

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

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/89143540829>

Meeting ID: 891 4354 0829

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• +1 253 205 0468 US

Meeting ID: 864 7224 2851

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

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 July Vouchers in the amount of \$210,712.57

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 May 2024 Financial Statement

Fairgrounds

Capital Projects – Update

Operations and Events – Update

Clinton Dock

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

July 9, 2024

Held in Freeland, Washington
and online via Zoom Meeting Service

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

Port Staff Present: Angi Mozer (Executive Director) and Molly MacLeod-Roberts (Port Clerk/Accountant)
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, the Regular Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, July 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 4:00 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 Curt Gordon and seconded by Easton to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated July 2024 as signed today in the amount of \$210,712.57. Motion passed unanimously.

PUBLIC COMMENT

Mike Gallion said the Fairgrounds look good, and he's enjoying the Blue Heron Canoe Family's visit on the property.

EXECUTIVE DIRECTOR REPORT

Financial Update and May 2024 Financial Statement: The Commission acknowledged receipt of the May 2024 Financial Statement, the Preliminary Profit & Loss for June 2024, and the performance graphs which were distributed to them previously. Mozer reported the Port received approximately \$142,000 in operating, tax, and capital revenue and incurred approximately \$98,000 in operating and capital expenses during May 2024. Ending cash balance at 5/31/24 was \$1,110,000, consisting of \$537,000 in the General Fund and \$574,000 in the Bond Fund.

Fairgrounds Capital Projects Update

Workforce Housing Concept: The Port has officially asked the City Council to pause on the zoning application while the Port has discussions with the South Whidbey School District Board of Directors to sort out some of the details of the feasibility. The Port is planning to present to the School Board at their September 11th meeting

Pole Building: Two new power panels have been installed and there is a diagram for which switches control what. The Port will now pursue getting infrared or radiant heating in the space.

Campground: After performing water line investigations, the engineer developed a preliminary design for the campground. After an onsite preliminary review with Mozer, the engineer is finalizing that design based on that feedback. The Port is working with Jerry Beck & Co. to have most power pedestals working for Fair.

Midway Food Booths: The scope of work for constructing framing and walls inside the food booths was awarded to Eagle Development Group, LLC. They started work today and should be done by the end of the week, and the space will be safe for the Fair.

Coffman Alcove: The repairs have been completed and it looks beautiful. The Port is waiting for the roll up doors to be delivered and installed.

Fairgrounds Operations & Events

Fair Association Agreements: The Association has been working out their insurance; they believe it will be done today or tomorrow. Once that is procured, the Port and Fair will sign and execute the agreements.

Fairgrounds Events: The Blue Heron Canoe Family is staying for the week, performing cultural rituals and providing learning opportunities for the community about the family and the Snohomish Tribe. Fairgrounds Staff is working hard preparing the property for Ragnar NW Relay and the Whidbey Island Fair.

Regarding the Port's presentation to the City of Langley, City staff provided dates for the Council's upcoming Special Meetings for a Joint City-Port Meeting, however the best date for all Port Commissioners is still the City's August 19th Regular Meeting. The Port will have 30 minutes for a Port presentation and discussion. Mozer will schedule a planning session with Port Commissioners in advance of that meeting.

Easton said the additional gravel road outside of Burrier Building looks great. Gordon noted that the Port has spent over \$110K in the last few months for Fairgrounds improvements.

Clinton Dock: The Port is receiving federal funds through the Washington State Dept. of Transportation (WSDOT) for the project. Mozer contacted the WSDOT Local Programs representative and explained that the Port has construction funding awarded in 2022 by Island County Regional Transportation Planning Organization, with a schedule for obligation in 2025. She requested that the Port be allowed to commit those construction dollars for building the floats for the dock while the Port's request for a federal Endangered Species Act (ESA) Consultation is making its way through the process. It sounds like WSDOT is willing to separate the permits for building the floats and get that started, which will allow for a construction funding agreement with WSDOT while the Port waits for the ESA Consultation and in-water construction permits.

STATUS REPORTS

Port Operations

Maintenance & Operations Supervisor Pat Kisch was absent, so Mozer presented the monthly report on maintenance & repairs completed/ongoing/planned at Clinton Beach, Humphrey Road Parking Lot, Bush Point, Possession Beach Waterfront Park and the Fairgrounds. June 15 was the busiest day yet at the parking lot due to the combination of Father's Day and the Mariners game. Kisch discovered an electric transformer was faulty at the Fairgrounds and Puget Sound Energy replaced it the same day. The remaining floats have been installed at Bush Pt.

South Whidbey Harbor

Harbormaster Kathy Myers was absent, so Mozer presented her report. In June there were 129 day stops, and 201 overnight stays. Vessel traffic increased to the point they reached full capacity on the weekends and had to turn some boaters away. D and E Docks are open for crabbing sign ups. A 15-minute parking spot has been added to allow individuals to check their crab pots.

Fairgrounds

Fairgrounds Director Amanda Ellis is still on medical leave and will hopefully return to work soon after the Fair.

ACTIVITIES/INVOLVEMENT REPORTS

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

COG: Gordon chaired the meeting, and had Kitsap Transit Executive Director John Clauson provide a presentation on their passenger-only ferries. They have a total of 8 and they run 5 at a time. The ferry sizes vary and include an older slow boat as well as faster catamarans. They are currently building an electric passenger-only ferry. They can serve everyone in their district, but they also made a deal with Seattle so they can serve people outside of their district as well. The Port of Bremerton built one of Kitsap Transit's facilities and KT pays rent.

IRTPO: Meeting cancelled; no report.

CCC: The CCC hosted a County Commissioner Candidate Forum at the Clinton Community Hall with over 100 people attending. Another forum is scheduled for tonight for candidates running for the offices of state senator and representative.

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

Langley: Nothing new to report.

MRC: The MRC continues to work on updating the marine resource-related issues in the County's Comprehensive Plan. Easton is a member of the MRC subcommittee that has provided comments on the natural resource, economic development and capital facilities sections of the Comp Plan.

WPPA Legislative Committee: Easton plans to attend the next meeting on July 10th. He spoke with Port of Kingston Business Manager Greg Englin and mentioned field trips to other marinas. Englin said the Port is welcome to visit Kingston Marina which also has a passenger-only ferry. Port of Kingston is able to perform their own SEPAs (State Environmental Protection Act) reviews; the Port of South Whidbey is not. Englin said he'd be happy to discuss the process with Mozer.

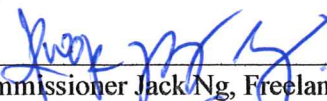
UNFINISHED BUSINESS: None.

NEW BUSINESS: None


ADJOURNMENT: Without any further action, the Meeting was adjourned at 4:52 p.m.

Approved:

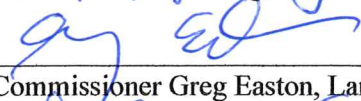
Minutes prepared and submitted by:



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.