

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

Held at South Whidbey Parks & Rec District, 5475 Maxwelton Rd, Langley WA
Tuesday, January 20, 2015 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 Minutes from the Special Meeting of October 29 and Public Hearing for the 2015 Preliminary Budget of November 12, 2014.

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

STATUS REPORTS

Port Operations

Maintenance & Operations Supervisor Report
Draft Memo of Understanding with Island County, South Whidbey Parks & Rec District & City of Langley
Commissioner Vacancy/Appointment Process
Commissioner Committee/Organization Assignments
Hazard Mitigation
Rural County Economic Development Funds (RCEDF) Grant
Island County Fairgrounds

South Whidbey Harbor

Phase 1 Project

- Outside Mooring

Harbor Operations

- Harbormaster Report

Possession Beach Waterfront Park

Boat Ramp Renovation Project

Cell Tower Project

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)

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

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

OLD BUSINESS

Mukilteo Parking

NEW BUSINESS

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND
Minutes of the Regular Meeting
January 20, 2015
(adjourned from January 13, 2015 due to lack of quorum)
Langley, Washington

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

Note: District 1 (Freeland) seat was vacant

Port Staff Present: Angi Mozer (Executive Director), Molly MacLeod-Roberts (Port Clerk), Duncan McPhee (Harbormaster) and Wayne Nance (Maintenance & Operations Supervisor)

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 (having been adjourned on Tuesday, January 13, 2015 due to lack of quorum) was convened on Tuesday, January 20, 2015, 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 Minutes: Minutes from the Special Meeting of October 29 and the Public Hearing on the 2015 Preliminary Budget of November 12, 2014.

ACTION: A Motion was made by Commissioner Ed Halloran and seconded by Commissioner Curt Gordon to approve the Consent Agenda as presented. The Motion passed unanimously.

PUBLIC COMMENT: None.

STATUS REPORTS

Port Operations

Maintenance & Operations Supervisor Report: Wayne Nance reported on maintenance & repairs completed at Clinton Beach, Humphrey Road Parking Lot, Bush Point and Possession Park.

Draft Memorandum of Understanding (MOU) with Island County, South Whidbey Parks & Rec District (SWPRD), City of Langley and Port: Last week, Halloran and Executive Director Angi Mozer met with former Commissioner Dennis Gregoire who had been the lead on the Multi-Jurisdiction Joint Parks process. Halloran agreed to take on the role of Port representative as an additional committee assignment. The Commission agreed it was a good rough draft, but there are still a lot of generalizations and more details are needed from each entity. The next Joint MOU meeting is scheduled for January 29th and Halloran will attend.

Commissioner Vacancy/Appointment Process: Mozer reported three individuals had submitted letters of interest for the vacant District 1 (Freeland) position: Wayne Morrison, Jack Ng and Bill Criswell. The next step is to schedule a special meeting to conduct candidate interviews in the next few weeks. Port Staff will contact the Commissioners and candidates regarding availability.

Commissioner Committee/Organization Assignments: Halloran and Gordon agreed to keep their existing responsibilities. As discussed earlier, Halloran added Multi-Jurisdiction Joint Parks to his assignments. Gordon volunteered to take on the currently vacant position at the Economic Development Council meetings until the District 1 position is filled.

Hazard Mitigation: Mozer continues to work with Island County and other agencies as the Port representative on the County's Hazard Mitigation Plan (HMP). The Department of Emergency

Management has maps of the hazards in all areas of Island County and provided hard copies of those specific to the Port District, indicating probability of fire, earthquakes, landslides, flooding, etc. All of the hazard maps can be viewed on their website at <http://www.islandcountydem.org/>. Mozer is forming the Port's specific "Annex" that will go in the joint HMP. The Annex will include all of the Port's critical infrastructure, facilities and equipment and identify what can be offered to the group in the case of an emergency. It also provides a format through which the Port can apply for grants to make our infrastructure more robust. She mentioned the Clinton dock as a potential project for such a grant and the group was very receptive to applying for a grant to rebuild it as a redundant landing space if something happens to the ferry and/or as an alternate exit route from the Island in the event of an emergency.

Rural County Economic Development Funds (RCEDF) Grant: As a result of the Port's two RCEDF grant applications (for the Clinton Food Shed and for the Fairgrounds), the Council of Governments recommended Island County enter into a Contract for Professional Services with the Port for those two projects to provide economic development programming for South Whidbey. The County's original draft of the contract has been updated in response to the Port's previously requested changes. The Commission directed Mozer to run it by the Port Attorney as soon as possible for review.

