for informal Commission review and discussion of vouchers, the Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Monday, May 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 Easton (President) called the Special Meeting to order at 3:00 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 Easton to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated May 2024 as signed today in the amount of \$83,322.06. Motion passed unanimously.

May 14, 2024 Regular Meeting Adjournment to the next regular meeting on June 11, 2024: Commissioner Curt Gordon was out of town, and Commissioners Easton and Ng planned to travel to Stevenson on May 14th to attend the Washington Public Ports Association's Spring Meeting.

ACTION: Motion made by Ng and seconded by Easton to adjourn the May 14th Regular Meeting to the next Regular Meeting on June 11, 2024 due to the lack of a quorum. Motion passed unanimously.

PUBLIC COMMENT: None.

EXECUTIVE DIRECTOR REPORT

Financial Update and March 2024 Financial Statement: The Commission acknowledged receipt of the March 2024 Financial Statement, the Preliminary Profit & Loss for April 2024, and the performance graphs which were distributed to them previously. Mozer reported the Port received approximately \$107,000 in operating, tax, and capital revenue and incurred approximately \$132,000 in operating and capital expenses during March 2024. Ending cash balance at 3/31/24 was \$831,000, consisting of \$260,000 in the General Fund and \$571,000 in the Bond Fund.

Comprehensive Scheme of Harbor Improvements: The Commission approved the Comp Scheme the previous month which requires a Resolution for adoption, which Mozer prepared for consideration at this meeting.

ACTION: Motion made by Ng and seconded by Easton to approve Resolution No. 24-01: Adopting the Six Year Comprehensive Scheme of Harbor Improvements 2024-2030 as presented. Motion passed unanimously.

Fairgrounds Capital Projects - Update:

Workforce Housing Concept: On May 6th, the City of Langley voted to allow the Port's zoning application to proceed through the application process.

Pole Building: Working on scheduling for the electrical breaker replacement project.

Campground: Engineer received mapping from the survey. The Port is contracting a small scope of work to do some digging & identify what types of water lines are feeding the campground areas. Once confirmed, engineering and design can be completed.

Midway Food Booths: The scope for filling the foundation voids has been advertised with proposals due May 20th. Two contractors attended the pre-bid walkthrough. While the foundation is curing, the Port will develop and advertise a scope of work for adding framing to the back walls of the food booths so the structure will be sound and safe.

Coffman Alcove: Engineer has provided specifications; coordinating with volunteers to do the work within the next month or so.

Fair Association Agreements: The agreements are still between the legal counsels for the Port and the Fair Association.

Fairgrounds Marketing & Events Coordinator David Stern was attending virtually online and provided an update on the property and the events. They are shorthanded on staff but still moving along, preparing for the Whidbey Ren Faire May 25-26. Lots of activity and the camera system is back up and running.

Clinton Dock: Permitting is ongoing. The construction phase will cost \$4.6 million, and the Port has secured \$1.7 million in grant funding from the IRTPO (Island Regional Transportation Planning Organization). The IRTPO opened another round of grant funding and Mozer submitted an application. The IRTPO Executive Board will meet on May 22nd to award funding.

Port Contracting Procedures: Mozer's research indicated that the Port's public works contracting policy more stringent than the RCW (Revised Code of Washington) dictates. She drafted a policy consistent with the requirements and recommended Commission approval.

ACTION: Motion made by Easton and seconded by Ng to approve the Port Policy for Awarding Public Works Projects and Consulting Services Contracts. Motion passed unanimously.

Possession Piling Replacement: The engineer has signed off on the new piling, indicating that it meets requirements. The engineer also recommended a black HDPE sleeve be installed over the new galvanized steel piling so it will match the other pilings better. Once that is done, Mozer will submit for reimbursement for the project to the Port's insurance company.

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. He was late to the meeting due to a vessel running into the gangway at the **Harbor**. Kisch looked at the damage and it looks like it's only conduit and shouldn't be too hard to repair. He contacted Island Beach Access and recommended they NOT install the ADA mats at **Clinton**

Beach this season at due to the beach erosion and safety concerns. The remaining floats have been installed at **Possession**, and the new 6th piling appears to be placed properly and working fine. He's trying to find the right tide conditions during daylight hours to install the remaining floats at **Bush Pt**. The three-year old, 100-gallon water heater at the **Harbor** is leaking and Kisch has not been able to get a warranty repair. He's not sure what to do next.

South Whidbey Harbor

Harbormaster Kathy Myers absent, so Mozer presented the report. In April, the Harbor had 40 day stops, 108 overnight stays, 5 full winter moorage and 3 short-term moorage customers. Great weekend hosting the 1st club of the season; the Harbor was at capacity for vessels over 40' LOA. Assistant Harbormaster Bryan Smith is now certified to conduct forage fish surveys.

ACTIVITIES/INVOLVEMENT REPORTS

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

COG: Absent; no report.

IRTPO: Absent; no report.

CCC: Absent; no report.

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

WPPA: Ng & Easton will attend the Spring Meeting in Stevenson May 14-16, 2024.

P&M: No meeting held.

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

MRC: The group is still working on the hard armoring report/study. The consultant has done a survey of the entire coast of Island County and changes to the amount of hard armoring. They looked at permits issued for hard armoring, and only 10% of the new hard armoring actually had a permit. Many were denied a permit but did the armoring anyway.

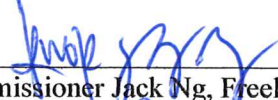
Langley: On May 6th, the City Council allowed the Port's rezoning application to proceed to the next step of the application process.

UNFINISHED BUSINESS: None.


NEW BUSINESS: None

ADJOURNMENT: Without any further action, the Meeting was adjourned at 3:47 p.m.

Approved:



Commissioner Jack Ng, Freeland

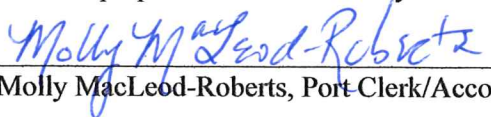


Commissioner Greg Easton, Langley



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.