

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

Held at South Whidbey Parks & Rec District, 5475 Maxwellton Rd, Langley WA
Tuesday, October 11, 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

Consent Agenda

Approval of October Vouchers in the amount of **\$88,875.85**

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

August 2016 Financial Statement and Executive Director Report

STATUS REPORTS

South Whidbey Harbor

- Harbor Operations & Harbormaster Report
- Purchase of 203 Wharf Street

Port Operations

Maintenance & Operations Supervisor Report

City of Langley – Meeting Update

Mukilteo Parking

Clinton Market Study

Clinton Dock

Island County Fairgrounds

- Fairgrounds Property Manager Report
- Operations Update
- Island County

Possession Beach Waterfront Park

- Boat Ramp Renovation Project
- Construction Manager Update
- Caretaker/Manager Position Update

Bush Point Boat Launch

- Residence Update

ACTIVITIES/INVOLVEMENT REPORTS

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

October 11, 2016

Langley, Washington

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

Port Staff Present: Jan-Marc Jouas (Acting Executive Director), Angi Mozer (Executive Director), Molly MacLeod-Roberts (Port Clerk/Accountant), Pat Kisch (Maintenance & Operations Supervisor), Duncan McPhee (Harbormaster), David Schaal (Fairgrounds Maintenance) and Rick Hill (Possession Construction Project Manager), and Roxy Taylor (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, October 11, 2016, at the South Whidbey Parks & Recreation District Meeting Room at 5475 Maxwellton 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.

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 October 2016 as signed today in the amount of \$88,875.85. The Motion passed unanimously.

PUBLIC COMMENT: None.

FINANCIAL UPDATE

August 2016 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the August 2016 Financial Statement which was distributed to them previously. Acting Executive Director Jan-Marc Jouas reported the Port received \$124,000 in tax, operating and grant revenue and incurred \$114,000 in operating and capital expenses during August 2016. Ending cash balance at 8/31/16 was \$428,000. Executive Director Angi Mozer provided the draft Preliminary Budget for 2017. Gordon noted that it included a \$17K deficit that is largely due to the capital expenditure for the Possession Boat Ramp Renovation Project which requires a \$135K match (25%) for the construction grant.

STATUS REPORTS

South Whidbey Harbor

- **Harbormaster Operations & Harbormaster Report:** Harbormaster Duncan McPhee was on hand to present his monthly report. McPhee said the Harbor had a great summer thanks to a great crew. During the fall and winter months, Harbor Staff will make repairs to the piling wall, replace some of the thru-rods on the docks, etc. Only two commercial crabbing boats were at the Harbor because the winter commercial crabbing season was very short this year (Oct 1-7). McPhee continues to work with Clipper Vacations to arrange visits to the Harbor next year. Winter recreational crabbing in Area 8-2 will be seven days a week October 15th through December 31st. Harbor Staff will take reservations for a crabbing spot on the new docks for up to two weeks and will maintain a waiting list. Crabbing and fishing from the top of the pier will remain open to the public without reservations.

- **Purchase of 203 Wharf Street:** Jousas reported the purchase closed as scheduled on September 30th, and thanked Heritage Bank and Pacifica Law Group (bond counsel) for their help. McPhee and other Port staff will work on cleaning up the property, determining parking policies, and posting appropriate signs. Jousas recommended the property be surveyed to confirm its boundaries and the exact location of the parking space easement. Gordon suggested holding off on the survey (estimated cost of \$3K) for now, and just talk to neighbors and staff about striping the lot.

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. South Whidbey Fire/EMS conducted a walk-through/safety inspection of the Fairgrounds last month, providing additional items for the list of repairs and improvements needed. Staff has implemented a Work Order process for the Fairgrounds to facilitate with prioritization, etc. Island County is moving forward on the backflow preventer valve project, and resetting and adding a pole to power, adding a structure to house it, and also replacing the roofing on the Port's Fairgrounds office building. Kisch also did a walk-through of the Possession residence to get a sense of the repairs/improvements that will be needed prior to occupancy by the next caretaker. The boarding floats will be removed for the season from the Possession boat ramp on October 12th and from the Bush Pt. boat ramp on October 17th. He was able to access the Clinton Dock by boat and post a large "DOCK CLOSED" banner on the gangway above the dock to notify boaters.

