

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

Held at South Whidbey Parks & Rec District, 5475 Maxwellton Rd, Langley WA
Tuesday, December 9, 2014 at 7:30 p.m.

AGENDA

WORKSHOP (7:15 – 7:30 PM): Commission review of vouchers and recent correspondence

REGULAR MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE

Consent Agenda

Approval of December 2014 Vouchers in the amount of **\$50,788.61** and approval of Minutes from the Regular Meeting of October 14, 2014.

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

FINANCIAL UPDATE

October 2014 Financial Statement and Interim Executive Director Report
2011-2013 State Final Audit Report
Resolution No. 14-08: Delegation of Powers

STATUS REPORTS

Port Operations

Maintenance & Operations Supervisor Report

Island County Fairgrounds

Review of Draft MOU with County, South Whidbey Parks & Rec District, City of Langley

Food Shed in Clinton

Commissioner Vacancy/Appointment Process

South Whidbey Harbor

Phase 1 Project

- Outside Mooring

Harbor Operations

- Harbormaster Report
- Commercial Proposals for (Permanent) Annual Moorage

Possession Beach Waterfront Park

Boat Ramp Renovation Project

Cell Tower Lease

ACTIVITIES/INVOLVEMENT REPORTS

Gordon: Council of Governments (COG), Skagit-Island Regional Transportation Policy Organization (RTPO) Technical Advisory Committee (TAC), Washington Public Ports Association (WPPA) and Clinton Community Council (CCC)

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

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

OLD BUSINESS

Mukilteo Parking

NEW BUSINESS

January Meeting Schedule

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

December 9, 2014

Langley, Washington

Commissioners Present: Curt Gordon (Clinton), Ed Halloran (Langley) and Dennis Gregoire (Freeland)

Others Present:

Port Staff: Angi Mozer (Executive Director), Molly MacLeod-Roberts (Port Clerk), Duncan McPhee (Harbormaster) and Wayne Nance (Maintenance & Operations Supervisor) **Public:** Jim Sundberg (Langley City Councilmember), Wendy Sundquist & Virginia Keck (Fair Association); **Clinton residents:** Dave Hoogerwerf, Gail Wiechmann and Bruce Buls

MEETING CALL TO ORDER: Following a Workshop from 7:15 p.m. to 7:30 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, December 9, 2014, at the South Whidbey Parks & Recreation District Meeting Room at 5475 Maxwellton Rd., Langley, Washington. Commissioner Curt Gordon (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 14, 2014.

ACTION: A Motion was made by Commissioner Dennis Gregoire and seconded by Commissioner Ed Halloran to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated December 2014 as signed today in the amount of \$50,788.61. The Motion passed unanimously.

PUBLIC COMMENT – Items not on Agenda: None.

FINANCIAL UPDATE

October 2014 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the October 2014 Financial Statement (**EXHIBIT B**) which was distributed to them previously. Mozer reported the Port received \$171,000 in tax, operating and grant revenue and incurred \$69,000 in operating and capital expenses during October 2014. Ending cash balance at 10/31/14 was \$466,000.

Comprehensive Scheme & Strategic Plan Review: Mozer noted that earlier in the year the Commission had agreed to review the documents at year-end and potentially on an annual basis going forward. She asked how they would like to conduct that review. Halloran said it was a good idea to review the documents, especially since the organizational restructure took place after their adoption. He suggested it would take more than a workshop to address it and they should consider hiring a facilitator. Gregoire suggested the Port could hold a special meeting at the end of January to work out the process. Gordon suggested the Commissioners could review the documents and bring their comments for discussion at the regular January meeting. They can then figure out how to go forward from there. The Commission agreed.

2011-2013 State Final Accountability Audit Report (EXHIBIT C): The Port's three-year audit by the Washington State Auditor's Office was completed and the Exit Interview took place on November 14th.

There were no findings. The auditor examined the following areas: Leases, Procurement and public works projects, Payroll, Cash Receipting, and Open Public Meetings Act. The report states that in the areas audited, "...Port operations complied with applicable requirements and provided adequate safeguarding of public resources. The Port also complied with state laws and regulations and its own policies and procedures in the areas we examined."

