

THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND

REGULAR MEETING

Held at South Whidbey Parks & Rec District, 5475 Maxwellton Rd, Langley WA

Tuesday, February 10, 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 February 2015 Vouchers in the amount of **\$43,642.08** and approval of Minutes from the Regular Meeting of November 12, 2014.

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

FINANCIAL UPDATE

December 2014 Financial Statement and Executive Director Report

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

Hazard Mitigation

Rural County Economic Development Funds (RCEDF) Grant

Island County Fairgrounds

Operations & Maintenance Permitting

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

February 10, 2015

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 was convened on Tuesday, February 10, 2015, at the South Whidbey Parks & Recreation District Meeting Room at 5475 Maxwelton 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.

Approval of Minutes: Minutes from the Regular Meeting of November 12, 2014.

ACTION: A Motion was made by Commissioner Ed Halloran and seconded by Gordon to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated February 2015 as signed today in the amount of \$43,642.08. The Motion passed unanimously.

PUBLIC COMMENT – Items not on Agenda: None.

FINANCIAL UPDATE

December 2014 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the December 2014 Financial Statement which was distributed to them previously. Executive Director Angi Mozer reported the Port received \$50,000 in tax, operating and grant revenue and incurred \$99,000 in operating and capital expenses during December 2014. Ending cash balance at 12/31/14 was \$428,000. Revenue from the South Whidbey Harbor was \$39,000 more than the previous year, mostly due to the addition of D and E Docks. Humphrey Road Parking Lot revenue was consistent with 2013 numbers.

Mozer reported there are two upcoming contracts that she plans to put out for bid/re-compete: 1) Landscaping Maintenance (Humphrey Rd Parking Lot, Phil Simon Memorial Park and Clinton Beach) and 2) Website Design & Maintenance.

After researching other port districts and benefits packages, Mozer proposed the Port participate in a SIMPLE IRA (A Savings Incentive Match Plan for Employees Individual Retirement Account). She suggested the Port could offer a dollar match of up to 3% and each employee would be able to contribute above and beyond that match with up to \$12,500 per year. Based on current salaries, the annual cost to the Port for the benefit would be \$7,431. Both Commissioners were totally supportive of it.

STATUS REPORTS

Port Operations

Maintenance & Operations Supervisor Report: Wayne Nance reported on maintenance & repairs completed/planned at Clinton Beach, Humphrey Road Parking Lot, Bush Point and Possession Park. Regarding the previously mentioned Landscape Maintenance contract, **Doug Coutts** (South Whidbey Parks & Rec District Director) suggested the Port could add maintenance of Bush Pt. and Possession Park as bid alternates and the Commission and Staff agreed it was a very good idea. **Clyde Monma** had seen surveyors at Possession near the access road by his property. He asked if the boundaries had changed or if there was anything unusual that came up. He asked for a copy of the survey when it becomes available, and Mozer said she would provide it.

Draft Memorandum of Understanding (MOU) with Island County, South Whidbey Parks & Rec District (SWPRD), City of Langley and Port: Halloran reported that the Langley City Council unanimously approved the MOU. The County and Parks District have both indicated that if there are no issues, they will also approve it. Gordon asked what advantage there is to the Port and if there is an underlying goal. Halloran said it demonstrates a cooperation that could yield good benefits in the future. **Helen Price Johnson** (Island County Commissioner) explained part of it is simply “efficiency of scale” – that all 4 entities are doing similar things in the same geographic area (South Whidbey) with the same constituents with taxpayer money. The MOU is way to demonstrate the commitment of the organizations (regardless of board/council member changes, etc.) in stewardship of public lands. Gordon noted that Washington Public Ports Association attorneys recommend not using an MOU at all because it doesn’t have enough clout. His preference is to wait and then enter into an InterLocal Agreement (ILA) instead. The MOU is very general and non-specific and he would rather get to the nuts and bolts with an ILA. Coutts and Price Johnson agreed the MOU is the first step. Gordon said he’s okay with it if that’s the case and an ILA is the next step and ultimate goal, but he is committed to some action right away and specifics or the Port doesn’t need to be part of it.

