

**THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND
SPECIAL MEETING**

Held at Langley Library Meeting Room, 104 Second Street, Langley WA 98260
With virtual access via Zoom Meeting Service
Monday, May 12, 2025 at 3:00 p.m.

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/86239497901>

Meeting ID: 862 3949 7901

One tap mobile

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+12532050468,,86239497901# US

Dial by your location

• +1 253 215 8782 US (Tacoma)

• +1 253 205 0468 US

Meeting ID: 862 3949 7901

Find your local number: <https://us02web.zoom.us/j/86239497901>

WORKSHOP (2:45 PM – 3:00 PM): Commission review of vouchers and recent correspondence

REGULAR MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE

COMMISSIONER ACTIONS

Consent Agenda: Approval of May Vouchers in the amount of **\$159,599.06** and Minutes from the Regular Meeting of April 8 and the Special Meeting of April 28, 2025.

May 13, 2025 Regular Meeting Adjournment to the next regular meeting on June 10, 2025

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 March 2025 Financial Statement

Resolution No. 25-01 Approval of Establishment of a Direct Deposit Bank Account

Fairgrounds Workforce Housing Feasibility Study

Clinton Dock

On Call Engineer

Capital Facilities Planning

Possession Caretaker Residence Insulation

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

EXECUTIVE SESSION

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Special Meeting

May 12, 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) and David Stern (Fairgrounds Marketing & Events Coordinator)

MEETING CALL TO ORDER: Following a Workshop from 2:45 p.m. to 3:00 p.m. for informal Commission review and discussion of vouchers and recent correspondence, the Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Monday, May 12, 2025, in person at the meeting room of the Langley Library at 104 Second Street, Langley, Washington and online via Zoom Meeting Service. Commissioner Curt Gordon (President) called the Regular Meeting to order at 3:00 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 April 8 and the Special Meeting of April 28, 2025.

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 May 2025 as signed today in the amount of \$159,599.06. Motion passed unanimously.

May 13, 2025 Regular Meeting Adjournment to the next regular meeting on June 10, 2025:

ACTION: Motion made by Easton and seconded by Ng to adjourn the May 13th Regular Meeting to the next Regular Meeting on June 10, 2025 due to the lack of a quorum. Motion passed unanimously.

PUBLIC COMMENT

No member of the public provided comment.

EXECUTIVE DIRECTOR REPORT

Financial Update and March 2025 Financial Statement: The Commission acknowledged receipt of the March 2025 Financial Statement, the Preliminary Profit & Loss for April 2025, and the performance graphs which were distributed to them previously. Executive Director Angi Mozer reported the Port received approximately \$96,000 in operating, tax, and capital revenue and incurred approximately \$82,000 in operating and capital expenses during March 2025. Ending cash balance at 3/31/25 was \$835,000, consisting of \$442,000 in the General Fund and \$393,000 in the Bond Fund.

Resolution No. 25-01 Approval of Establishment of a Direct Deposit Bank Account: Mozer explained the Resolution would allow Port employees to have their paychecks directly deposited to their accounts rather than paper checks. If the Commission takes action to approve, the minutes must include the names of the people who will be responsible for the account. Gordon noted that the draft Resolution indicates both the Port Clerk/Accountant and the Executive Director must be available each month, and there is no back up if one of them isn't available during that payroll. He recommended amending the draft Resolution to add "...or the Alternate Auditing Officer."

ACTION: Motion made by Easton and seconded by Ng to amend the draft Resolution No. 25-01 to add the Alternate Auditing Officer as an authorized person. Motion passed unanimously.

ACTION: Motion made by Easton and seconded by Ng to approve Resolution No. 2025-01 as amended, designating Port Clerk/Accountant Molly MacLeod-Roberts as Initiator and Executive Director Angi Mozer or Alternate Auditing Officer Greg Easton as the Approval Authority and Online Banking Administrator. Motion passed unanimously.

Fairgrounds Workforce Housing Feasibility Study: Mozer hasn't been able to catch up with Langley Director of Community Planning Planner Meredith Penny regarding working the South Whidbey School District to define what may or may not happen with that area. Gordon noted the County RCED grant funding involves the food booth area and the strip of property that belongs to the City of Langley. He would like to spend that grant funding hiring a surveyor, etc. to sort out specifically who owns what property in that area along Dalton Lane.

Clinton Dock: As previously discussed, there are several permitting issues resulting in severe delays with the Endangered Species Act permit. The Port is also working with the Suquamish Tribes regarding the Army Corps of Engineers (ACE) permit. Before the Port can access the construction funds, the Port must have a National Environmental Policy Act (NEPA) permit approval established. It was not a part of the original scope of work for the Preliminary Engineering contract with KPFF, so they have provided a proposal for that work that also includes a float procurement package with final design and specifications. The federal construction funding year ends in September 2025, so the Port would need to establish a contract for boarding floats construction by then. Since the Port will likely not have the required NEPA approval yet, Mozer will need to tell Island County Rural Transportation Planning Organization (IRTPO) that the Port won't be able to spend the \$1 million construction funds in 2025 and will need to push it out. Her recommendation is to wait to approve the KPFF Scope of Work Amendment until she can get more information on the Tribes and IRTPO's extension.

