

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

Held at South Whidbey Parks & Rec District, 5475 Maxwellton Rd, Langley WA
Tuesday, June 9, 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 June 2015 Vouchers in the amount of **\$55,808.47**.

PUBLIC COMMENT – Please limit comments to 5 minutes

SPECIAL PRESENTATION – Eric Levine

FINANCIAL UPDATE

April 2015 Financial Statement and Executive Director Report

COMMISSION ACTION

Resolution No. 15-2 to Change Start Time of Regular Meetings to 6:30 p.m.
Proposed Revision to ByLaws

STATUS REPORTS

Port Operations

Maintenance & Operations Supervisor Report
Operations & Maintenance Permitting
Clinton Market Study

Mukilteo Parking

South Whidbey Weekend Bus Service

Island County Fairgrounds

South Whidbey Harbor

Phase 1 Project
Overall Harbor Expansion Project
Harbor Operations

- Harbormaster Report

Possession Beach Waterfront Park

Boat Ramp Renovation 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)

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

June 9, 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 Regular Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, June 9, 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 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 June 2015 as signed today in the amount of \$55,808.47. The Motion passed unanimously.

PUBLIC COMMENT – Items not on Agenda:

Mel Trenor of Island Beach Access (IBA) 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. Seven new signs are up, including 3 white delineators at Double Bluff, Freeland and Dave Mackie parks so kayakers know that it's okay to land at those locations. The other 4 are road signs for those parks. An illegally posted sign at Marisa Lane in Sandy Point obstructing the public right of way has been removed (after 1.5 years). Two aerial view signs have been ordered for a couple of parks, and IBA is working on getting state signs on Highway 525. For the new Robinson Beach Park in Mutiny Bay, the road signs are in place, the aerial view is designed and in process, and the commemorative/memorial sign is almost done.

SPECIAL PRESENTATION – Eric Levine: Levine asked to present later in the meeting, and the Commission agreed to re-order the Agenda.

FINANCIAL UPDATE

April 2015 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the April 2015 Financial Statement which was distributed to them previously. Executive Director Angi Mozer reported the ending cash balance at 4/30/15 was \$501,731.43.

COMMISSION ACTION

Resolution No. 15-2 to Change Start Time of Regular Meetings to 6:30 p.m.: At the Special Meeting on May 11th, the Commission unanimously approved the Motion to revise the Bylaws as needed to start Regular Meetings one hour earlier.

ACTION: A Motion was made by Halloran and seconded by Ng to revise the Regular Meeting time to 6:30 p.m. The Motion passed unanimously.

STATUS REPORTS

Port Operations

Maintenance & Operations Supervisor Report: Wayne Nance reported on maintenance & repairs completed/planned and activities at Clinton Beach, Humphrey Road Parking Lot, Bush Point, Possession Park and the Fairgrounds. Several boaters are taking advantage of the \$10 per night parking available at Possession. Jim Lux was hired to fill the Fairgrounds Maintenance position. The damaged bleachers have been stripped and new material ordered for the repair. Staff is working on pressure washing the structures in preparation for painting. New keypad locks will be installed on the restrooms at the Fairgrounds. Nance continues to work with Island County for financial participation in those types of projects (bleachers, painting, etc.). The company hired to perform the Landscape Maintenance contract work quit. Nance subsequently hired Caleb Chittim to perform the work on an hourly basis with mileage reimbursement instead, and he is doing a great job for the Port.

Operations & Maintenance Permitting: Grette Associates confirmed that a SEPA (State Environmental Policy Act) process will not be required because the Port is not expanding its maintenance activities. Grette is starting the application process for shoreline exemptions with Island County and the City of Langley.

Clinton Market Study: Mozer had prepared a Request for Qualifications and Proposals to conduct the study. With Commission approval, she would like to advertise it in June. Gordon suggested combining the discussion for the Clinton Market Study with the next item on the Agenda (Mukilteo Parking) and the Commission agreed.

