

**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, March 11, 2025 at 4:00 p.m.

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/82489003787>

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Find your local number: <https://us02web.zoom.us/j/82489003787>

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 March Vouchers in the amount of **\$82,007.74** and Minutes from the Regular Meeting of January 14, 2025

Washington Public Ports Association Trustee Appointment

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 January 2025 Financial Statement

Fairgrounds

Capital Projects – Update

South Whidbey Harbor

Clinton Dock

Capital Facilities Plan

Port Levy

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

March 11, 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), Pat Kisch (Maintenance & Operations Supervisor), Kathy Myers (Harbormaster) and David Stern (Fairgrounds Marketing & Events Coordinator)

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, March 11, 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.

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 Regular Meeting of January 13, 2025

ACTION: Motion made by Commissioner Greg Easton and seconded by Commissioner Jack Ng to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated March 2025 as signed today in the amount of \$82,007.74. Motion passed unanimously.

Washington Public Ports Association (WPPA) Trustee Appointment: WPPA requires the Port appoint a Trustee and Alternate each year. Since Ng is on the WPPA Executive Committee, he must be the Trustee.

ACTION: Motion made by Easton and seconded by Ng to Appoint Ng as WPPA Trustee for 2025 and Easton as the Alternate Trustee. Motion passed unanimously.

PUBLIC COMMENT: None.

EXECUTIVE DIRECTOR REPORT

Financial Update and January 2025 Financial Statement: The Commission acknowledged receipt of the January 2025 Financial Statement, the Preliminary Profit & Loss for February 2025, and the performance graphs which were distributed to them previously. Executive Director Angi Mozer reported the Port received approximately \$24,000 in operating, tax, and capital revenue and incurred approximately \$101,000 in operating and capital expenses during January 2025. Ending cash balance at 1/31/25 was \$831,000, consisting of \$440,000 in the General Fund and \$391,000 in the Bond Fund.

Fairgrounds Capital Projects Updates

Workforce Housing Concept & Feasibility: Mozer and Easton attended the Island County Board of Commissioners' Work Session Agenda on March 5th to discuss the Port's request to include the South Whidbey School District (SWSD) property in the funding agreement scope for the feasibility study. The County heard prior public comment from one individual that the SWSD was not interested in workforce housing. The County Commissioners subsequently asked for a letter from SWSD that they are willing to work with the Port on the project (without any financial obligation). Gordon will attend a SWSD Board Meeting if needed.

Campground: Western Refinery Services started work on February 24th and should be complete by April 4th. The project is going well; but there were two surprises: 1) an old septic tank was discovered where the new water lines need to go and was subsequently decommissioned and demolished, and 2) an electric panel

in the middle of the campground had the breaker for the dump station. The Port asked the contractor to move it into the electrical shed; the cost is \$8,000.

Drainage: Planning is ongoing to replace gutters. Mozer is still working with Facet to finalize the drainage system design around the Malone Building to hopefully go out to bid next week.

Coffman Kitchen Wall, Door Finishing/Improvements: Valdez Construction is scheduled to start the work on the Coffman Kitchen March 17th. Once those improvements are done, the flooring will be replaced.

Burrier Roof: Valdez Construction is scheduled to start the roof repairs on April 4th.

South Whidbey Harbor: Port Staff is ordering materials for the Steel Batter Pile Cathodic System project. Mozer submitted a funding request to State Representative Dave Paul for the electrical repairs. His office alerted Mozer to the Boating Infrastructure Grant Program and she will apply for that project and some others.

Clinton Dock: Mozer continues the work on separating the float construction from the overall project. The engineer provided a cost estimate for work on permitting for the float construction piece. She and the Port's environmental consultant have defined a plan to address the Suquamish Tribes concerns, starting with an internal discussion with the consultant and their tribal expert, the engineer and the Port. Easton noted that State Representative Greg Nance has offered to assist with tribal coordination if needed.

Capital Facilities Plan: Mozer developed the final draft scope to put out to bid for a Capital Facilities Plan (Request for Proposal).