Gordon agreed it is important to work with other districts. The Commission agreed to send the draft MOU to the Port Attorney for review. If the Port Attorney approves the document, the Commission agreed to sign it.

Commissioner Vacancy/Appointment Process: A Special Meeting to interview the three candidates has been scheduled for the evening of February 11, 2015.

Hazard Mitigation: Mozer had provided copies of the Port’s Annex Update to the Island County Hazard Mitigation Plan that she had prepared. The highlights of the process are putting together an emergency preparedness plan for the Port facilities and potentially fixing the Clinton docks.

Rural County Economic Development Funds (RCEDF) InterLocal Agreement (ILA): The Port Attorney had provided one small update to the draft ILA, and the Commission approved sending it back to the County for review/approval.

Island County Fairgrounds: Port Attorney Brad Cattle also reviewed the draft Lease for the Fairgrounds (including the Port’s suggested changes). Mozer said she would send it back to the County as well for review/approval.

Mozer had prepared a rough draft of the Request for Qualifications and Proposal (RFQ/P) for Island County Fairgrounds Research and Due Diligence. She viewed it as the first of three major steps. The consultant will conduct due diligence and research of the finances and previous studies and coordinate community outreach meetings. A month after that consultant begins, the Port will hopefully have a second consultant on board to work on a business & marketing plan using the information gathered in the

first scope. The third step is a property management team. Halloran said the scope of work in the RFQ/P would most likely require a firm rather than an individual.

Price Johnson brought a copy of the 2011 list of fairgrounds maintenance projects that were completed by the Fair Association and had been provided to the County. Mozer had expressed concerns about when maintenance & repair costs would be considered general (responsibility of the Port) and when they would be capital (responsibility of the County). She met with the County's Facilities Director earlier in the day, and he was quite clear that although generic day-to-day maintenance & repairs would be covered with the revenue from managing the property, if there are ever problems with drainage, electrical, leaks in roofs, etc. – the Port can call the Facilities Director and he will get expertise in there as soon as possible to resolve them. He also said he could help create a template for the Port & County to work with. Gordon thanked Price Johnson for attending the meeting, and stated that he had “.. *all the faith in the world that this is going to work out this year, and we're going to end up with a quality report from a different perspective than the previous one.*”

Mozer reported receipt of paperwork for the Community Economic Revitalization Board (CERB) grant and there are just a few items to be completed by May 21st.

Operations & Maintenance Permitting: The existing permit for maintaining the Port's boat ramps at Bush Pt., Possession Beach Waterfront Park and South Whidbey Harbor and the floating dock at the Clinton Pier expires in 2016. The Port's consultant for obtaining the original permit has indicated that a Joint Aquatic Resource Permit Application (JARPA) will be required in order to renew that permit, and the Army Corps of Engineers (ACE) permit process can take a year to complete. He highly recommended the Port submit a renewal application by next month if possible. Mozer noted there is \$5,000 in the 2015 budget for the permitting, and the work would have to be re-competed. She was directed to start on the Request for Proposal for the work.

South Whidbey Harbor

Phase 1 Project

- **Outside Mooring:** Collins Engineers submitted Outside Mooring Project Amendment 2 to provide Dock E Analysis and Detailing for a fee of \$4,300 (in addition to the lump sum amount of \$54,880 that was previously authorized for the project).

ACTION: A Motion was made by Halloran and seconded by Gordon to approve Outside Mooring Project Amendment 2 as presented in the amount of \$4,300. The Motion passed unanimously.

Mozer was directed to provide Collins Engineers, Inc. with Notice to Proceed.

Port Attorney Brad Cattle had provided Phase 1 contractor Mike Carlson Enterprises, Inc. with a letter, and Mozer said it looks like the Port and MCE will engage in a mediated discussion to figure out how to resolve the warranty issue regarding the anchor lines.

