

**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, September 10, 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 September Vouchers in the amount of **\$118,664.08**, and Minutes from the Special Meeting of August 7, and the Regular Meeting of August 13

October 8, 2024 Regular Meeting Adjournment to the next regular meeting on November 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 July 2024 Financial Statement

2025 Budget

Representative Dave Paul Visit to the Port of South Whidbey

Fairgrounds

Capital Projects – Update

Operations and Events – Update

Port Presentation to Langley City Council

Clinton Dock

Mukilteo Parking

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

September 10, 2024

Held in Freeland, Washington
and online via Zoom Meeting Service

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

Port Staff Present: Angi Mozer (Executive Director), Molly MacLeod-Roberts (Port Clerk/Accountant) and Pat Kisch (Maintenance & Operations Supervisor)

Absent: Amanda Ellis (Fairgrounds Director) 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, September 10, 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 Special Meeting of August 7 and the Regular Meeting of August 13, 2024.

October 8, 2024 Regular Meeting Adjournment to the next regular meeting on November 12, 2024

ACTION: Motion made by Commissioner Jack Ng and seconded by Commissioner Gordon to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated September 2024 as signed today in the amount of \$118,664.08. Motion passed unanimously.

Executive Director Angi Mozer clarified that a Special Meeting will be held on October 9th and the agenda will be similar to that of the regular meeting, including approval of vouchers.

PUBLIC COMMENT

Pete Grimlund from the South Whidbey Yacht Club asked if the Port would be pursuing expansion of the South Whidbey Harbor and/or mooring buoys outside of the Harbor. Easton said they would discuss the topic during the Executive Director's report.

Mike Gallion said his surveys of public opinion indicates agreement that there is a need for all types of housing, including workforce housing but the majority oppose any type of housing on the Fairgrounds property.

EXECUTIVE DIRECTOR REPORT

Financial Update and July 2024 Financial Statement: The Commission acknowledged receipt of the July 2024 Financial Statement, the Preliminary Profit & Loss for August 2024, and the performance graphs which were distributed to them previously. Executive Director Angi Mozer reported the Port received approximately \$77,000 in operating, tax, and capital revenue and incurred approximately \$210,000 in operating and capital expenses during July 2024. Ending cash balance at 7/31/24 was \$900,000, consisting of \$324,000 in the General Fund and \$576,000 in the Bond Fund.

2025 Budget: Mozer provided a first draft of the preliminary budget which has the General Fund ending cash balance at \$411,000. She acknowledged the goal is to have \$500,000 and will continue to work on the numbers to reach it. Major capital projects for next year include the Clinton Dock and the purchase of a new pump out barge for South Whidbey Harbor, which would be eligible for 75% reimbursement from the Clean Vessel Grant program. She hopes to apply for a Recreation & Conservation Office grant to replace the boarding floats at Possession Beach Waterfront Park. The draft potentially includes \$30,000 for Tourism Development Grants. Mozer plans to include the cost to develop a Long-Term Capital Facilities Plan in the 2025 budget.

Representative Dave Paul Visit to the Port of South Whidbey: On August 26th, Mozer, Gordon and Easton met with Paul and presented the Clinton Dock Passenger Only Ferry and Fairgrounds Workforce Housing projects. Paul is interested in helping the Port obtain state funding; Mozer will submit the highest priority projects in need of funding to his office.

South Whidbey Harbor: In response to the earlier public comment, Mozer explained that the Port is not expanding the docks or the current existing structure, but the Port is open to installing mooring buoys.

Fairgrounds Capital Projects Update

Workforce Housing Concept & Feasibility: The Port Commissioners will meet with the South Whidbey School District Board on September 11th to discuss the shared property line and the feasibility study.

Campground: Mozer received the final design drawings for the electrical and water upgrades earlier in the day. A hard copy was included in the paper meeting packet for the Commissioners. The engineer is ready to finalize the project manual. Next steps are to finalize the timeline as to when the project will go out to bid and the deadline to submit bids.

Window Treatments for the Pole Building: Ordered and should be installed soon.

Operations & Events: Little BIG Fest went well, and the thunderstorm added a lot to the “Silent Disco” experience. Although there is no coordinated event at the Fairgrounds for DjangoFest in September, attendees usually camp there and play music together around the property during that weekend.

Port Presentation to Langley City Council: Scheduled for Monday, September 16th. Mozer showed the draft slide deck she planned to present to the Council and the Commissioners discussed the general comments they planned to make during the presentation/discussion.

Clinton Dock: Permitting is ongoing; Mozer met with Washington State Dept of Transportation and Federal Highway Administration representative. She believes the Port will be able to start constructing the boarding floats while the in-water work continues through the permitting process. The grant funding requires that a contract to build the floats must be in place by September 2025. She also met with one of Washington State Ferries’ lead engineers regarding the Clinton Dock Passenger-Only Ferry project and WSF’s project to electrify the Clinton Ferry Trestle for the car ferries. They will need a substantial amount of uplands space for that infrastructure and will reach out to the Commissioners with a proposal if Port property is desirable for that purpose. WSF indicated they should be able to accommodate the amount of power the Port will need to support the Clinton Dock project.

City of Mukilteo Waterfront Planning: Mozer has expressed Whidbey Island’s need for overnight and longer term parking at the two Mukilteo Parking Visioning Parking Task Force meetings she attended. The Port of Everett provided data on overnight parking and monthly permit parking in their new parking lot at the old WSF loading dock. They dedicate 20 spaces for monthly parking and have sold 35 monthly permits, so those are allowed to park in any space if permit spaces are full. Ng noted that they have an app that allows people to pay online for additional time if needed.

STATUS REPORTS

Port Operations

Maintenance & Operations Supervisor Pat Kisch presented his August report. He purchased new axles and tires for the trailer used to launch the floats at **Possession Beach Waterfront Park**.

South Whidbey Harbor

Harbormaster Kathy Myers was absent, so Mozer presented the monthly report. In August there were 259 day stops and 371 overnight stays with the docks filled to capacity on the weekends. Winter moorage starts October 1st and there is still room for vessels 30' LOA or less.

ACTIVITIES/INVOLVEMENT REPORTS

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

COG: The meeting included a report from Emergency Management Deputy Director Eric Brooks, and a presentation from County Administrator Michael Jones on Rural County Economic Development funding.

IRTPO: No report.

CCC: The CCC might hold another candidate forum. They are applying for a grant to fund a board retreat to focus on improving the board and its relationship with the public, etc.

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

WPPA: Easton and Gordon will attend the Small Ports Seminar in October. Ng plans to attend the Annual Member in December.

P&M: No meeting held.

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

MRC: The MRC continues to work on updating the marine resource-related issues in the County's Comprehensive Plan. The MRC is holding a Shoreline Property Owners Workshop October 12th at the Oak Harbor Library from 10-2 to provide information on future expectations, and the types of resources and assistance that are available.

WPPA Legislative Committee: The Committee has created a list of initiatives mostly related to the larger reports. The Association of Cities and some other local governments are trying to change the existing limit of increasing property taxes to 1% from the prior year and have asked WPPA to join the effort in lobbying for that. WPPA is not sure if they want to weigh in on the issue or not.

Langley: No report.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 5:33 p.m.

Approved:

Minutes prepared and submitted by:

Commissioner Jack Ng, Freeland

Molly MacLeod-Roberts

Molly MacLeod-Roberts, Port Clerk/Accountant

[Signature]

Commissioner Greg Easton, Langley

[Signature]

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.