Resolution No. 14-08 – Delegations of Authority (EXHIBIT D): A recent newsletter published by Washington Public Ports Association (WPPA) recommended that ports adopt resolutions delegating administrative powers and duties to the Executive Directors, and Mozer subsequently drafted Resolution No. 14-08 for Commission consideration.

ACTION: A Motion was made by Halloran and seconded by Gregoire to approve and adopt Resolution No. 14-08 – Delegations of Authority as presented. The Motion passed unanimously.

STATUS REPORTS

Port Operations

Maintenance & Operations Supervisor Report (EXHIBIT E): Wayne Nance was on hand to present his October Report. At Clinton Beach, the dock repair and welds performed by Greenbank Metalworks are holding up well. Winter crabbing will be open until December 31st so the Park is being used heavily by crabbers. A "Do Not Enter" sign remains posted on the door to the gangway. The stairs and walkways at Humphrey Road Parking Lot are de-iced as needed during the winter months. Nance continues to work on repairing damage to the docks and hardware at Bush Pt. and Possession Beach Waterfront Park prior to re-launching the floats in the spring.

Island County Fairgrounds & Food Shed in Clinton: Mozer presented the Port's grant applications for Rural County Economic Development Funds for the two projects at the Island County Council of Governments (COG). The COG recommended the two projects be combined into one agreement with Island County. The County would then provide the Port with funding to perform economic development activities on the south end of Whidbey Island. Gordon explained that the code that relates to RCEDF allows port districts and economic development councils to act as economic development offices.

Mozer also submitted the Port's grant application for \$40,000 of additional (gap) funding for the Fairgrounds to the Community Economic Revitalization Board (CERB). It is a state grant administered by the Dept. of Commerce (DOC). The Port's application passed the initial screening by DOC staff. The next step is to present the project to the Board itself on January 15th. Both Mozer and Halloran will travel to Olympia for the presentation. Mozer explained that if the Port is able to get the CERB planning grant now, it is more likely to get a capital infrastructure grant in the future for the project.

Review of Draft Memorandum of Understanding (MOU) with Island County, South Whidbey Parks & Rec District (SWPRD), City of Langley and Port (EXHIBIT F): Gregoire provided a PowerPoint handout titled "Program to maintain, improve boat launches: 2014-15 – In collaboration with South Whidbey Rec District" (EXHIBIT G). It provided a brief history of boat ramps on South Whidbey, the need for improvement at the 6 ramps the Port owns or co-owns with Island County and the need for collaboration between the agencies. He also laid out steps and a timeline to implement the Boat Ramp Collaboration Program as follows:

- 1) Engage in dialog with County, SWPRD and Langley (through 2014)
- 2) Identify areas of common interest and opportunities for collaboration (2014-2015)
- 3) Draft MOU/ILA for further discussion (Jan-Jun 2015)
- 4) Seek public support for collaboration (Jun-Sep 2015)
- 5) Port adopts MOU/ILA (Oct-Dec 2015)

Gregoire said in order to have a strategic plan for the jointly owned facilities, up-to-date partnership agreements would need to be in place first. In response to the comments made by Halloran and Gordon at last month's regular meeting, Gregoire had added Item #3 to the MOU which reads as follows:

The Partners will contribute to defining of roles and responsibilities of each partner.

- a. Port actions: 2015-2016 (See Attachment A in progress)*
- b. County actions: 2015-2016*
- c. SW Rec Distr actions: 2015-2016*
- d. Langley actions 2015-2016*

He described the Port's main action as being the driver of the strategic planning update for the three jointly owned boat ramps (to occur over the next 2-3 years).

Gordon said he was fine with it as long as there is very clear language about what roles will be played by each. He is totally in favor of the Port considering making improvements in all south end parks, as long as they are limited to capital improvements. He doesn't believe the Port should extend its maintenance beyond the parks it already has unless it is specifically connected with economic development. Gordon wants it properly delineated in the MOU that yes, the Port has experience in getting permits and share that expertise as well as obtaining capital grants. However, the Port has limited funding with property taxes, so the Port cannot promise maintenance above and beyond what it already has. He said, "*Unless there is a revenue return, we cannot afford it.*" SWPRD collects twice the levy amount that the Port does. SWPRD is good at maintenance but not as good at capital projects as the Port is, so Gordon sees that "marriage" working and that's where he wants go.