Mukilteo Parking: The Port previously approved contributing \$10,000 towards a feasibility study for parking garage(s) in the City of Mukilteo. Mukilteo has since drafted an Interlocal Agreement (ILA) between the City of Mukilteo, Sound Transit, the Port of South Whidbey and Island County to conduct that study. Gordon met with Mukilteo's mayor and the planning director earlier in the day, and explained the Clinton Market Study and the Parking Feasibility Study should "run together, because they kind of feed off each other."

According to the proposed ILA, the City of Mukilteo is the Project Manager for the Parking Garage Feasibility Study. Sound Transit will pay for 74% (not to exceed \$35,000) of the parking study, the Port will pay 21% (not to exceed \$10,000), and Island County will pay 5% (not to exceed \$2,500).

ACTION: A Motion was made by Halloran and seconded by Ng to approve the Request for Qualifications and Proposal as presented. The Motion passed unanimously.

Earlier in the day, Gordon was also able to meet with a Commissioner from the Port of Everett and a representative from the Tulalip Tribe regarding the possibility of using the 18" thick concrete tank bottoms on the Mukilteo Tank Farm for parking (non-permanent).

ACTION: A Motion was made by Halloran and seconded by Ng to approve (as submitted) the Interlocal Agreement between the City of Mukilteo, Sound Transit, Port of South Whidbey and Island County for conducting a Feasibility Study for constructing a new parking garage(s) in the City of Mukilteo. The Motion passed unanimously.

South Whidbey Weekend Bus Service: Gordon and Mozer met with Island Transit's Interim Executive Director Ken Graska to discuss the possibility of providing bus service on Friday night, Saturdays and Sundays that would "loop" from the Clinton ferry and include Langley and Freeland, and how much that

would cost. Graska was open to the concept and asked the Port to provide specific details regarding routes, hours, etc. and he will work on the numbers. He noted a possible funding option might be businesses paying for advertising via “wrapping the bus” and the weekend service could be used as a trial. Gordon noted that the key to getting weekend bus service is funding, and the Port will need the City of Langley’s support at the Council of Governments when submitting an application for Rural County Economic Development Funds (RCEDF). **Michael Davolio** (Langley’s Director of Community Planning) said he has also discussed weekend transit service with Graska. The City’s goal is to expand the route for that transit service to include the South Whidbey Harbor. The City has invited Island Transit and other transportation providers in the area to meet tomorrow and discuss possibilities. Davolio explained the City hopes to run it as a pilot project for 10-12 weeks, assess the success of the project at the end of that period, and determine if it’s worth continuing it.

Island County Fairgrounds: Fairgrounds Property Manager Melene Thompson provided her first monthly report to the Commission. With South Whidbey State Park now closed to overnight camping, the campground at the Fairgrounds has been busy. Camp Hosts Leroy & Diana Fors have been very helpful. Thompson will be preparing a survey for campers to complete regarding their experience and what improvements they would like to see. She continues to meet with potential tenants and event holders, including those interested in renting space for light industry, batting cages, art groups, and horse shows. To obtain Due Diligence feedback, Thompson has rented a booth at the Whidbey Island Area Fair. The public will have the opportunity to provide input and she will have a survey that people can complete. She will also have a booth at the Wag n Walk in Greenbank on August 16th and will go to various farmers’ markets on Whidbey Island as well. Thompson plans to hold public forums at the Fairgrounds on August 20th (2:00 p.m.), August 26th (6:30 p.m.) and September 1st (11:30 a.m.).

The Commission walk-through of the Fairgrounds was scheduled for Tuesday, June 23rd. The Port has met the pre-contract requirements for the CERB (Community Economic Revitalization Board) grant that will support Business and Marketing Plan study. Marty Matthews has been contracted for that study and the scope of work has been defined. The Port will receive CERB’s contract for the funding soon. As requested previously, Mozer provided the Commission with updated Fairgrounds project management documents, including an updated schedule and a rough draft Finances Summary.

(Re-Ordered) SPECIAL PRESENTATION – Eric Levine: Levine (representing Citizens for Langley Funicular) presented a four-minute video promoting the concept of a funicular from the South Whidbey Harbor area up the bluff to 4th and Cascade in Langley. He also provided paper copies highlighting the benefits of the funicular. If the Port considers it a worthwhile proposal, Levine asked if the Commission would take on more of a role in moving it forward, take over the entire project, or study the data and present the proposal first to the City Council so they would simply affirm the Port’s proposal. The Commission thanked him for the presentation.

