

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

Held at South Whidbey Parks & Rec District, 5475 Maxwelton Rd, Langley WA
Tuesday, April 14, 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 April 2015 Vouchers in the amount of **\$53,441.80** and approval of Minutes from the Special Meeting of January 6, 2015.

PUBLIC COMMENT – Please limit comments to 5 minutes

FINANCIAL UPDATE

February 2015 Financial Statement and Executive Director Report

STATUS REPORTS

Port Operations

Maintenance & Operations Supervisor Report

Operations & Maintenance Permitting

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

EXECUTIVE SESSION

Contract Dispute

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

Ng: Economic Development Council (EDC)

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

April 14, 2015

Langley, Washington

Commissioners Present: Curt Gordon** (Clinton), Ed Halloran (Langley) and Jack Ng (Freeland)

**Attended remotely via videoconference

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, April 10, 2015, at the South Whidbey Parks & Recreation District Meeting Room at 5475 Maxwelton Rd., Langley, Washington. Commissioner Ed Halloran (Vice President) called the Regular Meeting to order at 7:32 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 Special Meeting of January 6, 2015.

ACTION: A Motion was made by Commissioner Jack Ng and seconded by Commissioner Ed Halloran to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated April 2015 as signed today in the amount of \$53,441.80. The Motion passed unanimously.

PUBLIC COMMENT – Items not on Agenda:

Mel Trenor of Island Beach Access provided an update to the group's activities related to the Port's approved funding of \$5,000 for signage and increased awareness of public access to beaches. He reported that Island County Commissioner Helen Price Johnson is now actively involved in the public beach access issue near the Shore Meadows Condominiums which the County has surveyed. That access has been contentious; condo owners attempted to block or restrict public access to the beach in spite of the clause in the building permits ensuring that the public has continuous, unobstructed rights for passage to that public beach. IBA is re-establishing the access that the public has always had the right to, and acting as a facilitator in the negotiations between the condo association and the County. There is also a drainage issue there, and the condo association wants County assistance in resolving it.

FINANCIAL UPDATE

February 2015 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the February 2015 Financial Statement which was distributed to them previously. Executive Director Angi Mozer noted that the South Whidbey Harbor did very well in February. She previously provided the Commissioners with a summary package of what she would like for Port staff as salary increases. Mozer would like to provide a retirement benefit plan (SIMPLE IRA) to employees through Edward Jones. The Port would contribute up to 3% of salary for those employed for at least one year and whose performance is satisfactory. Mozer also recommended a couple of staff salary increases for performance. The total annual cost for both the SIMPLE IRA and the salary increases is \$11,674.

ACTION: A Motion was made by Commissioner Gordon and seconded by Halloran to approve the SIMPLE IRA package plan and the salary increases as presented and recommended by Executive Director Angi Mozer, to be implemented per her suggestion. The Motion passed unanimously.

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, Possession Park and the Fairgrounds. He plans to have the floats launched at Possession Park on April 19th and at Bush Point on April 21st.

Landscape Maintenance Contract: Nance received only one bid response to the Request for Proposals for Landscape Maintenance for Port facilities. Sills Lawn Service proposed providing the monthly landscaping service at Clinton Beach, Humphrey Road parking lot, Phil Simon Park, Bush Pt. and Possession for a total of \$970 for the first month and \$720 per month after that.

ACTION: A Motion was made by Gordon and seconded by Halloran to accept the proposal from Sills Lawn Service as presented. The Motion passed unanimously.

M&O Supervisor Report (continued): The Fairgrounds have been de-winterized and the campgrounds are now open. There was an underground water service break that was repaired over the weekend. Nance has generated a list of short-term and long-term maintenance items to improve the facility. A backflow preventer was damaged over the winter; Island County will pay to repair and re-test it. Applications for the advertised Fairgrounds Maintenance position are due Friday, April 17th.

Operations & Maintenance Permitting: Grette Associates LLC had provided an draft agreement for their consulting services for the Maintenance and Operations Permit. Mozer recommended approval.

ACTION: A Motion was made by Gordon and seconded by Halloran to approve the Agreement for Consulting Services between the Port and Grette Associates LLC for the Maintenance and Operations Permit at a cost of \$5,190.00. The Motion passed unanimously.

Mozer noted that the Island County permit was set to expire April 26th, but the Port's request for a one-year extension has been granted and maintenance activities can continue.

Island County Fairgrounds: During the Special Meeting on April 10th, the Commission and Executive Director interviewed four applicants for the Fairgrounds Due Diligence/Property Management position. Mozer subsequently offered the position to Melene Thompson, who has provided her verbal acceptance with the signed contract pending. Mozer reported the Port is now receiving revenue from the campground, as well as the WWGA horse show last weekend. The next step is to schedule a walk-through of the property with all the Commissioners, Langley's planner and building inspector and the South Whidbey Fire/EMS chief. Mozer said the Port also needs to meet with the Fair Board to work on an agreement. She plans to send out the Request for Proposals for the Business & Marketing Plan piece of the project.