[The Commission agreed to return to discussion of the Fairgrounds & the Food Shed in Clinton at this point in the meeting]

Gordon said it appears Island County will approve the Port's RCEDF grant application. However, the Port has not signed an agreement for the funding or a management lease for the Fairgrounds. The public should be aware that the Fair Association will continue to manage the property through March 31, 2015. Once the funding is obtained, the plan is for the Port to engage in financial modelling, investigation, etc. so that it can take over the property management of the Fairgrounds as of April 1, 2015. The goal is to run the facility for a year and come up with a comprehensive study by March 31, 2016. Gordon added, "*Having said all that, nothing happens for the Port officially at the Fairgrounds until April 1st at the earliest. We'll do a lot of research and background work before that date, but we will not be managing the property prior to that date.*"

Gregoire suggested the Port could lay out the next steps in the process along with a milestone chart that could be available for the public. Mozer agreed to put something together for the first meeting in January.

Wendy Sundquist introduced herself as Vice President of the Fair Association and Member of the 2015 Fair Budget Committee. She said, "*For us, looking at budgetary issues for next year, we're wondering whether or not we will be paying for a lease for the use of the facility and the use of the office space.*" Gordon explained that the Port does not yet have all the financial data and reports regarding the Fairgrounds and cannot provide answers yet. Sundquist asked if the Port is getting the information it needs regarding dates and current leases from the Fair Association. Mozer said she has not pursued any information from the Fair Association yet. Sundquist expressed her willingness to help in any way (providing data, etc.). Gordon recommended that in the interim the Fair Association should proceed with its budget as it has in the past.

Regarding the Clinton Food Shed, Gordon reported that The Midnight Kitchen (a for profit catering firm) will be moving into the Dodge Building.

Commissioner Vacancy/Appointment Process: The District 1 (Freeland) position will be posted on the Port's website and advertised in the South Whidbey Record January 3rd – January 16th. Once appointed, the individual will serve through the November election. The District 1 position will be on the ballot and candidates will need to file in May. The elected individual would then finish the District 1 term which ends in 2017.

South Whidbey Harbor

Phase 1 Project

- **Outside Mooring:** At the Port's Special Meeting last week, Collins Engineers presented their 60% design plans. Mozer expects a response to the action items tasked to Collins Engineers at that meeting by the end of the week.

Harbor Operations

- **Harbormaster Report (EXHIBIT H):** McPhee was on hand to present his monthly report. The Harbor made it through "the big freeze" with no damage or accidents. He noted that D & E Docks were greatly affected by the wind and waves during the Thanksgiving storm, so he locked the gate and restricted access to the docks for two days for safety. The ramp shifted on the plate during the storm, but was successfully moved back in place once the waves and strong winds died down (per Reid Middleton's directions on procedure). The large sign that was installed on the Wharf sustained wind damage for the second time and McPhee subsequently removed it. It will require substantial changes before reinstallation and exposure to the elements. The replacement material for the ramp to A-M Docks has been received and Harbor Staff will fit and install it once the commercial crab season has closed at the end of the month. Regular winter repair and maintenance work continues, along with expanding relations with local merchants and businesses and efforts toward increasing boater visits for the upcoming boating season.

- **Commercial Proposals for (Permanent) Annual Moorage:** The available slip was advertised in the South Whidbey Record and on the Port's website, but no commercial proposals were received. McPhee will take the next step of contacting individuals on the waiting list (in order) to fill the available slip.

Possession Beach Waterfront Park

Boat Ramp Renovation Project: Permits were submitted and are in review by the various agencies. Regarding the budget for the project, Mozer asked Coast & Harbor Engineering (CHE) if they can still do what they said could do for the original \$99,000. She is still waiting for a response. Gregoire explained that CHE's Vladimir Shepsis was involved in a serious bike accident several weeks ago which would explain the delay.

Cell Tower Lease: Mozer and Halloran met with representatives from Ryka (AT&T's consultant) at the site. Ryka staked the property and posted the required signage regarding the pending application for permits. Mozer reported, *"They owe us a schedule with milestones, and they have indicated they plan to start construction in 2015."*

Bruce Buls asked if there is a new permit that has to be submitted to Island County Planning Dept. Mozer believes the consultant plans to submit a new permit.

