

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, 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.

Port of South Whidbey

Preliminary Profit & Loss

February 2025

	Feb 25
Ordinary Income/Expense	
Income	
Fairgrounds Revenue	
Camping Fees - Fairgrounds	356.49
Dump/Water Fees - Campground	85.00
Fairgrounds Events	
Event Rentals - Fairgrounds	2,460.00
Total Fairgrounds Events	2,460.00
Fairgrounds Revenue - Misc	25.00
Tenant Leases - Fairgrounds	2,872.70
Utilities Reimb - Fair Assoc	200.00
Total Fairgrounds Revenue	5,999.19
Harbor Revenue	
Annual Moorage	5,910.60
Live-aboard fee	180.00
Monthly Moorage	3,341.50
Showers	131.00
Transient Day Use Moorage	137.00
Transient Overnight Moorage	1,752.00
Total Harbor Revenue	11,452.10
Humphrey Road Revenue	
Daily Parking Fees-Humphrey Rd	1,686.63
Permit Fees - Humphrey Rd	319.18
Total Humphrey Road Revenue	2,005.81
Total Income	19,457.10
Gross Profit	19,457.10
Expense	
Administration	
Admin/Accounting Wages	3,044.73
Administrative Payroll Taxes	2,051.52
Commissioners' Salaries	1,080.00
Dues & Memberships	365.00
Employee Fringe Benefits	2,850.00
Executive Director Salary	7,743.75
Legal Notices/Classified Ads	45.00
Maint & Ops Supervisor Wages	5,931.04
Maintenance Tech Wages	4,416.00
Marketing - General	150.00
Meetings & Education incl WPPA	664.71
Misc Expenses & Taxes	34.71
Office & Facilities Supplies	529.55
Office Telephone & Staff Mobile	649.99
Per Diem - Commissioners	
Per Diem - Easton	322.00
Per Diem - Gordon	322.00
Per Diem - Ng	322.00
Total Per Diem - Commissioners	966.00
Port Clerk/Accountant Wages	5,539.27
Port Office Rental	2,500.00
Port Vehicles' Expense	1,408.75
Promotional Hosting	0.00

Port of South Whidbey

Preliminary Profit & Loss

February 2025

	Feb 25
Travel Exp - Commissioners	
Travel Expense - Easton	0.00
Travel Expense - Gordon	0.00
Travel Expense - Ng	0.00
Total Travel Exp - Commissioners	0.00
Travel Expense - Staff	322.56
Website Design & Maintenance	55.00
Total Administration	40,347.58
Bush Point Operations	
Electricity - Bush Pt	212.15
Maint & Repair - Bush Pt	489.60
Refuse Removal - Bush Pt	36.94
Total Bush Point Operations	738.69
Clinton Beach Operations	
Electricity - Clinton Beach	97.05
Refuse Removal - Clinton Beach	130.50
Total Clinton Beach Operations	227.55
Fairgrounds Operations	
Electricity - Fairgrounds	2,915.38
Employee Benefits - Fairgrounds	600.00
Equipment (Purch/Rent/Repair)	892.90
FG Director Wages	4,979.98
FG Mktg & Events Coord Wages	1,733.38
Maint & Repair - Fairgrounds	684.06
Marketing/Advertising-FG	0.00
Materials & Supplies - Fair	961.21
Refuse Removal - Fairgrounds	976.21
Taxes - Fairgrounds	
B & O Tax - Fair	44.51
Sales & Lodging Tax	18.52
Total Taxes - Fairgrounds	63.03
Telephone & DSL - Fairgrounds	724.16
Vehicle Maintenance - Fair	29.93
Total Fairgrounds Operations	14,560.24
Humphrey Rd Parking Lot Ops	
Attendant Payroll - Humphrey Rd	520.00
Materials & Supplies - Humph Rd	27.08
Taxes - Humphrey Rd	
B & O Taxes - Humphrey Rd	15.36
WSST - Parking	404.34
Total Taxes - Humphrey Rd	419.70
Total Humphrey Rd Parking Lot Ops	966.78
Payroll Expenses	5,578.63
Possession Beach Park Ops	
Dock & Ramp - Possession	307.79
Electricity - Possession	382.43
Equip (Purchase/Rent/Repair)	53.32
Maint & Repair - Possession	226.63
Maint. Wages - Possession	570.11
Minor Improvements - Poss Pk	292.60
Refuse Removal - Possession	114.26
Telephone - Possession	116.39
Total Possession Beach Park Ops	2,063.53

Port of South Whidbey
Preliminary Profit & Loss
February 2025

	Feb 25
South Whidbey Harbor Ops	
Asst Harbormaster Wages	3,864.00
Electricity - Harbor	306.98
Employee Benefits - Harbor	1,200.00
Equip (Purch/Rent/Repair) SWH	16.33
Golf Cart & Boat-Maint	16.01
Harbor Receipts Discrepancy	0.00
 Harbormaster Wages	 4,854.01
Maint & Repair - Harbor	135.00
Maint Contracts - Harbor	678.64
Materials & Supplies - Harbor	467.08
Minor Improvements - Harbor	115.51
Refuse Removal - Harbor	254.90
Seasonal Wages - Harbor	541.94
Taxes - Harbor	
B & O Tax - Harbor	49.56
 Total Taxes - Harbor	 49.56
 Telephone & DSL - Harbor	 261.15
 Total South Whidbey Harbor Ops	 12,761.11
 Total Expense	 77,244.11
 Net Ordinary Income	 -57,787.01
 Other Income/Expense	
Other Income	
Capital Revenue	
STBG Clinton Dock	27,482.11
 Total Capital Revenue	 27,482.11
 Total Other Income	 27,482.11
 Other Expense	
Capital Expenditures	
Fairgrounds - Cap Improvements	3,744.00
 Total Capital Expenditures	 3,744.00
 Total Other Expense	 3,744.00
 Net Other Income	 23,738.11
 Net Income	 -34,048.90



