

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

Held at Port Office Conference Room, 1804 Scott Rd, Freeland, WA
Tuesday, May 24, 2016 at 9:00 a.m.

AGENDA

SPECIAL MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE (9:00 a.m.)

Possession Beach Waterfront Park

- 90% Design Presentation by Mott MacDonald (approx. 9:00-9:45 a.m.)
- Data and Analysis on Waves, Currents, and Sediment Transport (approx. 9:45-10:15 a.m.)

Clinton Market Study

- Project Updates with Beckwith Consulting Group and Mariano and Associates (approx. 10:15-11:00 a.m.)

Fairgrounds (approx. 11:00-11:15 a.m.)

EXECUTIVE SESSION – Real Estate Matters (duration approximately 15 minutes)

ADJOURNMENT (Approximately 11:30 a.m.)

WORK SESSION (Approximately 11:30-12:00 noon)

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Special Meeting

May 24, 2016

Freeland, Washington

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

Port Staff: Angi Mozer (Executive Director) and Molly MacLeod-Roberts (Port Clerk)

MEETING CALL TO ORDER: The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, May 24, 2016, in the Port office conference room at 1804 Scott Rd. in Freeland, WA. As announced, the primary purpose of the Special Meeting was for the Commission to address the items on the Agenda. Although the Meeting was of course open to the public, it was scheduled primarily for Commission consideration, discussion and action on those specific issues and public participation was not on the Agenda.

Commissioner Ed Halloran, President, called the Special Meeting to order at 9:00 a.m., followed by the Pledge of Allegiance.

Possession Beach Waterfront Park

- **90% Design Presentation by Mott MacDonald:** Senior Project Manager John Jacob reviewed the design process to date and presented the 90% design for the Boat Ramp Renovation Project. Mott MacDonald's cost estimate for construction is \$495,816. They recommended asking contractors to submit a work plan for the project with their bids. Principal Engineer Vladimir Shepsis noted the importance of providing enough time in the bid process to allow contractors to view the site and assess the work in order to ensure the Port finds a very competent contractor. Commissioner Curt Gordon said he really liked the changes made to the design. Commissioner Jack Ng asked about cost savings if the concrete abutment is left in place. Jacob guessed it might save \$5,000 on demolition. Gordon preferred to remove it to allow easier access for the backhoe to clean the ramp.
- **Data & Analysis on Winds, Waves, Currents & Sediment Transport:** During the original South Whidbey Harbor design effort, Shepsis had performed some data & analysis for Art Anderson but was not able to present that data to the Port for whatever reason. Shepsis provided a visual presentation of that information to the current Port Commission.

Fairgrounds: Gordon said they need to initiate the campaign, and invite the existing members of the Fair Association board to discuss the talking points (fact sheet info) as a sort of kick off meeting. J. Marie Riche of Ideal Communications should have a rough draft of the Fact Sheet by June 2nd, and a nearly final draft by June 7th. Gordon also suggested that prior to the next regular meeting, Mozer should draft a resolution stating that if the Fairgrounds property is transferred to the Port, the Port will 1) use the terms and conditions in the existing lease with the Fair Association as a basis going forward (with the Association paying only a small percentage of the net profit above a certain dollar amount of net profit), and 2) promise to never dispose of the property without voter approval of the same constituency (Port District). The Commission agreed. Noting that a resolution may be amended or overturned by a future Port Commission, Gordon explained that the actual transfer document would make the conditions of the transfer legally permanent.

Clinton Market Study

- **Project Updates with Beckwith Consulting Group and Mariano & Associates:** Tom Beckwith and Steve Price of Beckwith Consulting Group and Mike Mariano of Mariano & Associates were on hand to provide an update on their work to date. Beckwith reviewed the Action Plan, laying out what the 6 tasks are, who would be the lead agent, the estimated cost and the potential funding source for each. The identified tasks are as follows:

1) Main Street Highways/Complete Streets Program: must be administered through a municipality (Island County, by adopting an ordinance that recognizes the Program), and also involving Washington State Department of Transportation, (WSDOT), Washington State Ferries (WSF), Island Transit and property owners. Project must be included in a community plan (would need a subarea plan by Island County). Mariano explained that the Transportation Improvement Board just published the requirements for the program. It is not project-based; the emphasis is to move forward to local area adoption of Complete Streets philosophy and the objectives outlined in the program. In order to get one of the grants (up to 30% of project costs), the Port would have to be nominated by one of the program's funding partners. Island County cannot submit a project request for the Port. The program has a list of entities that can nominate, such as the Department of Commerce (DOC).

