

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

Held at South Whidbey Parks & Rec District, 5475 Maxwellton Rd, Langley WA
Tuesday, February 9, 2016 at 6:30 p.m.

AGENDA

WORKSHOP (6:15 – 6:30 PM): Commission review of vouchers and recent correspondence

REGULAR MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE

COMMISSIONER ACTIONS

Consent Agenda

Approval of January 2016 Vouchers in the amount of **\$79,678.25** and approval of Minutes from the Regular Meeting of December 8, 2015, and Work Sessions of December 17, 2015, and January 7, 2016.

PUBLIC COMMENT – Please limit comments to 5 minutes

FINANCIAL UPDATE

December 2015 Financial Statement and Executive Director Report

STATUS REPORTS

South Whidbey Harbor

Harbor Operations

- Discussion and Approval of Proposed Procedures for Commercial Use
- Discussion of Circulation, Parking, Event and General Use at the Harbor

Outside Mooring/Anchor Lines Project

Port Operations

Maintenance & Operations Supervisor

Mukilteo Parking

Clinton Market Study

Island County Fairgrounds

Possession Beach Waterfront Park

Boat Ramp Renovation Project

ACTIVITIES/INVOLVEMENT REPORTS

Gordon: Council of Governments (COG), Island Transportation Planning Organization (ITPO), 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

February 9, 2016

Langley, Washington

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

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

MEETING CALL TO ORDER: Following a Workshop from 6:15 p.m. to 6:30 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 9, 2016, at the South Whidbey Parks & Recreation District Meeting Room at 5475 Maxwelton Rd., Langley, Washington. Commissioner Ed Halloran (President) called the Regular Meeting to order at 6:30 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 December 8, 2015 and Work Sessions of December 17, 2015, and January 7, 2016.

ACTION: A Motion was made by Commissioner Curt Gordon and seconded by Commissioner Jack Ng to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated February 2016 as signed today in the amount of \$79,678.25. The Motion passed unanimously.

PUBLIC COMMENT: Krista Loercher (Owner of Whidbey Island Kayaking Company) submitted questions related to the Proposed Procedures for Commercial Use at South Whidbey Harbor.

FINANCIAL UPDATE

December 2015 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the December 2015 Financial Statement which was distributed to them previously. Executive Director Angi Mozer reported the Port received \$102,000 in tax, operating and grant revenue and incurred \$106,000 in operating and capital expenses during December 2015. Ending cash balance at 12/31/15 was \$629,000. Mozer also provided the Commission with year-end summary reports.

STATUS REPORTS

South Whidbey Harbor

Harbor Operations

- **Harbormaster Report:** Harbormaster Duncan McPhee was on hand to provide his monthly report. Notice regarding the closure of D & E Docks during the upcoming construction project has been posted. The Mystic Sea (whale watching vessel) will return in early March and will stay for two months. Nichols Brothers Boat Builders will be launching a new tug on Thursday, and McPhee will work with them on any overflow parking issues. He will meet with Janet Ploof of Langley Main Street Association to begin planning for the Clipper III visits in April, and work with Fairgrounds Property Manager Melene Thompson on the Harbor's participation in Murder Mystery Weekend.

- Discussion and Approval of Proposed Procedures for Commercial Use: Mozer explained the proposed document is to ensure that the Port is covered for any commercial use at the Harbor (insurance- and liability-wise) and also for operations affected by commercial use. If the Commission approves the adoption of the Procedures, it will be Staff's responsibility to execute and implement them.

Gordon made a motion to approve the Proposed Procedures for Commercial Use, but City Councilmember Dominique Emerson interjected with the City's comments on the document prior to the Motion being seconded. The City would like specific reference to respecting the City of Langley's codes regarding noise, public safety and public nuisance. The Vendor Information Sheet should include the commercial user's City of Langley Business License Number and the operating hours of the business. She said it's important the businesses realize that they must preserve all local access and use of the marina by the public. McPhee noted that the first City comment is addressed in the document: *"Authorized commercial users must also follow all rules and regulations of the facility as well as local, state and federal laws."* In response to the City's second comment, Gordon noted that if there is a City ordinance that defines the hours businesses may operate within the City, then that issue is also addressed by the above requirement to follow all local laws. Regarding local access and use of the facility by the public, Mozer noted that the Procedures specifically require businesses to submit a parking plan as well as a beach plan, and the beach use plan *"...will detail the intended use of beach property, how use will not interfere with others use of the beach."* Gordon said Harbor Staff just need to know the ordinances and share that information with the users.

ACTION: A Motion was made by Gordon and seconded by Ng to approve the Proposed Procedures for Commercial Use as presented.

Halloran recommended waiting to approve the document until it has been perfected, rather than approving now and making changes later. Gordon disagreed, saying no changes are needed because everything that needs to be in the document is already in it.

Halloran called for a vote on the Motion. The Motion passed 2-1, with Halloran voting against.

- Discussion and Circulation, Parking, Event and General Use at the Harbor: The public was encouraged to review the current South Whidbey Harbor Regulations prior to the next regular meeting. Port Staff will be assessing the need to add policies or revise the existing regulations, and public comment is welcome.