Island County Fairgrounds: Langley Mayor Fred McCarthy and Halloran had accompanied Mozer to Olympia for the presentation to the Community Economic Revitalization Board (CERB). The presentation was successful and the Port's \$45,000 grant request was approved. The County provided a draft lease for the Port's management of the Fairgrounds from April 1, 2015 through March 31, 2016. Mozer was directed to send it to the Port Attorney for review and the Commission agreed to schedule a special meeting to discuss the lease in detail.

South Whidbey Harbor

Phase 1 Project

- **Outside Mooring:** Collins Engineers submitted their 90% design packet (on file at the Port office). Mozer reviewed the changes made per Commission requests when the Port met with Collins at the point of 60% design. The 100% design drawings should be ready by February 14th. Three different cost estimates for construction are included in the 90% design packet: for one, two or three "spots" on D and E Docks. However, there is an issue with E Dock because Collins did not put together the load capacity calculations for the shorter E Dock. The scope of work specifically asked for engineering for D Dock. So even though there is a construction estimate for E Dock, there is no engineering behind it so there would be additional engineering costs for that option. The Commission agreed they need to find out how much more it would cost and noted that since E Dock option was brought up during the special meeting, Collins should have brought up the issue of additional cost at that time. Gordon suggested the Port could go out for bid on 2 spots on D Dock with 1 spot on E Dock as a bid alternate.
- **Phase 1 Construction:** There are three spots underneath the breakwater where anchor lines are touching, and Mozer explained that the Port's engineer (Reid Middleton) has demonstrated for the Port that they are installed incorrectly. The Port has asked the contractor to fix it under the warranty, but his responses have been less than clear as to whether he will do the work under warranty. The Port Attorney has sent a second letter making the Port's position very clear – it is warranty work and must be brought into consistency with the contract specifications. The letter requests Mike Carlson Enterprises (MCE) to schedule a meeting with the Port to finalize positions. The Port needs to determine as soon as possible if MCE can accomplish the warranty work within the fish window time period or if the Port must consider other remedies for the warranty repair.

Harbor Operations

- **Harbormaster Report:** Duncan McPhee was on hand to present his monthly report. The two permanent moorage slips have been filled from the waiting list. Harbor Staff has replaced the ramp surface of the gangway leading down to A-C docks. Restroom improvements include mirrors, warm water and additional shelf space for the sinks. The water level in D and E Dock compartments has not

risen since the last sounding in December. The Clipper III plans to stop for two hours on five days during March and April.

Possession Beach Waterfront Park

Boat Ramp Renovation Project: The permits have been submitted. As of right now, it does not appear that the Port's Boating Facilities Program (BFP) grant application for construction will be funded. The Port can apply again in two years. However, a staffer (or lobbyist) informed Mozer that back in 2012, \$3.3 million was diverted from the BFP. If that money is restored, the Port's project could receive grant funding. The individual recommended contacting State Representative Dave Hayes to request he speak to Representatives Dunshee and Honeyford and ask for their support in restoration of the funding. Mozer did so and Hayes responded today and indicated he would pass along her comments to the ranking member of the Capital Budget Committee.

Cell Tower Project: The Port has surveyed the boundary of the buffer between the tower and the adjacent residence. No other updates.

ACTIVITIES/INVOLVEMENT REPORTS

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

COG: December meeting was cancelled.

RTPO-TAC: No meetings were held.

WPPA: No meetings were held.

CCC: Mozer will join Gordon at the next meeting. The CCC is sort of in flux working on leasing space for the Food Shed.

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

MRC: The MRC meeting earlier in the day was well attended. A representative from the Department of Natural Resources Aquatic Reserves Program briefed the group on its activities, including mapping kelp, winter bird counts, etc.

Langley: The Council discussed the potential permitting for food trucks in the City. An agreement has been reached with the Langley Police Guild.

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

OLD BUSINESS

Mukilteo Parking: Gordon followed up on the Port's promise to contribute \$10,000 toward the City of Mukilteo's \$75,000 parking study. Doug Cox, Island County Transportation Planner, has not yet been successful in getting the County to contribute for the study. Mukilteo Director of Community Development Patricia Love said they are very pleased the Port will be contributing and she will keep the Port "in the loop." Gordon hopes to schedule a meeting with her and Mukilteo Mayor Jennifer Gregerson soon.

NEW BUSINESS: None.

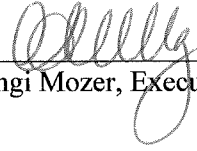
ADJOURNMENT: The Meeting was adjourned at 9:10 p.m.

Approved:

Minutes reviewed by:



Commissioner Curt Gordon, Clinton



Angi Mozer, Executive Director



Commissioner Ed Halloran, Langley

Vacant

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 101, Freeland WA 98249.