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Financial Reporting – Jan 2025

The Financial Statement and financial analyses will be slightly delayed. The Financial Statement is based on the Island County Treasurer's Report. The January Treasurer's Report was received with errors. Molly communicated with the Treasury Accountant at Island County to try and get an accurate report, and unfortunately we did not receive adequate information and answers until March 3rd. We should have a Financial Statement to distribute prior to the meeting on Tuesday. We will also meet with staff from the Treasurer's office to avoid a similar situation in the future.

Fairgrounds Projects

Fairgrounds Workforce Housing Feasibility Study: I attended the Island County Commissioners' Work Session on March 5th to discuss including School District property in our Workforce Housing Feasibility Study. The Commissioners received previous public comment that the School Board members were not in favor of including the property in the study, so the Commissioners requested a letter from the School Board indicating their interest in this project, acknowledging that the School District does not have resources to dedicate to the project in the form of funding or staff time.

Campground: Construction began on February 24, and should be complete by April 4. The project is going well. The old septic tank that is located in the campground has been located, and is situated directly in the path of a portion of the new water line. The tank will be appropriately decommissioned and demolished. There is an electric panel located in the middle of the campground which houses the breaker for the dump station. This panel will be moved into the electrical shed. All else is pretty much going according to plan.

Drainage:

- 1) Gutters: Planning is ongoing
- 2) I met with Facet to further finalize the drainage system design to address drainage around the Malone building.

Coffman Kitchen Wall, Door Finishing/Improvements: Scheduled to begin March 17.

Coffman Flooring: Will be installed immediately after the wall and door finishing/improvements.

Burrier Roof: Repairs are scheduled to begin April 4.

South Whidbey Harbor

Supplies for the Steel Batter Pile Cathodic System designed by Phil Simon are being purchased.



I submitted a funding request to Representative Dave Paul's office for electrical upgrades for A and B docks. The Boating Infrastructure Grant program has opened; pre-applications are due in early June. I am planning to apply for those funds for upgrades at the Harbor as well.

Clinton Dock

Efforts to separate the floats construction from the overall construction project are ongoing. I have a phone call scheduled with our environmental consultant on Monday March 10. Representative Greg Nance has offered to assist with tribal coordination if needed. KPFF has provided a proposal to amend the contract to add value; with the extensive permitting process, the current contract is close to being exhausted. There is still some value in Management Reserve, so I am working with KPFF to first use Management Reserve funds before a contract amendment is processed.



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Fairgrounds Director

Report – February 2025

February Events:

March Events: private events and birthday parties in burrier, tentative events for 4H

Tenants: We are working with tenants to navigate the disruptions due to upcoming repair and improvement projects.

Campsite- Campground construction is now underway. David Stern and myself have paid continual attention to the questions coming from the community about this project and the necessary closures.

I have been working with Rover Pass and other staff with a goal of having the campground available online for reservations by the 1st week in April.

To accompany this goal I am working on possibilities of how to provide WIFI to the campground to make sure guests can easily book their stay.

Marketing- Lots going on in the marketing department. Freedom Fest is a big focus, and an additional event to the weekend on July 5th is being added. “Race on the Rock” brought to the Fairgrounds by the Barrel Racing Betties.

Fairgrounds Advisory Committee: Due to conflicts with other community meetings, we did not have a regularly scheduled meeting in February. We hope to have a full quorum for March.

Other mentions: The Langley Creative District is moving along with the recertification process and things seem to be on the right track. We have had early conversations about a cooperative, multi-use space in the larger space in the Burrier building.

Amanda Ellis
Fairgrounds Director



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Maintenance and Operations

Report

February 2025

Parking the truck at the Fairground now. Starting and ending the work day from there. The new lights and cameras have made a difference and security seems good/ better. We also changed out the light fixtures in the bathrooms under our office.

Christian has taken on the Humphrey Road parking lot and the daily duties there as bookends for his day.

An auto flush toilet valve at Clinton Beach got stuck on and triggered the HI level alarm in the septic system. We were able to manually operate the pump to ensure it was working, then it eventually normalized.

Graffiti taggers have again tagged the picnic area at Clinton Beach. Pressure washing reduced the visibility but it is not all removed yet. Some scrubbing is still needed. Christian has spent some time there pressure washing the bathroom, slab and walls.

Assisted the Harbor with some small projects and pushed logs and sand off the ramp a couple times.

Work is progressing at the Possession house. Chose flooring and a vanity for the bathroom.

Pat Kisch
M&O Supervisor



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February Harbormaster Report

Day Stops: 12
Overnight: 19
Clubs: 1
Full term winter moorage: 9
Monthly winter moorage: 2

Guest service

We had our first club of the season this month. Unfortunately, the weather brought us many cancelations.

Community

We participated in Murder Mystery Weekend. Participants came to the harbor office for clue #35. The cart was also deployed for the parade and throughout weekend.

Maintenance

With the assistance of Pat and Christian we reattached some piling support brackets. These pilings are along M dock nearest the wharf. Some pilings are showing uneven wear. We are looking at replacing some pile hoops with rolling pile hoops.

Kathy Myers
Harbormaster