

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

Held at Port Office Conference Room, 1804 Scott Rd, Freeland, WA
Tuesday, January 6, 2015 at 6:00 p.m.

AGENDA

CALL TO ORDER and PLEDGE OF ALLEGIANCE

COMMISSIONER ACTIONS

Election of Board Officers for 2015

Appointment of Alternate Auditing Officer

Approval of January 2015 Vouchers in the amount of \$55,431.03

FINANCIAL UPDATE

November 2014 Financial Statement and Executive Director Report

STATUS REPORTS

Port Operations

Island County Fairgrounds

Island County Hazard Mitigation Plan

Comprehensive Scheme Update

South Whidbey Harbor

Phase 1 Project

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Special Meeting

January 6, 2015

Freeland, Washington

Commissioners Present: Curt Gordon (Clinton) and Ed Halloran (Langley)

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) and two individuals who did not sign in.

MEETING CALL TO ORDER: The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, January 6, 2015, in the Port office conference room at 1804 Scott Rd. in Freeland, WA. As announced, the primary purpose of the Special Meeting was for the Commission to address the items on the Agenda. Although the Meeting was of course open to the public, it was scheduled primarily for Commission consideration, discussion and action on those specific issues and public participation was not on the Agenda.

Commissioner Curt Gordon, President, called the Special Meeting to order at 6:00 p.m., followed by the Pledge of Allegiance.

COMMISSIONER ACTIONS

Election of Board Officers for 2015

ACTION: A Motion was made by Commissioner Ed Halloran and seconded by Gordon to nominate Gordon for President. The Motion passed unanimously.

ACTION: A Motion was made by Gordon and seconded by Halloran to nominate Halloran for Vice President. The Motion passed unanimously.

ACTION: A Motion was made by Gordon and seconded by Halloran to nominate Halloran for Secretary on a temporary basis until the vacant District 1 position is filled and the appointed Commissioner will then take on the position of Secretary. The Motion passed unanimously.

Appointment of Alternate Auditing Officer: The Commission confirmed that Gordon would continue as the appointed Alternate Auditing Officer.

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**).

ACTION: A Motion was made by Halloran and seconded by Gordon to authorize and accept Vouchers dated January 2015 as signed today in the amount of \$55,431.03. The Motion passed unanimously.

FINANCIAL UPDATE

November 2014 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the November 2014 Financial Statement (**EXHIBIT B**) which was distributed to them previously. Gordon asked Executive Director Angi Mozer if the Port's year-end cash balance would meet projections. Mozer said it would be pretty close, explaining that two things would make the cash balance slightly lower than anticipated. Harbor revenue might not make the anticipated budget amount, but she believes it will be revenue positive. Additionally, reimbursement from Island County for

the Rural County Economic Development Funds (RCEDF) grant for the Outside Mooring Project was not received until today so it would not be included in 2014.

STATUS REPORTS

Port Operations

- **Island County Fairgrounds:** The Commission acknowledged receipt of the draft Fairgrounds Study Plan and Project Timeline (**EXHIBIT C**) that Mozer had prepared. Mozer reported that Island County had provided a draft InterLocal Agreement (ILA) for the RCEDF grant. At this point, there are two items she would like to change in the ILA: 1) The County requests quarterly written reports but doesn't have an end date for those reports; she wants the County to clarify when that reporting will end. 2) The \$135,000 total payment for services by the Port is incorrect; it should cover the costs for both the Fairgrounds project and the Clinton Marketing project (\$175,000).

Halloran read aloud the following from the draft agreement: *"Unless specifically approved in writing in advance by the County, the County will not reimburse the Port for any additional costs or expenses incurred by the Port in the performance of this contract."* He wanted to make sure there is language in the Agreement that in the event of the Port paying for an emergency repair that the County would provide approval afterward. Mozer said she would discuss the issue with Island County Budget Director Elaine Marlow. In the ILA, Halloran noted that it states: *"The Port will defend, indemnify, and hold harmless the County, its officers, agents and employees from and against all claims..."* He asked, "What about the Port? And Port staff involved in this endeavor? Why are we not indemnified and held harmless as well?" Gordon agreed, and Mozer said she would bring it to Marlow's attention as well. Halloran also noted that the draft ILA states, *"The County understands that it will receive economic benefits from the Port's efforts. Such benefits include a more diversified economic base, additional employment opportunities, and greater prosperity."* His question is: How is this deliverable measured? There aren't measurable parameters for that. Unless there are "measurables," the language should be "The Port will do its best to..." Gordon agreed, and Mozer added it to the list of items for discussion with Marlow.