Port Levy: Mozer met with consultant J. Marie Riche regarding resetting the Port levy and defining the scope of effort. Riche assisted with the Port's 2016 ballot measure. Gordon joined in the 1st half of the meeting and left; then Ng joined in for the 2nd half of the meeting. Riche will put together a proposal to support the effort.

STATUS REPORTS

Fairgrounds: Fairgrounds Director Amanda Ellis presented her February report. Staff has been in communication with all the tenants regarding the ongoing projects. Planning for the Port-organized Freedom Fest in July is going very well. It is being extended to July 5th when there will be a barrel racing competition. Continuing to work on sponsorships. Ellis is also working on getting much needed WiFi service for the campground as RoverPass (online booking program) will be used starting in early April. After several discussions with Whidbey Telecom, she has reached out to Comcast and they agreed to come for a site visit on March 14th. Langley Creative District is working on recertification; Ellis agreed to report back to the Commissioners on their meetings and activities.

Port Operations

Maintenance & Operations Supervisor Pat Kisch presented his February report. Both of the Port trucks are now parked at the **Fairgrounds** where there are cameras and lighting for security. Port Maintenance Tech Christian Tomisser has taken on the **Humphrey Rd Parking Lot** collections. At **Clinton Beach Park** an auto toilet valve was stuck and triggered a septic alarm. They were able to manually operate the pump and it eventually normalized. They are still working on removing the most recent graffiti in the picnic area. Kisch and Tomisser continued to assist the **Harbor** with small projects and ramp clearing. Work is progressing on the house at **Possession Beach Waterfront Park**

South Whidbey Harbor

Harbormaster Kathy Myers presented her report. There were 12 day stops, 19 overnight stays and 1 club visit in February. The Harbor currently has 9 winter full term moorage customers and 2 monthly winter moorage customers. The Port has been talking with Pete Grimlund of the South Whidbey Yacht Club about the potential for the Club to have a 36' reciprocal slip at the Harbor for yacht clubs. If approved, Slip A1 would be used and the SWYC would pay a slightly discounted monthly fee for the slip. The guaranteed

monthly income would be beneficial for the Harbor. If no boater from a participating yacht club requests to use it, the Port can still use that slip for overnight moorage for someone on the call-back list. And if the vessel is over 36' the boater will pay the difference. Gordon asked for them to provide a prospectus. He also noted that the Harbor's revenue in February was up.

ACTIVITIES/INVOLVEMENT REPORTS

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

COG: Emily Wildeman provided a presentation on Emergency Housing and the 5 Year Homeless Housing Plan.

IRTPO: Main topic of discussion was the Safety Action Plan.

CCC: The CCC met with Island County Consultant Emily Neff regarding the Comp Scheme update. A representative from WEAN (Whidbey Environmental Action Network) will provide a presentation at the CCC's March meeting.

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

MRC: No meeting last week, but members are invited to review/comment on the changes to the Shoreline Management Plan that was submitted to the Department of Ecology.

WPPA Legislative Committee: He plans to attend the Zoom meeting on March 14th for the mid-season report on WPPA's objectives.

Langley: The Council discussed its Transportation Benefit District and the additional tax.

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

WPPA: The Spring Meeting will be held in Spokane in May.

P&M: The Port has entered into a contract with a company to help with marketing and public relations on social media. He noted that Ellis and Marketing & Events Coordinator are doing a great job posting about the Fairgrounds and Campground.

UNFINISHED BUSINESS: None.

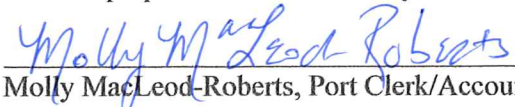
NEW BUSINESS: Gordon reported that the Commission had received a Letter of Resignation from Executive Director Angi Mozer, effective June 30, 2025. Mozer explained that her military spouse will be deployed later this year and she has decided to resign in order to support her family. The Port will hold a workshop to develop a transition strategy and scheduling.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 5:17 p.m.

Approved:

Minutes prepared and submitted by:

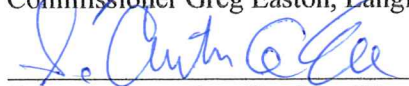
Commissioner Jack Ng, Freeland



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.