

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

Held at South Whidbey Parks & Rec District, 5475 Maxwellton Rd, Langley WA  
Tuesday, December 13, 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 December Vouchers in the amount of **\$67,308.36**
- Minutes from the Regular Meeting of May 17, 2016 and Special Meetings of May 24, 2016 and June 2, 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**

**October 2016 Financial Statement and Executive Director Report**

**STATUS REPORTS**

**South Whidbey Harbor**

- Harbor Operations & Harbormaster Report

**Port Operations**

- Maintenance & Operations Supervisor Report

**Mukilteo Parking**

**Clinton Market Study**

**Island County Fairgrounds**

- Fairgrounds Property Manager Report
- Island County

**Possession Beach Waterfront Park**

- Boat Ramp Renovation Project
- Caretaker 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

December 13, 2016

Langley, Washington

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

**Port Staff Present:** Angi Mozer (Executive Director), Molly MacLeod-Roberts (Port Clerk/Accountant), Pat Kisch (Maintenance & Operations Supervisor), Duncan McPhee (Harbormaster), Roxy Taylor (Fairgrounds Property Manager) and Rick Hill (Possession Construction Project 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, December 13, 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.

**Approval of Minutes:** Minutes from the Regular Meeting of May 17, and the Special Meetings of May 24 and June 2, 2016.

**ACTION:** A Motion was made by Commissioner Curt Gordon and seconded by Halloran to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated December 2016 as signed today in the amount of \$67,308.36. The Motion passed unanimously.

**PUBLIC COMMENT:** Mel Trenor of Island Beach Access provided an update on the Clinton Beach Park Universal Accessibility Project. He has contacted the offices of U.S. Senator Patty Murray, U.S. Representative Rick Larsen, and Washington State Representatives Norma Smith and Dave Hayes, and provided each with an overall description of the project. The Pre-Application Conference with the 5 county & state permitting agencies is scheduled for December 22<sup>nd</sup>. Trenor and Executive Director Mozer will attend.

**FINANCIAL UPDATE**

**October 2016 Financial Statement and Executive Director Report:** The Commission acknowledged receipt of the October 2016 Financial Statement which was distributed to them previously. Executive Director Angi Mozer reported the Port received \$177,000 in tax, operating and grant revenue and incurred \$89,000 in operating and capital expenses during October 2016. Ending cash balance at 10/31/16 was \$496,000.

Gordon noted that the Port has not received any of the Rural County Economic Development Funds (RCEDF) from Island County (\$100,000) for managing the Fairgrounds April 1, 2016 through March 31, 2017 because the County hasn't provided an InterLocal Agreement (ILA). The grant application included \$75,000 to be paid to the Port by the end of the year. Gordon would like to add a footnote to the Port's year-end financial statement to reflect that missing \$75,000 from the fund balance as a result of the County's delay.

After conducting a performance evaluation with the Maintenance & Operations Supervisor, Mozer recommended a salary increase of 5% effective for the December payroll period (to be paid in January). The Commission agreed with her recommendation and authorized the increase.

## STATUS REPORTS

### **South Whidbey Harbor**

- Harbormaster Operations & Harbormaster Report: Harbormaster Duncan McPhee was on hand to present his monthly report. On November 21<sup>st</sup>, staff from Clipper Vacations and Product Strategy visited the Harbor to assess the suitability of mooring on D and E docks for the Clipper III and evaluate the City of Langley and its level of attraction for their customers. The Clipper Vacations seemed very enthusiastic to include Langley as a (two-hour) day stop for their whale watch trips in March and April, and Clipper Captain Jason Mikok was confident the outside mooring on D & E docks would accommodate the vessel.

After five years of testing for the presence of Pacific Sand Lance eggs on the boat ramp and finding no evidence, the testing on December 5<sup>th</sup> came back positive. Therefore, the ramp could not be cleaned on December 6<sup>th</sup> and the Port had to wait 7 days before conducting another sampling. The 2<sup>nd</sup> sampling taken today returned without evidence of sand lance eggs, so the ramp will finally be cleaned tomorrow (December 14<sup>th</sup>).

### **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. He has not received any responses to his request for roofing bids for the building where the Port's office is located at the **Fairgrounds**. At **Possession**, The home inspection report was completed and Kisch has started work on the house. He introduced **Jim & Jeannette Conover**, as the future caretaker/managers at Possession (when the residence is ready).

**Mukilteo Parking:** The Tulalip Tribes are starting negotiations with Mukilteo's planning director on a development agreement to ensure that the tank farm property is zoned "usable" as a parking lot. Mozer is trying to schedule a meeting with Gordon and U.S. Representative Rick Larsen to discuss the issue and Whidbey Island's long term need for parking in Mukilteo.

**Clinton Market Study:** The Clinton Community Council helped get the last of the 4 new larger ferries assigned to the Clinton/Mukilteo run. Island County has hired a (grant-funded) consultant to conduct the pedestrian/bike path study in Clinton. Gordon noted that Clinton business owners want the highway to be crossable and some type of traffic calming. Beckwith Consulting Group (the Port's consultant) will be brought back in January to provide an update. Mozer, Gordon and Port consultant Mike Mariano (Mariano & Associates) met with Island County's Public Works Director to discuss a Complete Streets designation at the state level in order to improve ability to acquire grants for enhancement projects in Clinton. Unfortunately, the County does not think the Complete Streets is a workable solution.

