

**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  
Wednesday, October 9, 2024 at 4:00 p.m.

**AGENDA**

Join Zoom Meeting

<https://us02web.zoom.us/j/89691751976>

Meeting ID: 896 9175 1976

One tap mobile

+12532050468,,89691751976# US

+12532158782,,89691751976# US (Tacoma)

Dial by your location

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• +1 253 205 0468 US

Meeting ID: 896 9175 1976

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

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

SPECIAL MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE

COMMISSIONER ACTIONS

**Consent Agenda:** Approval of October Vouchers in the amount of \$77,936.50 and Minutes from the Regular Meeting of September 10

*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 August 2024 Financial Statement**

**Memorandum 2024-01 Bond Invoice**

**2025 Budget**

**Fairgrounds**

Capital Projects – Update

**Port Presentation to Langley City Council**

**Clinton Dock**

**Resolution No. 24-02 Applicant Authorization and Electronic Signature for RCO (Recreation & Conservation Office) Grant Application for Possession Beach Waterfront Park Boarding Floats 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 Special Meeting

October 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), Molly MacLeod-Roberts (Port Clerk/Accountant), Pat Kisch (Maintenance & Operations Supervisor), Amanda Ellis (Fairgrounds Director) and David Stern, (Fairgrounds Events & Marketing Coordinator)

**Absent:** 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 Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Wednesday, October 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 Special 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 Regular Meeting of September 10, 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 October 2024 as signed today in the amount of \$77,936.50. Motion passed unanimously.**

**PUBLIC COMMENT**

**Mike Gallion** said he appreciated that the Minutes had a line or two about what was said during Public Comment.

**EXECUTIVE DIRECTOR REPORT**

**Financial Update and August 2024 Financial Statement:** The Commission acknowledged receipt of the August 2024 Financial Statement, the Preliminary Profit & Loss for September 2024, and the performance graphs which were distributed to them previously. Executive Director Angi Mozer reported the Port received approximately \$64,000 in operating, tax, and capital revenue and incurred approximately \$161,000 in operating and capital expenses during August 2024. Ending cash balance at 8/31/24 was \$801,000, consisting of \$226,000 in the General Fund and \$577,000 in the Bond Fund.

**Memorandum 2024-01 Bond Invoice:** Mozer presented the Memo to transfer funds from the Bond Fund to reimburse the General Fund \$108,758.06 for the Fairgrounds repairs of the foundation and back wall of the Food Booths and flooring and foundation columns in the Burrier Building.

**ACTION: Motion made by Gordon and seconded by Easton to approve Memorandum 2024-01 authorizing the transfer of \$108,758.06 from the General Obligation Bond Account to the General Operating Account to reimburse for Fairgrounds capital expenses. Motion passed unanimously.**

**2025 Budget:** Mozer provided an updated draft of the preliminary budget, which shows the operating budget as \$170,000 net positive. She is aiming for a General Fund ending cash balance of \$500,000. She reviewed

the changes from the previous draft. The current draft does not yet include any State Legislature asks; she will incorporate those in the future. By the end of this year, Gordon would like to see a draft budget for 2026 as well that will reflect no unreimbursed capital projects.

The next steps include a Public Hearing on the Budget prior to the regular November meeting. The Commission will hold a Special Meeting prior to then if needed.

### **Fairgrounds Capital Projects Update**

Workforce Housing Concept & Feasibility: The Port Commissioners met with the South Whidbey School District Board on September 11<sup>th</sup> to discuss the shared property line and the feasibility study. Per their request, Mozer drafted and submitted an official written request for the School District to participate in the study to include school district property. The Superintendent indicated it might not be discussed until the Board's November 13 meeting.

Campground: Port Staff made some final decisions on the planned hookups and the City of Langley has reviewed the plans. Mozer hopes to put it out to bid by the end of the week.

Drainage: Work is ongoing; engineers are putting together recommendations on how to manage storm water on the Fairgrounds in general. Part of the plan will likely be to replace gutters on buildings, etc. to help address the issue.

Window Treatments for the Pole Building: 10 roller shades have been installed. The final one will be installed next Friday.

Coffman Flooring: The Port will move forward with Valdez Construction's quote for \$9,197 for a new rubber base with commercial grade carpet tiles for the meeting space.