On-Call Engineering Pool: The Port received six proposals in response to the Request for Statements of Qualifications for an On-Call Engineering Pool. Mozer and Easton each used the scoring criteria that was in the RFQ, and Gordon provided feedback as well. Based on the scoring, the SOQ that scored the highest was KPFF and 2nd highest was Reid Middleton. The intention of the "pool" was to allow the Commission to proceed with up to two firms. Once the most qualified are selected, the next steps are to enter into scope definition and negotiation on rates and cost. Mozer recommended proceeding with KPFF and Reid Middleton.

ACTION: Motion made by Easton and seconded by Ng to proceed with KPFF and Reid Middleton as the On-Call Engineering Pool. Motion passed unanimously.

Capital Facilities Planning: Mozer has started an inventory of the Port's capital facilities and a template to capture high level costs for the Port through 2028. The draft includes a list of the facilities and identifies the needs of each. Working with Easton, they agreed to have priority categories: "High" for Health & Safety issues, "Medium" for Deferred Maintenance, etc. and "Low" for Desired, but not Necessary, etc. She also provided a "wish list" of Draft Capital Planning and budget impacts for 2024-2026.

Possession Caretaker Residence Insulation: The Port received two quotes to install insulation in the Possession caretaker residence. Kisch recommended approval of Northwest Crawl Space Services, LLC's proposal which included Puget Sound Energy rebates.

ACTION: Motion made by Ng and Seconded by Easton to award the Possession residence insulation project to lowest bidder Northwest Crawl Space Services, LLC per the proposal. Motion passed unanimously.

STATUS REPORTS

Fairgrounds: Fairgrounds Director Amanda Ellis presented her report for April. Campground is open and payments and reservations are made online through RoverPass. Weekends are busy with 4-H and WWGA activities, and several events. Fairgrounds Part-Time Maintenance Tyler Bobinac is working on many

projects, including prep for the annual fair. The roof safety repairs of Burrier South are complete. The doorway and completion of the walls in Coffman Building are nearly finished, and the new carpet and flooring was installed. She and Marketing & Events Coordinator David Stern are working on a signage project for the property.

Port Operations

Maintenance & Operations Supervisor Pat Kisch presented his April report. He and Maintenance Tech Christian Tomisser spent time mowing & weeding throughout the Port district. Completed refinishing benches and tables at **Clinton Beach Park**. The boarding floats at **Bush Pt** and **Possession Beach Waterfront Park** were launched for the season the first week of April.

South Whidbey Harbor

Harbormaster Kathy Myers was unable to attend so Mozer presented the report. There were 74 day stops and 80 overnight stays in April, plus 2 clubs, 8 full term winter moorage customers and 1 monthly winter moorage customer. Harbor staff is working on fixing rub rails and replacing ones that can't be repaired, and cleaning up the park landscaping and parking lot.

ACTIVITIES/INVOLVEMENT REPORTS

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

COG: As chair of the COG, Gordon took the opportunity to ask the other elected officials for input as to what presentations, etc. they wanted to have at the meetings.

IRTPO: Continued discussion of the Safety Action Plan.

CCC: Kristina Hines, Island County Economic Development Council Executive Director provided a presentation.

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

WPPA: Ng will be attending the Spring Meeting May 13-15.

P&M: No report.

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

MRC: MRC Coordinator Kelly Zupich is leaving to take on a similar position with Island County's Department of Natural Resources. The Ecosystem Coordination Board is going to create a Healthy Shoreline Action Plan Committee specifically to address hard armoring. A workshop on Community Sea Level Rise will be held on Camano Island on May 20th.

WPPA Legislative Committee: No report.

Langley: The City is working on a comprehensive plan update and the planning director provided a presentation. The draft plan should be ready in early June with the Council approving the draft by the end of June and out to the public and other agencies for review and comments after that.

EXECUTIVE SESSION: At 4:18 p.m., Gordon announced the Commission would meet in executive session until 4:33 p.m. to evaluate the qualifications of applicants for public employment pursuant to RCW 42.30.110(1)(g).

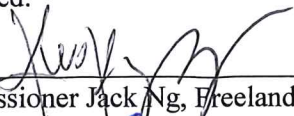
At 4:33 p.m. Gordon called the meeting back to order.

UNFINISHED BUSINESS: None


NEW BUSINESS: None

ADJOURNMENT: Without any further action, the Meeting was adjourned at 4:35 p.m.

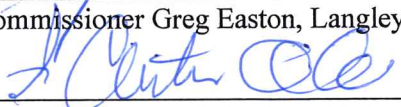
Approved:



Commissioner Jack Ng, Freeland

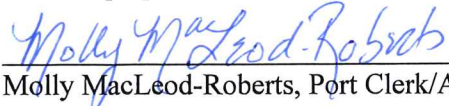


Commissioner Greg Easton, Langley



Commissioner Curt Gordon, Clinton

Minutes prepared and submitted by:



Molly MacLeod-Roberts, Port Clerk/Accountant

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.