

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

Held at South Whidbey Parks & Rec District, 5475 Maxwelton Rd, Langley WA
Tuesday, February 11, 2014 at 7:30 p.m.

AGENDA

WORKSHOP (7:15 – 7:30 p.m.): Commission review of vouchers and recent correspondence

7:30 PM REGULAR MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE

Consent Agenda

Approval of February 2014 Vouchers in the amount of **\$226,283.79** and approval of Minutes from the Regular Meeting of October 8, 2014

PUBLIC COMMENT – Items not on Agenda: Please limit comments to 5 minutes

FINANCIAL UPDATE

December 2013 Financial Statement and Finance Manager Report

STATUS REPORTS

South Whidbey Harbor

Phase 1 Project

- Construction
 - Proposed Signage (Jay Davenny) and Safety Fencing
 - Schedule and Scope for Commissioning and Grand Opening
- Inter-Local Agreement with South Whidbey Fire/EMS

Harbor Operations

- Assistant Harbormaster Hiring update
- Offsite Parking at Langley Middle School

Possession Beach Waterfront Park

Boat Ramp Renovation Project

Port Operations

Marine Surveillance Camera Project (Port Security Grant)

COMMISSION DISCUSSION/ACTION ITEMS

Staff Organizational Chart and Consultant

Commissioner Vacancy/Appointment

Comprehensive Scheme 2013-2019

ACTIVITIES/INVOLVEMENT REPORTS

Gordon: Council of Governments (COG), Skagit-Island Regional Transportation Policy Organization (RTPO), Marine Resources Committee (MRC) and Clinton Community Council (CCC)

Gregoire: Economic Development Council (EDC), Langley Shoreline Master Plan (SMP) Committee and Island County SMP Committee

Unassigned: Washington Public Ports Association (WPPA)

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

February 11, 2014

Langley, Washington

Commissioners Present: Curt Gordon (Clinton) and Dennis Gregoire (Freeland)

Note: District 2 (Langley) seat was vacant

Others Present:

Port Staff: Ed Field (Port Operations Manager), Angi Mozer (Port Finance Manager) and Molly MacLeod-Roberts (Port Clerk); **Others:** Jim Sundberg (Langley City Councilmembers), Celeste Erickson (South Whidbey Record) and Ed Halloran (Langley resident).

MEETING CALL TO ORDER: Following a Workshop from 7:15 p.m. to 7:30 p.m. for informal Commission review of vouchers and recent correspondence, the Regular Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, February 11, 2014, at the South Whidbey Parks & Recreation District Meeting Room at 5475 Maxwellton Rd., Langley, Washington. Commissioner Curt Gordon (Vice President) called the Regular Meeting to order at 7:30 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. The vouchers so listed and presented are summarized on the attached Voucher Listing (**EXHIBIT A**).

Approval of Minutes: Minutes from the Regular Meeting of October 8, 2013.

ACTION: A Motion was made by Gordon and seconded by Gregoire to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated February 2014 as signed today in the amount of \$226,283.79. The Motion passed unanimously.

PUBLIC COMMENT – Items not on Agenda: There were none.

EXECUTIVE SESSION: The Board of Commissioners went into Executive Session at 7:37 p.m. for an expected duration of 10 minutes to review the performance of a public employee. The Board came out of Executive Session at 7:45 p.m.

FINANCIAL UPDATE

December 2013 Financial Statement and Finance Manager Report: The Commission acknowledged receipt of the December 2013 Financial Statement (**EXHIBIT B**) which was distributed to them previously. Port Finance Manager Angi Mozer said the Port received \$32,000 in tax, operating and grant revenue and incurred \$395,000 in operating and capital expenses during December 2013. Ending cash balance at 12/31/13 was \$939,000, consisting of \$211,000 in the Bond Fund and \$728,000 in the General Operating Fund. She noted that in October the Port received a FEMA grant reimbursement of \$287,336 for the South Whidbey Fire/EMS response vessel building project, which in turn was paid out to the Fire District in December.

