

**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, June 11, 2024 at 4:00 p.m.

**AGENDA**

Join Zoom Meeting

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Meeting ID: 864 7224 2851

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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 June Vouchers in the amount of **\$91,537.06** and Minutes from the Comp Scheme Public Hearing of April 9 and the Regular Meeting of April 9, 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 April 2024 Financial Statement**

**Fairgrounds**

Capital Projects – Update

Operations and Events – Update

**South Whidbey Harbor**

**Clinton Dock**

**Marketing and Outreach**

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 Regular Meeting

June 11, 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) and David Stern (Fairgrounds Marketing & Events Coordinator) **Absent:** Amanda Ellis (Fairgrounds Director), Pat Kisch (Maintenance & Operations Supervisor) and 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 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, June 11, 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 4:00 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 Public Hearing on the Comprehensive Scheme of April 9 and the Regular Meeting of April 9, 2024

**ACTION:** Motion made by Commissioner Curt Gordon and seconded by Commissioner Jack Ng to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated June 2024 as signed today in the amount of \$91,5137.06. Motion passed unanimously.

### PUBLIC COMMENT

**Pete Grimlund of South Whidbey Yacht Club** said Island County still hasn't repaired the dock at Holmes Harbor. He asked if the Port could contact the County and encourage them to fix it as soon as possible. Grimlund also asked if the Port knew the status of the boat ramp at Robinson Beach. He noted the South Whidbey Harbor expansion project hasn't been on the Port's agenda for a while and asked for an update. He'd appreciate it if it was added to the Agenda.

**Mike Gallion** was interested in getting more information about the electrical work on the Fairgrounds Campground, and thanked the Port for working on getting power to the campground during the Fair. He asked for updates on the concession stands repair project.

### EXECUTIVE DIRECTOR REPORT

**Financial Update and April 2024 Financial Statement:** The Commission acknowledged receipt of the April 2024 Financial Statement, the Preliminary Profit & Loss for May 2024, and the performance graphs which were distributed to them previously. Mozer reported the Port received approximately \$339,000 in operating, tax, and capital revenue and incurred approximately \$105,000 in operating and capital expenses during April 2024. Ending cash balance at 4/30/24 was \$1,066,000, consisting of \$494,000 in the General Fund and \$572,000 in the Bond Fund. The State Auditors Office requires all local governments to submit an Annual Report by the end of May. Port Clerk/Accountant Molly MacLeod-Roberts completed and submitted the report early (mid-May).

**Fairgrounds Capital Projects - Update:**

Workforce Housing Concept: The Langley City Council voted to allow the Port's zoning change application to proceed. The funding agreement with the County for the feasibility study was extended through the end of 2025. Langley's Planning Department will present the draft regulations to the Planning Advisory Board on August 7<sup>th</sup> and to the Council on August 19<sup>th</sup> for review/discussion. Ng and Gordon emphasized that it's a zoning issue being presented; not a project.

Pole Building: Two power panels will be replaced June 17-18; heating options will be considered and installed shortly thereafter. The project cost is approximately \$17,000 and will be completed before Fair.

Campground: Engineer received mapping from the survey and the results of a water line exploration. Should have an initial proposed project plan next week and final bid package by end of June. Construction will start immediately after Fair. Mozer is researching options for providing power to campers during Fair. A generator system would cost \$12,000/week. Easton said suggested the distribution is the problem, maybe the Port could just tap into the existing available electrical power on the rest of the Fairgrounds property and find a means to distribute it to the campground.

Midway Food Booths: Work is underway filling the foundation voids; next phase will be adding framing to the walls so the structure will be sound.

Coffman Alcove: Repairs are being completed by very generous volunteers Bo and James Curgus. The rotting wall has been demolished and new framing and plywood walls installed.

Fair Association Agreements: Progress continues; remaining terms to be finalized are regarding liability and insurance items. Negotiations with full time tenants regarding Fair have been going well.

Fairgrounds Advisory Committee (FAC): At the May meeting, the FAC voted to reinstate their Charter & Bylaws. They updated/revised some of the documents to include the City of Langley and Island County returning to having voting members on the Committee.

Fairgrounds Operations and Events: Summer season of events opened with Whidbey Ren Faire on May 25-26. It was a success with over 8,500 attendees. Fairgrounds staff has also hosted a variety of well-attended music and other community events. Eason asked Fairgrounds Marketing & Events Coordinator David Stern if the Ren Faire was likely to return next year. Stern said it was a stress test for the Fairgrounds, and helpful to identify which lights weren't working, discover how muddy the one area can get with that many visitors, etc. The Port would love to have them return; Staff hopes to meet with the Ren Faire organizers to discuss terms, etc. in the fall.

Gordon tallied up April's utility bills for the Fairgrounds and the total was over \$5,000 without any major events. Mozer explained that although the Port doesn't have exact meter readings for the 2023 Fair event, meter readings have been done in the past. Every year, the Port analyzes the bills and calculations to see if the amount being charged for the Fair is appropriate (not too much or not enough), and it's been in the ballpark of those readings. Going forward, the Port would like to get away from such time-consuming details and do a flat rate that's comparable to other similar groups.

