

**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, December 10, 2024 at 4:00 p.m.

**AGENDA**

Join Zoom Meeting

<https://us02web.zoom.us/j/89307474899>

Meeting ID: 893 0747 4899

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

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 December Vouchers in the amount of \$92,311.81, Minutes from the Special Meeting of November 1, and the Budget Hearing and Regular Meeting of 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 October 2024 Financial Statement**

**Fairgrounds Bond Invoice**

**Fairgrounds**

Capital Projects – Update

Operations and Events – Update

**South Whidbey Harbor**

**Clinton Dock**

**Port Office Lease Agreement**

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 Regular Meeting

December 10, 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), Kathy Myers (Harbormaster) and Pat Kisch (Maintenance & Operations Supervisor)

**Absent:** Amanda Ellis (Fairgrounds Director)

**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, December 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 November 1, the Public Hearing on the 2025 Budget of November 12 and the Regular Meeting of November 12, 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 December 2024 as signed today in the amount of \$92,311.81. Motion passed unanimously.

**PUBLIC COMMENT**

**Mike Gallion** complimented the Port on all the work completed at the Fairgrounds.

**EXECUTIVE DIRECTOR REPORT**

**Financial Update and October 2024 Financial Statement:** The Commission acknowledged receipt of the October 2024 Financial Statement, the Preliminary Profit & Loss for November 2024, and the performance graphs which were distributed to them previously. Executive Director Angi Mozer reported the Port received approximately \$330,000 in operating, tax, and capital revenue and incurred approximately \$80,000 in operating and capital expenses during October 2024. Ending cash balance at 10/31/24 was \$992,000, consisting of \$521,000 in the General Fund and \$471,000 in the Bond Fund.

**Fairgrounds Bond Invoice:** Mozer presented Memorandum 2024-02 to transfer funds from the Bond Fund to reimburse the General Fund \$83,125.86 for upgrades for the Fairgrounds Campground, Coffman Building and Pole Building. She recently invoiced Island County for the Rural County Economic Develop Funds Grant, and the Bond Invoice covers the Port's matching funds for that grant.

**ACTION:** Motion made by Gordon and seconded by Easton to approve Memorandum 2024-02 authorizing the transfer of \$83,125.86 from the General Obligation Bond Account to the General Operating Account to reimburse for Fairgrounds capital expenses. Motion passed unanimously.

## **Fairgrounds Capital Projects Update**

**Workforce Housing Concept & Feasibility:** The South Whidbey School District Board agreed that the Port can include School District property in the Workforce Housing Feasibility Study at their School Board meeting on November 13<sup>th</sup>. Mozer will submit a letter to the Island County Commissioners to request an amendment to the Grant Agreement for a revised scope of work.

**Property Line Issue:** Mozer has been working with the City of Langley's Public Works Director and Director of Planning. Gordon looked deeper into the survey done by Harmsen, LLC and researched the Auditor File Number entered on the dashed line of the property. In 1955, Malone (as President of the Fair Association), deeded 10 feet of the northern portion of the Fair property to the City of Langley. Further research is needed, but it appears the food booths are probably not on school district property and are likely on the city's property. The Port, City of Langley and South Whidbey School District need to meet and discuss the issue after Harmsen looks into it further.

**Rural County Economic Development Funding (RCEDF):** Mozer will request an extension of the capital improvements grant at the Island County Commissioners workshop on December 11<sup>th</sup>.

**Campground:** The electrical and water upgrades project is out to bid and is widely advertised. Pre-bid site visit was held December 9<sup>th</sup> with 10 contractors in attendance. Bids are due December 18<sup>th</sup>.

**Drainage:** Engineers continue to work on developing draining solutions. Gutters to be replaced and/or installed in next month or so. Received engineers' illustration/plan to manage water around the Malone Building. Once it is finalized, the Port will approach contractors with that plan.

**Coffman Building:** The Port has a small contract in place to replace the flooring. That work will take place after the walls are extended to the ceiling and the kitchen doors are replaced with larger doors that will accommodate moving equipment in/out of that space.

**South Whidbey Harbor:** In January, Mozer will meet with Phil Simon and as well as Maintenance & Harbor staff to develop a plan for the Steel Batter Pile Cathodic System Project. They also developed a scope to get 3 new power pedestals and estimated \$20,000 for the work and added a bid alternate of a couple of optional pedestals if it fit the budget. Through the process of soliciting bids, they realized the power feeders to the pedestals would need to be replaced and brought up to code. Only one of the three contractors that Mozer contacted responded with a bid: \$60,062.60 for the base scope (3 power pedestals) and \$14,681 for the bid alternate. Mozer is considering pitching the project to State Representative Dave Paul for funding. Other options are to significantly pare down the project if it becomes urgent or wait to apply for a WA State Recreation & Conservation Office (RCO) grant in 2026.

Per BST Associates' recommendations, Mozer and Harbor staff would like to increase long term moorage rates. The proposed rates will increase Annual and Seasonal Moorage LOA (length over all) from \$11/ft LOA to \$12/ft, Month-to-Month Moorage from \$11.50/ft to \$12.50/ft, increase monthly Live-Aboard Fee from \$60 per person to \$80 per person and Annual Dinghy Moorage from \$110/yr to \$140/yr.