ACTION: A Motion was made by Halloran and seconded by Gordon to approve a one-year contract with Melene Thompson for \$50,000 to provide Fairgrounds Due Diligence Research and Property Management services. The Motion passed unanimously.

South Whidbey Harbor

Phase 1 Project

- **Harbormaster Report:** Duncan McPhee was attending the City of Langley's charrette, so Halloran read the monthly report aloud. McPhee attended the Pacific Coast Congress of Harbormasters Conference April 7th – April 10th in Astoria, Oregon. He found the topics very relevant and informative and had great conversations with other attendees and industry representatives. The Mystic Sea is still operating at capacity nearly every trip, and the Harbor's parking plan is working.

- **Outside Mooring:** Per Commission direction, Mozer had contacted Collins Engineers to find out the cost for them to provide bid package preparation assistance. Their quote was a "very expensive" \$12,700, which unfortunately does not fit into the Port's budget. Mozer's calculations indicate the Port has expended \$59,000 for the survey and design part of the project that was budgeted at \$40,000. Approximately \$71,000 remains in the budget. The remaining items that were budgeted are cable adjustment (\$30,000) and actual modifications to the breakwater (\$60,000). Halloran suggested he and Mozer could meet with Collins to discuss and try to negotiate the costs. The Commission agreed. Mozer was asked to figure out and provide a timeline to get the work done by next spring.

Possession Beach Waterfront Park

Boat Ramp Renovation Project: No update; the Port is waiting to find out if the State Legislature will reallocate the capital funds for the Boating Facilities Grant Program.

Cell Tower Project:

EXECUTIVE SESSION

Contract Dispute: The Commission recessed into Executive Session at 8:37 p.m. for an expected duration of 15 minutes to discuss a contract dispute and consider the advice of legal counsel related to that dispute, public discussion of which could disadvantage the Port's position. The Commission came out of Executive Session and returned to the Regular Meeting at 8:54 p.m.

Halloran said the Port will continue to pursue the lease with AT&T and seek assistance from the Port Attorney to help with that process.

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)

COG: Meeting cancelled.

RTPO-TAC: Gordon attended the Joint (Skagit & Island County) RTPO-TAC meeting in Anacortes. They are developing some rules for the Transportation Alternatives Program, and Gordon fought for a little higher share for the rural side instead of the urban side.

WPPA: All three Port Commissioners will attend the Spring Meeting in Spokane May 13th – May 15th. WPPA's transportation planner has encouraged ports to contact state representatives and senators and ask them to pass the transportation plan. Gordon personally believes that is a very good idea because it will not only support another ferry (with Nichols Brothers building the superstructure), but it will probably have enough funding for the multimodal facility in Mukilteo.

CCC: The roundabout concept is unlikely to happen, but the CCC has successfully brought the issues of ferry queuing, the "kiss & ride" area to the forefront and Washington State Ferries (WSF) is now paying attention. WSF is even discussing the possibility of one lane for reservations, which would help commerce.

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

MRC: Greg Ridder provided an extensive yearly report in his one-hour presentation on his flights around Whidbey Island photographing and mapping eelgrass, etc. He and his MRC team of volunteers have

caught the attention of representatives from Washington State's Dept. of Fish & Wildlife and the Department of Natural Resources and both agencies are asking for him to share the data collected. More than 600 people turned out for Sound Waters University in February. Northwest Straits Commission is planning a forum on ocean health for May 5th at South Whidbey High School.

Langley: The Langley Firehouse was surplused. No one has applied for the new food truck permit; the City will reconsider the restrictions placed on the permits. The City's charrette on the marina access project was in progress during this Port meeting, so the Commission will have to wait to hear about it from Harbormaster Duncan McPhee and the newspaper.


Ng: Economic Development Council (EDC): Governor Jay Inslee was the guest speaker at the Annual Luncheon Ng attended.

OLD BUSINESS: None.

NEW BUSINESS: Since the Port Commission will be traveling to Spokane for the WPPA meeting on Tuesday, May 12th, the Regular Port Meeting for that date will need to be cancelled. Instead, the Port will hold a Special Meeting on Monday, May 11th at 7:30 p.m. in the conference room at the Port office in Freeland.

ADJOURNMENT: The Meeting was adjourned at 9:07 p.m.

Approved:



Commissioner Curt Gordon, Clinton

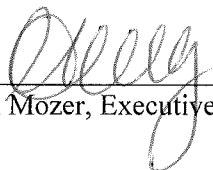


Commissioner Ed Halloran, Langley



Commissioner Jack Ng, 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.