South Whidbey Harbor: Harbor staff provided information to develop a scope for upgrading 2-3 electrical pedestals that will provide better electrical service for a few key moorage slips, and the Port will pursue those upgrades. Mozer, Harbormaster Kathy Myers and Assistant Harbormaster Bryan Smith went on a field trip to the Oak Harbor Marina to get insight of their operations & explore opportunities to improve at the Harbor, which was very informative.

Regarding the Harbor expansion, two or three months ago the Port received BST Associates' extensive economic analysis, in which the recommendation was that the Port should NOT expand the Harbor and instead use the limited resources the Port has to maintain the existing facility. Additionally, the mitigation the Tribes requested was more than the Port had to offer, and permitting agencies will not accept mitigation banking from other projects. The Port is gathering information from the Department of Natural Resources on installing mooring buoys near the Harbor; the estimated cost is \$8,000 per buoy for the whole process.

**County Boat Ramps:** At the Board of Island County Commissioners work session in May, the engineering staff discussed pursuing a raised boat ramp for Mutiny Bay/Robinson Beach with an estimated cost of \$4 million. Mozer explained to the County that although the Port has no money to put toward the project, the Port can assist with finding or applying for grant funding. Gordon noted that not having a boat ramp for emergencies is a public safety issue and the Port can partner with the County to get funding. Mozer will contact the County for an update on the Holmes Harbor boat ramp.

**Clinton Dock:** Permitting is ongoing. Construction phase is estimated at \$4.6 million. Port has secured \$2.7 million from IRTPO (Island Regional Transportation Planning Organization). Senator Patty Murray's office has selected the project as a possibility for \$1.9 million of funding from Congressionally Directed Spending.

**Marketing and Outreach:** Several Port representatives have spent time strategizing on methods to share information on the Port's successes. Ng has been working with local and state officials for funding opportunities, and Mozer has contacted Washington Public Ports Association to learn what resources are available and to tap into their expertise.

## STATUS REPORTS

### Fairgrounds

Fairgrounds Director Amanda Ellis was absent; no report.

### Port Operations

Maintenance & Operations Supervisor Pat Kisch was absent; Mozer 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. In May, Kisch was busy at the **Fairgrounds** with preparation for Whidbey Ren Faire, and replaced the water heater at the **Harbor**. He is still looking for the right tide and wind conditions to install the remaining floats at **Bush Point**.

### South Whidbey Harbor

Harbormaster Kathy Myers absent; Mozer recapped her report. In May the Harbor had 80 Day Stops, 164 Overnight Stays and 2 Clubs, as well as 2 successful shrimp days. Now accepting requests for the 2024-2025 Winter Moorage season (Oct-Apr).

## ACTIVITIES/INVOLVEMENT REPORTS

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

**COG:** Did not attend, no report.

**IRTPO:** Did not attend. Miscellaneous updates: Mozer attended and requested the IRTPO to fill in the \$70K shortfall for the design of the Clinton Dock and the Board agreed. Island Transit's Executive Director was let go. Island County Commissioner Melanie Bacon will be busy as she will act as the H.R. Director for Island Transit, so she asked Gordon to run the next COG meeting. He has scheduled the Executive Director of Kitsap Transit to provide a presentation. Kitsap currently has 4 passenger-only ferries with a 5<sup>th</sup> electric ferry being built.

**CCC:** The CCC is hosting two Candidate Forums: one for the Island County Commissioners and another for local senate and representative candidates.

**Ng:** Washington Public Ports Association (WPPA) and Port Promotion & Marketing Committee (P&M):  
**WPPA:** Easton and Ng attended the Spring Meeting in Stevenson. The meetings are always informative and beneficial. There was a presentation from a U.S Dept of Commerce on economic development grants. Ng got his information and will reach out to him.

**P&M:** Stern is doing really well promoting the Fairgrounds using Facebook and live feed. The mayor of Langley has asked the Port to make a presentation to the Council about what the Port has done and what it is doing. Easton agreed to make the presentation and will work with Mozer on preparing it.

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

**MRC:** The Armoring Study Report was completed. The study indicates that 90% of new hard armoring did NOT have a permit and in some cases it was put in after the owner applied and was denied. The MRC is involved in updating the County's Comp Plan and Easton is working on the subcommittee on economic development.

**Langley:** The City's Bluff Management Study was completed; next step is to work on a plan to stabilize and get cost estimates for the work.

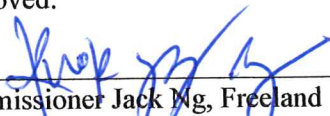
**WPPA Legislative Committee:** Attended a meeting today; he was the only port commissioner – everyone else was staff. They identified tentative issues related to economic development; he will pass the information to Mozer. He brought up the Port's involvement with workforce housing. Easton will represent the Port on the Committee at the monthly meetings.

UNFINISHED BUSINESS: None.

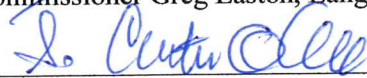
NEW BUSINESS: None

ADJOURNMENT: Without any further action, the Meeting was adjourned at 5:42 p.m.

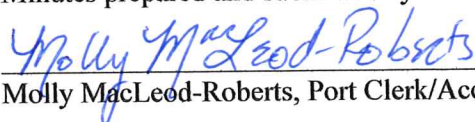
Approved:

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

  
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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.