### **Island County Fairgrounds:**

- Fairgrounds Property Manager Report: Roxy Taylor was on hand to provide her monthly report, including an overview of all the current tenants and upcoming events. The Whidbey Island Fair will be held July 20-23, 2017. The Fair Association's County Christmas fundraiser in the Coffman building was well attended. Taylor is working on "Campground" signage for the southern entrance on Langley Rd. She is also advertising the campground locally, online, social media and listing with apps that RV owners use. Discussions with Goosefoot continue regarding improvements to the commercial kitchen in the Coffman building. Mutiny Bay Blues (a large blueberry farm in Freeland) plans to expand business to include value-added products, and hopes to use the newly remodeled commercial kitchen for that activity. Taylor participated in a very informative 2-day webinar on Commercial Leases.

- Island County: Mozer will contact Elaine Marlow regarding the previously discussed issue of the RCEDF ILA and the delay in funding.

#### **Possession Beach Waterfront Park**

• Boat Ramp Renovation Project & Construction Manager Update: Construction Manager Rick Hill previously provided a copy of his summary of the receipt and review comments of the contract submittals for the project. Mozer explained that Neptune Marine was provided with a Notice of Award on November 16<sup>th</sup> and contract documents were to be returned within 10 days of that Notice. The documents were submitted late and not quite complete. On December 5<sup>th</sup>, the President of Neptune Marine offered the Port an out by mutually terminating the agreement and offering the project to the 2<sup>nd</sup> lowest bidder. Mozer provided the following options:

- 1) Continue to work with Neptune.
- 2) Award to the next low bidder (\$40,000 higher) and pursue a claim on Neptune's bid bond for failure to execute the contract.
- 3) Award to the next low bidder and not pursue a claim on the bid bond.
- 4) Go out to bid again.

She added that the project will likely be delayed because Possession Road has a 5-ton weight limit and Island County is hesitating to provide a waiver of the weight limit until the drier months. Additionally, according to the Port's permit, no in-water work is allowed between March 15 and June 14. Therefore it will likely be June/July of 2017 before the in-water work is accomplished. She and Hill will begin work on extending the permit for the project.

Mozer recommended Option 3 (award to 2<sup>nd</sup> low bidder without pursuing claim on bid bond).

**ACTION: A Motion was made by Gordon and seconded by Halloran to mutually agree to terminate the agreement with Neptune Marine and award the project to the second low bidder. The Motion passed unanimously.**

Mozer was authorized to issue Notice of Award to Pacific Pile & Marine.

- Caretaker Residence Update: Kisch hopes the work will be complete and the residence ready for occupancy in March/April.

**Bush Point Boat Launch:** No 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)

**COG:** Sherrye Wyatt from Whidbey and Camano Island Tourism provided a report on the group's activities. One of the things they are working on is creating a common standardized form for municipalities/governing bodies that film companies will be required to complete.

**IRTPO:** Island County Transportation Planner Brian Wood brought up a report regarding that demonstrates the need for a passenger only ferry in areas, including from Port Townsend to Seattle. Wood suggested South Whidbey to Seattle should be included on the list as well. The discussion was somewhat heated.

**CCC:** No additional discussion.

**WPPA:** Gordon and Halloran attended the Annual Meeting and agreed it was an excellent event.

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

**Langley:** Langley Main Street Association's semi-annual report. The Seawall Park issue will be discussed at separate meeting on December 14<sup>th</sup>. The Council heard the 1<sup>st</sup> and 2<sup>nd</sup> reading of the 2017 budget, and the debate on street lighting in the City continues.

**MRC:** A Kelp Kiosk is in place at Libbey Beach Park and other kiosks are planned for locations throughout the County. The Oak Harbor Marina Restoration project is still waiting for some funds, but the City is working with the U.S. Navy on restoration of the beach area (similar to the work done at Cornet Bay).

**Ng:** Economic Development Council (EDC): Ng was absent; no report.

**OLD BUSINESS**

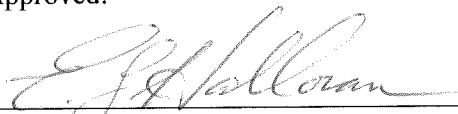
**Joint Port/City of Langley Rural County Economic Development Funds (RCEDF) Application for business recruitment/marketing specialist support:** At the COG presentation, it was suggested that the Port of Coupeville could also be included in that effort. Mozer and Gordon subsequently met with Port of Coupeville Commissioner John Mishasek and Port of Coupeville Interim Executive Director Jan-Marc Jouas to discuss the possibilities. The outcome of the meeting was agreement that Greenbank could be included as part of the scope. The RCEDF grant could then be a 4-prong focus for the grant, with the prongs of Clinton, Langley, Freeland & Greenbank communities. With Commission approval, Mozer can add Greenbank to the application for submittal to the COG. She believes it will be beneficial to have the ports work together via an InterLocal Agreement, and noted that the Greenbank area is extremely similar to South Whidbey in rural character, etc. so it fits nicely in with that effort.

**ACTION:** A Motion was made by Gordon and seconded by Halloran to amend the Rural County Economic Development Funds Application to include the Greenbank community located in the Port District of Coupeville as discussed. The Motion passed unanimously.

**NEW BUSINESS:** None.

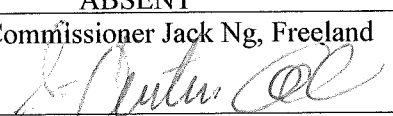
**ADJOURNMENT:** The Meeting was adjourned at 7:50 p.m.

Approved:

  
\_\_\_\_\_  
Commissioner Ed Halloran, Langley

Minutes reviewed by:

  
\_\_\_\_\_  
Angi Mozer, Executive Director

**ABSENT**  
\_\_\_\_\_  
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.