City of Langley – Meeting Update: The City/Port joint application for Rural County Economic Development Funds (RCEDF) was submitted September 30th. Jousas recommended that the Port act as the Economic Development Office (EDO) and administer the RCEDF grant, including the hiring and supervision of the economic development specialist (for all of South Whidbey), in partnership with the City of Langley. The Commission agreed. Due to scheduling conflicts, the joint meeting between the City/Port will be postponed until the first week of November.

Mukilteo Parking: Gordon and two representatives from Tulalip Tribes attended an economic development and planning meeting at the City of Mukilteo to address a new parking facility and the zoning issues. Quin Clements of Davido Consulting Group, who is providing the Port with preliminary planning services for a parking facility in Mukilteo, will also develop a conceptual parking plan to further discussion with the Tribe for the use of their tank farm property. When the Port and Island County Commissioner Helen Price Johnson meets with Washington State Ferries (WSF) Director Lynne Griffith on October 27th, the parking issue will be one of the topics discussed.

Clinton Market Study: The Port hosted a dinner for Clinton business owners on September 29th. Tom Beckwith (Beckwith Consulting Group) presented the conceptual plan for traffic calming, etc., and the results of the surveys to date. Gordon said Beckwith had to answer some hard questions from the business owners. Gordon summed up the general consensus of the room was that everyone wanted some type of traffic calming, but none of them wanted a roundabout. The Port will continue to work on getting Island County to adopt the Complete Streets Program to enable grant funding for the Clinton area. The County currently has a \$120,000 to study trail & bike access through Clinton, and it's important that the Port works side by side with the County on that and the Mukilteo parking issue. The Port will schedule an additional meeting with Beckwith and Mariano & Associates next month to discuss the next steps.

Clinton Dock: The Port finally received a signed copy of the lease from WSF of Contracts & Legal Services. It will be discussed at the October 27th meeting with WSF Director Lynne Griffith. Moffatt & Nichols completed the inspection of the dock and provided options for its repair and would now like to finalize the Assessment Report. The five options for the dock range in cost from \$38,000 to \$481,000. Jousas explained that the application deadline for the Washington State Recreation & Conservation Office's (RCO) Boating Facilities Program grant is November 1st. In order to obtain grant funds, the Port

would need to extend the lease with WSF for a period of 25 years after the project is completed. He recommended the Commission approve the long-term repairs proposed by Moffatt & Nichols with the cost estimate of \$201,000 and submit an RCO grant application to cover 75% of the cost. If the grant application is not successful, the Port would still have the option of pursuing the short-term repairs to the dock (estimated cost of \$38,000) which would again provide public access to the dock. The Commission agreed to pursue the RCO grant for the \$201,000 option and to provide Jouas with comments (including negative responses) to Moffatt & Nichols Assessment Report so it can be finalized.

Island County Fairgrounds:

- Fairgrounds Property Manager Report & Operations Update: The Port has provided a job description/contract for Campground Host/Caretaker Ben Wooldridge in exchange for his maintenance services of 14 hours per week and living in his RV on the campground. He may also work with Kisch on various other maintenance tasks as needed. South Whidbey Fire/EMS conducted a safety inspection of the Fairgrounds on September 19th, and Chief Rusty Palmer and Captain Jerry Beck subsequently provided a report on the results. Those items have been integrated into the 10-page preliminary draft list of repairs & improvements needed that Jouas had prepared and previously sent to the Commission. All safety issue items were given top priority on the list. DjangoFest NW is interested in using some of the Fairgrounds' smaller venue spaces for music acts or workshops next year. Discussion continues with the Port and Goosefoot to develop a partnership for improvements and additions to the Coffman Building Incubator Commercial Kitchen. Jouas reiterated his view that the campground and the commercial kitchen are the "low hanging fruit" for the Port. There are three potential new events for the Fairgrounds in 2017: Flea Markets at the Fairgrounds (potentially every Sat-Sun in May and June), a 3-day music festival, and an Animal & Livestock Show.
- Island County Interlocal Agreement for RCEDF Grant: Gordon reiterated the importance of completing that list of repairs and improvements as the Port negotiates the ownership transfer of the Fairgrounds property from Island County. Elaine Marlow (Island County Budget Director) had provided a draft Interlocal Agreement (ILA) between the Port and Island County for the \$100,000 RCEDF grant awarded to the Port. Jouas cited 4 concerns with the draft ILA:

1) The ILA title is "*Professional Economic Development Services*", but the Port's \$100,000 request was to cover Fairground activities and operations until tax revenues from the bond initiative are received in April 2017. Additionally, the purpose of the ILA is described as "*The County desires to use Port services to provide economic development programming for South Whidbey area of Island County.*" Jouas surmised the language was a holdover from the previous year's grant that included funds for the business/marketing plan and due diligence study, and it should be removed.