**ACTION:** Motion made by Gordon and seconded by Easton to approve the proposed rate increases for South Whidbey Harbor as presented. Motion passed unanimously.

**Clinton Dock:** Permitting is moving slowly. The Suquamish Tribe has expressed concern regarding the project. Mozer has asked the environmental consultant for a summary of past discussions, and she will reach out to Washington State Department of Transportation as well.

**New Commercial Lease Agreement for Port Office:** The Port has paid China City Properties \$2,200/month for the office space since 2021. Per the proposed five-year lease (2025-2029), the Port will pay \$2,500 per month, with the monthly rate increasing annually by 3%.

**ACTION: Motion made by Gordon and seconded by Easton to approve the Commercial Lease Agreement with China City Properties 1, LLC as presented. Motion passed unanimously.**

**Possession Beach Boarding Floats:** Mozer and Maintenance & Operations Supervisor Pat Kisch provided a technical review presentation to RCO. Received good feedback from the review committee that will be incorporated in the final presentation in February.

#### STATUS REPORTS

**Fairgrounds:** Fairgrounds Director Amanda Ellis was absent; Mozer presented the monthly report. rePurpose Whidbey held a grand opening. Other events included Whidbey Island Fair's Country Christmas Market, and the Fairgrounds "Whobilee" family event after the Langley Holiday Parade. Langley Chamber of Commerce will have a Holiday Market Dec 15<sup>th</sup> in Turner and Pole buildings. Whidbey Island Grown's "Gift Hub" was a success; the group now has nearly 100 local businesses operating through it. The new security lighting will be installed in December around all of the main buildings, and a new hot water heater has been installed in the Pole building. Last month's Fairgrounds Advisory Meeting was well attended.

#### **Port Operations**

Maintenance & Operations Supervisor Pat Kisch presented his November report. At the **Harbor**, the windstorm on November 19<sup>th</sup> caused the gangway on D Dock to shift and the transition ramp/pad needs repair/replacement after colliding with the railing. Estimated cost to replace the 4' X 6' pad is \$4,000. The Harbor's boat ramp was inundated with drift logs. The wind also brought down the top part of large tree at **Humphrey Lot**, fortunately the only damage was to a guard rail.

#### **South Whidbey Harbor**

Harbormaster Kathy Myers reported there were 23 day stops and 73 overnight stays in November. The Harbor currently has 9 winter full term moorage customers and 3 winter monthly moorage customers. The locks on the restrooms and gate to D & E dock were reset to remain locked. The code for the public will be posted on the office window and will work during public hours. The docks are very slippery; she has placed several signs to caution visitors. Some commercial crabbers have returned, as well as otters and seals. The voids on D Dock have been pumped and E Dock will be soon.

#### ACTIVITIES/INVOLVEMENT REPORTS

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

**COG:** No meeting held.

**IRTPO:** No meeting held.

**CCC:** Gordon attended two CCC meetings, including a retreat and a public meeting. Although not well attended, it was interesting and helpful. Gordon made a presentation on BST Associate's findings on the area's demographics, etc. Afterward, Emily Neff from Island County Planning Dept invited Gordon to provide the same presentation to the County's housing meeting and the County subsequently posted the information on their website. The housing meeting was excellent and Gordon was able to explain the difference between workforce housing and other types of housing. At the end of January, a representative from Washington State Ferries will attend the CCC meeting to discuss the electrification of the dock. Gordon will be out of town, so Easton will attend.

**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:** The Shore Friendly Program provided an excellent presentation. Property owners can make an appointment to have a staff member look at their beach, identify issues, make recommendations on how to resolve them and provide resources to potential funding.

**WPPA Legislative Committee:** The group will be presenting their legislative agenda for 2025 at the WPPA Annual Meeting. It includes joining the effort in lobbying for changing the existing limit of increasing property taxes to 1% from the prior year. All three Port Commissioners plan to attend the WPPA Annual Meeting.

**Langley:** The Council discussed the City's financial challenges.

UNFINISHED BUSINESS: None.

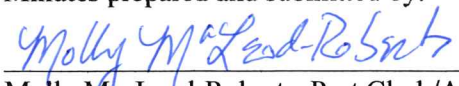
NEW BUSINESS: None.


ADJOURNMENT: Without any further action, the Meeting was adjourned at 5:27 p.m.

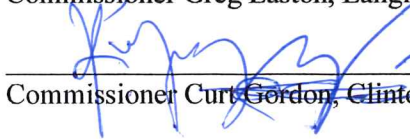
Approved:

Minutes prepared and submitted by:

  
Commissioner Jack Ng, Freeland

  
Molly MacLeod-Roberts, Port Clerk/Accountant

  
Commissioner Greg Easton, Langley

  
Commissioner Curt Gordon, Clinton

*Curt Gordon  
Clinton*  
*Jack Ng  
Freeland.*

**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.