

THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND

**PUBLIC HEARING FOR 2024 BUDGET
&
REGULAR MEETING**

Held at Freeland Library Meeting Room, 5495 Harbor Avenue, Freeland WA 98249
With virtual access via Zoom Meeting Service
Tuesday, November 12, 2024 at 4:00 p.m.

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/81214633689>

Meeting ID: 812 1463 3689

One tap mobile

+12532158782,,81214633689# US (Tacoma)

+12532050468,,81214633689# US

Dial by your location

• +1 253 215 8782 US (Tacoma)

• +1 253 205 0468 US

Meeting ID: 812 1463 3689

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

3:45 PM: WORKSHOP - Commission review of vouchers and recent correspondence

4:00 PM: PUBLIC HEARING ON THE 2025 BUDGET

REGULAR MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE (immediately following the Public Hearing)

COMMISSIONER ACTIONS

Approval of 2025 Final Budget

Resolution No. 24-03 to Establish 2025 Levy

Consent Agenda: Approval of November Vouchers in the amount of **\$105,988.59**, and Minutes from the Regular Meeting of October 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 September 2024 Financial Statement

South Whidbey Harbor

Steel Batter Pile Cathodic System Design Study

Fairgrounds

Capital Projects – Update

Clinton Dock

Possession Beach Boarding Floats – RCO Grant Application

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

EXECUTIVE SESSION

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

November 12, 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), Pat Kisch (Maintenance & Operations Supervisor) and Kathy Myers (Harbormaster)

Absent: Amanda Ellis (Fairgrounds Director)

MEETING CALL TO ORDER: Immediately following a Public Hearing for the 2025 Budget from 4:00 p.m. to 4:08 p.m. the Regular Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, November 12, 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 4:09 p.m., followed by the Pledge of Allegiance.

COMMISSIONER ACTIONS

Approval of 2025 Final Budget

ACTION: Motion made by Commissioner Curt Gordon and seconded by Commissioner Jack Ng to approve the 2025 final budget as presented. Motion passed unanimously.

Levy Certification and Ordinance/Resolution No. 24-03 to Establish 2025 Levy: The resolution authorizes an increase of 1% from the previous year's actual levy amount. The dollar amount of the increase over the actual levy amount shall be \$8,679.63.

ACTION: Motion made by Gordon and seconded by Ng to approve Ordinance/Resolution No. 24-03 as presented, providing authorization for the levy to be collected in the 2025 tax year. Motion passed unanimously.

Executive Director Angi Mozer provided her signature as Auditing Officer on the Levy Certification and will deliver all the final signed documents to Island County prior to November 30th.

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 Meetings of October 9, 2024

ACTION: Motion made by Gordon and seconded by Ng to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated November 2024 as signed today in the amount of \$105,988.59. Motion passed unanimously.

PUBLIC COMMENT

Pete Grimlund asked if there was another way for kayakers, etc. to access the beach at South Whidbey Harbor instead of using the boat ramp. Harbormaster Kathy Myers said there are steps to the beach near the Boatyard Inn. He also asked if the electrical upgrades for the Pole Building would be completed by May. Mozer didn't know, the topic would be included in her report.

Phil Simon noted that the Fairgrounds Campground sign says it is open. He asked if it was used much and if there is a time limit how long they can stay. Mozer believes the maximum stay is 12 days.

EXECUTIVE DIRECTOR REPORT

Financial Update and September 2024 Financial Statement: The Commission acknowledged receipt of the September 2024 Financial Statement, the Preliminary Profit & Loss for October 2024, and the performance graphs which were distributed to them previously. Executive Director Angi Mozer reported the Port received approximately \$55,000 in operating, tax, and capital revenue and incurred approximately \$118,000 in operating and capital expenses during September 2024. Ending cash balance at 9/30/24 was \$740,000, consisting of \$161,000 in the General Fund and \$579,000 in the Bond Fund.

South Whidbey Harbor

Steel Batter Pile Cathodic System Design Study: Phil Simon voluntarily supplied an engineering report on a method to extend the life of the steel batter piles that support the inside of the inner harbor wood pile breakwater. At the Commission's request, Simon presented his resume and background and elaborated on the details and recommendations in the study. The Commission thanked him for volunteering his time and expertise. Mozer will get the project started.

Fairgrounds Capital Projects Update

Workforce Housing Feasibility Study: Mozer submitted a Memo to the South Whidbey School Board requesting their participation in the Feasibility Study. The issue is on the School Board's November 13th Agenda and the Port Commissioners and Mozer will attend the meeting and discuss the request. At another time, the School District & the Port will also need to work on the boundary line as the food booths are located on school property, and Mozer provided some surveys showing the area. The School District has indicated they are not prepared to discuss the boundary line at this time.