Harbor Operations

- **Harbormaster Report:** Duncan McPhee was on hand to present his monthly report. He provided a list of projects Harbor staff completed recently or are currently working on in February. Three yacht clubs are scheduled to visit in March. Halloran asked what plans the City of Langley has made to accommodate the five visits of the Victoria Clipper III. McPhee said the Langley Main Street Association (LMSA) plans to run their electric passenger cart to shuttle the visitors. LMSA and the Langley Chamber of Commerce are working on a brochure version of the walking maps. City Councilmember **Jim Sundberg** noted that it is only a 7-minute walk up Wharf St. to the town. The Port suggested the Chamber should look into renting a van for the Clipper's two-hour visits.

Possession Beach Waterfront Park

Boat Ramp Renovation Project: Mozer and Nance met with representatives from Coast & Harbor Engineering (CHE) at Possession last Friday to look at the boarding floats, with the intention of providing a cost estimate for refurbishing them. Island County has reviewed the Shoreline Conditional Use Permit package information submitted for the project and has no objections (with 3 comments regarding a building permit and Flood Development Permit will also be required). During CHE's visit, Joel Darnell viewed photos of the Maxwellton boat ramp. He said it looked like a landslide deposited soil in one place over time, so it might go away over time as well. Mozer said she would ask him to estimate how long that might take, etc. – a sort of “fact-finding mission.”

Cell Tower Project: The Port has surveyed the area around the proposed cell tower site and received a draft report from TMI. The Commission agreed if TMI is comfortable with the coordinates, they should go ahead and record the survey with Island County.

ACTIVITIES/INVOLVEMENT REPORTS

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

COG: Island County provided an informative report on the homeless situation in the County and the need for affordable housing.

RTPO-TAC: Municipal Planning Organizations for transportation are taking precedence over RTPOs. Skagit County and Mount Vernon are considering teaming up as an MPO and Island County would not be included.

WPPA: No meeting was held. Gordon plans to attend the Spring Meeting in Spokane in May. Halloran was also interested in attending.

CCC: The last meeting was active, vibrant and well-attended. The South Whidbey Record published an article on the Clinton Food Shed. The Port is committed to conducting an economic market study in the area. The CCC has made a direct contact with Todd Carlson at Washington State Dept. of Transportation to discuss a roundabout and other means of traffic calming/slowing of the highway in that area.

EDC: No report.

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

MRC: A joint meeting with the Water Resources Advisory Committee was held last week. An educational presentation was provided by a representative from the Department of Fish & Wildlife. There were round table discussions of allowing pens for fin fish in Puget Sound and the issues and impacts involved.

Langley: The Mayor said there are now more than 10 ideas for getting people up and down Wharf St. The City plans to hold “charrettes” for the public to review and discuss the different options. The City is also looking at permitting food trucks in the city limits. Gordon noted that the \$500,000 allocated to the City from the RCEDF grant won't last forever. The original amount was \$250,000 to widen Wharf St. That was then changed to creating a turnaround and other changes at the bottom with the overlay district. Former City Planning Director Jeff Arango then successfully submitted an application to increase the amount to \$500,000 with an either/or concept (not a project) of elevator/funicular to get people from the waterfront up into the town. Gordon cautioned that the City should report back to the COG soon with an update. He reiterated that the Port cannot complete the next phase of Harbor expansion without a viable parking alternative. Mozer is scheduled to meet with the new Planning Director next week.

Joint Parks: No meeting was held.

Unassigned: Langley Shoreline Master Plan (SMP) Committee and Island County SMP Committee: No reports.


OLD BUSINESS

Mukilteo Parking: Gordon is trying to schedule a meeting with the Mayor and/or Planning Director of Mukilteo.

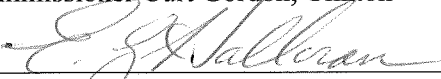
NEW BUSINESS: The Commission agreed there is a need to have a 3rd meeting or workshop (for two hours or less) each month and will try to schedule them for late afternoons during the week.

ADJOURNMENT: The Meeting was adjourned at 10:00 p.m.

Approved:



Commissioner Curt Gordon, Clinton



Commissioner Ed Halloran, Langley

Vacant
Freeland

Minutes reviewed by:



Angi Mozer, Executive Director

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.