

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

Held at South Whidbey Parks & Rec District, 5475 Maxwelton Rd, Langley WA
Tuesday, May 17, 2016 at 6:30 p.m. (Adjourned from May 10, 2016)

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 – NONE (May 2016 Vouchers in the amount of **\$59,965.91** were previously approved at the Special Meeting of May 10, 2016.)

PUBLIC COMMENT – *This is time set aside for members of the public to speak to the Board regarding subjects of concern/interest, or items on the Agenda. The Board will take all information under advisement, but generally will not take any action unless it is emergent in nature. To ensure your comments are recorded, please state your name and city of residence. Please limit comments to 5 minutes. If you have any documents to present to the Board, please hand them to the Port Clerk prior to speaking.*

FINANCIAL UPDATE

March 2016 Financial Statement and Executive Director Report

Resolution 16-04: Establishing Agreements for Port Grant Funding (Langley Chamber of Commerce – Updating Kiosks)

STATUS REPORTS

South Whidbey Harbor

Harbor Operations

- Harbormaster Report
- Outside Mooring/Anchor Lines Project

Port Operations

Maintenance & Operations Supervisor Report

Mukilteo Parking

Clinton Market Study

Clinton Dock

Island County Fairgrounds

- Property Manager
- Resolution Filing for August 2 Election
- Water Tender from SW Fire/EMS District - MOU

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
May 17, 2016
Langley, Washington
(adjourned from Tuesday, May 10, 2016 due to lack of quorum)

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

Port Staff Present: Angi Mozer (Executive Director), Molly MacLeod-Roberts (Port Clerk), Noriko Sparkman (Admin/Accounting Support), Pat Kisch (Maintenance & Operations Supervisor), Duncan McPhee (Harbormaster), and David Schaal (Fairgrounds Maintenance)

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, May 17, 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: None. (May 2016 Vouchers in the amount of \$59,965.91 were previously approved at the Special Meeting of May 10, 2016.)

PUBLIC COMMENT:

Mel Trenor of Island Beach Access (IBA) provided an update of the group's activities. IBA has spent nearly all of the \$5,000 awarded by the Port in 2015. All of the road access signs have been installed at Dave Mackie, Double Bluff and Frank Robinson Parks. The boundary signs designed by IBA and Island County have been produced and installed at those parks as well. Extra parking was created at Frank Robinson Park and the wonderful commemorative sign was installed. In the Sandy Point neighborhood, the Marisa Lane/Wateredge Drive parking issues and right of way were resolved by the survey paid for with the Port's grant funding, and more parking will actually be added by the County at no additional cost. Trenor said the group plans to come back to request additional money for other projects, such as providing beach access for people with mobility impairments. Gordon suggested that rather than IBA competing with other organizations for the sponsorship grants, the Port should see if it could be worked into the 2017 budget in a different area of funding since it fits the Port's mission of economic development and marine access. The Commission agreed and thanked Trenor for providing regular updates.

FINANCIAL UPDATE

March 2016 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the March 2016 Financial Statement which was distributed to them previously. Executive Director Angi Mozer reported the Port received \$54,000 in tax, operating and grant revenue and incurred \$53,000 in operating and capital expenses during March 2016. Ending cash balance at 3/31/16 was \$499,000.

Mozer had previously recommended staff salary increases based on the evaluations performed.

ACTION: A Motion was made by Gordon and seconded by Ng to approve the staff salary increases recommended by the Executive Director based on the evaluations. The Motion passed unanimously.

Resolution No. 16-04 – Establishing Agreements for Port Grant Funding (Langley Chamber of Commerce – Updating Kiosks): The Resolution was prepared to formalize the previous approval of \$1,000 awarded to the Chamber.

ACTION: A Motion was made by Gordon and seconded by Ng to approve and adopt Resolution No. 16-04 as presented. The Motion passed unanimously.

STATUS REPORTS

South Whidbey Harbor

Harbor Operations

- **Harbormaster Report:** Harbormaster Duncan McPhee was on hand to provide his monthly report. After the original mechanism was found to be faulty, a new lock (coded entry) on the gate to D & E docks has been installed. The gate is now locked (code required) from 9 PM - 9 AM and signage is posted indicating public hours are 9 AM – 9 PM. McPhee, Mozer and staff from the Langley Chamber of Commerce held a conference call with the V.P. of Marketing for Clipper Vacations and had a great exchange of ideas. The Chamber has put together a list of events of most interest to Clipper Vacations for potential future visits utilizing the outside mooring on D & E docks. McPhee reported that the portable toilet and locking the restrooms overnight has helped reduce vandalism incidents. Mozer contacted Whidbey Telecom expressing the Port's interest in having additional cameras at the Harbor in different locations; they will follow up with her on it.
- **Outside Mooring/Anchor Lines Project:** Pacific Pile & Marine (PP&M): PP&M had a diver replace all the broken straps holding the HDPE sleeves in place, and their contract specialist is wrapping up the contract completion paperwork now for the project.

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. Lawn mowing, weed eating, tree/brush trimming & pruning work continues at all facilities. The boarding floats at Bush Point and Possession Park have been installed for the season. Kisch reported that he was very impressed with the effectiveness of using horticultural grade vinegar as a vegetation deterrent.

Mukilteo Parking: The Mukilteo parking study now includes the tank farm bases as one of 10 potential locations for parking. The next step is to vet each site for distance feasibility, etc. For the last 15 years, commuter groups have said there were only 400 parking spaces, and the City of Mukilteo disputed that number as too low. The initial phase of the study indicates there is a need for 1,000 parking spaces. The owners of the former Buzz Inn property (the expanded half of the Mukilteo holding lanes) are interested in a land swap with Washington State Ferries that would give them the other half of the property and give WSF a roadway behind the property. The Buzz Inn owners are interested in a parking garage on that property and are open to considering the possibility of a public/private partnership with the Port.