2) The 2nd requirement "Scope of Services" states, "*The Port shall establish a Fairgrounds Advisory Committee no later than March 31, 2017.*" That is contrary to the Port's position that the grant is not contingent on the 5 conditions established by the Island County Commissioners for the transfer of the Fairgrounds. Additionally, the Scope of Services does not address any maintenance, repairs, or other non-management expenses associated with operating the Fairgrounds. Gordon stressed that the formation of the Fairgrounds Advisory Committee is tied to the **transfer** of the property and **not** the RCEDF grant. The Commission therefore agreed to strike that language from the RCEDF ILA, while noting that it would be included in the ILA transfer of the property along with the other County conditions. Gordon reiterated that the Port fully intends to set up the Fairgrounds Advisory Committee so it is in place as soon as the transfer is complete. Jouas will make the requested changes and return it to Marlow.

- Draft Charter for the Fairgrounds Advisory Committee: Jouas had previously provided the Commission with his first draft of the Charter for review and comments. The Advisory Board would have 9 members; 7 "permanent" and 2 "tenant" Board members. The tenant representatives would be tenants holding current leases or contracts for Fairground facilities, appointed to the Board by a majority vote of the permanent Board members. Tenant organizations that hold permanent Board positions would

not be eligible for tenant Board positions. The 7 “permanent” members would consist of representatives from Island County Planning, City of Langley Planning, Langley Chamber of Commerce, Island County 4-H, South Whidbey Historical Society, Whidbey Island Fair Association and Whidbey Western Games Association with terms of two years. No permanent Board member may serve more than two consecutive terms, but a former member may be reappointed after a one-year absence from the Board. The tenant Board members terms would be for one year, and shall serve no more than three consecutive terms, but a former tenant representative may be reappointed after a one-year absence from the Board. The Port’s Executive Director would serve as Advisor to the Board, attending all meetings as a non-voting member (except when organizations represented on the Board are removed and other organizations are added by majority vote; the Advisor would vote then). Gordon said Jouas did a great job, but was concerned about limiting the County and City seats to Planning representatives. Jouas agreed it should be changed to simply be a representative from Island County and City of Langley; leaving the selection of the representative up to each entity.

- **Interlocal Agreement with Island County for the Transfer of the Fairgrounds:** Using the ILA for the transfer of South Whidbey Harbor as a template, Port Attorney Brad Cattle should be able to provide a draft document for coordination with Island County by October 31st. Cattle also noted that the Port would need to amend the Comprehensive Scheme to reflect the property acquisition after a Public Hearing is held on the amendment. A Title Search and an Appraisal is also required for the State Auditor as part of the transfer. The Commission agreed to work on getting the Comp Scheme amended by the December regular meeting.
- **Priority Fairgrounds Repairs & Improvements:** As referenced earlier, Jouas had prepared a 10-page preliminary draft list with priority rankings of 1, 2 or 3 with 1 being top priority. He noted that Fairgrounds Property Manager Roxy Taylor did a great job of soliciting and compiling the input from all the stakeholders and Kisch had also provided excellent input. The list will form the basis for discussion during an upcoming Port Work Session.
- **State of Washington Department of Agriculture (WSDA) Fairs Program:** In November 2015, Island County applied for and was subsequently awarded a Fairs Program capital grant for the Electrical System Renovation of the Historic Pole Building. The total project amount was \$82,000, and the application requested \$49,200 from WSDA with the County providing a monetary match up to \$25,000 and an additional in-kind match estimated at \$8,000. Island County has proposed transferring the WSDA grant to the Port for the electrical work on the Pole Building. The work must be completed by June 30, 2017. Jouas is still in discussions with Larry Van Horn (Island County Facilities Management Director) regarding funding for the match. Jouas’ recommendation is to accept the County’s offer to transfer the grant only on the condition that Island County covers any difference between the grant and the actual cost of the project. The Commission agreed with his recommendation.

Possession Beach Waterfront Park

- **Boat Ramp Renovation Project:** As requested, Mott MacDonald had provided Scope of Work and Fee Estimate for Engineering Services during Bidding and Construction for the project. The Project Scope included three tasks: Preconstruction Engineering Services, Engineering Services During Construction, and Post-Construction Engineering Services. All work to be conducted on a time-and-material basis with a total not-to-exceed amount of \$9,000. Construction Manager Rick Hill didn’t think the actual cost will approach that amount.

