

**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, January 14, 2025 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

Review of Commissioner Appointments & Committee Assignments for 2025

Consent Agenda: Approval of January Vouchers in the amount of **\$101,260.17**

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 November 2024 Financial Statement

Fairgrounds

Capital Projects – Update

South Whidbey Harbor

Clinton Dock

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), WPPA Executive Committee, and Port-wide Marketing & Promotion Committee (M&P)

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

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

January 14, 2025

Held in Freeland, Washington
and online via Zoom Meeting Service

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

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

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 Regular Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, January 14, 2025, in person at the meeting room of the Freeland Library at 5495 Harbor Avenue in Freeland, Washington and online via Zoom Meeting Service. Commissioner Curt Gordon (President) called the Regular Meeting to order at 4:00 p.m., followed by the Pledge of Allegiance.

COMMISSIONER ACTIONS

Review of Commissioner Appointments & Committee Assignments for 2025: After a brief discussion, the Commissioners agreed to keep the Appointments & Committee Assignments the same as 2024.

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 Jack Ng and seconded by Commissioner Greg Easton to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated January 2025 as signed today in the amount of \$101,260.17. Motion passed unanimously.

PUBLIC COMMENT

Pete Grimlund of the South Whidbey Yacht Club asked if the Commissioners were aware of the issues with the City of Oak Harbor's marina. Ng noted that cities can't apply for the same grants that port districts can for marinas. The City could tax the public for more money or create a port district.

EXECUTIVE DIRECTOR REPORT

Financial Update and November 2024 Financial Statement: The Commission acknowledged receipt of the November 2024 Financial Statement, the Preliminary Profit & Loss for December 2024, and the performance graphs which were distributed to them previously. Executive Director Angi Mozer reported the Port received approximately \$128,000 in operating, tax, and capital revenue and incurred approximately \$106,000 in operating and capital expenses during November 2024. Ending cash balance at 11/30/24 was \$1,013,000, consisting of \$540,000 in the General Fund and \$473,000 in the Bond Fund.

Fairgrounds Capital Projects Updates

Workforce Housing Concept & Feasibility: Mozer has submitted a request to the Island County Commissioners to include the South Whidbey School District property in the feasibility study.

Rural County Economic Development Funding (RCEDF): The County Commissioners voted to extend the funding through the end of December 2025. The two biggest projects remaining are the campground upgrade (estimated completion in mid-March) and drainage on the Fairgrounds. The 3rd biggest is bringing 3-phase power to the Pole Building.

Campground: As approved at the January 6th Special Meeting, the Port authorized the contract with Western Refinery Services, Inc. for the project. Facet Engineers are preparing contract documents for signature and a Notice to Proceed will be provided to the contractor. Per the bid documents, the work should be complete by March 15.

Drainage: Mozer will be soliciting contractors for bids to 1) replace or add 925 feet of gutters around the property and 2) install a drainage system designed by Facet around the Malone Building.

Coffman Flooring: Project is paused until the wall and door improvements are completed.

Coffman Kitchen Wall, Door Finishing/Improvements: The Port purchased a large 3-section commercial refrigerator, but the delivery person was unable to install it in the kitchen due to the size of the doorways. The Port was already considering finishing the partial walls between the kitchen and the meeting room spaces, and Valdez Construction submitted a quote for completing the walls, moving light fixtures and heating registers, reframing and resizing door frames and installing two oversized doors. The total cost is \$34,7038. If approved, 45% would be covered by the RCEDF grant.

ACTION: Motion made by Easton and seconded by Ng to award the Coffman Building Wall Renovation and Door Installation project to Valdez Construction in the amount of \$34,703. Motion passed unanimously.

Burrier Roof: Valdez Construction submitted a quote for the lump sum of \$10,777 (excluding sales tax) to repair the sagging roof in the Burrier Wing.

ACTION: Motion made by Ng and seconded by Easton to award the Burrier Building Roof Repairs project to Valdez Construction in the amount of \$10,177 (plus sales tax). Motion passed unanimously.

At the end of 2024, Mozer projects the Bond Fund will have \$390,000 remaining. For 2025, a lot of it is planned as matching funds for the RCEDF grant. After completing all of the RCED portfolio of projects, she is projecting a balance of \$121,000 in the Bond Fund at the end of 2025.