Rural County Economic Development Funds (RCEDF): Mozer worked with Island County Administrator Michael Jones to develop a plan to request an extension for the RCEDF grant due to expire at yearend. The Port will request a six-month extension at the County Commissioners' workshop on December 11th.

Heat in Pole Building: The current electrical structure of the building will not support enough power for the required heating. Additionally, for gas heaters to be used the space needs to be insulated and in better condition to be heated. The work would not be permitted. Bringing 3-phase power to the building could allow a future heat project and future kitchen upgrades. Fairgrounds Director Amanda Ellis is asking a local contractor about options for bringing that 3-phase power to the Pole Building. Gordon wants the Port's engineering firm to do that work and Mozer agreed to contact them.

Campground: Working on finalizing the design and the bid package. A sanitary frost-free water hook-up option for the individual campground spaces will be quite expensive; \$1,500 per unit. The original estimate of \$200K for the project is now \$300K or more, so it will take longer to recoup the costs. The County will cover 33% of the cost as a match.

Drainage: Engineer's work on developing solutions is ongoing. Gutters will be installed and/or replaced around the property per recommendations on how to manage the stormwater, especially around the Malone Building.

Coffman Flooring: Valdez Construction will be installing the rubber base flooring and commercial grade carpet soon.

Clinton Dock: No major updates to report. Gordon suggested reaching out to Senator Patty Murray's office regarding potential impact of the recent election on the funding.

STATUS REPORTS

Fairgrounds

Fairgrounds Director Amanda Ellis was on vacation, so Mozer presented her report. Upcoming events include the Fair's Country Christmas market Nov 29-30 and Dec 6-8. There are 3 new kitchen tenants. New security lighting project will be installed in December. A new water heater has been ordered for the Pole kitchen, and a new 3-door refrigerator has been ordered for the Coffman kitchen. Fairgrounds Staff will participate in the Langley Holiday Parade and host the community event "Holiday Whobilee", a Dr Seuss themed, family friendly event immediately after.

Port Operations

Maintenance & Operations Supervisor Pat Kisch presented his October report. Electronic locks were installed on the Clinton Beach Park restrooms. The boarding floats were removed for the season at Bush Pt and Possession Beach Waterfront Park.

South Whidbey Harbor

Harbormaster Kathy Myers presented her report. October had 66 day stops, 87 overnight stays, and 2 club visits. Seasonal moorage began October 1st and the Harbor has the highest number on record.

ACTIVITIES/INVOLVEMENT REPORTS

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

COG: The group is working on legislative priorities. Gordon is pushing general ferries, boat inventory and capital funding for ferries, workforce housing, and funding for multimodal transportation.

IRTPO: They are working on redoing the by-laws.

CCC: The CCC has been really active, with an open public meeting next Monday to engage the community. They are working on Comp Plan amendments and potential gateway zoning overlay.

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

WPPA: All three commissions plan to attend the Annual Meeting.

P&M: Mozer met with marketing consultants.

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

WPPA Legislative Committee: He's been attending the monthly meetings, and there has been a lot of discussion regarding the climate action initiative and the impacts it would have if it passed. The state initiative did not pass which is good news for the state ferries and ferry communities.

Langley: The City is working on its operating budget and focusing on the reserve fund. The City's one-tenth of a percent increase in sales tax for public safety passed.

MRC: The MRC is involved in the Comp Plan process with the County with a lot of attention to the climate element.

UNFINISHED BUSINESS: None

NEW BUSINESS: Gordon suggested the Port Commission begins a discussion about resetting the levy rate. Easton agreed.

EXECUTIVE SESSION: At 5:45 p.m. Ng announced the Commission would meet in executive session until 5:55 p.m. to review the performance of a public employee pursuant to RCW 42.30.110(1)(g). The Commission was not expected to take further action following the executive session.

At 5:55 p.m. Ng announced the Commission was extending the executive session for a period of 10 minutes, until 6:05 pm.

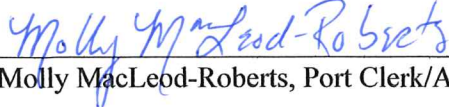
At 6:05 p.m. Ng called the meeting back to order.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 6:05 p.m.

Approved:

Minutes prepared and submitted by:

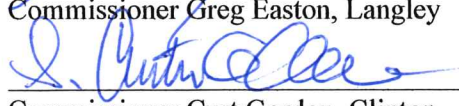
Commissioner Jack Ng, Freeland



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.