ACTION: A Motion was made by Gordon and seconded by Ng to approve Mott MacDonald’s proposal for Engineering Services during Bidding and Construction as presented for the not-to-exceed amount of \$9,000. The Motion passed unanimously.

- **Construction Manager Update:** Hill submitted the Building Permit application on September 12th. He is confident it will be received prior to the construction start date of December 1st. The project will be advertised as of October 12th in the South Whidbey Record and the Daily Journal of Commerce. The on-Pre-Bid Conference is scheduled for October 18th at the project site. Bid opening is scheduled for Thursday, November 3rd and Hill plans to present his recommendation to award at the Port's regular meeting on November 8th. Once the Commission has awarded the bid, he plans to issue the Notice To Proceed on December 1st. The pre-cast concrete panels should be ready by then, and the bid documents require the contractor to coordinate their delivery.
- **Caretaker/Manager Position Update:** Jouas will interview a well-qualified applicant on October 12th. The current tenants asked for and were given an additional two weeks beyond the original 60-day notice; they will vacate by October 15th. Once it is vacant, Kisch will assess the maintenance and repair items that will need to be completed prior to the next Caretaker/Manager moving into the residence.

Bush Point Boat Launch: Floats will be removed for the season on October 17th.

ACTIVITIES/INVOLVEMENT REPORTS

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

COG: At the upcoming meeting to discuss COG's legislative priorities, State Representatives Dave Hayes and Norma Smith and State Senator Barbara Bailey will attend, and representatives from U.S. Senators Patty Murray and Maria Cantwell might also attend. At the September meeting, Eric Brooks from Island County Department of Emergency Management was the guest speaker. In November, building developers will be brought in to discuss housing issues.

IRTPO: All members have signed the ILA establishing the formation of the IRTPO. The biggest news was the funding for the Banta Road intersection.

CCC: The CCC has grabbed onto the notoriety for the stances taken on the ferries and the "kiss & ride" project. Construction on that project is tentatively scheduled for August 2017.

WPPA: All three Commissioners plan to attend the Small Ports Seminar in Leavenworth the following week.

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

MRC: Halloran plans to attend the annual conference on November 4th-5th in Port Townsend. The recent MRC meeting included an excellent educational presentation on the Pigeon Guillemot study. (The Pigeon Guillemot is an "indicator species" on Whidbey Island.) Projects for next year have been narrowed down to 3 main topics with funding for all three of them. A brief ceremony was held at the Coupeville Wharf on September 22nd for the newly installed MRC marine environment display.

Langley: The City voted 4-1 to close Seawall Park between the hours of 11 p.m. and 6 a.m. The City approved the \$5,000 requests for both the Shakespeare Festival and the Whale Center.

Ng: Economic Development Council (EDC): No report.


OLD BUSINESS: **Island Beach Access – Update on Clinton Beach Park Universal Accessibility Project:**

Mel Trenor of Island Beach Access (IBA) successfully solicited volunteer cooperation from Hearts & Hammers, Habitat for Humanity, the naval base, The Greening Congregation Collaborative, and the American Legion. He asked for details regarding the funding and timing for the project. Regarding the budget, Mozer said \$8,000 is included in the Port's 2017 budget, so expenditures could begin in December because they would be paid in January. However, she has no information regarding the permitting process as the Port has hired consultants to do that work in the past. Mozer will contact the local consultant who provided permitting assistance in the past and work with Trenor on the process going forward.

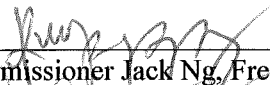
NEW BUSINESS: Jouas asked the Commission if they wanted to submit a Letter of Support to have "Suquamish" (the newest 144-car ferry) assigned to the Mukilteo/Clinton route. Gordon suggested waiting until next month. He explained that unless there is overhead passenger loading on the Clinton side as well as the Mukilteo side, it just slows down the loading process. The Commission directed Jouas to draft the letter of support and add the need for overhead passenger loading in Clinton.

ADJOURNMENT: The Meeting was adjourned at 8:32 p.m.

Approved:



Commissioner Ed Halloran, Langley

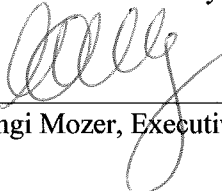


Commissioner Jack Ng, Freeland



Commissioner Curt Gordon, Clinton

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.