South Whidbey Harbor: The Port budgeted \$20,000 for replacement of the electrical pedestals at the Harbor, and received only one bid of \$80,000. Mozer subsequently contacted State Representative Dave Paul's Legislative Assistant for potential infrastructure funding. Mozer will submit a funding request in February, and either Paul or State Representative Clyde Shavers will sponsor it. Easton and Ng plan to attend Port Day at the State Legislature and will try to connect with the representatives then.

Clinton Dock: The Suquamish Tribe has expressed concern with the project. The Port's environmental consultant has agreed an in-person meeting with Tribal representatives is appropriate. Mozer and the consultant will coordinate a meeting.

STATUS REPORTS

Fairgrounds: Fairgrounds Director Amanda Ellis presented her December report. Events included the Port-sponsored family event "Whobilee" on Dec 7th and the Langley Chamber of Commerce's Holiday Market on Dec 15th. In addition to the Coffman Building projects discussed earlier, upcoming minor improvements include new security lighting for all the main buildings. The Port's Marketing & Events Committee is planning to hold a Port-sponsored "Freedom Fest" on July 4th. She is working with the Pacific NW BBQ Association on a BBQ contest during the event. Fairgrounds Staff is also looking into a car show during the event and live music. The PNW Naval Air Museum might participate as well, and the Fair Association will host a beer garden.

South Whidbey Harbor

Harbormaster Kathy Myers was absent so Mozer presented the report. There were 19 day stops and 36 overnight stays in December. The Harbor currently has 9 winter full term moorage customers and 6 winter

monthly moorage customers. In 2024, the Harbor had a total of 1,140 day stops and 1,755 overnight stays. The Harbor also hosted 10 clubs in 2024. In December, the Harbor had an incredible number of logs in the main harbor and on the ramp. Maintaining the ramp was difficult due to the logs, tides and weather.

Port Operations

Maintenance & Operations Supervisor Pat Kisch presented his December report. The Port hired Christian Tomisser as Port Maintenance Tech in mid-December, and Kisch said they are working together on various tasks, including utilizing the Fairgrounds tractor to clear the Harbor's boat ramp of sand and logs. Clinton Beach Park remains challenging with logs and erosion blocking any path to the water. He will reach out to Washington State Department of Transportation (WSDOT) again to discuss the issue.

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: The CCC is very busy and plans to make sure they have a program for each month's meeting. At the end of the month, a representative from Washington State Ferries (WSF) will attend the CCC meeting to discuss the electrification of the dock. Gordon will be out of town, so Easton will attend. When WSF is installing their infrastructure for the electrification of the ferry, they will need an onshore place to put it. The Port's Humphrey Road Parking Lot seems to be one of the best locations and Mozer expects they will be in touch with the Port soon. Island County Commissioner Janet St. Clair set up a big meeting at the Clinton Community Hall attended by Governor-elect Bob Ferguson, the Director of WSF/Asst Secretary of Transportation, the Heads of the State Senate and House Transportation Committees and other ferry-related representatives as well as our State Representative Dave Paul.

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

WPPA: All 3 commissioners attended the annual meeting in December. Ng was voted in as Vice President of WPPA. WPPA President Glen Bachman is a Port of Everett Commissioner and they renewed the discussion of a pilot program for a passenger-only ferry between Langley and Everett. The Port of Everett is also very interested in workforce housing.

P&M: Ng recently met with, Mozer, Ellis and Fairgrounds Marketing & Events Coordinator David Stern to work on marketing. The Port has entered into a contract with a company to help with marketing and public relations on social media.

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

Langley: The City voted to establish a transportation benefit district with the same boundaries as they city. The entity will collect one-tenth of one cent of property tax revenue.

MRC: The MRC continues its involvement with updating County's Comprehensive Plan.

Langley Chamber of Commerce: Easton, Mozer, Ellis & Stern attended the Chamber's meeting. Easton said the Fairgrounds Staff provided a great pitch on the Fairgrounds. Mozer provided an excellent presentation on the bigger picture while Easton explained the Port is a partner with the Chamber and other organizations.

WPPA Legislative Committee: No meeting held for the Committee, but Ng reported that WPPA's Executive Committee has scheduled their retreat on South Whidbey on September 15th.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 5:09 p.m.

Approved:

Minutes prepared and submitted by:

Commissioner Jack Ng, Freeland

Molly MacLeod-Roberts
Molly MacLeod-Roberts, Port Clerk/Accountant

Commissioner Greg Easton, Langley

Curt Gordon
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.