**Port Presentation to Langley City Council:** The September 16<sup>th</sup> presentation included an overview of what ports do in general and a briefing on the Port's initiatives in South Whidbey. Mozer and Easton agreed it went well, and noted the interest in the Clinton Passenger Only Ferry project.

**Clinton Dock:** Planning for separating the floats construction from the permitting process for the in-water work is going well. The next step is to have the Island Regional Transportation Policy Organization (IRTPO) separate the two projects in the State Transportation Improvement Plan (STIP).

**Resolution No. 24-02 Applicant Authorization and Electronic Signature for RCO (Recreation & Conservation Office) Grant Application for Possession Beach Waterfront Park Boarding Floats Replacement:** If approved, Mozer plans to submit the grant application by the deadline of October 31<sup>st</sup>.

**ACTION: Motion made by Gordon and seconded by Easton to approve Resolution No. 24-02 as presented. Motion passed unanimously.**

### STATUS REPORTS

#### **Fairgrounds**

Fairgrounds Director Amanda Ellis was on hand to present her report. She thanked Mozer and Marketing & Events Coordinator David Stern for their work during her leave of absence. Following Langley's Holly Jolly Parade on December 7<sup>th</sup>, the Fairgrounds will be hosting "Holiday Whobilee" – a Dr. Seuss-themed, family friendly, community event with local vendors and activities for kids. Ellis is also organizing a workshop in November for food businesses that need to submit permit applications to the County by year-end. She is working on improving lighting and a new Fairgrounds sign.

## **Port Operations**

Maintenance & Operations Supervisor Pat Kisch presented his September report. At **Possession Beach Waterfront Park**, the backhoe had to be repaired and the house was treated for post beetles. Tentative float removal dates are October 16<sup>th</sup> for **Bush Point** and October 22<sup>nd</sup> for **Possession**.

## **South Whidbey Harbor**

Harbormaster Kathy Myers was absent, so Mozer presented the monthly report. In September there were 145 day stops and 238 overnight stays with full capacity on Labor Day weekend. Winter moorage started October 1<sup>st</sup> and there is still room for vessels 30' LOA or less. Gordon noted that the Harbor's revenue of \$28,000 for September is the highest it's ever been.

## **ACTIVITIES/INVOLVEMENT REPORTS**

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

**COG:** The COG is working on legislative priorities for funding and Gordon listed the following three for the Port: capital funding for ferries, workforce housing and multi-modal transportation.

**IRTPO:** Meeting was mostly about process.

**CCC:** No report.

Gordon and Mozer also attended the Annual Passenger Only Ferries Conference, and learned about federal funding formats, including potential funding for operations. King County Transit expressed interest in the Port's Clinton Passenger Only Ferry project. The Port of Everett is investigating a passenger only ferry between their facility and South Whidbey. Peter Philips (in charge of Production and Programming for the conference) was the person behind the pilot program for a passenger ferry between Des Moines & Seattle, using a whale watching vessel from Port Townsend. Kitsap Transit discussed the possibility of a Puget Sound-wide passenger only/fast ferry system.

**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:** No report.

**WPPA Legislative Committee:** If the Association of Cities and Counties pushes a bill to change the existing limit of increasing property taxes to 1% from the prior year to 3%, WPPA will likely sign onto it. The Committee noted that if Initiative 2117 passes, the State Legislature will be "oversubscribed." The group also discussed the mitigation calculation formula used for projects.

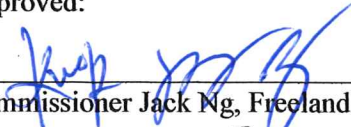
**Langley:** No report.

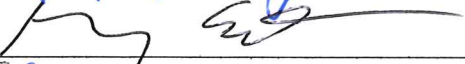
**UNFINISHED BUSINESS:** Phil Simon will talk about the Harbor's ionization efforts at the November meeting.

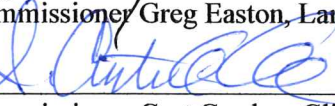
**NEW BUSINESS:** None.

**ADJOURNMENT:** Without any further action, the Meeting was adjourned at 5:47 p.m.

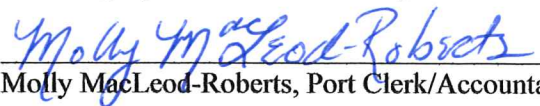
Approved:

  
\_\_\_\_\_  
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.