STATUS REPORTS

South Whidbey Harbor

Phase 1 Project

- Construction: Port Operations Manager Ed Field said construction is going well and the project is just 5-10 days away from Substantial Completion. Per the contract limit, Mike Carlson Enterprises has until February 23 to reach Substantial Completion. The water system has been tested and the lights are active, but not at 100% yet. The lights on the breakwater will need to be programmed, with staff training anticipated in about 3 weeks. The public opening will probably take place in early to mid-April. Commissioner Dennis Gregoire suggested the grand opening could be tied into the opening of boating season on Whidbey Island. Gordon noted that it was important to have U.S. Representative Rick Larsen attend the event. Langley City Councilmember Jim Sundberg said the City would be happy to cooperate on some sort of celebration, along with Langley Main Street Association and the shuttle. Field suggested Mozer could contact the “political players” and he would do the “grunt work” such as tables, chairs, etc.
- Proposed Signage (Jay Davenny) and Safety Fencing: Local artist Jay Davenny had submitted an updated package of proposed signage (**EXHIBIT C**). Field said the Port is scheduled to present it at the next Langley Design Review Board (DRB) on February 18th. He had only rough numbers on the cost, but said it was well within the balance of funds remaining in the Recreation & Conservation Office (RCO) Boarding Facilities Program Grant for the Boat Ramp Boarding Floats project that Mozer was able to extend beyond the December 31, 2013 deadline. The Commission commended Mozer for staying on that and securing the 75% reimbursable funding for the signage and installation. Field was directed to proceed with the presentation to the DRB.
- Schedule and Scope for Commissioning and Grand Opening: Previously discussed.

Gordon announced that Ed Field had agreed to change the scope of his job and take on a Project Manager position with the Port that focuses specifically on the South Whidbey Harbor Phase 1 Project. Port Attorney Brad Cattle had prepared an Employment Contract (**EXHIBIT D**). The Contract identified the Project Manager position as a salaried, part-time exempt contract position and the term of the contract as February 10 through April 4, 2014. Gordon noted that the last line of the Contract incorrectly referred to Snohomish County rather than Island County and directed the Port Clerk to amend the text accordingly.

ACTION: A Motion was made by Gregoire and seconded by Gordon to approve the Employment Contract of Edwin S. Field for the position of Project Manager as amended. The Motion passed unanimously.

Harbor Operations: The opening at the bottom of the gangway (where the portion of the wave wall had to be removed per engineering direction) is a safety concern. Field and Harbormaster Duncan McPhee have looked at a couple of possibilities, including putting up netting similar to the netting used in the front of the ferry car decks, but believe a rolling gate would be a better, more solid and safer solution. At a cost estimate of \$1,800 plus tax, McBride Fencing said the gate would cost \$600-\$700 less than the netting. The gate would be a 4-rail, galvanized steel fence with an 8’ sliding gate. The Commission agreed and authorized Field to proceed with the McBride Fencing and the rolling gate as discussed.

Field reported a temporary worker was hired to clear out the ivy, etc. behind the Harbor restrooms. An arborist is evaluating the conditions of that hillside and will make recommendations as to tree removal, limbing, etc. as needed to prevent damage and interference with power lines in the area.

A “soft opening” of the new docks will probably happen in March, once the City has issued Occupancy and the US Coast Guard has approved the navigational lights. A large group has made reservations for the last weekend in March.

- Assistant Harbormaster Hiring Update: Interviews will be scheduled in the next week, with McPhee as the lead and Field sitting in.

InterLocal Agreement with South Whidbey Fire/EMS (**EXHIBIT E**): Mozer said the Fire District has signed the ILA regarding moorage of their response vessel and she recommends Port approval of the document.

ACTION: A Motion was made by Gregoire and seconded by Gordon to execute the InterLocal Agreement by and between the Port and South Whidbey Fire/EMS as presented. The Motion passed unanimously.