Outside Mooring/Anchor Lines Project: Pacific Pile & Marine (PP&M) would likely mobilize on Monday (2/15), but possibly on Friday (2/12). At Mozer's request, PP&M has provided a change order request to furnish and install a hand rail on top of the stop log wall, including revised design for removable steel guide posts and steel guide channels. The estimate total was \$5,109.56. McPhee was confident Harbor staff could do the work themselves at a much lower cost. The Commission agreed to take no action on the Change Order and authorize Harbor staff to complete the work instead.

Port Operations

Maintenance & Operations Supervisor Report: Pat Kisch was on hand to provide his monthly report on maintenance & repairs completed/ongoing/planned at Clinton Beach, Humphrey Road Parking Lot, Bush Point, Possession Park and the Fairgrounds. The steel connecting plate on the Clinton floating dock came loose for the 3rd time this season, and was actually off of the dock and in the water. After arranging for a boom truck to lift it out of the water and reset it on the dock, another group of holes was drilled in the concrete deck and welded to the side rail. Kisch said he was very concerned that all the drilled holes have weakened the concrete deck. He reported there is a lot of movement in the structure of the dock, likely due to through-bolts no longer being connected and he feels the whole north-south section is in danger of

breaking apart. Due to the serious risk to the dock and to the public, Kisch has closed the dock and posted signs above and below the gangway stating “DO NOT ENTER” and “HAZARDOUS AREA.”

Gordon said it’s probably time to have an engineer look at it, and Mozer said the 2016 budget includes \$10,000 for Clinton Dock Assessment. She noted that the dock is included in the Island County Hazard Mitigation Plan as a redundant landing, which specifically makes it eligible for a FEMA grant. Mozer will research the assessment issue and report back to the Commissioners with a recommendation on how to proceed.

Mukilteo Parking: The Port Commission will meet with representatives of Tulalip Tribes at Ivar’s in Mukilteo on February 18th to discuss temporary use of the Tribes’ tank farm property for parking.

Clinton Market Study: Gordon, Halloran & Mozer attended the Clinton Community Council meeting and provided a breakdown of the information provided by Beckwith Consulting Group to date, noting that the results are not all in yet. Beckwith is currently “on pause” while the Port researches the feasibility of the roundabout concept with Washington State Department of Transportation, Washington State Ferries, Island County Public Works, etc. at a meeting in mid- to late March.

Island County Fairgrounds: Fairgrounds Property Manager Melene Thompson was on hand to present her monthly report. There are two new clients renting the Commercial Kitchen in the Coffman Building starting in March & April. The South Whidbey High School Prom will be held in the Pole Building on April 30th. Thompson is working with Langley’s Utilities Director Randi Perry regarding the water & sewer connections and billing. She’ll be attending her 2nd wedding expo on February 21st. She reiterated the greatest revenue opportunities are through the commercial kitchens and the campground.

Possession Beach Waterfront Park

Boat Ramp Renovation Project: The Port is still in the final design stage with Hatch Mott McDonald. By the end of the month, Mozer expects to learn the Port’s prospects for additional funding for construction.

ACTIVITIES/INVOLVEMENT REPORTS

Gordon: Council of Governments (COG), Island Transportation Planning Organization (ITPO), Washington Public Ports Association (WPPA) and Clinton Community Council (CCC)

COG: At the January meeting, Gordon was elected as COG Chair/President and representatives from Puget Sound Energy provided an excellent presentation.

ITPO: Island Transportation Planning Organization (ITPO): Gordon said the ITPO is not technically up and running because Oak Harbor hasn’t signed on yet.

WPPA: No report.

CCC: Discussed earlier in the meeting.

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

Langley: The February 1st meeting included a presentation by Marianne Edain of the Parks and Open Space Commission. Thomas Gill was unanimously elected as Mayor Pro-Tem (2-year term).

MRC: Sound Waters University was held last Saturday. The event was sold out and included 63 different classes. At the recent MRC meeting, a Shoreline Projects presentation was provided by Whidbey-Camano Land Trust.

Ng: Economic Development Council (EDC): Ng had a last minute scheduling conflict and was unable to attend the recent meeting.

OLD BUSINESS: None.

NEW BUSINESS: None.

EXECUTIVE SESSION: The Commission recessed into Executive Session at 7:56 p.m. for an expected duration of 30 minutes to discuss the advice of legal counsel related to potential litigation. At the conclusion of the Executive Session there will not be an announcement and the Commission will not be taking any action related to the matter discussed in Executive Session. The Commission came out of Executive Session and returned to the Regular Meeting at 8:29 p.m.

ADJOURNMENT: The Meeting was adjourned at 8:30 p.m.

Approved:

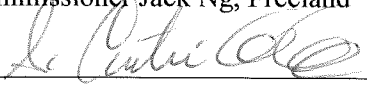
Minutes reviewed by:



Commissioner Ed Halloran, Langley



Angi Mozer, Executive Director

Commissioner Jack Ng, Freeland


Commissioner Curt Gordon, Clinton

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.