Regarding the draft Project Plan and Timeline, the Commission approved the Plan in concept, noting that the one-year lease agreement may take longer than the projected date (2/10/15) but the Port could still move forward on the ILA and the due diligence study in the meantime.

Mozer will present the Port's grant request to the Community Economic Revitalization Board (CERB) in Olympia on January 15th, accompanied by Halloran and Langley Mayor Fred McCarthy.

- **Island County Hazard Mitigation Plan:** Last year, the Port agreed to participate in the Plan. Mozer was subsequently tasked with developing the Port's specific information for that Plan. She needs to list the Port's critical infrastructure (including values), and identify areas in which the Port could improve its position for Hazard Mitigation. She provided the Commission with the draft information that she will ultimately submit. Mozer asked the Commission to come up with possible projects the Port might be able to do within the District that would better position the Port in the event of a natural disaster. If there is an associated cost with such a project, it could be eligible for a grant that would reimburse 75%. Halloran suggested Harbormaster Duncan McPhee and Maintenance & Operations Supervisor Wayne Nance should also consider potential projects. Gordon suggested repairing the Clinton dock could be such a project as a means of getting people off the Island via passenger ferry.

As part of the Plan update, the County provided maps of potential hazards (earthquake, landslide, flooding, etc.) within the Port District. The maps are on file at the Port office.

- **Comprehensive Scheme Update:** At the time the Comp Scheme was adopted, Island County's Shoreline Master Plan was in final review. Halloran asked if it has since been approved. Mozer said she would check with Island County. Regarding updates, Halloran said he was able to quickly identify

several things that have changed since the Comp Scheme was published (photos, language, some recommended actions that have been completed, etc.). Mozer said in her opinion, the purpose at this time is to review at a higher level what the Port said it would do. The only changes needed would be to **add** any projects the Commission decides to do that are not currently in the Comp Scheme. It is not necessary to change the Comp Scheme if the Port is simply checking off things that are done. Gordon noted that any changes to the Comp Scheme would require public notice as well as a public hearing. The Comp Scheme is supposed to provide the public with information as to the Port's possible intentions are when it comes to spending taxpayer dollars.

- Island County Fairgrounds (continued) Returning to the discussion regarding the Fairgrounds, Gordon noted that Mozer has provided a couple of different budget documents regarding the Fairgrounds. He understands that so much of it is projections, but he would like to see a Fairgrounds-specific budget that is really simple to go along with the step-by-step process Mozer has provided. The Commission is especially interested in knowing of any risk of impact to the Port's general fund. Mozer agreed to provide it at the next regular meeting.

South Whidbey Harbor

Phase 1 Project: Mozer explained that there are three places where there are anchor lines that are crossing and occasionally touching. The Port Attorney sent a letter requesting the contractor to provide to fix that. The contractor has responded and it seems sounds like they are amenable to doing the work. At this time, the Port needs to provide an additional response.

Outside Mooring: Earlier in the day Mozer received an estimate of \$3,000+ from Collins Engineers for the design of the log-stop block the Commission requested for the area that is currently open (railing was removed). Collins hopes to have a revised 60% design for the Outside Mooring project by the Port's regular meeting on January 20th. Collins has indicated there are no issues with the load capacity in the scenario of a full house inside the dock and a passenger ferry on the outside of the dock. Mozer confirmed that elevated cleats would be included in the revised design, and Collins has indicated that there will not be any additional expense for the revised design as it is within the scope.

Harbormaster Duncan McPhee learned that the Victoria Clipper is planning five visits to the Harbor (2 in March and 3 in April). The Clipper will stop for about two hours during their gray whale watch tour to allow passengers to go up to town for lunch/shopping, etc. Langley Main St. Association will make the 6-passenger electric shuttle available. The Commission suggested the Langley Chamber of Commerce should also work on providing transportation to the businesses in town during the visits.

ADJOURNMENT: The Special Meeting was adjourned at 7:27 p.m.

Approved:



Commissioner Curt Gordon, Clinton



Commissioner Ed Halloran, Langley

VACANT

Commissioner, Freeland

Minutes reviewed by:



Angi Mozer, Executive Director

- Exhibit A: Voucher Listing
- Exhibit B: November 2014 Financial Statement
- Exhibit C: Draft Fairgrounds Study Plan and Timeline