- Offsite Parking at Langley Middle School (LMS): Mozer has been working with Jeff Arango (Langley's Director of Community Planning) to finalize the Memo re: South Whidbey Harbor Parking at the Langley Middle School (**EXHIBIT F**) in order to present it to the South Whidbey School District Board of Directors. She explained the basic idea is to have a shared parking pilot program for the upcoming boating season. The City has committed to keeping tabs on the parking situation and collecting and assessing data to figure out "who needs parking when" and find out what kind of long-term plan might be needed. The next step is to get School District approval to use LMS for this pilot program. Gordon thinks it's a great plan and he appreciates the City of Langley's help on the issue. The Commission approved presenting the Memo to the School Board.

Possession Beach Waterfront Park

Boat Ramp Renovation Project: Gregoire said he and Mozer would have to work with Dane Anderson (Management Consultant) on it, because Coast & Harbor Engineers aren't quite ready to come back with a report – they need another month or so. Gregoire said, *"We will need to begin to define what the detailed steps are. They are finishing inventory (Phase 1), and moving into data gathering (Phase 2) and there's an issue with dollars, so we're going to have to work on that."*

Port Operations

- Port Security Grant (PSG) Program – Marine Surveillance Camera Project: Whidbey Telecom's invoice for the project was included in the vouchers approved earlier. Mozer reported, *"The system is in place. It is recording and it is live, and if you go to the Port's website you can see the images of the boat ramps at South Whidbey Harbor, Possession and Bush Point."* Last week, she received training from Whidbey Telecom so she will be able to access the camera system archives, etc. The project is \$4,000 under budget so far, and FEMA will be invoiced before the end of the month for 75% of the cost. Gordon said Mozer did a fantastic job of staying on top of the grant and working through the contracts. It was a long and difficult process. He added that the Port was fortunate that Whidbey Telecom was the low bidder as they are very professional to work with and they managed to "power through" this project in time to meet the grant deadline. On behalf of the Port, he thanked Mozer and Whidbey Telecom for a very professional, timely project completion.

COMMISSION DISCUSSION/ACTION ITEMS

Staff Organizational Chart and Consultant: Gordon referred to the Proposed Port Organization Chart (**EXHIBIT G**) discussed during the Special Meeting on February 6th. He explained that the key to the Chart is that the restructure the Commission is heading toward will have an Executive Director by the end of the year. The first step toward that is to have the base personnel in place. In particular, the Port needs a Maintenance & Operations Supervisor that will provide complete management oversight of all the facilities. That position will be on the same level as the Port Clerk and will manage the rest of Port staff. He envisions the M&O Supervisor as a "hands on" individual who can fill in for any of the other positions at the facilities. The Executive Director will then be a finance/budget and admin specialist, plus in addition to being "the face of the Port" in the South Whidbey community.

As discussed at the Special Meeting last week, the Commission has agreed to hire former Port Finance Manager Dane Anderson as Management Consultant through August, which will include Mozer's

absence while on maternity leave. Anderson had submitted a standard Agreement with Consultant document (**EXHIBIT H**) for Commission approval. He proposed working half-time (20 hours/week) at the rate of \$65/hour through August 31, 2014.

ACTION: A Motion was made by Gregoire and seconded by Gordon to approve and execute the Agreement with Consultant Dane Anderson as presented. The Motion passed unanimously.

Commissioner Vacancy/Appointment: Commissioner Chris Jerome (Langley) resigned on January 14, 2014, and the Commission has just 90 days from that date to appoint his replacement. Gordon said he would like to do so within the next two weeks during a Special Meeting, and Gregoire agreed. The vacancy has been advertised in the South Whidbey Record and on the Port's website, and there has only been one individual to respond so far: Ed Halloran. Halloran submitted his application packet (**EXHIBIT I**), including his resume, letter of interest, qualifications & biography, on February 5th. The Commission gave him the option of being interviewed during this meeting or waiting until the Special Meeting in two weeks, and Halloran said he was quite comfortable being interviewed this evening. During the next 25 minutes or so, Halloran provided additional background information and answered Commission questions. The Commission thanked him, and agreed they would schedule a Special Meeting in approximately two weeks to conduct any additional candidate interviews and to appoint the District 2 Commissioner. Gordon noted there would be other topics on the Agenda as well.