Clinton Market Study: The surveys that Tom Beckwith (Beckwith Consulting Group) created on Survey Monkey are still ongoing, and Gordon said the updated results are very interesting. Mike Mariano (Mariano & Associates) and Beckwith were tasked with researching the possibility of ferry queuing on weekends in the Park & Ride Lot. Mariano and Beckwith will attend the Port's Special Meeting on May 24th to discuss their findings and activities to date.

Clinton Dock: Five firms provided responses to the Request for Letter of Interest and Qualifications: Moffat & Nichol, PND Engineers, KPFF Consulting Engineers, Mott MacDonald and Collins Engineers. When Mozer spoke with KPFF, they indicated they were not interested in doing small projects at all, but she asked them to submit their qualifications anyway. She also noted that all the work PND Engineers cited has been on major projects, compared to the other three whose work featured projects on a similar scale to the Clinton Dock project. The Commission agreed to schedule a special meeting to interview Moffatt & Nichol, Mott MacDonald, and Collins Engineers.

Island County Fairgrounds

- **Property Manager:** Mozer is reviewing all the applications received for the position and hopes to make the selection by the end of next week. With new customers using the commercial kitchen in Coffman Building, it is now used 4 days of the week.
- **Resolution Filing for August 2 Election:** Resolution No. 16-03 for the ballot measure approving the transfer of the Fairgrounds from Island County to the Port and levy increase of \$0.05 per thousand of assessed value was filed last week. Port Staff is working on putting the Fact Sheet together and the rest of the election process.
- **Water Tender from South Whidbey Fire/EMS District (SWF/EMS) –Memorandum of Understanding (MOU):** Mozer explained that SWF/EMS had drafted the MOU to transfer the surplus vehicle (water tender) to the Port for use at the Fairgrounds (dust control of arena, etc.). SWF/EMS provided a draft MOU for Commission review. There are other options for dust control, including: 1) Renting a truck on an occasional basis, but for the existing footing to resist dust, it must be watered several days in advance, 2) the footing could be replaced with something other than dusty sand, but it's fairly expensive, or 3) purchase a used water tender. Mozer met with Jon Beck of SWF/EMS, who outlined the costs of retrofitting the tender to make it suitable for the Port's use (move the controls into the cab, upgrade the spray bar, etc.) and estimated the cost at \$1,500 - \$2,000. Ongoing maintenance costs would include replacing broken or non-functional parts and performing annual oil changes. Beck noted that it is a \$40,000 piece of equipment. The Port currently uses hoses and the City of Langley's water for dust control of the arena, which is very expensive. Mozer understands that a company owned by someone active in 4-H is willing to donate water for 4-H events.

The draft MOU states... *"The Port will make the vehicle available to the Fire District, through normal dispatch protocols, should the fire District determine its use necessary to benefit the citizens of South Whidbey during an emergency for which the Fire District has command authority."* Gordon would like clarification as to whether there is some special condition the water tender needs to be in, or some special place, etc. to make sure the Port can meet the expectation.

Possession Beach Waterfront Park

Boat Ramp Renovation Project: Mozer reported the Port's Boating Facilities Program grant is now fully funded. The Port has scheduled a Special Meeting with Mott MacDonald on May 24th to review the 90% design. Mozer will provide the Commission with a rudimentary schedule for the project.

ACTIVITIES/INVOLVEMENT REPORTS

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

COG: The COG will review Rural County Economic Development Funds (RCEDF) applications this month, including submittals by the Port of South Whidbey, City of Langley and Port of Coupeville. The process has been changed this year to allow the Economic Development Council (EDC) to review and weigh in on the applications. In June, Gordon hopes to have the NAS Whidbey Commander attend the COG meeting which will focus on housing needs & opportunities.

ITPO: No report.

CCC: No report.

WPPA: Ng and Halloran attended the Spring Meeting in Stevenson last week. WPPA provided a great deal of material, excellent key speakers, and study data very relevant to marina and other activities.

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

Langley: No specific issues arose at the meeting.

MRC: A representative from Department of Natural Resources (DNR) provided an excellent presentation regarding the negative impact of creosote logs & pilings and the need to have them removed.

Ng: Economic Development Council (EDC): Ng reported the next meeting will take place the following day. According to the notes from the previous EDC meeting that he was unable to attend, the EDC has 104 members currently. Oak Harbor has new businesses that are doing well. Port of Coupeville has a new Executive Director, two new Commissioners, a new Event Coordinator and a new accounting firm. Skagit Valley College enrollment is strong. In May, the College launched its Craft Brewery Program Certification. It is the first craft brewery program at a public institution in the State of Washington. NAS Whidbey will spend up to \$190 million on construction. The Skagit-Island Builders Association said there is a lack of skilled workers. It was also reported that 40% of Washington State Ferries employees are eligible for retirement today.

OLD BUSINESS: None.

NEW BUSINESS: None.

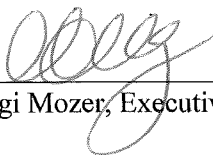
ADJOURNMENT: The Meeting was adjourned at 7:35 p.m.

Approved:

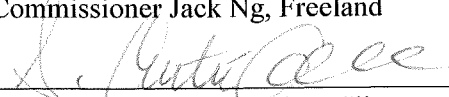
Minutes reviewed by:



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.