

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

Held at Port Office Conference Room, 1804 Scott Rd, Freeland, WA  
Monday, May 11, 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 May 2015 Vouchers in the amount of **\$60,732.42**.

PUBLIC COMMENT – Please limit comments to 5 minutes

FINANCIAL UPDATE

**March 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

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

**Ng:** Economic Development Council (EDC)

NEW BUSINESS

**Discussion Regarding Start Time of Regular Meetings**

ADJOURNMENT

## PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Special Meeting

May 11, 2015

Langley, Washington

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

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

**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 Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Monday, May 11, 2015, in the Port office conference room at 1804 Scott Rd. in Freeland, Washington. As previously announced the Commissioners will be attending the Washington Ports Spring Seminar in Spokane May 13<sup>th</sup>-15<sup>th</sup> and therefore had to cancel the Regular May meeting originally scheduled for Tuesday, May 12<sup>th</sup>. Curt Gordon (President) called the Special 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.

**ACTION:** A Motion was made by Commissioner Ed Halloran and seconded by Commissioner Jack Ng to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated May 2015 as signed today in the amount of \$60,732.42. The Motion passed unanimously.

**PUBLIC COMMENT** – Items not on Agenda:

**Eric Levine** asked if it would be okay to show a video of the possibilities of a funicular in Langley at this time. The Commission declined and explained Levine should instead call the Port office and request to be placed on the agenda for the next regular meeting.

### FINANCIAL UPDATE

**March 2015 Financial Statement and Executive Director Report:** The Commission acknowledged receipt of the March 2015 Financial Statement which was distributed to them previously. Executive Director Angi Mozer previously provided her Cash Flow Projections through 2016. She explained that because the projections are so much in flux and so that Commissioners could see the assumptions supporting the projections, she also provided a very preliminary budget for 2016. Mozer noted that March revenue estimates were lower than anticipated and explained this was due to Island County providing the RCEDF (Rural County Economic Development Funds) partial grant reimbursement of \$38,000 for the Outside Mooring project in April rather than March (as anticipated).

Mozer noted that over the last year or so, the Commission and Port Staff had informally discussed streamlining the Minutes, particularly after attending the Jurassic Parliament training session and learning more about the requirements for minutes. After researching the Open Public Meetings Act and the RCWs, (Revised Code of Washington), Port Staff recommends the following changes:

- Verbatim public comment will not be included; just the speaker's name and the topic addressed.
- The names of attendees from the public will not be listed in the Minutes. The sign-in sheet will be included as part of the hard copy Minutes package, available to the public at the Port office.
- We will no longer refer to and order "Exhibits." Documents presented to the Commission during the meeting and referred to in the Minutes will be included with the hard copy file of the Minutes.

- Descriptions of discussions will be brief (especially technical conversations) and a summary provided regarding decisions made by the Commission.

Mozer noted that audio files of all Regular and Special Meetings will continue to be available to the public. The Commission agreed and accepted all the recommendations as presented.

## 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. With shrimp and ling cod seasons opening May 1<sup>st</sup>, Nance said it's been busy. The floats at Bush Pt. and Possession Park were installed last month, and volunteers from Island Church of Whidbey spent 3-4 hours cleaning up Possession's parking and picnic areas. Nance has de-winterized Clinton Beach (turned on the water fountain and outdoor shower, etc.) and plans to have new sand delivered to refresh Clinton Beach prior to Memorial Day weekend. He's getting quotes on repairing the bleachers at the Fairgrounds, and interviews for the Fairgrounds Maintenance position are scheduled for the next day (May 12<sup>th</sup>).

Operations & Maintenance Permitting: Mozer said the project is moving forward with Grette Associates LLC.

**Island County Fairgrounds:** Fairgrounds Property Manager Melene Thompson has been on the job for a couple of weeks and has met with several organizations (City of Langley, Langley Main Street Association, Langley Chamber of Commerce, Good Cheer, Homeless Coalition, etc.) to begin the due diligence part of her position. The relationship with the Fair Association is going really well and she continues to try to build a good relationship with the Fair office personnel. The "to do" list at the Fairgrounds is growing, but she plans to look it at one project at a time. Gordon stressed the importance of separate lists for capital and maintenance projects since the Lease Agreement has Island County paying for necessary capital improvements. Nance said he and Mozer met with the Larry Van Horn (Island County Facilities Director) and Van Horn committed to two projects: repair and re-test of the backflow preventer and the gable fans in one of the buildings. Gordon suggested they also ask the County about the painting project and the bleachers project. The Commission agreed with his suggestion.

Once the maintenance position is filled, Thompson proposed putting a sign on the campground gate and closing it between dusk and dawn. The current campground rates will be increased, and timed, key code locks will be installed on the restrooms. Thompson plans to get community input regarding campground improvements, an indoor horse arena, etc. She is also looking into renting the commercial kitchen building which has been underutilized to date.