South Whidbey Harbor

Phase 1 Project: Regarding the Outside Mooring project, Gordon and Mozer met with Collins Engineers in Seattle to discuss their \$12,700 proposal for prepare the bid package for the project. Collins stated that number was the “worst case scenario” and was the most the effort would cost. At Mozer’s request, Collins agreed to provide a better estimate as to what it might actually cost. The Port also requested a proposal for construction management for the construction phase of the project, and Collins agreed to provide it. The Port should receive both estimates by Friday, June 12th. Additionally, as part of the construction phase for the outside mooring, the fix of the anchor lines will be a bid alternate. Then companies bidding on the outside mooring project can also provide a cost estimate for the anchor line fix. That will provide some leverage in timing to get Mike Carlson Enterprises (MCE) to consider doing the fix on their dime. If they don’t, then that would provide the Port with the opportunity to have it fixed within the engineer’s recommendation of 12 months, and then pursue collecting the funds from MCE

under warranty work. Gordon explained that having the anchor line fix as a bid alternate will allow the Port to quantify the value of the repair.

Overall Harbor Expansion Project: The Army Corps of Engineers emailed some questions that came up in alternatives analysis review of the project. Joe Callaghan of GeoEngineers will provide the required written responses.

Harbor Operations

- Harbormaster Report: Duncan McPhee was on hand to present his monthly report. A second point of sale/guest registration is in place on D Dock. A children's lifejacket "loaner" station and a free library has also been set up. Summer staff has been hired and arrangements made for the month-to-month rental of a golf cart beginning in late June for Harbor users.

Possession Beach Waterfront Park

Boat Ramp Renovation Project: If the State Legislature doesn't pass the budget by the June 30th deadline, the Port's grant funds will be frozen and any work performed beyond that date will not be reimbursed until a budget is passed.

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: There were two applications for RCEDF grants: 1) Port of Coupeville requested funding for a study of the pilings, etc. of the Coupeville Wharf as a first phase of strengthening the facility. Gordon said the Wharf is a great public facility and funding that project was a "no-brainer" for recommendation of approval by the County Commissioners. 2) The Freeland Chamber of Commerce, through the Economic Development Council, requested funding to study incorporation of Freeland into a city. That request was tabled and re-directed.

RTPO-TAC: No meeting held.

WPPA: All three Commissioners attended the Spring Meeting in Spokane May 13-15.

CCC: Mayfest was a success. The CCC is looking forward to the Port's Clinton Market study. The Port and South Whidbey School District both have representatives on the CCC and they are trying to get a representative from South Whidbey Parks and Recreation District.

Halloran: Marine Resources Committee (MRC) and City of Langley Council Meetings: Halloran was on vacation and unable to attend either meeting. Gordon took his place at the Langley meeting and said it was very interesting.

Ng: Economic Development Council (EDC): Ng attended his first EDC meeting and said it was a good group. Island County Tourism Board will have a "bus wrap" on the Whidbey/SeaTac Shuttle promoting Whidbey & Camano Islands.

OLD BUSINESS: None.

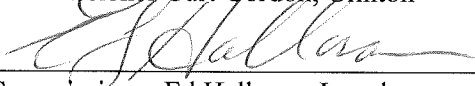
NEW BUSINESS: The Commission agreed to hold a workshop to debrief all the information from the WPPA Spring Meeting and invite the Port of Coupeville Commissioners to join them. The workshop was tentatively scheduled for June 25th at 3:00 pm in the Port office conference room. Gordon explained the Port is working with Island County Commissioner Helen Price Johnson to introduce to the Port of Coupeville the idea of an economic development conference, aimed more at economic development for small businesses rather than a jobs promotion/jobs training type event.

ADJOURNMENT: The Meeting was adjourned at 9:12 p.m.

Approved:



Commissioner Curt Gordon, Clinton

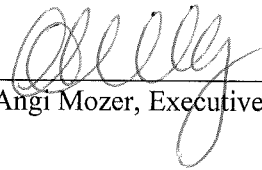


Commissioner Ed Halloran, Langley



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.