ACTIVITIES/INVOLVEMENT REPORTS

Gordon: Council of Governments (COG) and Skagit-Island Regional Transportation Policy Organization – Technical Advisory Committee (RTPO-TAC), Washington Public Ports Association (WPPA), and Clinton Community Council (CCC)

COG: The COG agreed to recommend that Island County Commissioners approve the Port of Coupeville's RCEDF application to fund replacement of the fuel line at the Coupeville Wharf. At the next meeting, the COG will discuss legislative recommendations.

RTPO-TAC: Meeting was cancelled.

WPPA: Gordon, Halloran and Mozer attended the Small Ports Seminar in Leavenworth last month. Gordon will attend the Annual Meeting in Bellevue December 10th-12th.

CCC: The group is still working on a lease for the Dodge Building.

Gregoire: Economic Development Council (EDC), Langley Shoreline Master Plan (SMP) Committee and Island County SMP Committee: There were no SMP Committee meetings.

EDC: Gregoire was unable to attend, so Halloran took his place. Halloran said the meeting was very interesting. The EDC shared information on their process for obtaining grants. Gordon noted that the EDC has a contract with Island County rather than an InterLocal Agreement (ILA). It is likely that the Port's RCEDF money for the Fairgrounds and the Clinton Food Shed will also be a contract rather than an ILA, and it will be based on EDC's contract with the County.

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

MRC: Halloran said the group has been very busy. Last weekend they held the MRC Conference in Port Townsend at the Northwest Maritime Center, and he was told it was very well organized and well attended. MRC is now preparing for its annual Sound Waters University to be held at South Whidbey High School. Gregoire suggested the Port should plan on having a presentation at that event in 2016. Halloran reported the Port's PowerPoint presentation that he and Mozer put together went over very well with MRC, and now Freeland Chamber of Commerce has invited the Port to make a presentation at their March meeting. The MRC has hired a new coordinator and published their bylaws, rules and procedures.

Langley: Halloran was not able to attend the last meeting. City Councilmember Jim Sundberg attended the meeting remotely. He reported that the Council is counting on joining with the Port next year to work on the Harbor Master Plan. He said, "*That is definitely on the books and in the budget, too.*"

OLD BUSINESS

Mukilteo Parking: Dave Hoogerwerf introduced himself as a long-time member of Ferry Advisory Committees (FAC), including 6 years on the Mukilteo FAC before moving to Whidbey Island and becoming a member of the Clinton FAC. He has served as the chair of the Clinton FAC and is currently serving as co-chair of the Washington State FAC Executive Council. Gordon noted that Hoogerwerf fully supports the Port's effort to have a seat at the table regarding a parking facility in the new multimodal facility in Mukilteo. At last week's Special Meeting, the Port agreed to contribute \$10,000 of the estimated \$75,000 cost for a study of the parking needs. Hoogerwerf sent an eloquent request to Island County to provide support for the study as well. He has also agreed to join Gordon at future meetings with Port of Everett, City of Mukilteo, etc.

NEW BUSINESS

January Meeting Schedule: Due to an anticipated lack of Commission quorum on January 13th, the Port's regular meeting will be adjourned until January 20th. A Special Meeting will be held in the Port office conference room on January 6th and the monthly vouchers will be presented for Commission approval at that time.

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

Approved:




Commissioner Curt Gordon, Clinton

Minutes reviewed by:



Angi Mozer, Executive Director

Commissioner Dennis Gregoire, Freeland



Commissioner Ed Halloran, Langley

- Exhibit A: Voucher Listing
- Exhibit B: October 2014 Financial Statement
- Exhibit C: 2011-2013 State Final Accountability Audit Report
- Exhibit D: Resolution No. 14-08 – Delegations of Authority
- Exhibit E: Maintenance & Operations Supervisor Report
- Exhibit F: Draft MOU between County, SWPRD, Langley and Port
- Exhibit G: PowerPoint handout from Gregoire re: Program to maintain, improve boat launches
- Exhibit H: Harbormaster Report