### **South Whidbey Harbor**

Phase 1 Project: Mozer said Port Attorney Brad Cattle is still "on the hook" for the anchor lines issue; he should be speaking with the attorney for Mike Carlson Enterprises to determine the most efficient way forward. Cattle has recommended the "attorney to attorney" approach to make sure that mediation is the definitely the way both parties want to proceed. He still owes Mozer a response.

- **Outside Mooring:** Regarding scheduling for the project, Mozer and Harbormaster Duncan McPhee spoke earlier in the day and agreed that after the busy season and before the rough weather begins would be the best time for the outside mooring project and for fixing the anchor lines. (After Labor Day and before the end of October.) That would align with sending out the Request for Proposals at the end of this month/early June for the Outside Mooring project. Gordon noted that Collins Engineers estimates an additional \$12,000 to prepare the bid documents and another \$25,000 over budget if the Port wants to have outside mooring on all 3 locations on D and E Docks. He asked Mozer to prepare a cost breakdown for the rest of the engineering, construction, bid docs, inspection, and construction management/oversight.

## Harbor Operations

- **Harbormaster Report:** Duncan McPhee was on hand to present his monthly report. The Mystic Sea had whale sightings on every trip in March and April and brought lots of visitors to the Harbor. At least two dozen trailer boats launched at the Harbor on May 2<sup>nd</sup> when the recreational shrimp season opened. The parking lot was very busy but Harbor Staff was able to accommodate both the a.m. and p.m. whale watch passengers and still preserve as much space as possible for other Harbor use. On that day all the truck & trailer spaces were filled and he estimated at least two dozen vehicles parked outside of Port property. McPhee said shoulder season traffic from 40+ ft. vessels continues to increase, and boaters (especially those with larger vessels) have expressed great satisfaction with D and E Docks. He is starting the hiring process for the Seasonal Harbor Attendant positions.

## Possession Beach Waterfront Park

Boat Ramp Renovation Project: No Update.

Cell Tower Project: Per the Port Attorney's suggestion, Mozer issued a Notice of Default to AT&T/Cingular Wireless on May 5<sup>th</sup> citing their inability to proceed with construction. There has been no response yet.

## 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:** No RCEDF applications were submitted.

**RTPO-TAC:** Mount Vernon wants to become a Metropolitan Planning Organization. If they do, Skagit County will go with them. Island County would be left out which could threaten part of our funds. At the TAC meeting, the group discussed Transportation Alternatives Planning projects (alternatives like bicycles, trails, water taxis, etc.).

**WPPA:** All three Port Commissioners will attend the Spring Meeting in Spokane May 13<sup>th</sup> – May 15<sup>th</sup>.

**CCC:** The CCC is trying to “stand up and be heard” in Island County’s Comprehensive Plan update process. As a RAID (Rural Area of Intense Development), Clinton doesn’t really have a central core or a central name and has different sorts of planning regulations, etc. They are trying to get the County to include traffic calming in the area (roundabouts, plantings, etc.) in the Comp Plan. CCC is also making progress with the State on the issue of the “kiss & ride” area near the ferry. Per Commission agreement, Gordon contacted a traffic consultant (state-specific, well-trained firm to talk about funding sources and types of traffic designs, etc.).

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

**MRC:** Ocean Acidification was the topic at the May 5<sup>th</sup> meeting and forum held at South Whidbey High School that evening. Ian Jefferds of Penn Cove Shellfish provided a portion of the presentation on the issue. Acidification in oceans is really becoming an issue. Most experts predict that by 2040 we will not have shellfish because the degree of acidification creates an environment where the individual clams, mussels, etc. cannot take enough material out of the water to create calcium to build shells, and without shells they cannot survive. The MRC’s work plan is coming together (identifying leaders, volunteers, projections, etc.) and Northwest Straits is providing funding of about \$70,000 for the tasks, including an additional effort to educate the public regarding derelict crab pots.

**Langley:** Two members are in place on the newly formed Ethics Board; the City is looking for four more (5 voting plus 1 alternate). The City has submitted their information to the County’s Multi-Jurisdictional Hazard Mitigation Plan.

**Ng:** Economic Development Council (EDC): No meeting held.

OLD BUSINESS: None.

NEW BUSINESS

**Discussion Regarding Start Time of Regular Meetings:** At a previous Work Session, South Whidbey Record Editor Justin Burnett asked why the Meetings started so late (at 7:30 p.m.). The Commission agreed to discuss starting earlier.

**ACTION:** A Motion was made by Halloran and seconded by Ng to revise the Bylaws as needed at the next Regular Meeting in June to change the Regular Meeting start time to 6:30 p.m. The Motion passed unanimously.

The change will take effect at the regular July meeting.

ADJOURNMENT: The Meeting was adjourned at 9:00 p.m.

Approved:

  
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Commissioner Curt Gordon, Clinton

  
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Commissioner Ed Halloran, Langley

  
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Commissioner Jack Ng, Freeland

Minutes reviewed by:

  
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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.