Comprehensive Scheme 2013-2019: Per Commission direction at the regular January meeting, Mozer had prepared two documents as supplements to the Comp Scheme adopted on January 14, 2014:

- 1) A matrix for Comp Scheme projects (**EXHIBIT J**) identifying those that are Fully Funded and/or Highest Priority and those that are Not Yet Funded and/or Other Possibilities along with a timeline and anticipated cost.
- 2) A 16-page document of Consolidated Comments on the Draft Comprehensive Scheme (**EXHIBIT K**).

The Commission had reviewed both documents and commended Mozer for doing a "great job" on them. Per the previous motion to approve at the January meeting, the Commission authorized both documents (as submitted) as addendums to the Comp Scheme.

ACTIVITIES/INVOLVEMENT REPORTS

Gordon: Council of Governments (COG) and Skagit-Island Regional Transportation Policy Organization – Technical Advisory Committee (RTPO-TAC), Marine Resources Committee (MRC) and Clinton Community Council (CCC)

COG: January's meeting was short; the COG will hopefully act soon on the Port's Rural County Economic Development Funds grant request for Outside Mooring.

RTPO: Gordon has rotated the seat with the Port of Coupeville from RTPO Policy Board to the RTPO-TAC. He missed the January TAC meeting but will attend the next one on Thursday afternoon.

MRC: Gordon said it was interesting. There was a presentation on wetlands restoration around the Freeland Park and boat ramp area. Although some MRC members saw some value in it, there wasn't enough "bang for the buck" even for those folks to consider that a project would be warranted.

CCC: When David Moseley from Washington State Ferries (WSF) held a meeting for Whidbey Island, there were enough CCC members in attendance that Moseley took note and invited the CCC down to the Washington State Department of Transportation's central transportation facility for a meeting and tour. Gordon and Island County Commissioner Helen Price Johnson joined other CCC members at the facility, and Moseley brought his chief planner & administrator. There were also people from the highways dept. and maintenance and everyone participated in an open discussion about "what ails Clinton" in terms of transportation needs. Gordon said he was very pleased that they are looking at the "kiss & ride" facility in Clinton, the walkway down to the ferry, the condition of the highway coming up from the ferry, etc.

Gordon said it was a good discussion, and noted that Moseley said the route will not have a commercial reservation system (where just one lane would be reserved for commercial) until 2015.

Gregoire: Economic Development Council (EDC), Langley Shoreline Master Plan (SMP) Committee and Island County SMP Committee: No reports.


Unassigned: Washington Public Ports Association (WPPA): Gordon agreed to be the WPPA representative.

OLD BUSINESS: There was none.

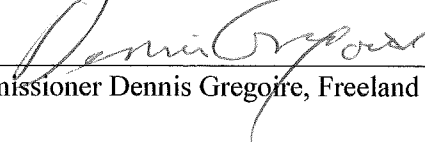
NEW BUSINESS: There was none.

ADJOURNMENT: The Meeting was adjourned at 9:30 p.m.

Approved:



Commissioner Curt Gordon, Clinton



Commissioner Dennis Gregoire, Freeland

Minutes reviewed by:



Angi Mozer, Port Finance Manager

VACANT, Langley

- Exhibit A: Voucher Listing
- Exhibit B: December 2013 Financial Statement
- Exhibit C: Proposed Signage from Jay Davenny
- Exhibit D: Employment Contract for Ed Field
- Exhibit E: ILA with South Whidbey Fire/EMS
- Exhibit F: Memo from Port and City of Langley to South Whidbey School Board
- Exhibit G: Proposed Port Organization Chart
- Exhibit H: Agreement with Consultant Dane Anderson
- Exhibit I: Commissioner Application Packet from Ed Halloran
- Exhibit J: Project Matrix for Comp Scheme Addendum
- Exhibit K: Consolidated Comments for Comp Scheme Addendum