2) Electronic Queueing: Lead agent is WSF, with Island Transit, the Port and Island County to use ITS (Information Technology Services) to improve connectivity, increase capacity, & enhance efficiency. Funding from WSDOT Main Street Highways/Complete Streets, WSDOT Consolidated Grants Program/Regional Mobility Grant Program, and US Highway Trust Funds. Beckwith said the Regional Mobility is the most probable for funding.

3) Community Drainfield: Funding opportunities include DOC Community Development Block Grants (CDBG) for planning, Community Economic Revitalization Board (CERB) grant for Planning Study, USDA Rural Development Program, Public Works Trust Fund Planning & Construction, Utility Improvement District, and others.

4) Catalytic Projects: Includes WSDOT sale/lease of property, other property owners and developers. DOC CDBG planning grants and CERB Planning Study grant for funding.

5) Business Recruitment: Create database of available properties and possible uses, work with property owners to market vacant properties, design outreach materials, initiate recruitment of new businesses, etc. If part of a broader community development strategy, could get \$24,000 planning grant from DOC CDBG.

6) Commercial Loop Road: Estimated cost of \$16M per mile for design/engineering, acquiring right-of-way, and construction. Island County would be the lead agency, and property owners would be involved. Funding source would be Motor Vehicle Excise Tax and Fuel Tax that is returned to local jurisdictions for road construction.

Beckwith said the bottom line is that the Port needs to be in the sub-area planning process, and the County needs to initiate a sub-area plan for Clinton sooner rather than later. Gordon would like to have an evening meeting with Clinton business owners to present the information gathered to date and get their input, and the consultants agreed.

Beckwith identified the following as the next steps they have to do (not in order):

1) Meet with the business/property owners and the realtors (or whoever will be marketing the properties) to create the database and review the market studies.

2) Meet with the lead agencies (Island County, Freeland Water District, WSDOT, etc.).

3) Meet with District 1 Island County Commissioner Helen Price Johnson to discuss the findings to date, the concept, and find out if the sub-area process can move forward (for the DOC grant). Gordon agreed and added the meeting should emphasize that the Port can get some grant money to help pay for the process.

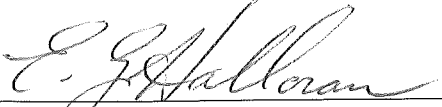
4) Hold an Open House for all of the public to come in and see all of the work to date.

Gordon asked Beckwith to summarize the survey data so it can be available to other entities. Mariano will start working on a matrix of the project elements (drainage, lighting, safety improvements, gateway landscaping, transit access, etc.). All agreed the first action would be to meet with Island County Commissioner Helen Price Johnson to discuss the sub-area plan.

EXECUTIVE SESSION: The Commission recessed into Executive Session at 11:40 a.m. for an expected duration of 15 minutes to discuss real estate matters. The Commission came out of Executive Session and returned to the Special Meeting at 11:49 a.m.

ADJOURNMENT: The Special Meeting was adjourned at 11:50 a.m.

Approved:



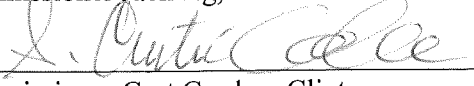
Commissioner Ed Halloran, Langley

Minutes reviewed by:



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.

Work Session: The previously announced public Work Session began immediately following adjournment of the Special Meeting. The Work Session ended at 11:55 a.m. with no action taken.

[Note: No actions are taken during Work Sessions, which provide an opportunity in an informal workshop format for the Board to review and discuss general Port business.]